

AutoCAD 2000i Update

James A. Leach

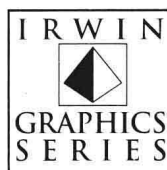
AutoCAD 2000i Update

INTRODUCTION

During the summer of 2000 Autodesk released AutoCAD 2000i. This new release is designed to help AutoCAD users increase their Internet functionality, such as teleconferencing and sharing AutoCAD drawings, publishing Web pages that include drawings, emailing drawings, and connecting to the Autodesk-provided Web sites to increase awareness and productivity. In addition, a few drawing, editing and plotting enhancements are included.

This update manual is provided to explain the relatively small feature set that AutoCAD 2000i brings to you. Because AutoCAD 2000i is essentially the same as AutoCAD 2000 in terms of creating, editing and plotting drawings, the production of an entirely new edition of *AutoCAD 2000 Instructor* and *AutoCAD 2000 Companion* is not warranted. Instead, the cost to you is minimized by including this update as a value-added feature of *AutoCAD 2000 Instructor* and *AutoCAD 2000 Companion*.

Three sections are included in this update manual: Internet Enhancements, Drawing Productivity Enhancements, and Plotting Enhancements.



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AutoCAD 2000i Update

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INTERNET ENHANCEMENTS

The “i” in AutoCAD 2000i stands for “Internet.” Most of the new features in AutoCAD 2000i provide you with tools to collaborate and share your designs with colleagues and clients using Internet technologies such as email, file transmittal, teleconferencing, Web page development, and AutoCAD-related Web site connections. This first section of the AutoCAD 2000i Update manual explains those capabilities.

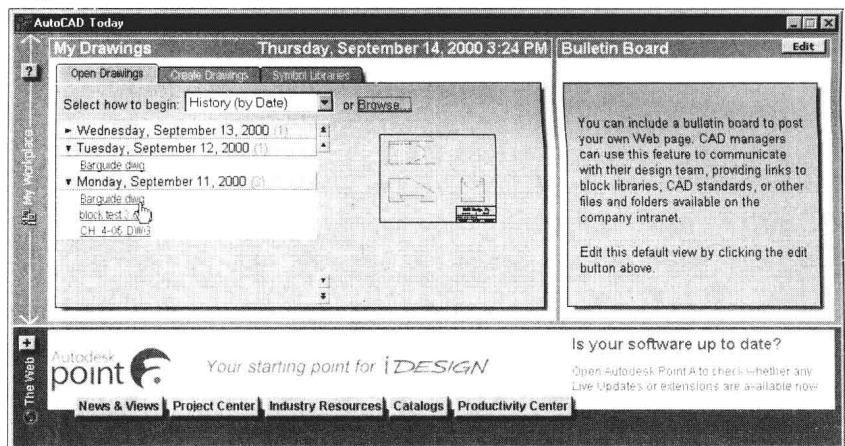
TODAY



Pull-down Menu	COMMAND (TYPE)	ALIAS (TYPE)	Short-cut	Screen (side) Menu	Tablet Menu
<i>Tools Today</i>	<i>TODAY</i>

One of the most visible new features of AutoCAD 2000i is the *AutoCAD Today* window (Fig. i-1). When you open AutoCAD, this window appears by default instead of the traditional *Startup* dialog box. You can also produce the *AutoCAD Today* window any time in a drawing session by using the *Today* command. The three sections of the *AutoCAD Today* window are described briefly here and explained in detail in the following pages.

Figure i-1



My Drawings

This tool allows you to *Open* existing drawings and create *New* drawings. It also provides access to symbol libraries through AutoCAD DesignCenter.

Bulletin Board

The *Bulletin Board* displays HTML documents and .GIF or .JPG images (as local files or from Web pages) that can be used as reminders, instructions, news, calendars, libraries, links, or other information.

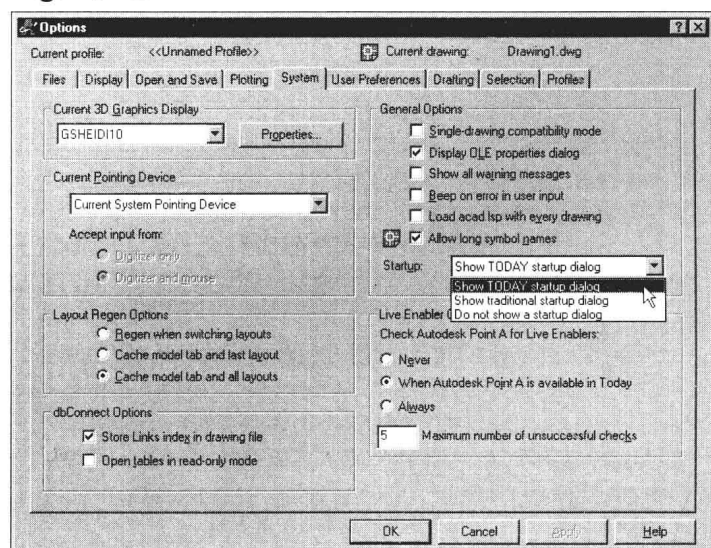
Autodesk Point A

This section connects to the Autodesk Point A Web site by automatically launching your default Web browser. Autodesk Point A is an invaluable resource of information for any AutoCAD user.

The *AutoCAD Today* window operates as a separate application in Windows. Therefore, if you minimize *AutoCAD Today*, it runs in the background during your AutoCAD session. Use the task bar or Alt+Tab key sequence to open the window again. Closing the window closes the application completely.

If you prefer, you can suppress the *AutoCAD Today* window that appears when you open

Figure i-2



AutoCAD and specify the traditional *Startup* dialog or no dialog at all using the *System* tab of the *Options* dialog box (see Figure i-2, on the previous page). If you suppress this feature for startup, it is still available during a drawing session using the *Today* command.

My Drawings, Open Drawings Tab

This section provides an automated *Open* command that allows you to select drawings to open using any of several sort options. The preview area (see Figure i-3, on the right) displays a thumbnail sketch of the file highlighted by the pointer. Sort options are *Most Recently Used*, *History (by Date)* (shown in Figure i-3), *History (by Filename)* (alphabetical listing), and *History (by Location)* (alphabetical by drive letter and path). Alternately, you can select *Browse...*, which produces the *Select File* dialog box.

My Drawings, Create Drawings Tab

This tab offers the *Template*, *Start from Scratch*, and *Wizards* methods of creating new drawings (Fig. i-4). These functions operate similarly to the *Startup* dialog box (see Chapter 2).

