Abbey COLLEGE AUSTRALIA

ADELAIDE CAMPUS

FREE PRACTICAL WORKSHOP GUIDE

AutoCAD Starter Guide

From first line to a clean, printable drawing

LEARN. PRACTISE. BUILD CONFIDENCE.

A beginner-friendly resource to use before and after class.

CRICOS: 02658G | RTO: 91136

START HERE

Think like a drafter

AutoCAD is a precision drawing environment. The goal is not simply to draw something that looks right; it is to create geometry that is accurate, organised and easy for another person to understand.

1. Draw accurately

Use coordinates, object snaps and clear units instead of estimating positions by eye.

2. Organise with layers

Separate walls, dimensions, text and reference information so drawings remain easy to control.

3. Edit efficiently

Use modify commands instead of redrawing geometry every time something changes.

4. Communicate clearly

Lineweights, dimensions, notes and layouts help other people read your work.

A practical workflow

- Confirm drawing units and decide the scale of the object you are creating.
- Create or select the correct layer before drawing.
- Use object snaps such as Endpoint, Midpoint and Intersection.
- Draw the main geometry first, then add detail.
- Check dimensions and clean overlapping or unnecessary objects.
- Prepare a layout and preview the plot before exporting to PDF.

Accuracy habit

Zoom in, inspect intersections and verify key dimensions. A professional drawing should be correct at every scale, not only when viewed from a distance.

CORE TOOLKIT

Commands worth learning first

You do not need every AutoCAD command on day one. Build confidence with a small set of commands that cover most beginner drafting tasks.

COMMAND	WHAT IT DOES	TRY THIS
LINE (L)	Creates straight line segments.	Draw the outside edge of a simple room.
PLINE (PL)	Creates connected line and arc segments as one object.	Trace a continuous boundary.
RECTANG (REC)	Creates a rectangle using two corners or dimensions.	Create a 4000 x 3000 mm room outline.
OFFSET (O)	Creates parallel or concentric copies.	Offset a wall line to create wall thickness.
TRIM (TR)	Removes parts of objects at cutting edges.	Clean wall intersections.
EXTEND (EX)	Lengthens an object until it meets a boundary.	Extend a line to meet a wall.
MOVE (M)	Moves objects using a base point and destination.	Relocate a door symbol precisely.
COPY (CO)	Duplicates selected objects.	Repeat windows or furniture.
ROTATE (RO)	Turns objects around a base point.	Rotate a chair or annotation.
DIM	Creates measurements for the drawing.	Add overall room dimensions.

Navigation essentials

- Mouse wheel: zoom in and out.
- Press and hold the mouse wheel: pan across the drawing.
- Type Z, then E: zoom to the extents of visible drawing objects.

GUIDED PRACTICE

Mini project: draw a simple room

Use this exercise during or after the workshop. The objective is to practise accuracy, layers and a clean workflow, not to produce a complex architectural plan.

01 **Set up**

Start a new metric drawing. Confirm millimetres and turn on Object Snap.

02 **Create layers**

Create layers for Walls, Openings, Furniture, Dimensions and Text.

03 **Draw the shell**

Create a 4000 x 3000 mm rectangle and offset it by 100 mm for wall thickness.

04 **Add openings**

Use lines, offset and trim to create one 900 mm door and one 1200 mm window.

05 **Add context**

Place simple furniture blocks or rectangles to test movement through the room.

06 **Annotate**

Add the room name and overall dimensions. Check that text is readable.

07 **Review**

Inspect corners, remove duplicates and confirm that objects sit on the correct layers.

08 **Publish**

Create a layout, preview the plot and export a clear PDF.

Self-check

- Can you select a layer and explain what information belongs on it?
- Do wall intersections meet cleanly without gaps or extra lines?
- Do the written dimensions match the geometry you created?

WORKSHOP DAY

Arrive ready to practise

This workshop is designed to help you understand a professional drafting workflow and build confidence through guided practice.

Your workshop at a glance

When	Where
Thursdays at 5:30 pm	Abbey College Adelaide Level 11, 118 King William Street, Adelaide SA 5000
Facilitator	**What to bring**
Leia - AutoCAD Workshop Facilitator	Laptop, charger and mouse. Bring your questions and any simple project you want to discuss.

Before you arrive

- Make sure your laptop starts correctly and has enough battery and storage for AutoCAD practice files.
- If you already have Autodesk software installed, open it once before class and confirm it loads correctly.
- Bring a mouse if possible. Drafting and modelling are much easier with a mouse than with a trackpad.
- Arrive 10 minutes early so you can settle in and connect to the classroom setup.

After the workshop

- Repeat the room exercise without looking at the instructions.
- Build a small portfolio page showing your final drawing and the workflow you followed.
- Write down three commands you want to practise in your next session.

Keep learning	Questions
Visit the workshop page for updates and future sessions: study.abbeycollege.edu.au/workshops	Email marketing.adelaide@abbeycollege.edu.au Phone (08) 8120 3888

Important note

This is a general introductory resource for a free, non-accredited workshop. Software availability, licensing and device compatibility remain the participant's responsibility. Workshop content may be adjusted to suit the experience level of attendees.