Use the Internet to Share Drawings

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You can use AutoCAD® to access and store AutoCAD drawings and related files on the Internet. This chapter assumes familiarity with basic Internet terminology. You need Microsoft® Internet Explorer 5.0 (or a later version) and access to the Internet or an intranet.

In this chapter

- Get Started with Internet Access for AutoCAD LT
- Add Hyperlinks to a Drawing
- Work with Drawing Files over the Internet
- Publish Drawings in the Drawing Web Format (DWF)
- Use the Publish to Web Wizard to Create Web Pages
- Share an AutoCAD LT Session as Part of an Online Meeting

Get Started with Internet Access for AutoCAD

To use the AutoCAD Internet features, you must have Internet or intranet access and Microsoft Internet Explorer 5.0 (or a later version). The term *Internet* is used to refer to both the Internet and an intranet. To save files to an Internet location, you must have sufficient access rights to the directory where the files are stored. Contact your network administrator or Internet service provider (ISP) to receive access rights for you and anyone else who needs to work with the files.

If you connect to the Internet through your company's network, you might have to set up a proxy server configuration. Proxy servers act as security barriers by shielding information on your company's network from potential security risks due to external Internet access. See the Internet applet in the Windows®Control Panel or contact your network administrator for details about how to configure a proxy server in your network environment.

Add Hyperlinks to a Drawing

You can add hyperlinks to your drawings that provide jumps to specific files or Web sites.

Overview of Using Hyperlinks in a Drawing

Hyperlinks are pointers you create in your AutoCAD drawings that provide jumps to associated files. For example, you can create a hyperlink that launches a word processing program and opens a specific file, or a hyperlink that activates your Web browser and loads a particular HTML page. You can also specify a named location to jump to in a file, such as a view in AutoCAD or a bookmark in a word processing program. You can attach hyperlinks to any graphical object in an AutoCAD drawing. Hyperlinks provide a simple and powerful way to quickly associate a variety of documents (such as other drawings, bills of materials, or project schedules) with an AutoCAD drawing.

You can create both *absolute* and *relative* hyperlinks in your AutoCAD drawings. Absolute hyperlinks store the full path to a file location. Relative hyperlinks store a partial path to a file location, relative to a default URL or directory you specify using the HYPERLINKBASE system variable.
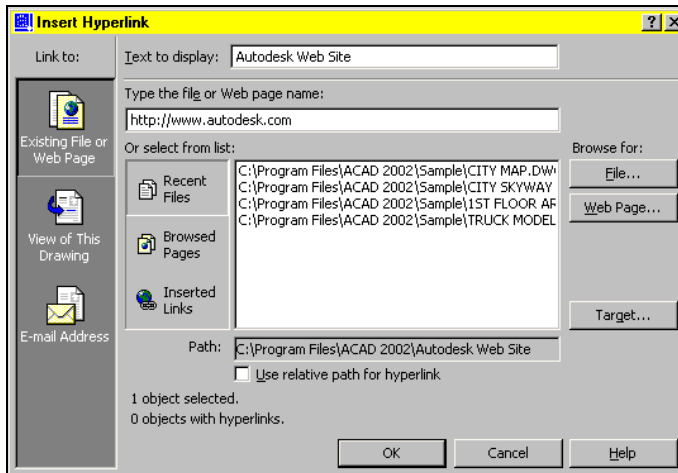
Use a Hyperlink to Access a File or a Web Page

Hyperlinks can point to files that are stored locally, on a network drive, or on the Internet.

hyperlink
cursor

By default, AutoCAD provides cursor feedback so that you know when the crosshairs are positioned over a graphical object that has an attached hyperlink. You can then select the object and use the Hyperlink shortcut menu to open the file associated with the hyperlink. You can turn off the hyperlink cursor and shortcut menu display from the Options dialog box, if desired. The PICKFIRST system variable must be set to 1 to open files associated with hyperlinks.

When you create a hyperlink to an AutoCAD drawing and specify a named view to jump to, AutoCAD restores that view when the hyperlink is opened. You can also create a hyperlink that opens a drawing in a specific layout.

Use Relative Paths in Hyperlinks

Absolute hyperlinks work well in situations where you link a relatively small set of documents, but they do have some limitations. If you subsequently move the files referenced by absolute hyperlinks to a different directory, editing the hyperlink paths can be a time-consuming process. With AutoCAD you can specify a relative path that is used by the hyperlinks you create in a drawing. Relative paths afford you greater flexibility and are easier to edit than absolute hyperlinks. With relative hyperlinks, you can update the relative path for all the hyperlinks in your drawing at the same time, rather than editing each hyperlink individually.