My Drawings, Symbol Libraries Tab

This feature is new for AutoCAD 2000i. The *Symbols Libraries* tab (Fig. i-5) provides a link to AutoCAD-provided and user-provided symbol libraries. Keep in mind this feature is useful anytime during an AutoCAD session and can be produced using the *Today* command.

Selecting any of the listed libraries launches AutoCAD DesignCenter and displays the selected symbols ready to drag and drop into your AutoCAD session (Fig. i-6). The symbols are inserted into the current drawing as *Blocks*. (For information on *Blocks* and AutoCAD DesignCenter, see Chapter 21.)

Figure i-3

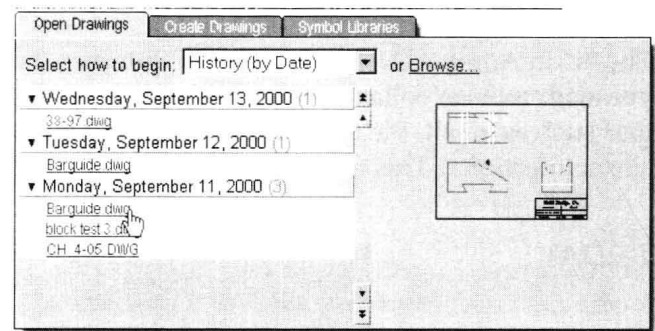


Figure i-4

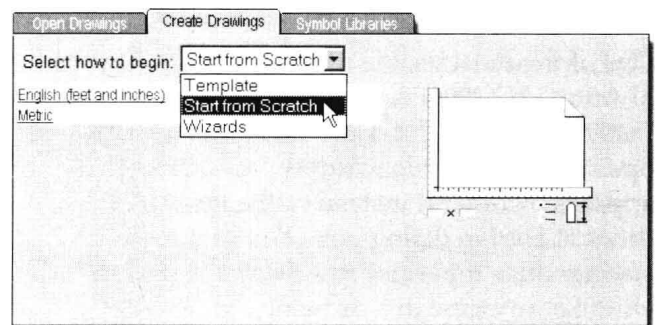


Figure i-5

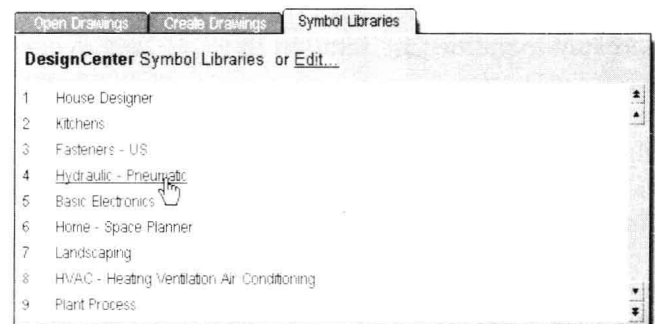
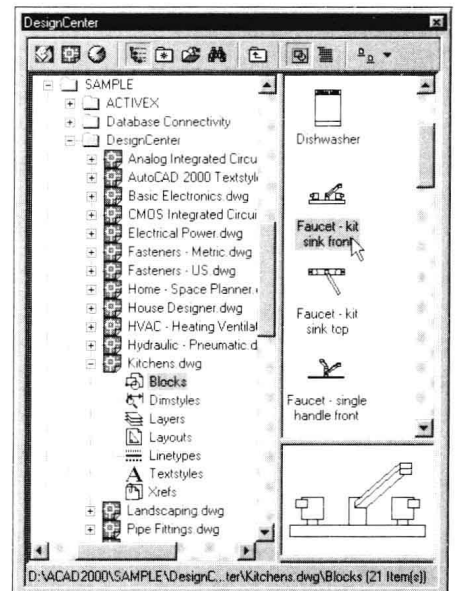


Figure i-6



Selecting the *Edit...* option from the *Symbol Libraries* tab produces the *Edit DesignCenter Symbol Libraries* dialog box (Fig. i-7). Here you can locate any drawings on your computer or network that contain Blocks you may want to insert. Use the *Browse...* button to locate local files for a one-time insertion. Use the *Add link...* button to locate files and add them to the *Symbol Libraries* list for future availability. Use the *Remove link* button to remove the highlighted library from the list. Note that the libraries in the list are not listed alphabetically, but can be ordered using the *Move up* and *Move down* buttons.

Bulletin Board

The *Bulletin Board* is intended to serve as a source of communication at your school or office (Fig. i-8). Generally, your institution's teacher or CAD manager controls the information displayed in the *Bulletin Board*. The *Bulletin Board* can display any specified .HTM file, .GIF file, .JPG file, or an entire Web page. In other words, you can create an HTML document as you would a Web page and display it in the *Bulletin Board* section of the *AutoCAD Today* window. Therefore, the *Bulletin Board* can be used to display news, a calendar, daily instructions, reminders, or links to Web sites. Smaller documents typically display better in the limited space provided.

You can use the *Edit* button in the *Bulletin Board* to specify a path and file name as the bulletin board file. Selecting the *Edit* button produces your default Web browser with the EDITCADMGR.HTM utility. The default bulletin board file is CADMGR.HTM found in the Acad2000 folder.

To change the file displayed in the *Bulletin Board*, enter the desired file name (.HTM, .GIF, or .JPG) in the edit box. Use the *Browse...* button to locate any such file on your computer or network. The specified .HTM file could in turn link to other HTML documents. Finally, select the *Save Path* button to save the link.

Autodesk Point A

Autodesk Point A is a Web site operated by Autodesk that provides AutoCAD users with an incredible source of AutoCAD and industry-specific related services and information. Exploring this Web site reveals many benefits for any AutoCAD user, whether you are a beginning student or a veteran professional.

Assuming you have a live modem or ethernet Internet connection, click on this section of the *AutoCAD Today* window to connect to the Autodesk Point A site. Once you connect, this section of the *AutoCAD Today* window automatically links to

