



CADD Office Standards

Setting up Office Standards menu

Understanding how to setup a drawing, and all the steps required, is a goal of the early part of this course. However you soon realize there must be a better way. In our case there is! We have set up a collection of often-used symbols, layers and settings that form a part of our Lab or *Office Standards*. To access them we add in a "custom" menu to the standard AutoCAD menu system.

My Network Places > **Eculd** > *Office Standards* contains all of the Office Standards files: drawings, plot styles, utilities and partial menus.

You will access the partial menu file and all the supporting drawing files from the file server Eculd. If you wish to set up your home/ laptop to access these menus and drawings you will need to copy the contents of the Office Standards folder to your computer. Instructions that follow are for linking to the folder from the labs at the Cloverdale campus. For instructions on using these at home please see <***>.

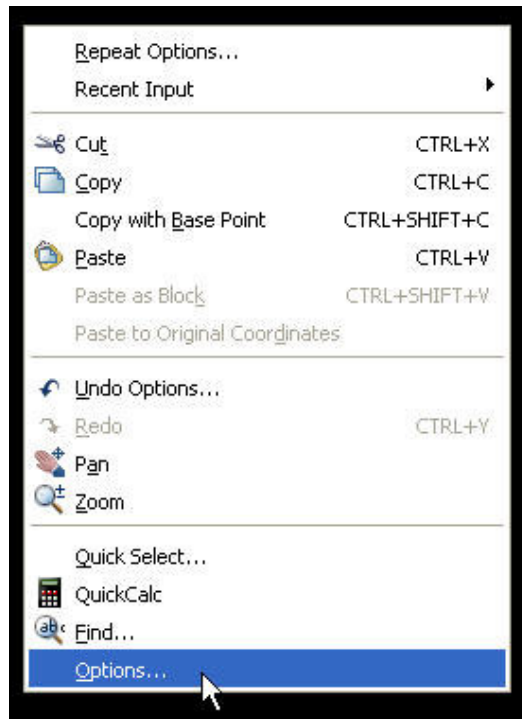
Follow these steps to set up access to our office standards.

Step 1

Add the *Office Standards* folder to the AutoCAD search path.

Start AutoCAD using your desktop icon. This ensures you will be changing your profile in AutoCAD.

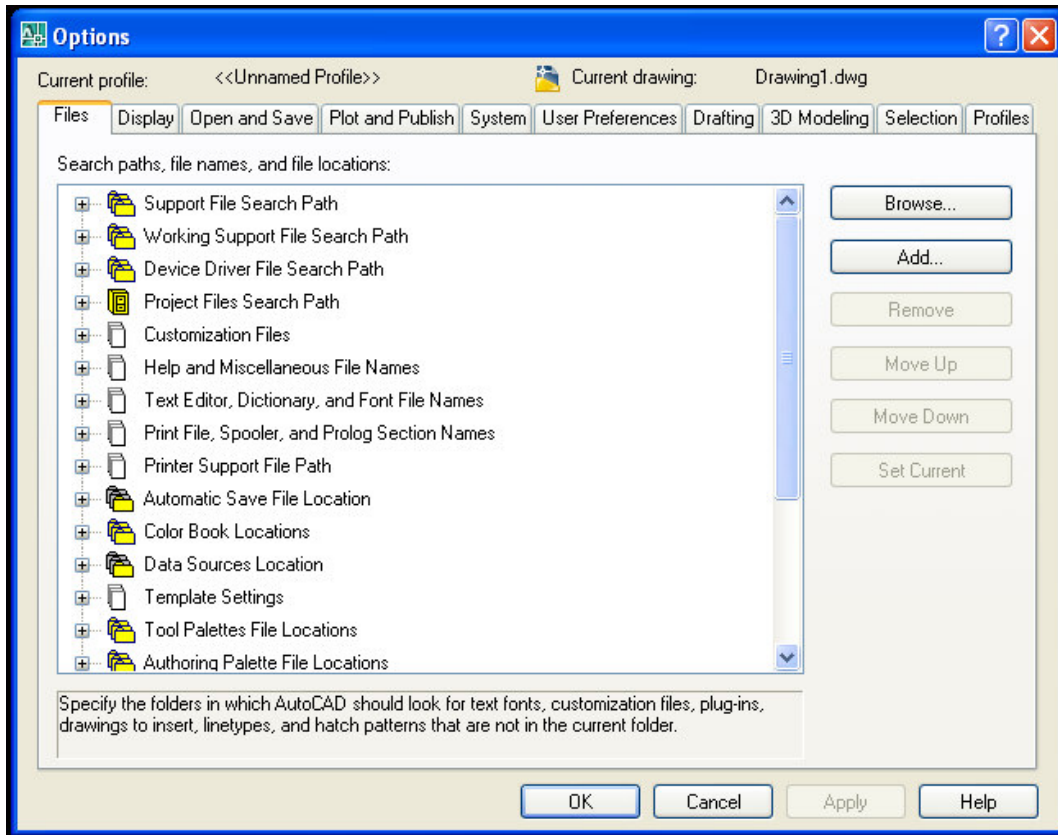
Access the **OPTIONS** dialog box (TOOLS + OPTIONS) or RIGHT-CLICK in the edit area of the AutoCAD drawing area.