NOTE The support of relative hyperlinks was introduced as a new feature in AutoCAD 2000. If you create relative hyperlinks in an AutoCAD drawing and then save the drawing in AutoCAD Release 14 format, the HYPERLINKBASE system variable is not available. You will not be able to execute any relative hyperlinks in AutoCAD Release 14. If you subsequently save the drawing in AutoCAD 2000 format, the relative hyperlinks are restored.

To create an absolute hyperlink to another file

1 In the drawing area, select one or more graphical objects to attach the hyperlink to.

2 From the Insert menu, choose Hyperlink.

3 Do one of the following:

- Under Type the File or Web Page Name, enter the path and name of the file that you want to associate with the hyperlink.
- Choose the File button, then navigate to the location of the file that you want to associate with the hyperlink. Choose Open.

4 (Optional) If you are creating a hyperlink to an AutoCAD drawing, choose Target to specify a named location in the drawing to jump to and do the following:

- Select a named location to jump to.
- Choose OK.

5 (Optional) Enter a description for the hyperlink in Text to Display.

6 Choose OK.

Standard toolbar

Command line HYPERLINK

To create a hyperlink to a named location in a non-AutoCAD file

1 Create a hyperlink (see "To create an absolute hyperlink to another file" on page 668).
2 From the Insert menu, choose Hyperlink.
3 Select the graphical object that the hyperlink is associated with.
4 In Type the File or Web Page Name, enter a pound sign (#) after the name of the file the hyperlink is linked to, and then enter the named location. Do not include any spaces between the name of the file the hyperlink is linked to, the pound sign (#), and the named location.
5 Choose OK.

Standard toolbar

Command line   HYPERLINK

To edit a hyperlink attached to a graphical object

1 From the Insert menu, choose Hyperlink.
2 In the drawing area, select one or more graphical objects that use the same hyperlink.
3 Specify new values in the Edit Hyperlink dialog box, and then choose OK.

Standard toolbar

Command line   HYPERLINK

To remove a hyperlink from a graphical object

1 In the drawing area, select one or more graphical objects that use the same hyperlink.
2 From the Insert menu, choose Hyperlink.
3 In the drawing area, select one or more graphical objects that use the same hyperlink.
4 Choose Remove Hyperlink, and then choose OK.

Standard toolbar

Command line   HYPERLINK

To open a file associated with a hyperlink

1 In the drawing area, select a graphical object with an attached hyperlink.

2 Right-click anywhere in the AutoCAD drawing area, and then choose Hyperlink ➤ Open.

The Hyperlink ➤ Open shortcut menu option is followed either by the hyperlink description (if one is specified) or the full URL to the referenced file.

NOTE If you have turned off display of the hyperlink cursor in the Options dialog box, the Hyperlink shortcut menu becomes unavailable. To restore the Hyperlink shortcut menu, turn the Display Hyperlink Cursors option back on. The PICKFIRST system variable must be set to 1 to open files associated with hyperlinks.

To toggle the hyperlink cursor display on or off

1 From the Tools menu, choose Options.

2 On the User Preferences tab, select or clear Display Hyperlink Cursor and Shortcut Menu.

3 Choose OK.

Command line   OPTIONS

To set the relative path for a drawing

1 From the File menu, choose Drawing Properties.

2 On the Summary tab, enter a relative path in Hyperlink Base.

3 Choose OK.

Command line   DWGPROPS

To create a relative hyperlink

1 In the drawing area, select one or more graphical objects to attach the hyperlink to.

2 From the Insert menu, choose Hyperlink.

3 In the drawing area, select one or more graphical objects to attach the hyperlink to.

4   Enter the name of the file to attach in Type the File or Web Page Name.

Do not enter any path information with the file name, or you will create an absolute hyperlink.

5   Choose OK.

Standard toolbar

Command line   HYPERLINK

Use a Hyperlink to Create an Email Message

Typically you use hyperlinks in a drawing to associate graphical objects with related documents. In some cases, however, it might be useful to insert a hyperlink that creates an email message when the hyperlink is activated.

For example, consider a design project with several drafters responsible for updating different components of a drawing. As drafters add new components to the drawing, they can associate hyperlinks that include their email addresses with the components. This provides a convenient way to identify who created various drawing components and to send that person an email message with any design related issues.

To create an email hyperlink

1   In the drawing area, select one or more graphical objects to attach the hyperlink to.

2   From the Insert menu, choose Hyperlink.

3   In the Insert Hyperlink dialog box, choose the E-mail Address tab.

4   Enter the recipient's address in E-mail Address.

5   (Optional) Specify a subject for the email message in Subject.