Figure i-7

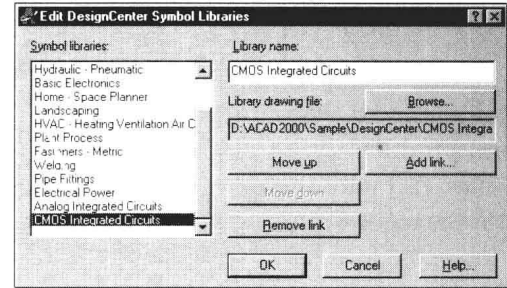


Figure i-8

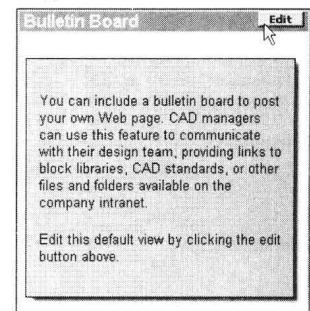


Figure i-9

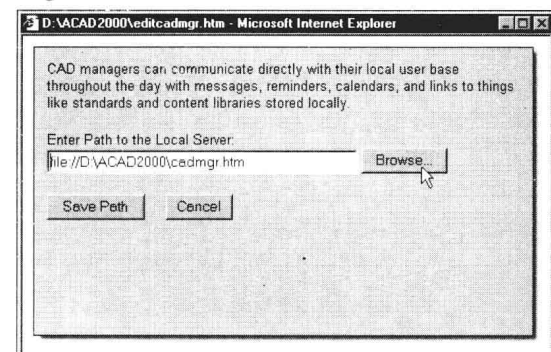
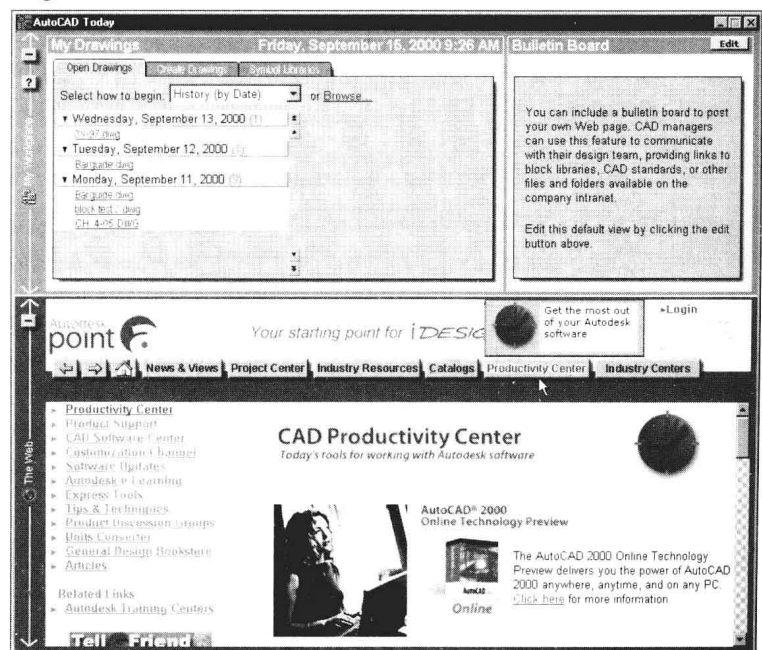


Figure i-10



Point A whenever the *AutoCAD Today* window is opened, as long as a live Internet connection on your computer is operating.

The reasons for connecting to such a site while using AutoCAD are numerous; since this medium can deliver up-to-the-minute data, you are always assured of getting the most current information, services and products. For example, the *Live Update* section automatically checks your system and updates AutoCAD with the newest service patches. Keep in mind that the “look” of this site will most likely change as new products, information and services are provided.

Not all sections of the Autodesk Point A site are available unless you become a member. Select the *Login* hyperlink in the upper-right corner of the home page to open a Point A account by entering a member name and password. There is no cost or obligation to become a member. Sections of Autodesk Point A Web site at the time of this writing are described briefly here.

Home Page

The Point A home page provides links to the most current and popular sections of the Web site. This page is most likely to change often as new information and services are available. If you register with Point A, you can customize your home page.

News & Views

News: Select from *AEC*, *Land Development*, *GIS & Mapping*, *Manufacturing*, *General Design & Drafting*, and *Personal Interest*. These sections provide short articles or abstracts. Although no dates or original sources are given, some abstracts provide Internet links.

Industry Discussion Groups: Various discussion groups are available that may help you with problems or needed information on software, hardware, other Web sites, advertisements and more. This section is especially useful for CAD managers. Some sites are managed by Autodesk and some are independent.

Related Links: General discussion groups related to the various Autodesk products such as AutoCAD, AutoCAD LT, Mechanical Desktop and AEC products are linked. All sites are managed by Autodesk.

Project Center

Use this section of Autodesk Point A to set up a remote site for exchanging project files with clients or team members. Autodesk Point A and Buzzsaw.com have combined efforts to provide this unique utility called ProjectPoint for the architecture/building construction industry. Once you register, you can set up a project folder (storage space) on Buzzsaw.com’s remote server. You and your team can then upload and download drawing files directly from the AutoCAD *File Open* and *Save* dialog boxes to your ProjectPoint site.

Redspark.com is another Web site intended for use by the mechanical/manufacturing industry. Not yet live at the time of this writing, redspark.com offers an incredible number of services to connect buyers and suppliers.

Industry Resources

This section of the Point A Web site displays a variety of links to other industry-related Web sites. Examples are links to several CAD magazines, CAD resources and directories, programming and customization information and code downloading, other top Autodesk links for support and information, links to CAD-related professional organizations and associations and even an online units converter utility.

Productivity Center

The *Productivity Center* is an incredible source of information and services dedicated to increasing your productivity through learning and support. The center provides access to *Product Support* for all Autodesk products and versions, the *Software Center* and the *Autodesk Online Store*. Links to third-party products as well as to the *Customization Channel* site for support and downloading of customization

routines are provided. In addition, you can access *Software Updates* for all Autodesk products and visit the *Autodesk e-Learning* site where you can take online courses for Autodesk products, CAD management, and Internet/intranet management. There are *Product Discussion Groups*, *Articles* for review, and links to the *General Design Bookstore* and Amazon.com. You can also find information about and link to *Autodesk Training Centers* around the world.

Catalogs

The *Catalogs* section provides information and links to symbol libraries for specific industries such as architectural, landscaping, mechanical, and more. You can search for symbols, download free symbols, and purchase symbol sets.

Online Store

In the *Online Store* you can purchase Autodesk software products, *Product Documentation*, *Training & Courseware*, and *Accessories*. *Free Utilities* are also available as well as a link to the *Third-Party Plug-in Store*.

Autodesk Point A



Pull-down Menu	COMMAND (TYPE)	ALIAS (TYPE)	Short-cut	Screen (side) Menu	Tablet Menu
Tools Autodesk Point A

Selecting the *Point A* button or the *Autodesk Point A* option from the *Tools* menu launches your default browser and displays the Autodesk Point A Web site (there is no *PointA* command you can enter at the command prompt). Either action is essentially the same as accessing Point A from the *AutoCAD Today* window with two exceptions. Otherwise, all sections and options on the Web site are identical.

