

Setting up Office Standards menu

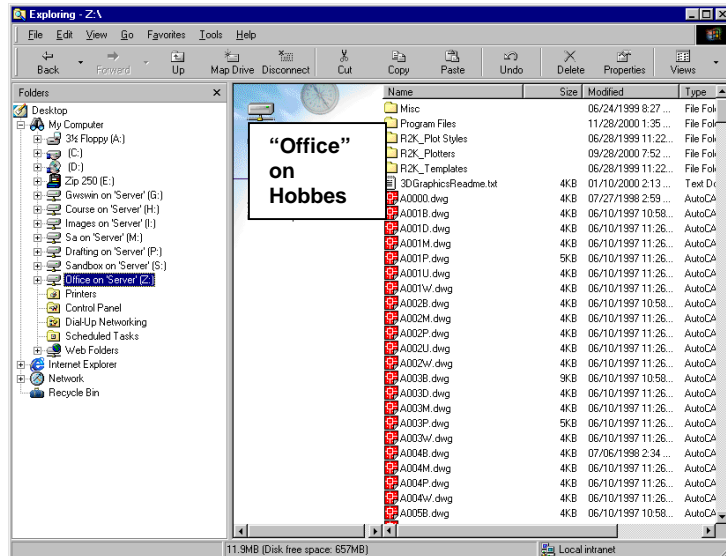
Understanding how to setup a drawing, and all the steps required, is a goal of the early part of this course. However you soon realize there must be a better way. In our case there is! We have set up a collection of often-used symbols, layers and settings that form a part of our Lab or Office Standards.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

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

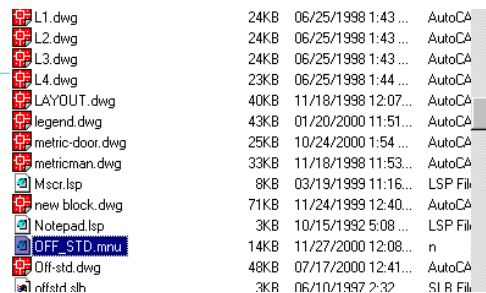
You will need to copy the special menu file to your folder on your computer and then add it to your AutoCAD profile. Follow these steps to access our office standards.

Step 1

COPY the menu file.



Using Windows Explorer, find the file OFF_STD.MNU in the Office folder on the server (Hobbes).



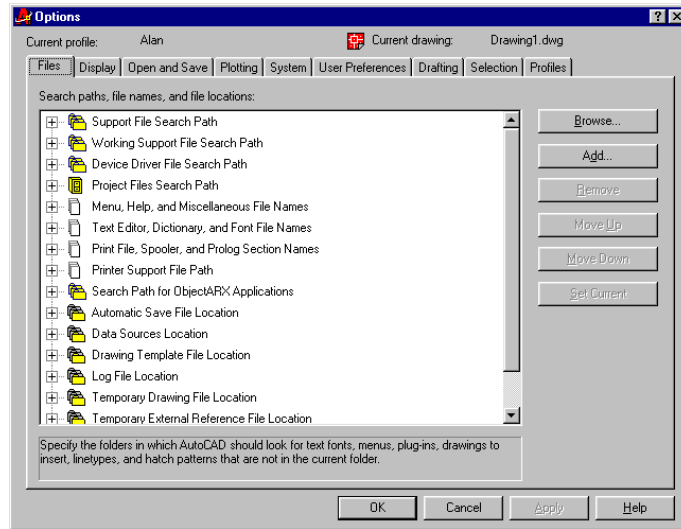
Use any of the "copy & paste" techniques to copy this single file to **your folder on P: Drive**

Step 2

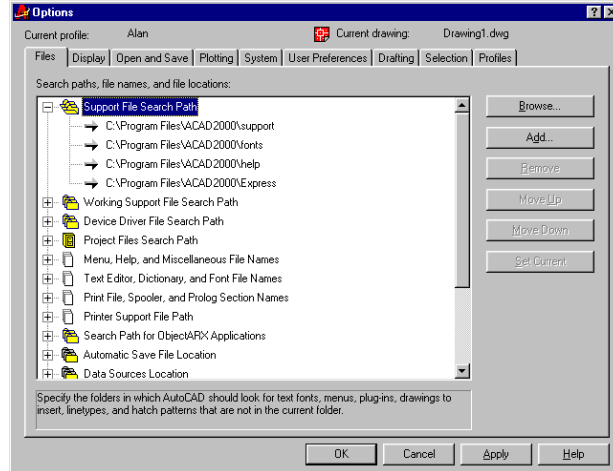
Add the OFFICE folder to the AutoCAD search path.

