

## Drawing Properties

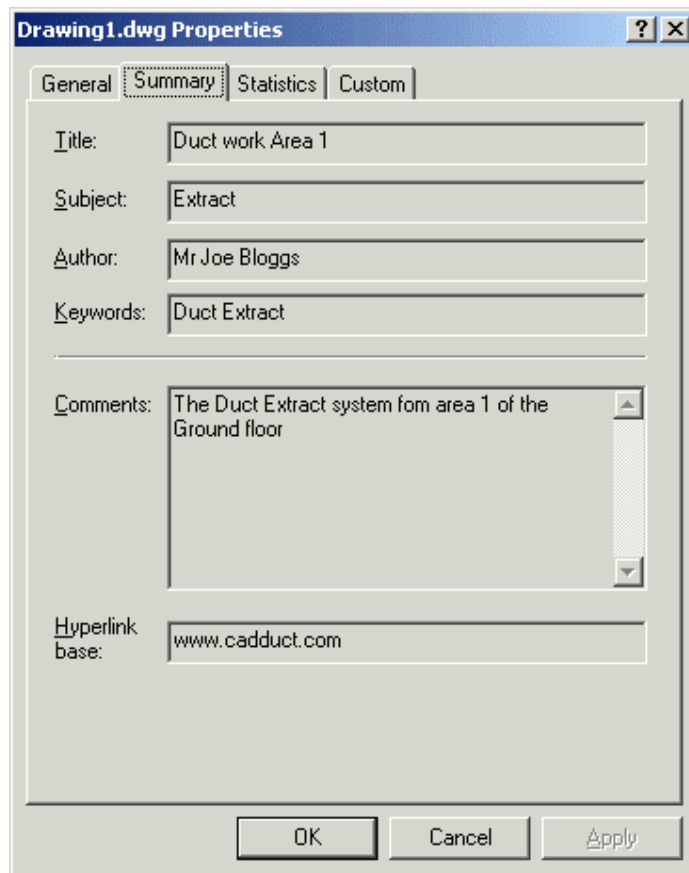
This facility enables the user to assign specific data that will be saved with the drawing and can be used later to assist in searches and grouping of drawings amongst other things.

### Summary

**Right-Click** on the drawing.

**Select** the **Properties** tab.

**Click** on the **Summary** tab.



The image shows a screenshot of the 'Drawing1.dwg Properties' dialog box, specifically the 'Summary' tab. The dialog box has a title bar with a question mark and a close button. Below the title bar are four tabs: 'General', 'Summary' (which is selected), 'Statistics', and 'Custom'. The 'Summary' tab contains several text input fields and a text area. The 'Title' field contains 'Duct work Area 1'. The 'Subject' field contains 'Extract'. The 'Author' field contains 'Mr Joe Bloggs'. The 'Keywords' field contains 'Duct Extract'. Below these fields is a large text area for 'Comments' containing the text 'The Duct Extract system fom area 1 of the Ground floor'. At the bottom of the dialog box is a 'Hyperlink base' field containing 'www.cadduct.com'. At the very bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'.

The following options are available:

**Title** - Specifies the title you want to use when searching for this drawing. The title can be different from the drawing file name in order that it may provide a more detailed description.

**Subject** - Specifies the subject of the drawing. You can use the subject name to group drawings that have the same subject. This could be the type of service, such as Extract, or the type of project (Hospital Services) as best suits the users needs.

**Author** - Specifies the author of the drawing. The author name can only be entered or changed by the user.

**Keywords** - Specifies the keywords you want to use to assist in locating the

drawing during future searches.

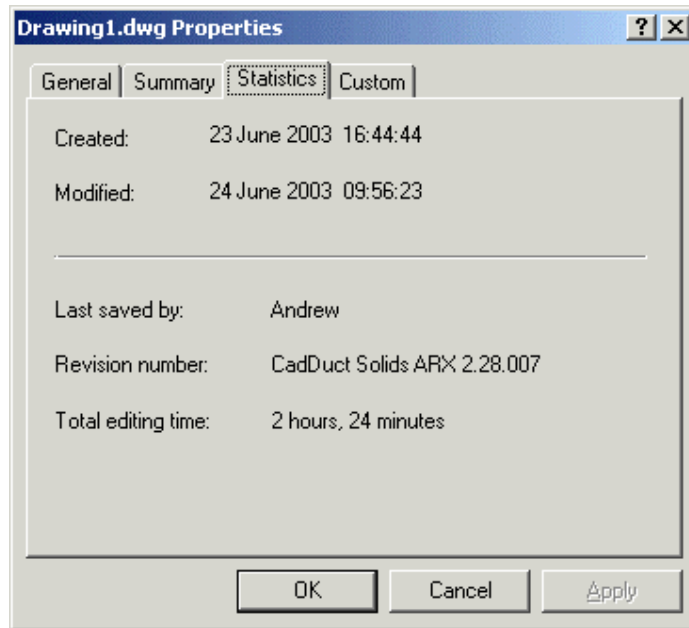
**Comments** - Specifies the comments you want to use to locate the drawing.

**Hyperlink base** - Specifies the base address that AutoCAD uses for all relative links inserted within the drawing.

You can specify an Internet location, for example, <http://www.cadduct.com>, or a path to a folder on a network drive, such as E:\Projects\26396\Drawings\... or something similar.

## Statistics

Click on the **Statistics** tab.



The following options are available:

**Created** - The date and time the drawing was started.

**Modified** - The date and time the drawing was last edited.

**Last saved by** - The User who modified it last.

**Revision number** - Version number of CAD-Duct Solids used during the last modification to the drawing.

**Total editing time** - Total time take to create the drawing

## Custom

Click on the **Custom** tab.

The Custom Tab provides ten custom fields for assigning names and values within fields for the current drawing.

Enter text in the Name column.

To enter a value for a custom field, enter text in the Value column.

See the image below:

## Making the most of CAD-Duct Solids