Using the Point A button or the menu differs from the *AutoCAD Today* window in two ways. First, this method launches your Web browser as a separate window so you have more viewing area available on the screen without the other options of the *AutoCAD Today* window (*My Drawings* and *Bulletin Board*) to occupy your viewing area. Second, the home page displayed with this option is effectively a login page and is somewhat different than that displayed for the *AutoCAD Today* window.

PUBLISHTOWEB



Pull-down Menu	COMMAND (TYPE)	ALIAS (TYPE)	Short-cut	Screen (side) Menu	Tablet Menu
Files Publish to Web	PUBLISHTOWEB	PTW

The Publish To Web feature in AutoCAD 2000i is a surprisingly simple and quick method of generating a Web page (HTML document) complete with embedded AutoCAD drawing images (.JPG files). You need no previous experience creating Web pages or HTML code or generating .JPG images—AutoCAD does it all for you automatically! All you need to begin are the AutoCAD drawings you want to make images of and, if you are ready to post the page to the Web, a location on a server to store the files.

An example Web page created by PublishToWeb is shown in Figure i-11 on the next page. The general structure of the page is determined by a template you select. You supply the page title and subtitle as well as the AutoCAD drawings to use. Each image and its accompanying description are hyperlinks to display a full-screen version of the image.

The fi

In this step (Fig. 1

There are three l

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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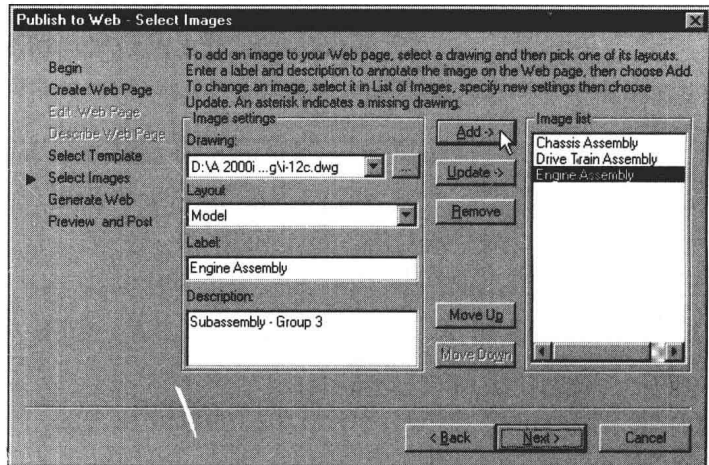
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Select Images

In this step (Fig. i-14), you select the images that you want to use for the page and enter the text you want to appear under each image. First, select an AutoCAD drawing you want to use for an image (use the browse button). Next, select the *Model* (tab) or a *Layout* in the drawing you want to display. The text you enter in the *Label* box appears immediately under the image on the resulting Web page (see previous Figure i-11, underlined text) and is also used as the label displayed in the *Image list*, so you must enter a descriptive label if you use multiple images on the page. The *Description* will appear on the Web page under the *Label* text. Select the *Add->* button to add all those entries and selections that appear on the left side of the wizard to the *Image list*. To make changes, highlight any item from the *Image list* on the right, make the changes on the left, then select *Update->*. The *Remove* button removes any highlighted selections from the *Image list*. The images appear on the page in the same order as the *Image list*. Use *Move Up* or *Move Down* to change the order of a selected item in the list. Select *Next* to proceed.

Figure i-14



Generate Web Page

Selecting *Next* in this dialog box (not shown) causes AutoCAD to create the .JPG or .DWF images and generate the HTML document to display the images. No other input is required since the default option (*Regenerate images for drawings that have changed*) causes all new and all changed images to generate. Select *Regenerate all images* if you edit an existing Web page and want a duplicate set of images to be created in a second location.

Preview and Post

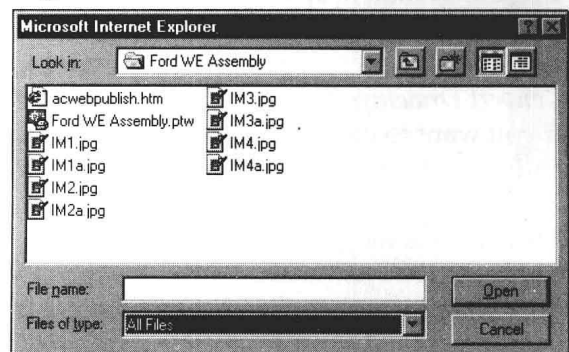
This last step (not shown) allows you to *Preview* the newly created Web page or to *Post Now*. The *Preview* option launches your Web browser with the page exactly as it will appear and operate when an outside viewer sees it. *Close* the browser to return to the *Publish to Web* wizard.

You can select *Back* at any step in the *Publish to Web* wizard, allowing you to change any aspect of the Web page that you specified in earlier steps. Use this feature to make corrections or changes before you post the Web page.

If you select *Post Now*, you are prompted for a location to store the files. Select the location on your Web server as specified by your system administrator.

The .JPG or .DWF files and the .HTM file that are generated by AutoCAD reside in a folder you specified as the *name of your Web page* in the *Create Web Page* step. A .PTW file is used by AutoCAD if you want to edit the Web page at a later time. This folder is located in the parent directory you also specified in that step. You can view the page and images at any time using your browser by selecting *Open* from the *File* menu, then using the *Browse* button to locate the .HTM file (Fig. i-15). If you select *Post Now* in the last step of the wizard, AutoCAD copies the .HTM and .JPG or .DWF files (not the .PTW file) to the location that you specify. The original files are not deleted.

Figure i-15



ETRANSMIT

Pull-down Menu	COMMAND (TYPE)	ALIAS (TYPE)	Short-cut	Screen (side) Menu	Tablet Menu
File <i>eTransmit</i>	ETRANSMIT

eTransmit is a new feature that greatly simplifies the process of sending AutoCAD drawings by email. The process is straightforward: *Open* the drawing you want to send, use *eTransmit*, enter any notes and select your preferences in the *Create Transmittal* dialog box. AutoCAD then creates a compressed .EXE or .ZIP file of the drawing package and opens your email software with the transmittal file attached. Just write your email note and send it!

eTransmit operates on the current drawing. First *Open* the drawing you want to transmit. If the drawing contains Xrefs, fonts, plot style tables, or compiled shapes, you can specify each item you want to include in the transmittal. The *eTransmit* command produces the *Create Transmittal* dialog box (Fig. i-16).

General Tab*Notes:*

Enter any notes you want to include with the transmittal report (see *Report* tab). Alternately, you can specify a template of default notes to be included with all your transmittal sets by creating an ASCII text file called ETRANSMIT.TXT. Then, specify the location of the ETRANSMIT.TXT file in the *Support File Search Path* option on the *Files* tab of the *Options* dialog box.