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

Access the OPTIONS dialog box (TOOLS + OPTIONS) and switch to the FILES tab.

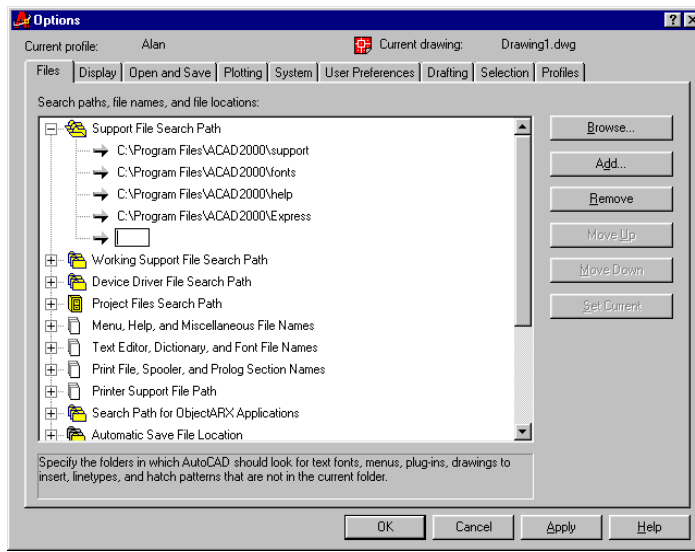


Expand the Support files search path. You should see the standard list of folders that are searched, in order, for any files AutoCAD needs.



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

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

My Network Places > Entire Network>Microsoft Windows
Network>Drafting>**Hobbes**>Lab>Student>Office

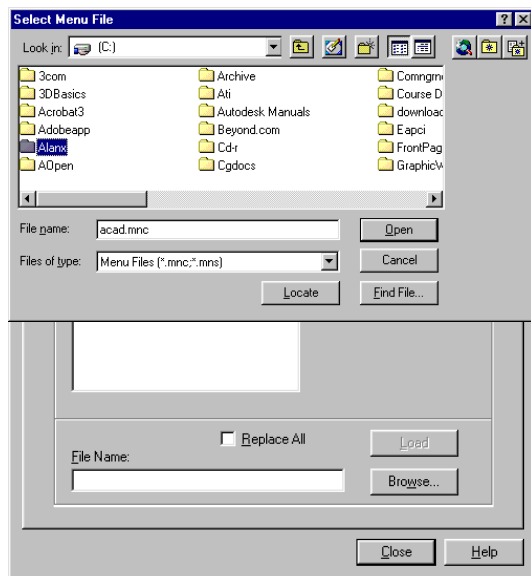
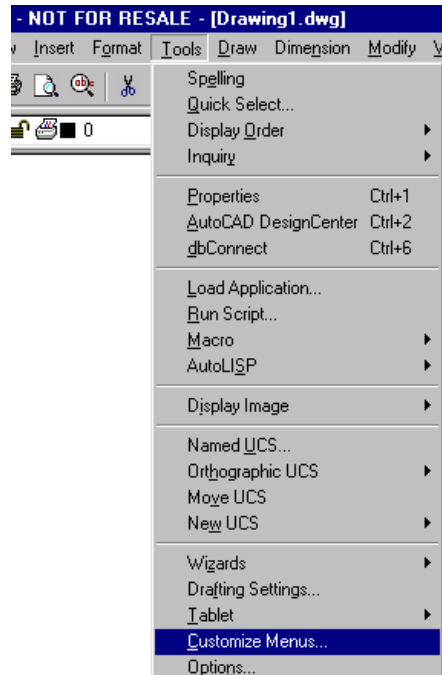
This will be added to your profile's settings when you press OK to exit this dialog box.
AutoCAD needs this additional link to find the blocks and slides to display in the new menu.