6   Choose OK.

When you open an email hyperlink, your default email application creates a new email message with the address and subject (if specified) filled out. You can then enter message text and send it by email.

Standard toolbar

Command line   HYPERLINK

Use Hyperlinks in Blocks

Hyperlinks can be associated with blocks, including nested objects contained within blocks. If the blocks contain any relative hyperlinks, the relative hyperlinks adopt the relative base path of the current drawing when you insert them.

When you select a block element in the drawing area that contains multiple hyperlinks, the available hyperlinks are listed in the Hyperlink shortcut menu. You can activate any hyperlink associated with the currently selected block element, and edit or remove a hyperlink associated with a particular block instance.

For example, suppose you have a block that contains a line and a circle. The line has an attached hyperlink named *line*, and the circle has an attached hyperlink named *circle*. This particular instance of the block has a hyperlink named *block*, which you attached after the block was inserted. When you select an element in the block, you can open the hyperlink associated with that element, or any hyperlink associated with that particular instance of the block. If, for example, you select the line block element, you can open the *line* hyperlink or the *block* hyperlink. If you select the circle block element, you can open the *circle* hyperlink or the *block* hyperlink. In both cases, you can only edit or detach the *block* hyperlink associated with this particular instance of the block. To edit or remove hyperlinks nested in a block, you must first explode the block or use the REFEDIT command.

To open a file associated with a hyperlink contained in a block

1 In the drawing area, select a block with attached hyperlinks.
2 Right-click anywhere in the AutoCAD drawing area. From the Hyperlink shortcut menu, choose Hyperlink ➤ Open for the hyperlink you want to activate.

Each available Hyperlink ➤ Open shortcut menu option has a hyperlink description beside it (if one has been entered) or the full URL to the referenced file.

Use a Hyperlink to Start a New Drawing

When you activate a hyperlink that points to an AutoCAD drawing template (DWT) file, AutoCAD creates a new drawing file based on the template rather than opening the actual template file.

This provides a convenient mechanism for creating a set of standardized drawing templates that you can share with others. Because the hyperlinked template files open a new AutoCAD drawing, there is no risk of others accidentally overwriting the original template.

To open an AutoCAD drawing template (DWT) file associated with a hyperlink

1 In the drawing area, select a graphical object with an attached hyperlink to a DWT file.

2 Right-click anywhere in the AutoCAD drawing area, and then choose Hyperlink ➤ Open.

The Hyperlink ➤ Open shortcut menu option is followed either by the hyperlink description (if one is specified) or the full URL to the referenced file.

A new AutoCAD drawing opens based on the hyperlinked DWT file.

NOTE If you have turned off display of the hyperlink cursor in the Options dialog box, the Hyperlink shortcut menu becomes unavailable. To restore the Hyperlink shortcut menu, turn the Display Hyperlink Cursors option back on.

Convert Previously Attached URLs to Hyperlinks

AutoCAD Release 14 attached URLs are converted to AutoCAD 2000 hyperlinks when you save the drawing in AutoCAD 2000 format.

If you save an AutoCAD 2000 format drawing in AutoCAD Release 14 format, any hyperlinks in the drawing are converted to AutoCAD Release 14 attached URLs. Hyperlink descriptions are not available in AutoCAD Release 14, but if you subsequently save the drawing in AutoCAD 2000 format, the hyperlink descriptions are restored.

If you attach a URL to an AutoCAD Release 14 graphical object with an AutoCAD 2000 hyperlink, the hyperlink description, if one is specified, gets erased and isn't available when you save the drawing to AutoCAD 2000 format.

Work with Drawing Files over the Internet

You can open and save drawings to an Internet location, attach externally referenced drawings stored on the Internet, insert blocks by dragging drawings from a Web site, and create a transmittal set of a DWG that automatically includes all its related files.

Open and Save Drawing Files from the Internet

You can use AutoCAD to open and save files from the Internet. The AutoCAD file input and output commands (OPEN, EXPORT, APPLOAD, and so on) recognize any valid Uniform Resource Locator (URL) path to an AutoCAD file. The drawing file that you specify is downloaded to your computer and opened in the AutoCAD drawing area. You can then edit the drawing and save it, either locally or back to any Internet or intranet location for which you have sufficient access privileges.

If you know the URL to the file you want to open, you can enter it directly in the Select File dialog box. You can also browse defined FTP sites or Web folders within the Select File dialog box or use the Browse the Web dialog box to navigate to the Internet location where the file is stored (see "Use the Browse the Web Dialog Box" on page 674).