Type

Here you can select from *Folder (set of files)*, *Self-extracting executable (*.exe)*, or *Zip (*.zip)*. The *Folder* option creates a new folder or uses an existing folder and creates the uncompressed transmittal files. The *Self-extracting executable (*.exe)* option creates one self-executable file that the recipient can double-click to decompress and restore the original files. The *Zip (*.zip)* option creates a transmittal set of files as one compressed .ZIP file.

Password

Here you can set a password that is required to decompress the files. Make sure you notify the recipient of the password that is required to decompress the files.

Location

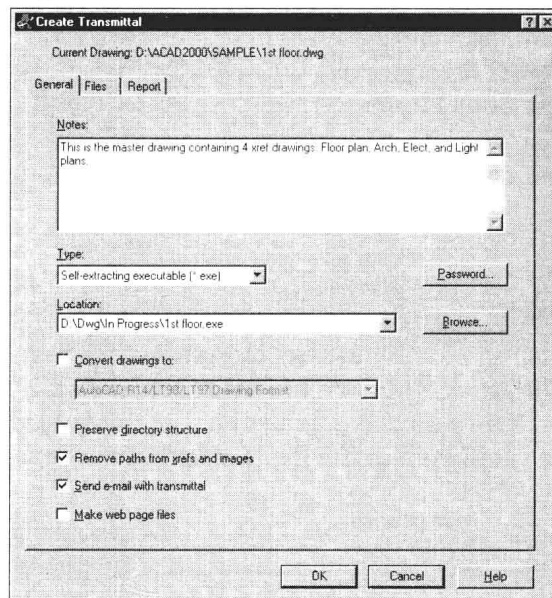
Use this section to specify the location on your computer or network where the transmittal set is to be created. You can use the *Browse...* button to specify a new location.

Convert Drawings To

If you want to convert the drawing(s) to an earlier version of AutoCAD or AutoCAD LT, check this box and select from the drop-down list.

Preserve Directory Structure

Checking this box causes AutoCAD to preserve the directory structure of all files in the transmittal set during decompression and installation on another system. This feature may be helpful to the recipient if the set contains Xrefs, fonts, or shapes, etc. If this option is cleared, all files are installed to the target directory when the transmittal set is installed.

Figure i-16

Remove Paths from Xrefs and Images

This option causes attached Xrefs and images contained in the transmittal set to be decompressed into one folder.

Send E-mail with Transmittal

Check this box to launch your default email program when the transmittal set is created. When the program opens, AutoCAD automatically attaches the transmittal set to the email message and enters the drawing set title in the "Subject:" line of your note.

Make Web Page Files

This feature is especially powerful. Checking this box causes AutoCAD to generate a Web page (.HTM and .BMP files) that includes a bitmap image and a link to download the transmittal set (Fig. i-17). The page is actually created automatically using the *PublishToWeb* routine and templates. The .HTM and .BMP files are not included in the transmittal set, but are created separately and placed in the folder specified in the *Location:* edit box. Make sure you specify (in the *Location:* edit box) the final location on the server you intend to post these files since the download links (paths) are coded into the HTML document.

Files Tab

The *Files* tab lists the files to be included in the transmittal set. When you first access the tab, all files associated with the current drawing (such as related Xrefs, plot styles, and fonts) are listed. You can remove files from the transmittal set or use the *Add File* button to add additional files to the set.

List of Files

The list in the central area of the *Files* tab displays the names of all files to be included in the transmittal set (Fig. i-18). You can choose either the *List View* or *Tree View* button above the list on the left to switch back and forth between these views. All files that are to be included in the set have a check appearing in the check box on the left of each file in the list. Remove a check if you do not want the related file included in the set to transmit.

List View

The left-most button above the list toggles the display of files to list view. In this format, files are listed in alphabetical order by default but can be sorted by *Filename*, *Type*, *Size*, or *Date* in normal or reverse order by clicking on the column heading.

Tree View

This arrangement displays a hierarchical listing—especially helpful for determining which Xrefs, fonts, and plot styles are related to which drawing files (see Figure i-18).

Figure i-17

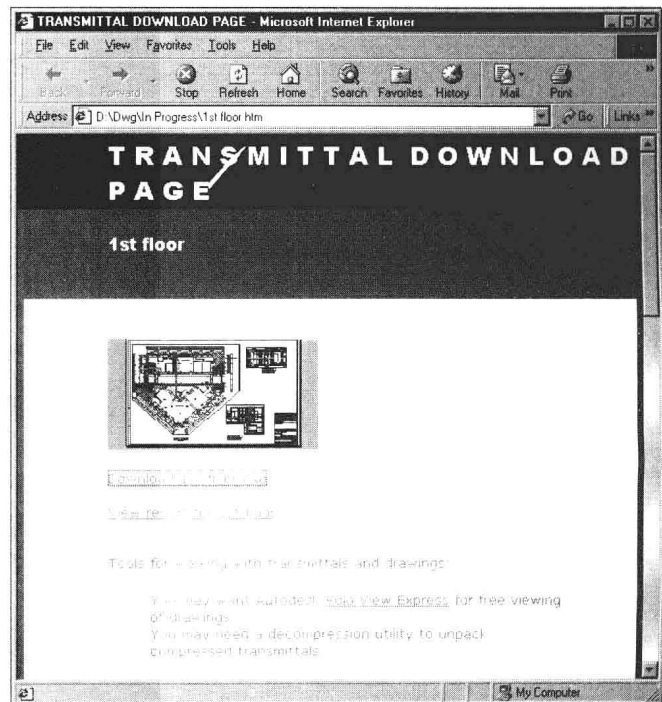
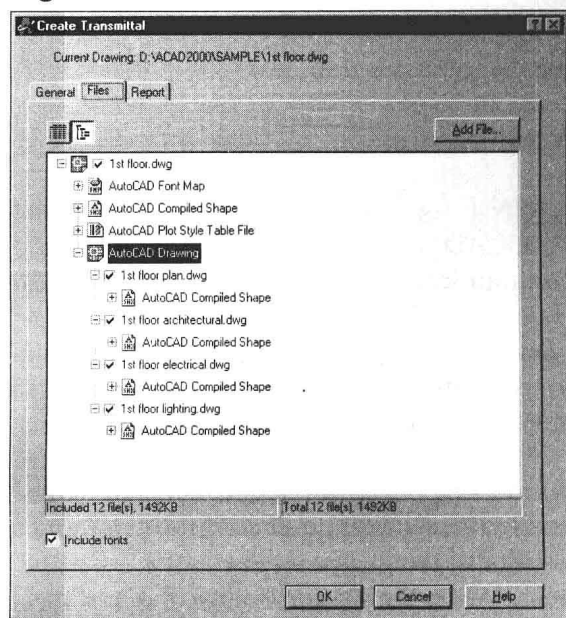


Figure i-18



Add File

Use this button to open the standard file selection dialog box where you can select additional files to include in the transmittal set.

