# Table of Contents

Introduction vii  
**Chapter 1 ▪ AutoCAD Productivity** 1  
Design Standards 2  
AutoCAD Best Practices 5  
Feature Review (All Releases) 12  
**Chapter 2 ▪ Managing Your System** 41  
Managing Files 42  
Managing AutoCAD 45  
Directories 60  
Why DOS Isn’t Dead Yet 62  
External Commands and Command Aliases 68  
**Chapter 3 ▪ Customizing the AutoCAD Interface** 73  
Tool Palettes (All Releases) 74  
The Customizable User Interface (CUI) 83  
Linetypes (All Releases) 97  
**Chapter 4 ▪ Applying Graphics Standards** 105  
Dimensions 106  
Dimensioning Rules 130  
Text Styles 133  
Linetypes and Weights 135  
Applying Standards 143  
**Chapter 5 ▪ Symbols, Tables, and Fields** 155  
Blocks 156  
Dynamic Blocks 165  
Symbol Libraries 167
Chapter 10 ▷ 3D For Everyone 365
   Overview 366
   Managing Coordinate Systems 369
   Creating a Model 373
   Using Existing 2D Geometry 395
   Final Suggestions 409

Chapter 11 ▷ AutoCAD Puzzlers 411
   The Puzzlers 412
   The Solutions 421
   Index 435