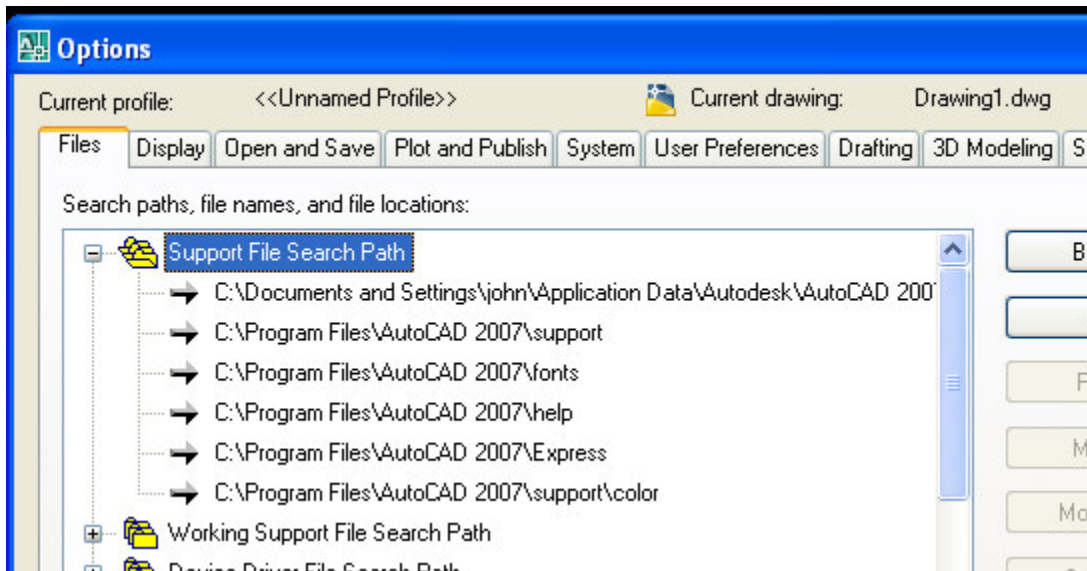
Then switch to the FILES tab:

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Setting up Office Standards menu

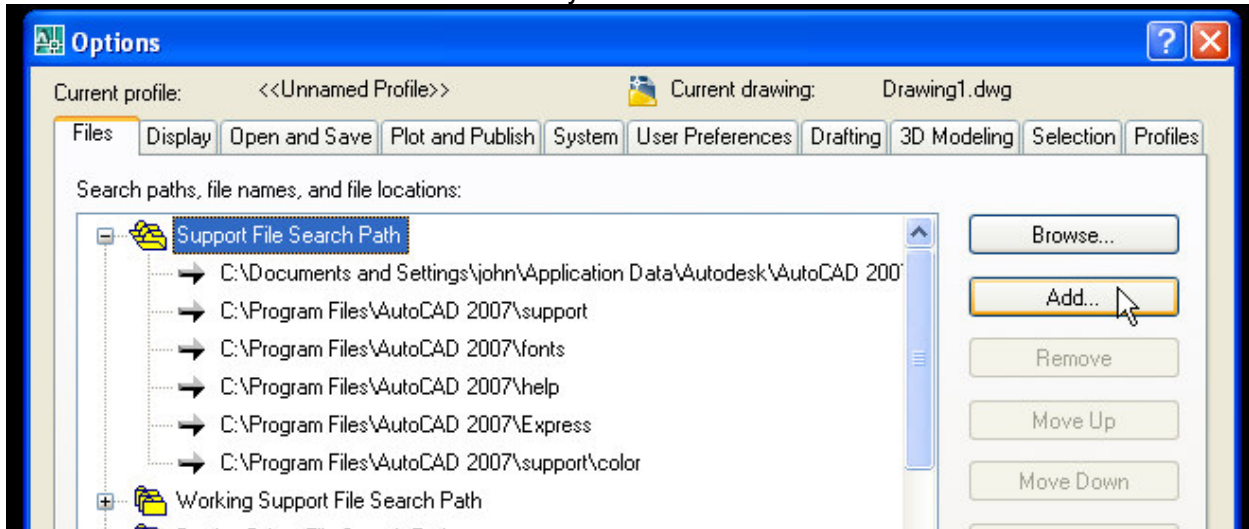


Expand **the Support files search path**. You should see the standard list of folders that are searched, in order, for any files AutoCAD needs.

