

AutoCAD Training For Facilities Management

This is a process orientated course for both beginner and advanced AutoCAD users who wish to learn how to use AutoCAD effectively for facilities management and how to properly prepare AutoCAD drawings for CAFM system implementation.

Topics Covered

IMPORTANCE OF DRAWING NAMING CONVENTIONS

ESTABLISHING AUTOCAD DRAWING STANDARDS

Applying consistent drawing naming conventions

Creating drawing standards

- X-refs
- Dimension Styles
- Units
- Layer Conventions
- Line Types
- Text Styles

Working with drawing standards

Creating drawing templates

HOW TO CLEANUP EXISTING DRAWINGS TO MEET NEW STANDARDS

How to remove unnecessary data from drawings

How to separate drawings with x-refs if required

How to create new drawings based with Wblock

How to translate current layers to new layer standards

How to purge drawing of unused accumulated data

WORKING WITH FLOOR PLANS

Techniques for maintaining drawing accuracy

Creation of walls, doors, and furniture

Polyline process for room/space areas (sq. ft.)

- Polyline considerations
- Polyline methods
- Polyline techniques
- Polyline tips

Room numbering

- Room numbering considerations
- Room numbering techniques & tips

Applying hatch patterns to areas

Modifying and deleting drawing objects

PLOTTING AND PRINTING

Uses of Layouts and Plot Styles

Creating consistent Plot Layouts

Plotting and printing with Layouts to scale

Plotting different paper sizes

Different output formats - jpeg, dwf

CUSTOMIZATION

Menus, Macros and Toolbars



PRECISION DRAFTING

Direct Entry

OSNAP

OTRACK

MODIFYING

Move

Copy

Rotate

PALLETES

Property

Quick Select

Design Center

Tool

BLOCKS

Create

Insert

Libraries

ANALYSIS

Distance

Area

ANOTATION

Text

Dimensions

Hatch Patterns

Course Length

Course length will vary depending on specific training needs.

(Typically completed in 12 hours or less)

Classes are held both onsite at our client's location and live online via the Web.

Sessions are flexible and can be structured as needed.



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