

## **Microsoft Office Compatible**

AutoCAD LT for Windows 95 is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in AutoCAD LT for Windows 95. Autodesk and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program and a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

### **AutoCAD LT for Windows 95 and the Office Compatible Features**

The following features provide a common interface for several important tasks in AutoCAD LT for Windows 95. These tasks are similar to those found in most other Microsoft Office Compatible products. Having wizards, a common toolbar interface, similar menus, matching keyboard shortcuts, and other similar features makes AutoCAD LT for Windows 95 easier for new users to learn.

#### **Using Wizards**

AutoCAD LT for Windows 95 contains wizards that automate setting up your drawing. For example, the Quick Setup wizard adjusts the settings of your drawing based on the size of the object you are drawing and the units you want to use.

#### **Using the Toolbar**

The standard AutoCAD LT for Windows 95 toolbar is organized like the Microsoft Office toolbar. The toolbar buttons are available in small and large sizes, and in black and white or color. In addition, pointing to each button with the mouse activates ToolTips, which displays the button's function.

#### **Using the Menus**

The menus in AutoCAD LT for Windows 95 are organized like Microsoft Office programs. Functions common to Office and AutoCAD LT for Windows 95 are grouped into the File, Edit, View, Format, Tools, and Help menus. You can easily switch between Office applications.

#### **Using Accelerator Keys**

The keyboard shortcuts in AutoCAD LT for Windows 95 match those of Microsoft Office. For example, to cut an object to the Windows Clipboard, press Ctrl + X; to copy it, press Ctrl + C; to paste it, press Ctrl + V; and to select all objects, press Ctrl + A. Other accelerator keys are listed next to their corresponding commands in the pull-down menu.

#### **Using the Property Painter**

In AutoCAD LT for Windows 95, you can "paint" the properties of one object onto another object as in other Microsoft Office Compatible products. For example, you can apply the layer, linetype, and color of a line to that of another line or to a selection of lines and other objects. Furthermore, several types of AutoCAD LT for Windows 95 objects have additional properties that can be transferred to other objects of the same type. For example, you can paint the dimension style of one dimension object to another and the text style of one text object to another.

#### **Checking Spelling**

AutoCAD LT for Windows 95 users can verify and correct the spelling of all text in their drawings. The spelling feature is found on the standard toolbar as well as on the Tools menu.

#### **Sending Drawings with Electronic Mail**

You can automatically send your drawings to others with electronic mail. From the File menu, select "Send..." to attach your drawing to an e-mail message and send it through Microsoft Mail or any MAPI-compliant mail program.

#### **Using AutoCAD LT for Windows 95 with Microsoft Office**

Several features are available to you for transferring or sharing information between files of different Microsoft Office

Compatible products. These include cutting, copying, pasting, and object linking and embedding.

### **Cutting, Copying, and Pasting**

You can easily cut, copy, and paste all or part of your drawing from AutoCAD LT for Windows 95 to another program using the Cut, Copy, and Paste commands on the toolbar and Edit menu. You can paste text and graphics from other programs into an AutoCAD LT for Windows 95 drawing as well.

### **Object Linking and Embedding**

You can use object linking and embedding (OLE 2.0) to include an AutoCAD LT for Windows 95 drawing in another program, such as Microsoft Word. You can also include objects from other programs in your AutoCAD LT for Windows 95 drawing. For example, you can link a bill of materials from Excel into an AutoCAD LT for Windows 95 drawing, or you can link an AutoCAD LT for Windows 95 drawing into a Word file.

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