

Objectives and Chapter Hints

Chapter 3 – The Windows Operating System

Objectives

After studying this chapter you should be able to

1. Describe the system of drives, folders (directories), and files used by the Windows operating system
2. Use the Windows Explorer to navigate Windows drives, folders, and files
3. Copy, Move, and Delete files using Windows Explorer
4. Use AutoCAD's file related dialog boxes to manipulate files (Open, Save, Import, etc)

Chapter Hints

It is important that students have a solid understanding of file management and an appreciation for making “backups” of all their drawings. Lost files can be very upsetting to the flow of a class. Create a standard system for backups such as a backup floppy or network location.

Saving work to the local hard drive and especially the AutoCAD directory is poor practice in a school lab environment because the files belonging to various students become very difficult to manage. A good way to avoid having files accidentally saved to the AutoCAD directory is to create a **Start In** location in the AutoCAD shortcut that points to a “working” or temporary folder. (Right-click the shortcut icon to get the Properties dialog box.)