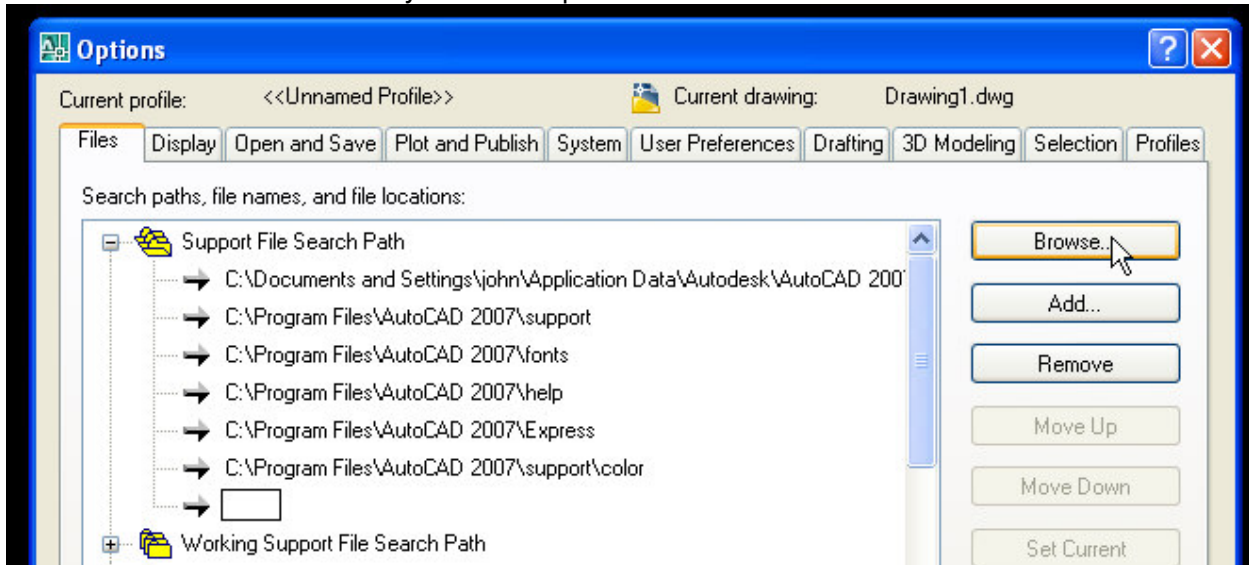


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Setting up Office Standards menu

Click the ADD button to create another entry in this list.

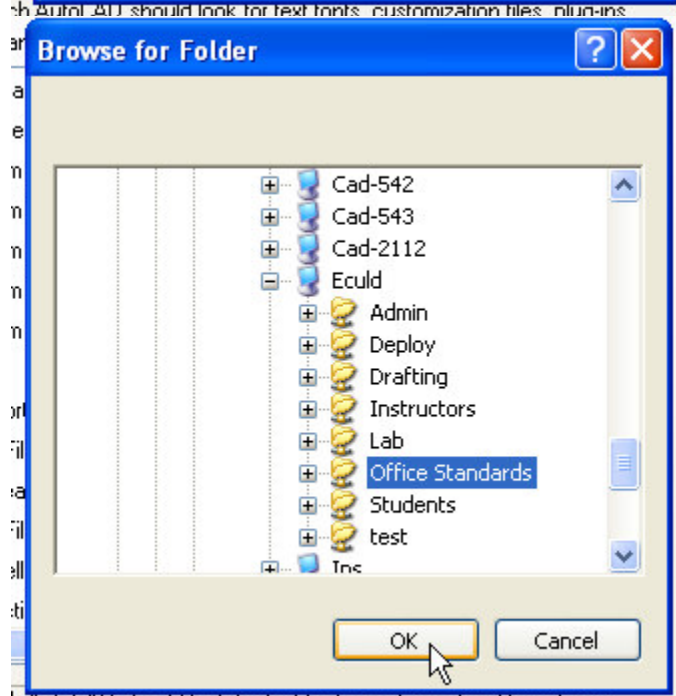
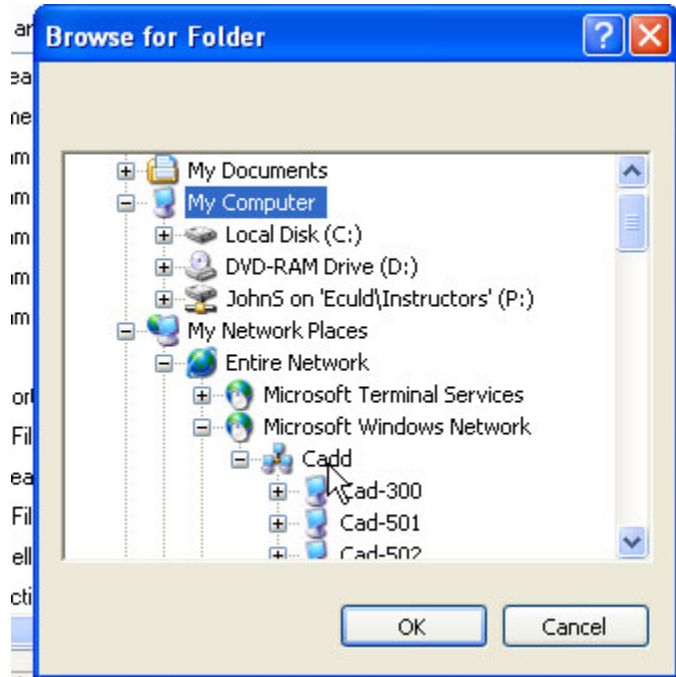


Use the **browse** button to verify the actual path to Office on **Eculd**



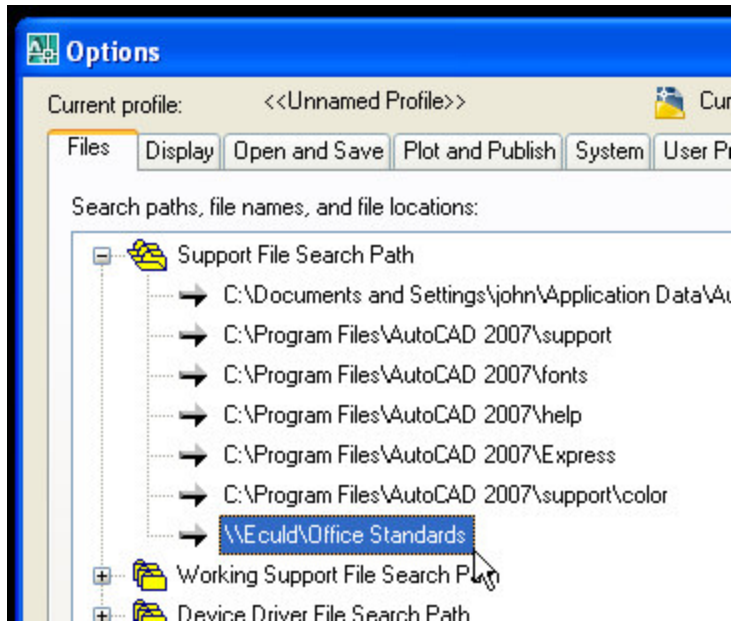
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Setting up Office Standards menu

My Network Places > Entire Network>Microsoft Windows Network>**CADD>Eculd>Office Standards**



This will be added to your profile's search list when you press OK to exit this dialog box.