Include Fonts

If you remove this check, all the current drawing's associated font files (.TXT and .SHX) are removed from the list display and the font files are not included in the transmittal set. Generally, most users already have the associated .TXT and .SHX fonts on their systems since they are included with AutoCAD. Because True Type fonts are proprietary, they are never included with the transmittal set. However, if any required True Type fonts are not registered on the computer that receives the transmittal set, the font specified by the *FONTALT* system variable is substituted.

Report Tab

This tab displays a report that is automatically generated and included with the transmittal set. The generated report is a .TXT file that has the same name as the current drawing. You can add additional notes in the report by entering the information in the *Notes* section of the *General* tab. The information automatically generated by AutoCAD explains what steps must be taken by the recipient for the transmittal set to work properly. For example, if AutoCAD detects .SHX fonts in one of the transmittal drawings, the report instructs the recipient where to copy these files so AutoCAD can detect the files when the transmittal drawing is opened.

Save As

This button opens the *Save report file as* dialog box where you can specify a location to save a report (.TXT) file. A report file is always generated and included with all transmittal sets; however, you can save an additional copy of the report file for archival purposes using this option.

MEETNOW



Pull-down Menu	COMMAND (TYPE)	ALIAS (TYPE)	Short-cut	Screen (side) Menu	Tablet Menu
Tools Meet Now	MEETNOW

AutoCAD's *MeetNow* feature allows two or more people from remote locations to work together in a single AutoCAD session. Each person sees the same drawing(s) from his or her own computer. For example, in a *MeetNow* session you can edit an AutoCAD drawing on your computer while other people watch you work from their computers. You can perform demonstrations or explain aspects of the drawing to colleagues or clients. In addition, you can allow others to edit your drawing from their remote work site.

MeetNow uses Microsoft® NetMeeting® technology to allow multiple remote users to share one AutoCAD session over an Internet connection. NetMeeting has voice and video capabilities to use for communication if you have the required hardware such as sound card, speakers, microphone, or camera. If you don't have these capabilities, you can instead use a chat room for keyed-input messages. A shared whiteboard is also available for sketching. NetMeeting must be installed on your computer if you want to use AutoCAD's *MeetNow*. NetMeeting is automatically installed with Windows 95, 98, 2000, or NT and is also available for download at www.microsoft.com/downloads.

A "meeting" can consist of up to eight remote participants. The person who starts the meeting and makes the calls is known as the "host," and a "guest" is anyone who accepts a call to join a meeting. Generally, the guests see the AutoCAD session (or other application) that appears on the screen of the host. When the session begins, the host has control of the application on his or her screen; however, the host can pass control of the application to any guest. A guest who has control can actually operate the

software application (running on the host's station). Only one participant at a time can have control of the application.

The host of an AutoCAD session must be running AutoCAD's *MeetNow* feature. The guests, however, do not need to run *MeetNow* and do not even have to have AutoCAD open, since they see only the host's AutoCAD session. However, guests must be running Microsoft NetMeeting as a minimum to participate in the meeting. Guests can run AutoCAD's *MeetNow* to participate since *MeetNow* automatically runs NetMeeting.

Before AutoCAD's *MeetNow* will operate, Microsoft NetMeeting must be configured on your system to connect with the Internet. These settings can be made through AutoCAD or NetMeeting. When you use AutoCAD's *MeetNow* for the first time on your system, NetMeeting will launch and require you to set your preferences and enter some personal information. You can also make the settings by selecting your Start button, Programs, then NetMeeting. If you have used Microsoft NetMeeting before on your system, the following steps may not be necessary. Changes can be made by selecting *Options* from the *Tools* menu in the NetMeeting window.

You are first presented with a screen similar to that shown in Figure i-19, in which you enter your personal information. These items appear by default in *MeetNow*'s *Find Someone* window when you log on so others who are logged on can select your name and call you for a meeting.

When prompted to specify a directory server (sometimes referred to as an ILS Server), select ***meetnow.autodesk.com*** as the *Server name* (Fig. i-20). This server is provided by Autodesk for its customers as an aid for meeting participants to identify and connect to each other via *MeetNow*. Other directory servers can be used with *MeetNow*. When you use the *MeetNow* command, the *Find Someone* window appears listing everyone currently connected to the server.

Another window (not shown) appears requiring you to specify the bandwidth used on your system, such as *14400 bps modem*, *28800 bps or faster modem*, *Cable*, *xDSL*, *ISDN*, or *Local Area Network*. If you are not sure of your bandwidth, ask your system administrator.

Next you will be asked to adjust the settings in the *Audio Tuning Wizard*, such as playback volume (speakers or headphones) and recording volume (microphone). At this point, you should be ready to use *MeetNow*.

If you need more help configuring Microsoft NetMeeting, consult the AutoCAD *Help User's Guide* on Configuring NetMeeting, or use the NetMeeting Help. Keep in mind that you can use NetMeeting alone to share other software applications in addition to AutoCAD. See the NetMeeting Help for more information about sharing other applications.

Figure i-19

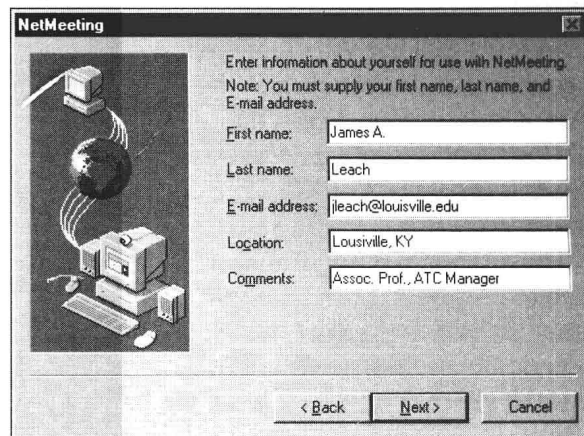
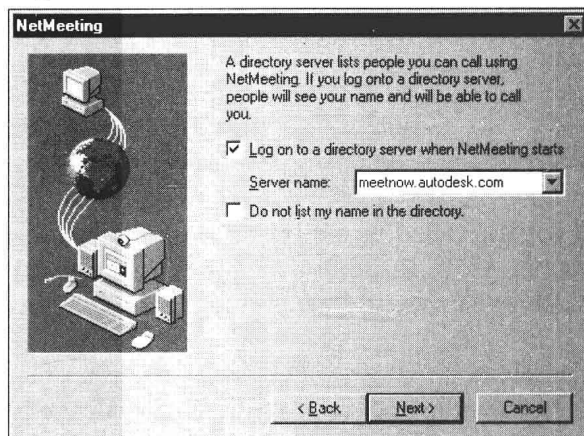
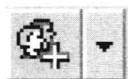


