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 version 1.0  
 date NOVEMBER 2014  
 approved ND

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# TRAINING SYLLABUS

## AUTOCAD ADMINISTRATION

no. of delegates	Up to 6 maximum	
description	This course introduces attendees to the principles of implementing and managing a centralised set of standards in a networked environment.	
prerequisites	The student should be proficient working in AutoCAD.	
objectives	To understand the configuration and setup of AutoCAD, the following product areas will be covered during this course:	
	1.0 MANAGING AUTOCAD	<ul style="list-style-type: none"> <li>• The Enterprise and Main customisation files</li> <li>• Workspaces</li> <li>• Creating and editing Ribbons</li> </ul>
	<ul style="list-style-type: none"> <li>• Central resource folders</li> <li>• Using Options and Profiles</li> <li>• Deployments</li> </ul>	
	2.0 DELIVERING COMPANY STANDARDS	<ul style="list-style-type: none"> <li>• Custom commands</li> <li>• Creating and editing palettes</li> </ul>
	<ul style="list-style-type: none"> <li>• Templates</li> <li>• Units</li> <li>• Layer standards</li> <li>• Managing annotation</li> <li>• Blocks &amp; block libraries</li> <li>• Linetypes</li> </ul>	4.0 PLOTTING
		<ul style="list-style-type: none"> <li>• Drawing borders</li> <li>• Page Setups</li> <li>• Plotter Configuration files</li> </ul>
	3.0 USER INTERFACE	5.0 TROUBLESHOOTING
	<ul style="list-style-type: none"> <li>• Customizing the user interface</li> </ul>	6.0 UPGRADES