Step 3

Add the OFF STD menu to AutoCAD.

You need to add the menu instructions to the AutoCAD window using the MENULOAD command. This can also be found in the TOOLS pulldown menu, the "Custom Menu..." item.

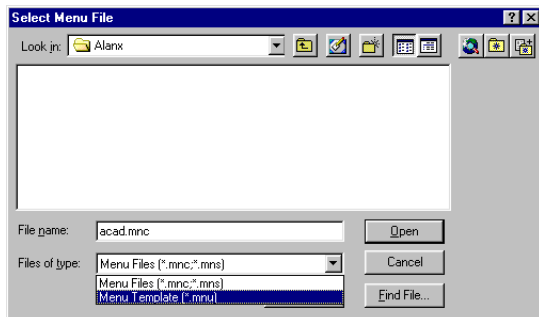
This will bring up the Menu Customization dialog box. Here you need to find the correct menu; load it and then add the pulldown to the AutoCAD pulldown menu set at the top of the window.



Find the correct menu.

Use the BROWSE button (near the bottom of the box) to locate the folder, and the file. You have a standard Select File dialog box.

Locate your personal folder on P: Drive, then change the "Files of Type" to the "Menu template [* .MNU]" description. You should be able to see the OFF_STD.MNU file in the file list window. Select and then click OPEN to locate the file.

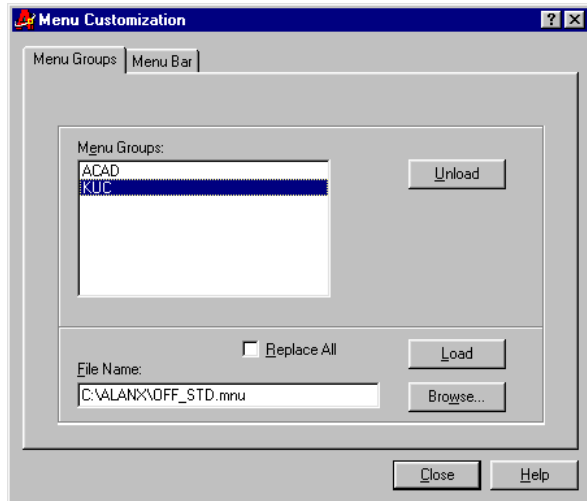
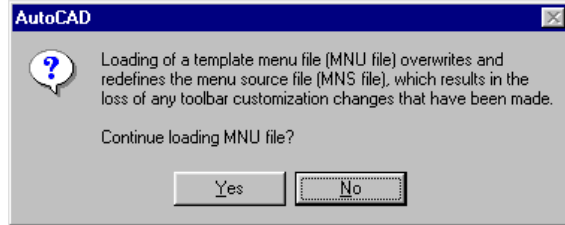


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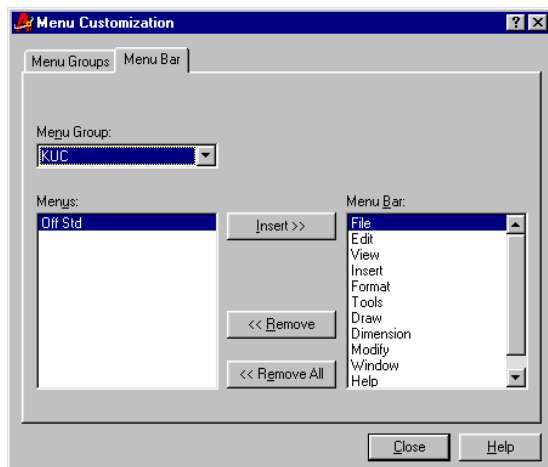
At this step, you return to the Menu Customization dialog box, and the LOAD button will be available for use.

Load the file, using the LOAD button. This will bring up a warning box that you are about to throw away any un-saved customization.