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Setting up Office Standards menu



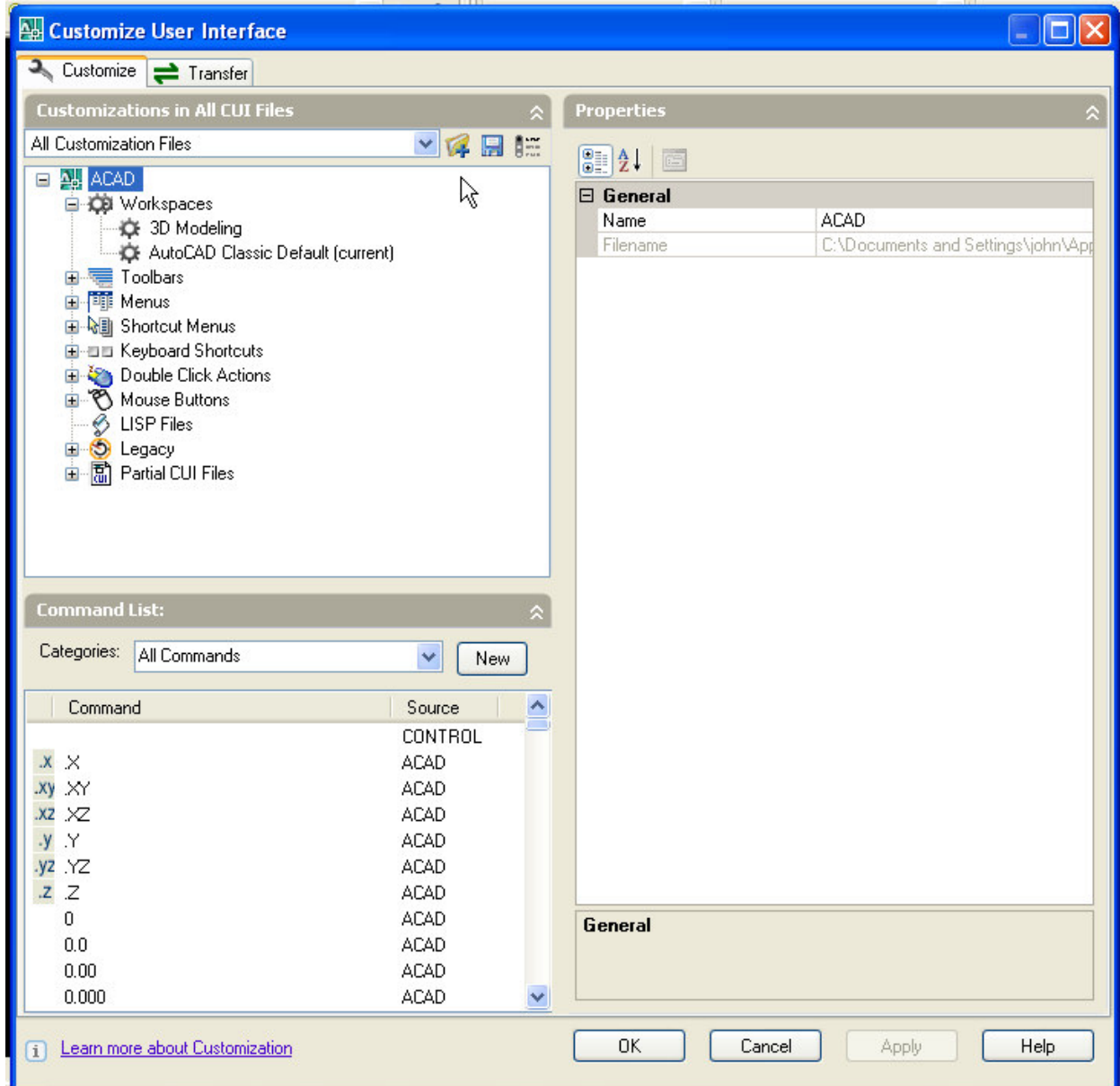
AutoCAD needs this additional link to find the blocks and slides to display in the new menu.

Step 2

Add the OFF STD menu to AutoCAD.