NOTE These AutoCAD Internet capabilities are available only if you selected the Full Install option during installation or have Microsoft Internet Explorer 5.0 (or a later version) installed on your system. You can add the necessary components to your system by running a custom installation and selecting the Internet Tools option.

Use the Browse the Web Dialog Box
With the Browse the Web dialog box, you can navigate quickly to a specific Internet location to open or save a file. You can specify a default Internet location that is loaded each time you open the Browse the Web dialog box. Using the Browse the Web dialog box to access files is particularly useful when you don't know the correct URL, or when you want to avoid entering a long URL each time you access an Internet location.

To open an AutoCAD file from the Internet by entering a URL

1 From the File menu, choose Open.

2 In the Select File dialog box, enter the URL to the file in File Name, and then choose Open.

You must enter the Hypertext Transfer Protocol or File Transfer Protocol (for example, *http://* or *ftp://*) and the extension (for example, *.dwg* or *.dwt*) of the file you want to open.

Standard toolbar

Command line   OPEN

To open an AutoCAD file from the Internet by browsing an FTP site

1 From the File menu, choose Open.

2 In the Select File dialog box, choose Tools ➤ Add/Modify FTP Locations.

3 In the Add/Modify FTP Locations dialog box under Name of FTP Site, enter the site name for the FTP location (for example, ftp.autodesk.com).

4 Under Log On As, choose one of the following:

- **Anonymous.** Logs on to the FTP site as an anonymous user. If the FTP site does not allow anonymous logons, choose User and enter a valid user name.
- **User.** Logs on to the FTP site using the specified user name.

5 Enter a password if required by the FTP site.

6 Choose Add, and then choose OK.

7 In the Select File dialog box, select FTP from the Places list.

8 Double-click one of the FTP sites and select a file.

9 Choose Open.

Standard toolbar

Command line   OPEN

To open an AutoCAD file from the Internet by browsing a Web folder

1 From the File menu, choose Open.

2 In the Select File dialog box, under Look In, choose *Web Folders* (or *My Network Places*, depending on your version of Windows).

3 Double-click one of the Web folders and select a file.

You can create new Web folders in Windows Explorer. Consult your system administrator or Windows Explorer Help for more information about Web folders.

4 Choose Open.

Standard toolbar

Command line   OPEN

To save an AutoCAD file to the Internet by entering a URL

1 From the File menu, choose Save As.

2 Enter the URL to the file in File Name.

You must enter the File Transfer Protocol or Hypertext Transfer Protocol (for example, *ftp://* or *http://*) and the extension (for example, *.dwg* or *.dwt*) of the file you want to save. You must have access rights to save files to the specified location.

3 Select a file format from the Files of Type list, and then choose Save.

Standard toolbar

Command line   SAVE

To save an AutoCAD file to the Internet by browsing an FTP site

1 From the File menu, choose Save As.

2 In the Save Drawing As dialog box, select FTP from the Places list.

3 If you have not yet added the FTP site to the available FTP locations, choose Tools ➤ Add/Modify FTP Locations and define the FTP location as described in "To open an AutoCAD file from the Internet by browsing an FTP site" on page 675.

4 Double-click one of the FTP sites, and select a file.

5 Select a file format from the Files of Type list, and then choose Save.

Standard toolbar

Command line   SAVE

To save an AutoCAD file to the Internet by browsing a Web folder

1 From the File menu, choose Save As.

2 In the Select File dialog box, under Look In, choose *Web Folders* (or *My Network Places*, depending on your version of Windows).

3 Double-click one of the Web folders.

   You can create new Web folders in Windows Explorer. Consult your system administrator or Windows Explorer Help for more information about Web folders.

4 Specify a file name and select a file format from the Files of Type list.

5 Choose Save.

   You must have access rights to save files to the specified location.

Standard toolbar

Command line SAVE

To specify the default Internet location used by the Browse the Web dialog box

1 From the Tools menu, choose Options.

2 On the Files tab, click the plus sign next to Menu, Help, and Miscellaneous File Names.

3 Select the Default Internet Location option, and then choose Browse.

4 In the Select a File dialog box, do one of the following:

   ■ Enter the URL to an Internet location, and then choose Open.
   ■ Choose the Search the Web button and enter the Internet address in the Look In box.

5 Choose OK.

Command line OPTIONS

To open an AutoCAD file from the Internet with the Browse the Web dialog box

1 From the File menu, choose Open.

2 Choose the Search the Web button.

   Many Internet connections require you to enter a valid user name and password before accessing the Internet. AutoCAD prompts you to enter this information.

