Chapter 2 Review

Drawings and Templates

**Name:** **Click here and type your name**

Click in the shaded area and type your answer for each question. Use the [Tab] key to move from one answer field to the next.

 1. What is a *drawing template*?

Click here and type your answer

 2. What is the name of the dialog box that opens by default when you pick the New button on the Quick Access toolbar?

 3. Explain how to start a drawing from scratch.

 4. How often should you save your work?

 5. Explain the benefits of using a standard system for naming drawing files.

 6. Name the command that allows you to save your work quickly without displaying a dialog box.

 7. What command allows you to save a drawing file in an older AutoCAD format?

 8. How do you set AutoCAD to save your work automatically at designated intervals?

 9. Identify the command you would use to exit a drawing file, but remain in the AutoCAD session.

 10. How can you close all open drawing windows at the same time?

 11. How can you set the number of recently opened files listed in the Application Menu?

 12. What does the term read-only mean?

 13. Describe the purpose of file tabs.

 14. What occurs when you pick the plus (+**)** button to the right of the last file tab?

 15. What is the function of drawing properties?

 16. What is the advantage of adding values to drawing properties?

 17. Name three settings you can specify in the Drawing Units dialog box.

 18. What is sheet size?

 19. Explain the benefit of using a drawing template file to create a new drawing.

 20. How can you convert a drawing file into a drawing template?