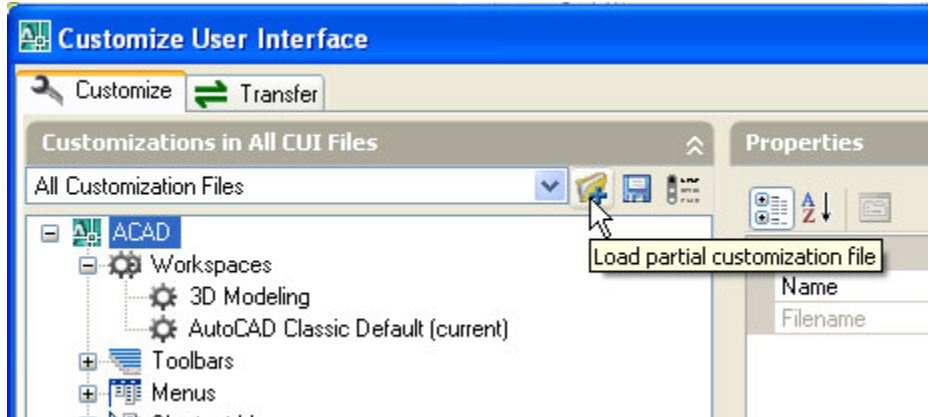
We need to add our custom menu to the AutoCAD pull-down menu area. The instructions are in a partial menu file: *Off_Std.cui* (Starting with AutoCAD 2006 menus are controlled with *.CUI files. Prior to ACAD2006 we used *.MNU files. We have both available if you are using an older version of AutoCAD – contact the network administrator [Program Assistant Todd Bolenback] for access.)

At the AutoCAD command line enter the command **cui**

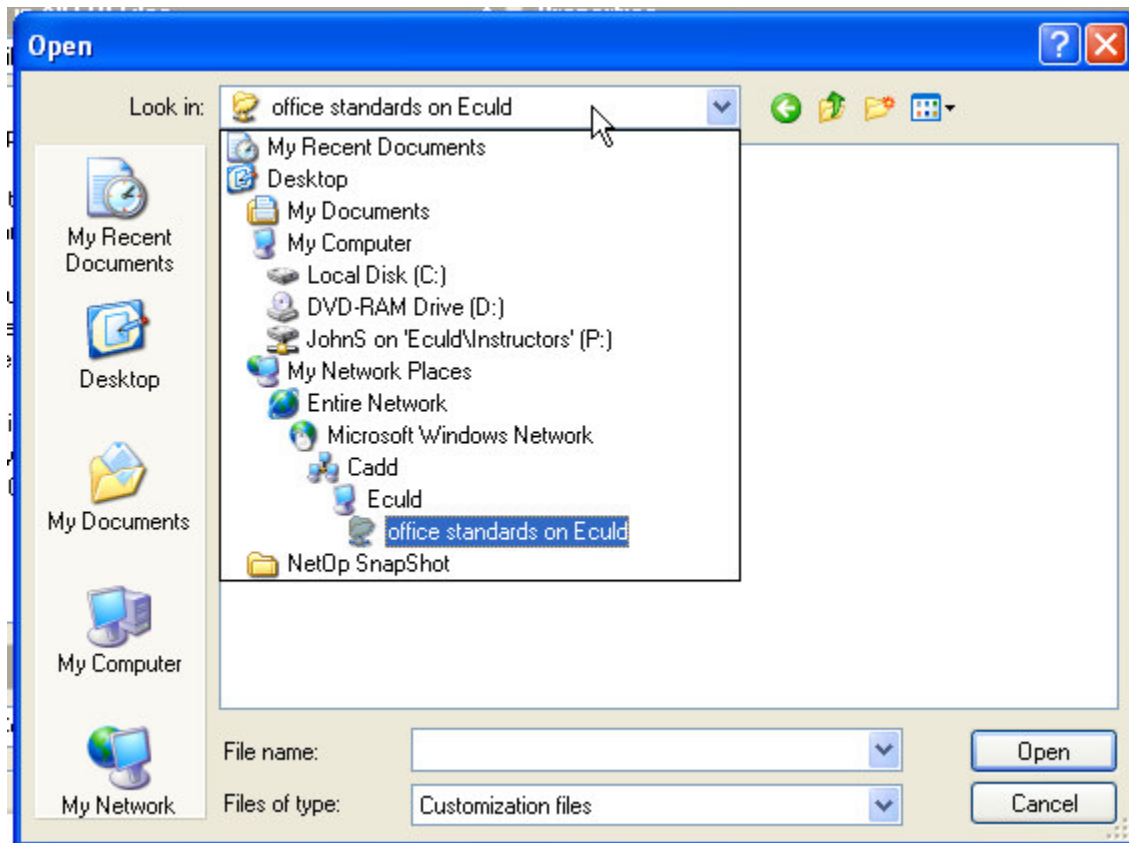


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Setting up Office Standards menu

In the Customize User Interface window, click on the Load Partial cui file icon to add a custom menu item.

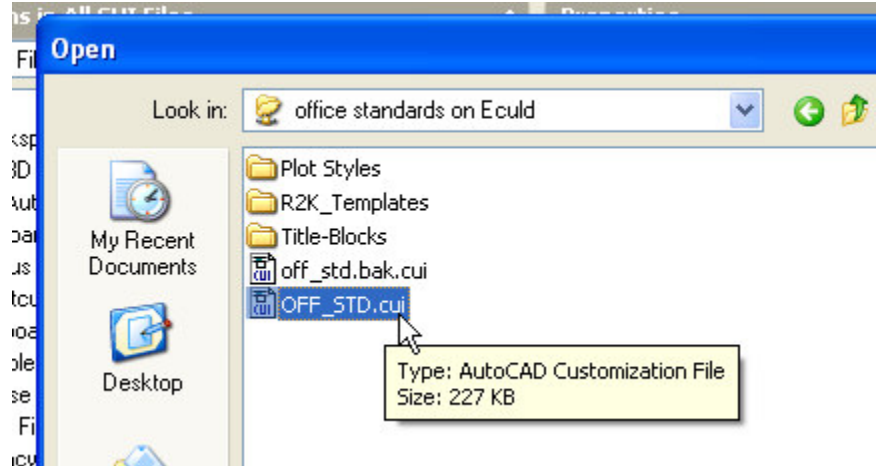


In the resulting Open dialog box, navigate to the folder on Eculd\Office Standards