3 In the Browse the Web dialog box, do one of the following:

   ■ Click a hyperlink on the HTML page that is displayed.
   ■ Enter a full or partial URL in Look In, and then press ENTER.

4   Repeat step 3 until you locate the file that you want to open.

5   Choose Open.

Standard toolbar

Command line   OPEN

To save an AutoCAD file to an Internet location with the Browse the Web dialog box

1   From the File menu, choose Save As.

2   Choose the Search the Web button.

Many Internet connections require you to enter a valid user name and password before accessing the Internet. AutoCAD prompts you to enter this information.

3   In the Browse the Web dialog box, do one of the following:

   ■ Click a hyperlink on the HTML page that is displayed.
   ■ Enter a full or partial URL in Look In, and then press ENTER.

4   Repeat step 3 until you navigate to the location at which you want to save the file.

5   Choose Save.

Standard toolbar

Command line   SAVEAS

Work with Xrefs over the Internet

You can attach externally referenced drawings stored on the Internet or an intranet to drawings stored locally on your system.

For example, you might have a set of construction drawings that are modified daily by a number of contractors. These drawings are stored in a project directory on the Internet. You can maintain a master drawing on your computer, and attach the Internet drawings to the master drawing as external references (xrefs). When any of the Internet drawings are modified, the changes are included in your master drawing the next time you open it. This is a powerful mechanism for developing accurate, up-to-date composite drawings that can be shared by a design team.

NOTE If you have a slow Internet connection or are working with a master drawing that has many xrefs attached, the download of the xrefs to your system might take a long time.

1 From the Insert menu, choose External Reference.

2 In the Select Reference File dialog box, do one of the following:

- Under File Name, enter the URL to the file that you want to attach.

  You must include the transfer protocol (for example, *http://* or *ftp://*) in the URL.

- Choose the Search the Web button, and then use the Browse the Web dialog box to navigate to the file you want to attach.

If your network or ISP requires a user name and password, AutoCAD prompts you to enter this information.

3 Choose Open.

4 In the External Reference dialog box, choose OK.

5 Specify an insertion point for the xref.

Insert toolbar

Command line XREF

Insert Blocks from a Web Site

Using i-drop, you can drag a drawing file from an i-drop handle on a Web site into an open AutoCAD drawing. You can use the Publish to Web wizard to create an i-drop enabled Web page.

This method provides an easy way to insert a drawing file from the Web into your current drawing. The dragged drawing file is inserted as a block. You cannot open a drawing file by dragging it from a Web site. Inserting drawing files containing external references is not supported by i-drop—any xrefs must first be bound to the drawing.

For information about using i-drop to create an i-drop handle on a Web site, see the i-drop documentation on the Autodesk Web site at the following URL:

http://www.autodesk.com/idrop

Package a Drawing File Set for Internet Transmission

A common problem when sending a drawing to someone is neglecting to include related files (such as fonts and xrefs) with the drawing. In some cases, not including these associated files can make the original drawing unusable by the recipient. With eTransmit, you can create a transmittal set of an AutoCAD drawing that automatically includes all its related files. You can post the transmittal set to the Internet or send it to others as an email attachment. A report file is automatically generated that includes instructions detailing what files are included in the transmittal set and what must be done with them so that they are usable by the original drawing. You can also add notes to the report and specify password protection for the transmittal set. You can specify a folder to contain the individual files of the transmittal set, or you can create a self-extracting executable or zip file that packages all the files.

NOTE You can't use eTransmit to create transmittal sets of DXF files. To use eTransmit, you must save the drawing as a DWG or DWT file.

To create a transmittal set in a folder you specify

1 From the File menu, choose eTransmit.
2 (Optional) Specify any additional comments to include with the report file in Notes.
3 Select Folder from the Type list.
4 Choose Browse to specify a location for the transmittal set. A standard file selection dialog box is displayed.
5 Navigate to the folder in which you want to create the transmittal set.
6 Choose Open.
7 Select any additional options, such as posting the transmittal set to a Web page or sending it as an email attachment.
8 Choose OK to create the transmittal set in the folder you specified.

Standard toolbar

Command line   ETRANSMIT

To create a transmittal set that is a self-extracting executable or Zip file

1 From the File menu, choose eTransmit.

2 (Optional) Specify any additional comments to include with the report file in Notes.

3 Select one of the following from the Type list:

- Self-Extracting Executable (*.exe)
- Zip (*.zip)

4 Choose Browse to specify a location for the transmittal set.

A standard file selection dialog box is displayed.

