

Office Users' Manual

A Guide for Common Office Procedures

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I. Preamble

Use these instructions as a reference, don't attempt to read through them all or memorize them.

These instructions accomplish three functions:

1. They cut time wasted reinventing the wheel.
2. They efficiently introduce staff to tasks they might never have performed before.
3. They maintain standards of operation that aid the firm in its image, profitability and scheduling.

You might know faster and better ways to get work done, if so, share it. Write it down, we'll replace the old slow way with yours.

You might have different ways to do work, which is fine, if it doesn't take longer, doesn't require software we don't have, and creates the same results.

The caveats are for work that effects the firms image, profitability and scheduling. If in doubt ask.

and

Yes, there is overlap between this and the Computer Users Manual and Office Manual. Bear with it, documentation is an overhead task, so limited resources are applied to it.

II. CAD Users Manual

See office library on server.

Feel free to copy it to your station or desktop, just put an appointment into your outlook to check the first of the month for new versions.

There are some paper copies. If they aren't in the library, ask around, an email to "STAFF" will avoid the Sr. Managers mailboxes from filling up with such questions.

Below are some singular instructions distributed over the years in response to general problems.

III. Bind X – refs

Bind xrefs tutorial

This tutorial is part of the markcad.com series of [AutoCAD tutorials on xrefs](#). Most of the tutorials are written for AutoCAD 2000/2000i and most of the sample drawings are saved in AutoCAD 2000 format. You may be able to use the tutorials with other versions of AutoCAD (or even AutoCAD LT), but some of the commands and dialog boxes will work a little differently. The tutorial instructions assume that you have a basic understanding of how to use AutoCAD (e.g., to open drawings, create and set layers, select objects, zoom and pan, etc.).

- [Example 1: Bind as bind.](#)
- Example 2: Bind as insert. (Same as above, select insert instead of bind)

Example 1: Bind as bind

In the first example, we bind xrefs using the bind type "Bind" (i.e., preserving unique named object names).

1. Start AutoCAD.
2. Open dwg.
3. SAVEAS, renaming it ****bind.dwg