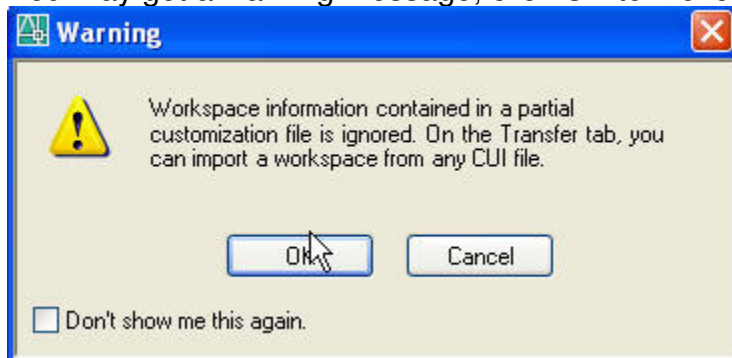


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Setting up Office Standards menu

Select the *OFF_STD.cui* file and click OPEN



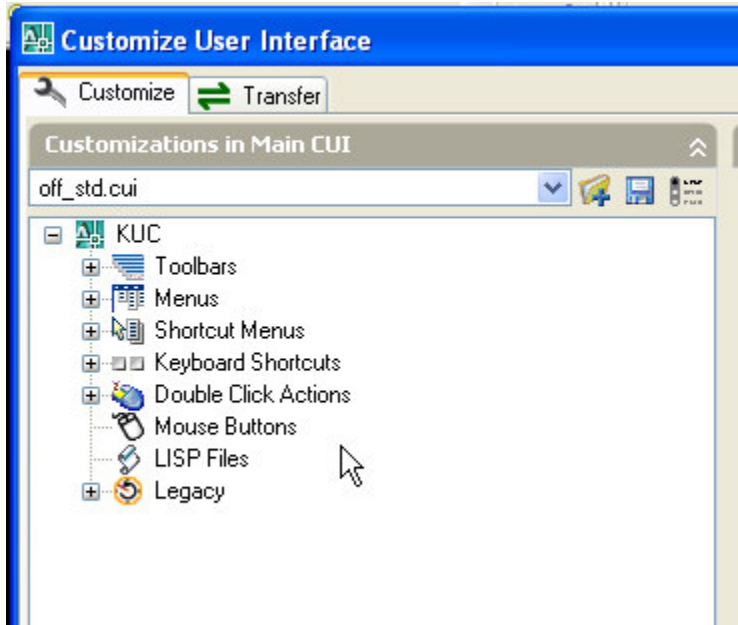
You may get a warning message, click OK to move on.



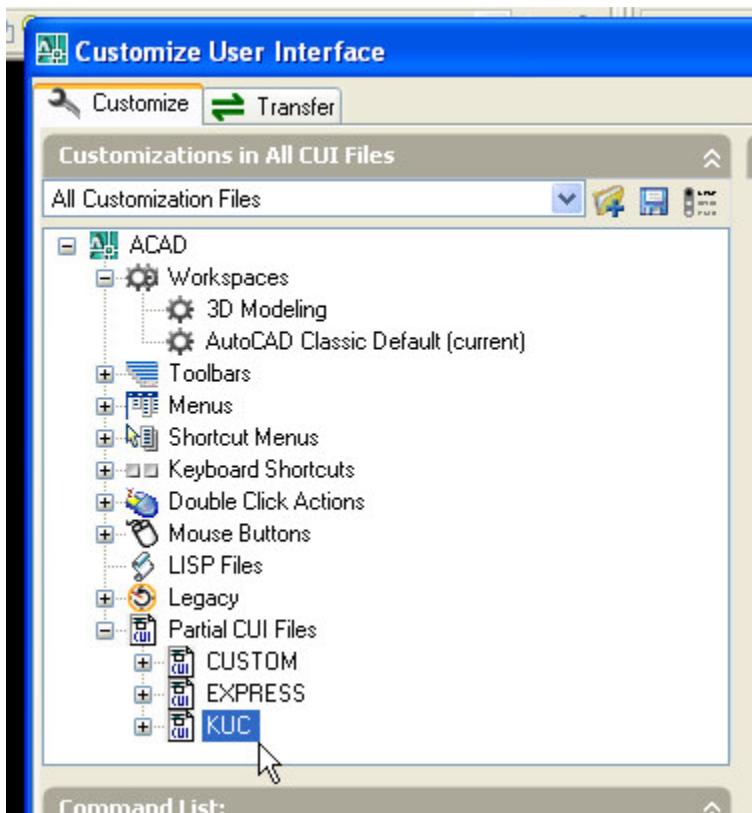
Click **OK** and you are done.