5 Navigate to the folder in which you want to create the transmittal set.

6 Choose Save.

7 (Optional) Choose Password to specify a password for the transmittal set and do the following:

- Enter a password in Password for Compressed Transmittal.
- Re-enter the password in Password Confirmation.
- Choose OK.

8 Select any additional options, such as posting the transmittal set to a Web page or sending it as an email attachment.

9 Choose OK to create the transmittal set.

Standard toolbar

Command line   ETRANSMIT

To unpack a self-extracting executable transmittal set

1 In Windows Explorer, double-click the transmittal set file.

2 In the eTransmit dialog box, choose Browse to specify the folder to unpack the transmittal set files to.

3 Choose OK.

4 If the transmittal set is password protected, you are prompted to enter the password.

5 Choose OK to exit each dialog box.

Publish Drawings in the Drawing Web Format (DWF)

With ePlot and eView, you can generate electronic drawing files in Drawing Web Format (DWF). As the name suggests, ePlot and eView create virtual *electronic plots.* You can use an existing ePlot or eView DWF configuration file or create a new one.

Overview of Using the Drawing Web Format (DWF)

With ePlot and eView, you can generate electronic drawing files that are optimized for either printing or viewing. The files you create are stored in Drawing Web Format (DWF). DWF files can be opened, viewed, and plotted by anyone using Volo™ View or Volo™ View Express. With Volo View or Volo View Express, you can also view DWF files in Microsoft Internet Explorer 5.01 or later. DWF files support real-time panning and zooming as well as control over the display of layers and named views.

WARNING! If you try to view DWF files created with ePlot or eView in an Internet browser with the *WHIP!* 4.0 plug in, some information may not display correctly or you may experience errors. However, the DWF file will not lose data or be modified in any way.

As the name suggests, ePlot and eView create virtual *electronic plots.* When creating ePlot and eView DWF files, you can specify a variety of settings such as pen assignments, orientation, and paper size, all of which control the appearance of DWF files.

DWF files are created in a vector-based format (except for inserted raster image content) and are typically compressed. Compressed DWF files can be opened and transmitted much faster than AutoCAD drawing files. Their vector-based format ensures that precision is maintained.

DWF files are an ideal way to share AutoCAD drawing files with others who don't have AutoCAD. Because the Volo View and Volo View Express interfaces are easy to use, even those with no CAD knowledge can easily view and navigate a DWF file.

Choose a DWF Model

When you create DWF files, you use a plotter configuration file that uses a specific DWF model. The DWF model determines whether your DWF will be optimized for viewing or optimized for plotting.

DWF files produced by the DWF eView (optimized for viewing), DWF Classic (R14 look), or DWF ePlot from AutoCAD 2000 format models are optimized for viewing. These DWF files can have a high vector "resolution" to allow for deep zooming while viewing. The "resolution" depends on paper size and is not expressed in DPI.

DWF files produced by the DWF ePlot (optimized for plotting) model are optimized for plotting. Their resolution is expressed in DPI, independent of paper size. These DWF files generally have less vector zoom depth, while storing higher quality raster images (if rasters are embedded in the DWG) than DWF files created with eView (optimized for viewing).

Both DWF eView (optimized for viewing) and DWF ePlot (optimized for plotting) support merge control, which is configured in the Plotter Configuration Editor, Device and Document Settings tab, Graphics node.

Configure a DWF Driver

You must use a DWF PC3 (plotter configuration) file to plot DWF files. You can use one of the two installed DWF configuration files (DWF ePlot [optimized for plotting] and DWF eView [optimized for viewing]), or you can use the Add-a-Plotter wizard to create a new DWF plotter configuration.

SEE ALSO

"Configure for File Output" in the online *Driver and Peripheral Guide*

Use an Existing DWF Configuration File

AutoCAD comes with two preconfigured DWF PC3 (plotter configuration) files that you use to create DWF files: DWF ePlot (optimized for plotting) and DWF eView (optimized for viewing). Both of these PC3 files create DWFs with a white drawing background and a paper boundary.

WARNING! By default, AutoCAD 2002 plots are plotted with lineweights. If you haven't specified lineweight values in the Layer Properties Manager, a default lineweight of .01 inches is applied to all graphical objects when you plot a drawing. This can cause areas of your plotted DWF files to look significantly different from how they appear in the AutoCAD drawing area when viewed in an external viewer or Internet browser, particularly during zoom operations. To avoid this, clear the Plot with Lineweights option from the Plot Settings tab in the Plot dialog box.

To plot a DWF file

1 From the File menu, choose Plot.
2 In the Plot dialog box, Plot Device tab, select a DWF plotter from the Name list.
3 In File Name, enter a name for the plot.
4 In Location, do one of the following:

   ■ Enter the location of a local or network folder to plot the file to.
   ■ Enter an Internet or intranet URL to plot the file to.

