

Here's a section from the CADD Standards Notebook...

CAD DRAWING STANDARDS INSTRUCTIONS

The attached manual is intended to be an outline for a consulting firm's CAD standards. It was developed by actual working consulting firms to be a guide for existing employees and a way to transmit information to new employees. If all employees involved in CAD production are using the same standard, a better quality product can be produced while saving time correcting unacceptable drawings or finding drawings.

Every firm is different and we recognize all firms may already have some standards already (or at least ways of doing things). Therefore, the manual is designed to be edited and added to using your word processor. All text in this manual is saved in Word 6.0 / 7.0 and WordPerfect 5.1 or later.

Executives method of incorporating CAD standards into an office:

1. Open the enclosed diskette in your word processor and do a search and replace of ****Your Company Name Here**** with the name of your company. Print out the resulting document. Have CAD oriented people in your firm review the manual and mark up comments.
2. Have a CAD meeting to review comments.
3. Mark up this manual.
4. Make changes to the manual on your word processor.
5. Replace this manual with the new, customized manual and save the information on disk.
6. Distribute to all CAD production employees or put on your intranet.
7. Reference this manual in Employee Manual if you have one. Or tell employees that drawing production is to follow the guidelines in this manual.
8. Recognize that this manual will be a dynamic document. Update the manual as new ideas are incorporated into your office processes.

When you are done, you will be light years ahead of most firms in establishing important CAD standards in your office that will improve productivity and efficiency.

CAD Drawing Standards

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