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Setting up Office Standards menu

The partial menu will be added to the list of customized CUI files: Our menu is labeled “KUC”

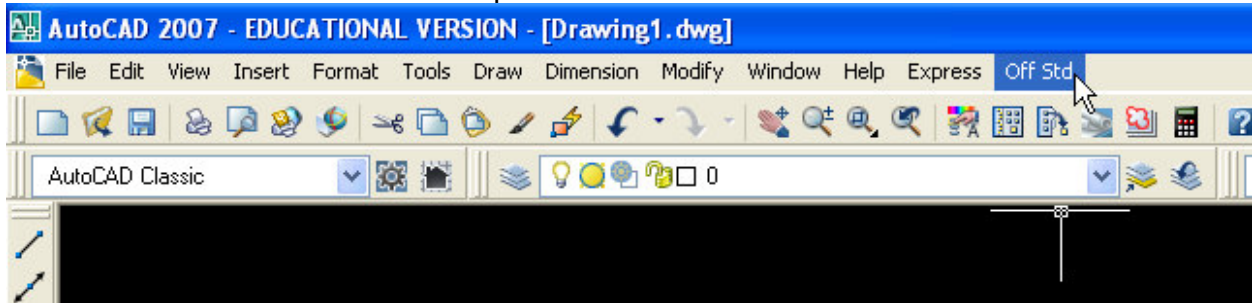


Switch to the “All Customization Files” (at the top of the dialog box) and then expand the Partial CUI files to see all that are loaded:

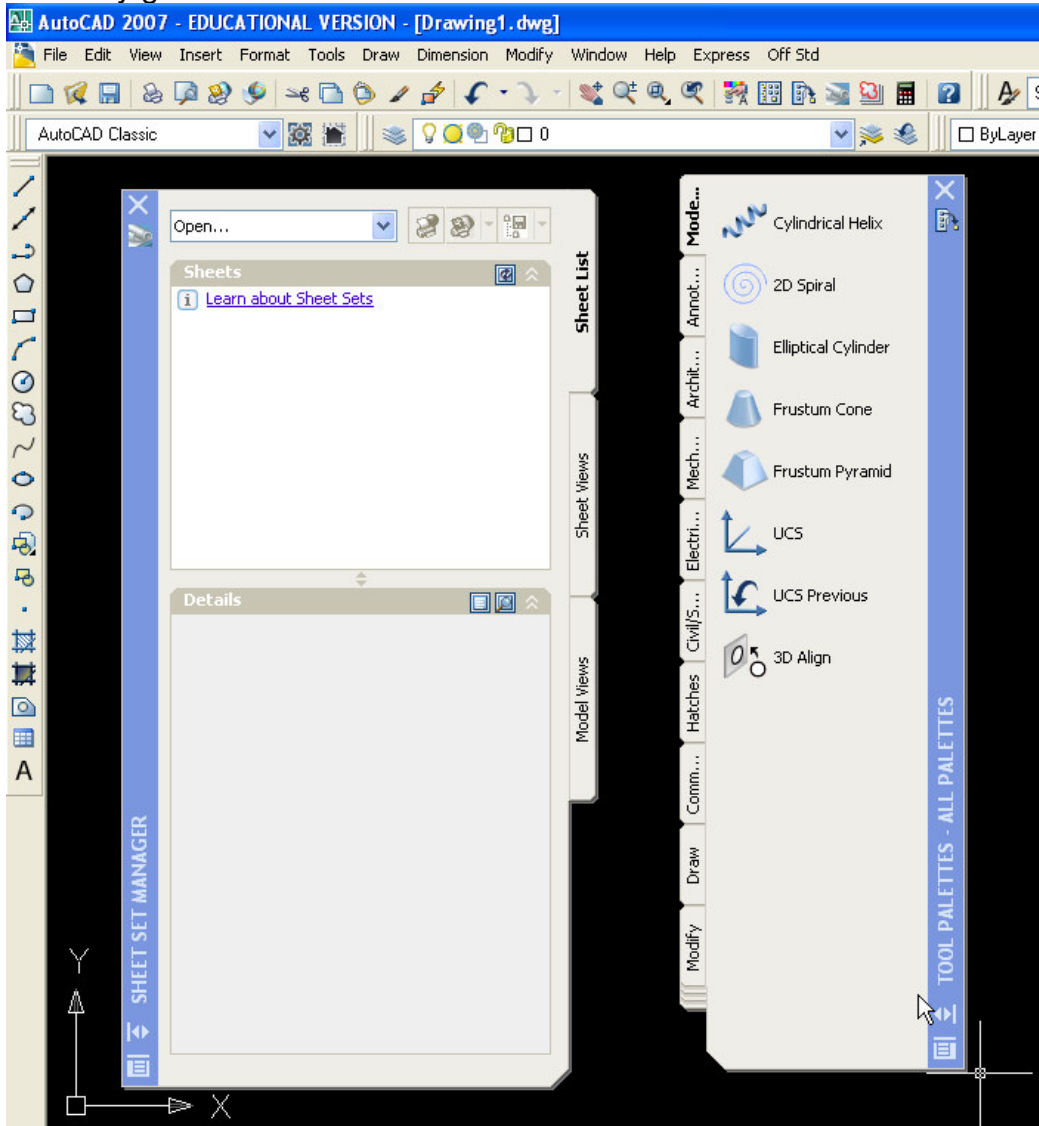


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Setting up Office Standards menu

The menu should be added to the pull down menu area – after the HELP menu.