5 Choose OK.

Standard toolbar

Command line   PLOT

Create or Modify a DWF Configuration File

You can use the Add-a-Plotter wizard to create new DWF plotter configurations based on any of the four available DWF models:

■ DWF Classic (R14 look)
■ DWF ePlot (*WHIP!* 3.1 Compatible Version)
■ DWF eView (optimized for viewing)
■ DWF ePlot (optimized for plotting)

NOTE If you use *DWF ePlot.pc3* files from AutoCAD 2000/2000i in AutoCAD 2002, they will use the DWF eView (optimized for viewing) model.

You can specify these settings when you create or edit DWF configuration files.

- The display resolution or precision of the DWF file
- Compression options to reduce file size
- Background color (Volo View and Volo View Express have their own background color configuration.)

NOTE If the AutoCAD background color is set to black, color 7 objects will be plotted as white. For all other background colors, color 7 objects will be plotted as black.

- Inclusion of layer, scale, and measurement information in the DWF file
- Inclusion of a paper boundary in the DWF file similar to what is displayed with drawings in a layout

NOTE For DWF ePlot (optimized for plotting), the Show Paper Boundaries option is selected by default and is unavailable for editing.

- Conversion of all *.dwg* hyperlink extensions to *.dwf* extensions

Set the DWF File Resolution
You can specify the resolution of the DWF files that you create. The higher the resolution of the DWF file, the greater its precision and the larger the file size.

For DWF files produced with ePlot (optimized for plotting), you should set the resolution to the same or greater resolution than the plotter that will be used to plot the drawing.

For most DWF files produced with eView (optimized for viewing), DWF Classic (R14 look), and DWF ePlot (*WHIP!* 3.1 Compatible Version), a medium resolution setting is sufficient. When you create DWF files of drawings that contain a great amount of detail, such as a map of a large topographical region, use a higher resolution setting for greater detail in the DWF file.

As an example of the difference between DWF resolution settings, consider a map of the world that you want to output as a DWF file for viewing. With a medium resolution setting, you might be able to zoom to a level of detail approximately the size of the state of California on the world map. With a high resolution setting, you might be able to zoom to a level of detail the size of a city. With an extreme resolution setting, you might be able to zoom to a level of detail the size of a building.

Set the DWF File Compression
By default, the DWF files that you output are in a compressed binary format. The compression does not result in any loss of data; this is the recommended output for most DWF files. You can also create uncompressed binary files, or uncompressed text files. These settings are specified when you create or edit a DWF configuration file.

To configure a plotter driver for DWF file output

1 From the File menu, choose Plotter Manager.
2 Double-click the Add-a-Plotter wizard.
3 On the Begin page, select My Computer. Choose Next.
4 On the Plotter Model page, under Manufacturers, select Autodesk ePlot (DWF). Under Models, select the type of DWF that you want to create. Choose Next.
5 (Optional) On the Import PCP or PC2 page, choose Import File and select a PCP or PC2 file to import. Choose Import.
6 Choose Next.
7 On the Ports page, select Plot to File. Choose Next.
8 On the Plotter Name page, enter a name for the plotter configuration file. Choose Next.
9 On the Finish page, choose Finish.

   A new plotter configuration file (PC3) is created.

Command line PLOTTERMANAGER

To specify the DWF file resolution

1 From the File menu, choose Plot.
2 In the Plot dialog box, choose the Plot Device tab.
3 In the Plotter Configuration area, from the Name list, select a DWF plotting device, and then choose Properties.

4 In the Plotter Configuration Editor dialog box, Device and Document Settings tab, select Custom Properties from the tree window.

5 Choose Custom Properties.

6 In the DWF Properties dialog box, specify a resolution using the Resolution slider, and then choose OK.

7 In the Plotter Configuration Editor dialog box, choose OK.

8 In the Changes to a Printer Configuration dialog box, do one of the following, and then choose OK:

■ Select Apply Changes for the Current Plot Only to specify a one-time override of the configuration settings that isn't saved to the DWF configuration file.

■ Select Save Changes to the Following File to save the configuration changes to the DWF configuration file.

9 In the Plot dialog box, specify a plotting location for the DWF file in the Location list, and then choose OK.

Standard toolbar

Command line PLOT

To specify the DWF file compression

1 From the File menu, choose Plot.

2 In the Plot dialog box, choose the Plot Device tab.

3 In the Plotter Configuration area, from the Name list, select a DWF plotting device, and then choose Properties.

4 In the Plotter Configuration Editor dialog box, choose the Device and Document Settings tab, and then select Custom Properties from the tree window.