Figure i-20



To start *MeetNow*, use any of the methods shown in the command table at the beginning of this section. Assuming your connection preferences are set, the *Online Meeting* toolbar appears (Fig. i-21). Soon after, the *Find Someone* window appears as a separate application window (Fig. i-22). Since the *Online Meeting* toolbar appears first in your AutoCAD window, it may then be covered by the *Find Someone* window. Use the Windows Taskbar, Alt+Tab key sequence, or double-click in the AutoCAD window to see the *Online Meeting* toolbar. This toolbar is part of AutoCAD's *MeetNow* feature. If you start Microsoft NetMeeting from outside AutoCAD (for example, from the Windows Start menu) you do not see this toolbar, but instead see the main NetMeeting window.

The drop-down list on the left side of the toolbar (see Figure i-21) lists all guests currently participating in your meeting; it will be blank until you connect with someone for a meeting. The *Online Meeting* toolbar options are described next.



Call Participant

The *Call Participant* button produces the *Find Someone* dialog box (see Figure i-22). Here, you can locate anyone in the list to meet with. Simply select the desired name from the list and pick the *Call* button, or double-click on a name to start the call. You can also contact participants using the *Call Someone Direct* dialog box (see *Call Someone Direct* next in this section).

If you are called by a meeting host, the *Incoming Call* message box is displayed on your screen. You can choose *Accept* to join the meeting or choose *Ignore* to refuse the invitation. If you don't answer, your host receives a message saying you declined the invitation.

Therefore, if you want to have a meeting, you must notify the intended participants so they can connect to the directory server, or so you can call them direct. Guests must have Microsoft NetMeeting running (not necessarily AutoCAD's *MeetNow*) in order to join the online meeting. It is also helpful before the meeting to indicate your monitor's display resolution so meeting participants can set their monitors' display area to the same size as yours.

Call Someone Direct

You can contact people who are not logged on the *meetnow.autodesk.com* directory server using the *Call Someone Direct* dialog box (Fig. i-23). Use the drop-down arrow on the right side of the *Call Participant* button to produce this dialog box. First select the *Type of Address* from the list (*IP address*, *Computer name*, or *Email address on directory server*), then enter that information in the *Enter the address:* edit box. Select *Call* to make the connection.

Figure i-21

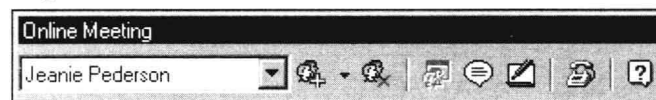


Figure i-22

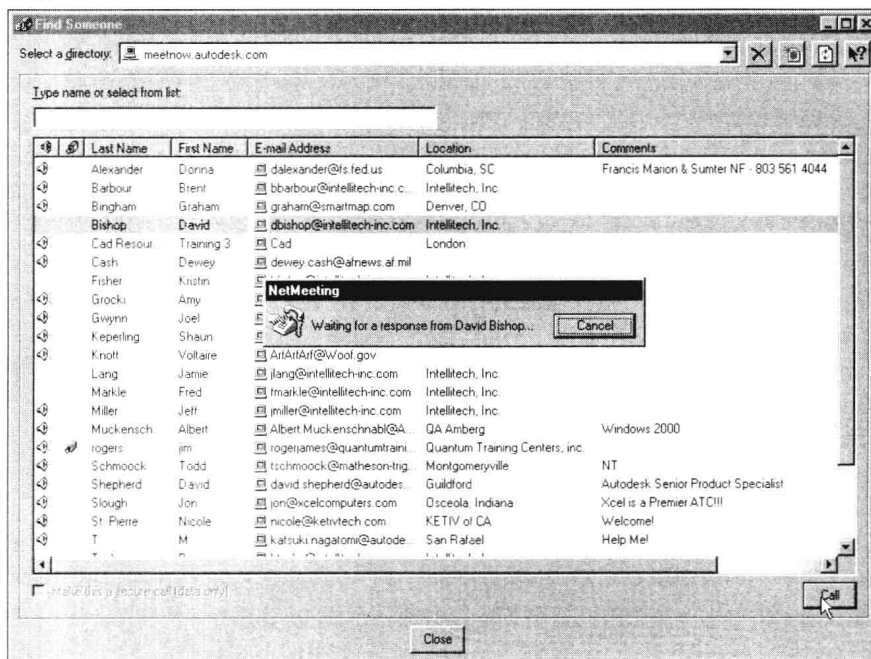
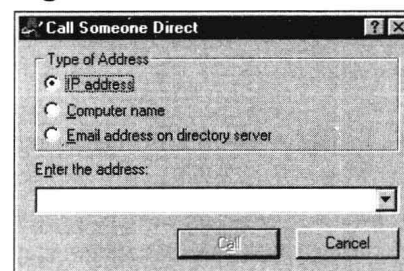


Figure i-23



This method is necessary if the person you want to call chose not to list his or her name on the directory server. Anyone can choose *Do not list my name in the directory* in the NetMeeting options (see Figure i-20), which prevents his or her name from being listed when he or she connects to a directory server. Even though the name does not appear in the list, other people can still use the directory server to contact the person if they know his or her email address.

The computer of every user connected to the Internet can be identified by an IP address; however, normally only computers that are connected to the Internet through a LAN, cable modem, or DSL have a persistent IP address (computers connected to the Internet by modem are assigned a new IP address each time they make a dial-up connection). If you know someone's IP address, you can call that person whether or not he or she is connected to a directory server. You can identify your computer's IP address using the NetMeeting window, then select *Help* and *About Windows NetMeeting*.

Remove Guest



Use this option on the *Online Meeting* toolbar to remove a guest from your meeting. After you have indicated your intentions to the guest, select the guest name from the participant drop-down list in the toolbar and then select this button to disconnect the guest from the session.

Control



This button turns guest editing privileges on and off. By default, the host's AutoCAD session is displayed on the guests' computers (see Figure i-24). The host has control of the action on the screen as the guests watch the action on their screens. In other words, guests can view the host's AutoCAD session, but they cannot manipulate objects in the AutoCAD (or other application) window. As the host using this button, you can allow guests to take control of your application. If you indicate that guests can take control, a guest should then request control of a session using the *Request Control* option from the *Control* menu of his or her shared program window. Although all the guests can view the shared AutoCAD session, only one participant at a time can control the AutoCAD session.