Press YES to continue to load the new menu. (See notes at the end about when NOT to continue.) This step will compile the menu template (the OFF_STD.mnu file) into the other files: OFF_STD.mnc (the compiled menu), OFF_STD.MNR (the menu resource file) and OFF_STD.MNS (the source file) in your folder.

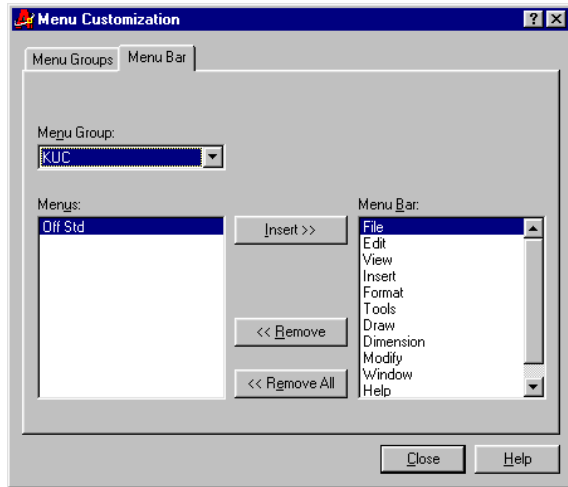


These steps will make the new menu available, but will not let you use them yet. You need to also add the new menu items to the display window.



Switch to the Menu Bar tab and select the KUC menu group. The list on the left shows available pull down menus. The list on the right shows the displayed pull down menus at the top of the AutoCAD window.

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Select the HELP item on the right list. The new menus (from the left list) will be placed **in front** of the selected item.



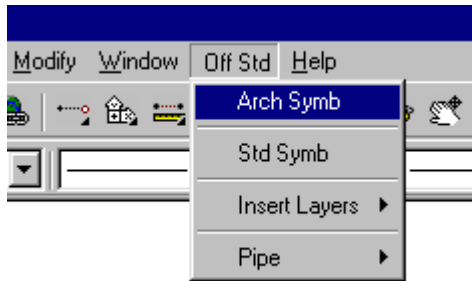
Click insert>> to copy the selected item from the left to the right list.

The new pulldown menu should be added to the menu list at the top of the window.

Click CLOSE and you are done.

Step 4

Test the menu.

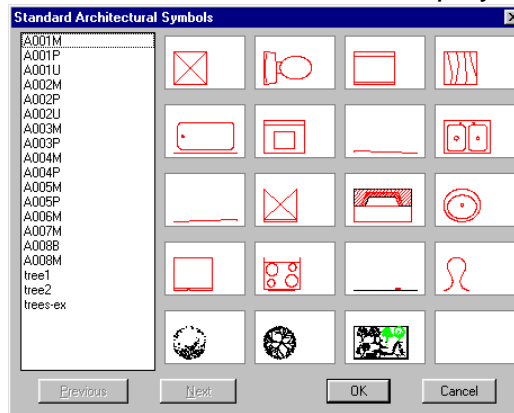


The OFF STD menu has a few entries. Click on OFF STD in the menu list to activate the pull down.

Select Arch Symbols to bring up the symbols menu.

small pictures of each symbol, it
If you get blank squares in place
you most likely skipped step 2,
logged on to the network. The
indicates AutoCAD can not
Z:. If you can not repair this
contact the instructor.

You should see this menu displayed.



If you get the
works!
of the pictures,
or you are not
lack of pictures
access drive
yourself,

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. If you have created custom toolbars, on screen, and then with to load in other pull-down menus you run the risk of losing the customized toolbars. All the information AutoCAD needs for these different parts of the menu system are contained in the *.mnu, *.mns, *.mnc and *.mnr files. The warning message that you might throw away customized menus is a real warning that the on screen changes made reside in the local *.mns and *.mnc files and are not changed in the *.mnu file. Loading a new *.mnu will **overwrite** the *.mnc and *.mns files.

If you have created custom toolbars you need to use CUT & Paste techniques to record the new item in your copy of the *.mnu file. Failing to do so will permanently remove the toolbar information.