You may get some of the Tool Palettes back on screen:

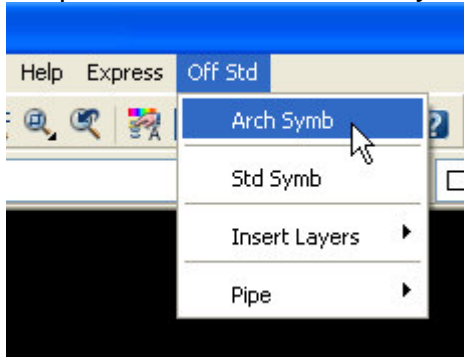


You can dismiss them if you have not been using them. (This is a quirk of adding CUI files. Autodesk is working on fixing this.)

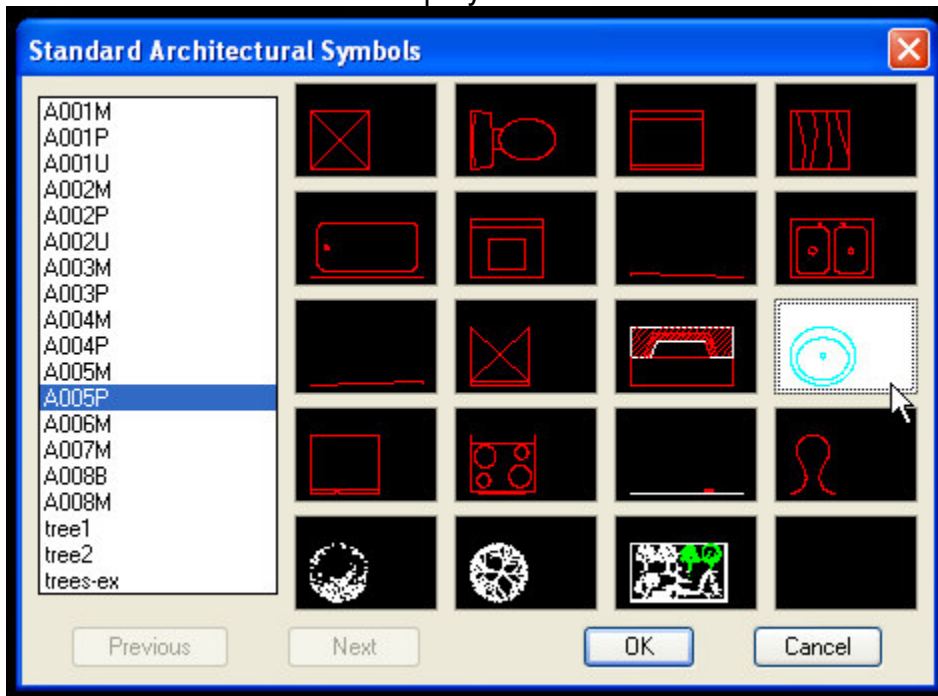
Step 3

Test the menu.

The OFF STD menu has a few entries. Click on OFF STD in the menu list to activate the pull down. Select Arch Symbols to bring up the symbols menu.



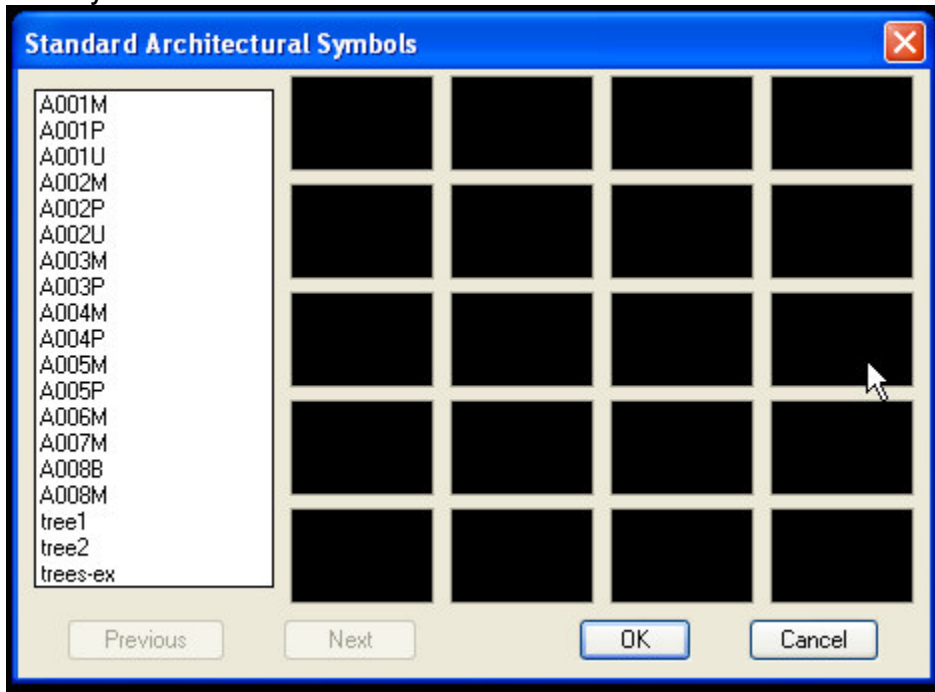
You should see this menu displayed.



If you get the small pictures of each symbol, it works!

Troubleshooting

Does your menu look like this?



If you get blank squares in place of the pictures, you most likely skipped step 1, or you are not logged on to the network. The lack of pictures indicates AutoCAD can not access the folder.

To repair this, make sure you have added the full path to the CADD network Office Standard folder. Repeat Step 1. If you can not repair this yourself, contact the instructor.

Notes

You can have many different collections of menus loaded at any one time.
You can also customize the toolbars on-screen using other built-in tools in AutoCAD.