The host's screen contains only a normal AutoCAD window, not the shared program window. Figure i-24 shows a shared program window—in this case, the host's AutoCAD session as viewed by a guest. The title bar of the shared program window indicates the person hosting the session. The title bar also indicates the status of the host's AutoCAD application. The possible indications on the status section of the title bar are:

Blank

A blank status area means the host controls AutoCAD and is not currently allowing guests to request control.

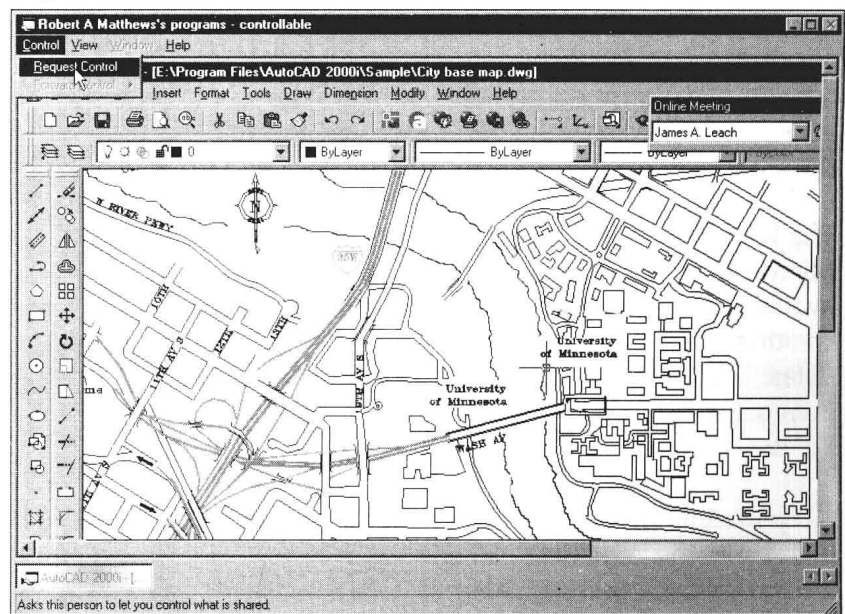
Controllable

When the word *Controllable* appears, it indicates the host controls AutoCAD, but guests may request control.

Controlled by (guest's name)

This information indicates the guest's name who controls the host's AutoCAD session.

Figure i-24



When a guest takes control, the AutoCAD session then operates for that guest just as it would if the session were running on the guest's computer, except the action can be very slow depending on the bandwidth speed of the connection.

As the host, you cannot do any work on your computer while a guest controls your AutoCAD session. If you click your pointing device or press any key on your keyboard, you automatically regain control of your AutoCAD session.

Display Chat Window

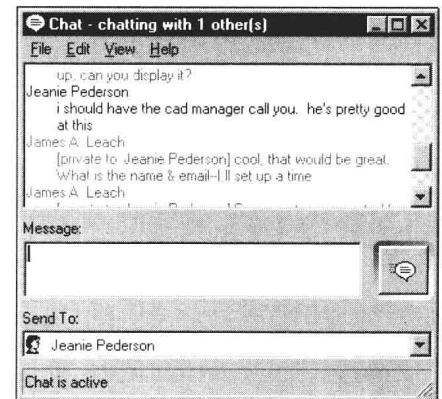


Unless you are communicating with all participants using voice (microphone or telephone), you will need the *Chat* window to type messages to communicate (Fig. i-25).

This window runs as a separate application, so you can operate it independently from the application window; however, you must constantly use the Windows Taskbar, Alt+Tab key sequence, or other method to access the *Chat* window when another window "covers" it.

All participants can view the conversation that appears in the main display box, unless private messages are sent. Simply type your message in the *Message:* edit box, then press Enter or select the *Send Message* button on the right to pass the message along. You can use the *Send To:* drop-down list to specify if you want messages to be sent to everyone in the session or sent privately to the participant you select from the list. Use *Options* from the *View* pull-down menu to specify your preferences for the appearance of the text displayed in the main message display area. See NetMeeting Help for more information on the *Chat* window.

Figure i-25



Display Whiteboard

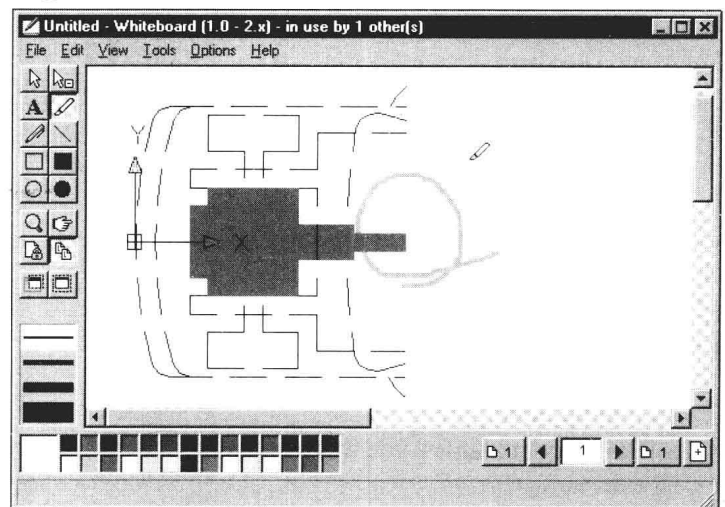


This button displays the NetMeeting *Whiteboard*. This feature may be helpful in a

meeting to sketch out or communicate concepts or ideas between participants. The *Whiteboard* allows everyone in a meeting to draw and type simultaneously.

The *Whiteboard* operates similarly to the Microsoft Paint program. Many options are available for creating shapes, filling areas, or creating text messages. You can also add and delete *Whiteboard* pages and emphasize an item using the *Highlighter* or the *Remote Pointer*.

Figure i-26



Keep in mind that you can copy and paste items from AutoCAD and other programs and areas of your desktop to the *Whiteboard*. Therefore, if you want to sketch on a particular area of an AutoCAD drawing with all of the meeting participants, you can copy from AutoCAD and paste it into the *Whiteboard*. All participants can then sketch, highlight, or otherwise draw on the image simultaneously (see the AutoCAD image in Figure i-26).

End Meeting



This button disconnects all guests from your computer and closes the *Online Meeting* toolbar; however, this option does not close *MeetNow*. You are still connected to the directory server and the *Find Someone* window and NetMeeting are still active.