5 Choose Custom Properties.

6 Specify a file compression option from the Format area of the DWF Properties dialog box, and then choose OK.

7 In the Plotter Configuration Editor dialog box, choose OK.

8 In the Changes to a Printer Configuration dialog box, do one of the
   following, and then choose OK:

   ■ Select Apply Changes for the Current Plot Only to specify a one-time
     override of the configuration settings that isn't saved to the ePlot
     configuration file.
   ■ Select Save Changes to the Following File to save the configuration
     changes to the DWF configuration file.

9 In the Plot dialog box, specify a plotting location for the DWF file in the
   Location list, and then choose OK.

Standard toolbar

Command line   PLOT

To specify additional settings for plotted DWF files

1 From the File menu, choose Plot.
2 In the Plot dialog box, choose the Plot Device tab.
3 In the Plotter Configuration area, from the Name list, select a DWF
   plotting device, and then choose Properties.
4 In the Plotter Configuration Editor dialog box, choose the Device and
   Document Settings tab, and then select Custom Properties from the tree
   window.
5 Choose Custom Properties.
6 In the DWF Properties dialog box, select the applicable options, and then
   choose OK.
7 In the Plotter Configuration Editor dialog box, choose OK.
8 In the Changes to a Printer Configuration dialog box, do one of the
   following, and then choose OK:

   ■ Select Apply Changes for the Current Plot Only to specify a one-time
     override of the configuration settings that isn't saved to the ePlot
     configuration file.
   ■ Select Save Changes to the Following File to save the configuration
     changes to the DWF configuration file.

9 In the Plot dialog box, specify a plotting location for the DWF file in the
   Location list, and then choose OK.

Standard toolbar

Command line   PLOT

Create a DWF File from a Drawing File

You create a DWF file from a drawing file by using a DWF configuration file when you plot your drawing. Using a DWF configuration file will automatically plot your drawing to a file. You can specify the DWF file name and location in the Plot dialog box.

When you create a DWF file from a drawing file, the DWF configuration file determines the functionality and some aspects of the appearance of the DWF file. Make sure you are using an appropriate configuration file with appropriate settings.

SEE ALSO

"Configure a DWF Driver" on page 683

To create a DWF file from a drawing file

1 From the File menu, choose Plot.
2 In the Plot dialog box, Plot Device tab, in the Name box, choose a DWF configuration.
3 Under Plot to File, enter the name of the DWF file in the File Name box.
4 Under Plot to File, choose the location for the DWF file in the Location box.
5 In the Plot dialog box, Plot Settings Tab, select plot settings for the DWF file as needed.
6 Choose OK.

View DWF Files in an External Viewer or Browser

You can view DWF files in Volo View or Volo View Express. (Volo View Express is installed with AutoCAD.) If you have Volo View or Volo View Express installed, you can also view DWF files in Microsoft Internet Explorer 5.01 or later.

If the DWF file includes layers or named views, you can control their display in Volo View or Volo View Express.

For more information about using Volo View or Volo View Express, see the Volo View or Volo View Express online Help.

Use the Publish to Web Wizard to Create Web Pages

The Publish to Web wizard provides a simplified interface for creating formatted Web pages that include DWF, JPEG, or PNG images of AutoCAD drawings.

- DWF format does not compress the drawing file.
- JPEG format uses lossy compression; that is, some data is deliberately discarded to greatly reduce the size of the compressed file.
- PNG (Portable Network Graphics) format uses lossless compression; that is, no original data is sacrificed to reduce the size of the file.

Using Publish to Web, you can quickly and easily create an attractively formatted Web page, even if you are not familiar with HTML coding. After creating a Web page, you can post it to an Internet or intranet location.

Following are some examples of ways in which you can use the Publish to Web wizard to create a Web page:

- **Templates**. You can choose one of four templates for the layout of your Web page or customize your own template.
- **Themes**. You can apply a theme to the template you've chosen. With themes, you can modify the colors and fonts in your Web page.
- **i-drop**. You can activate drag-and-drop capability on your Web page. Visitors to your page can drag and drop drawing files into an AutoCAD session. I-drop files are ideally suited for publishing block libraries to the Internet.

For information about using i-drop to create an i-drop handle on a Web site, see the i-drop documentation on the Autodesk Web site at *http://www.autodesk.com/idrop*.

NOTE You can also customize the template you use for your Web page. For more information about customizing templates, see "Customize a Publish to Web Template," in chapter 6, "Customize Templates," in the *Customization Guide*.

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1 From the File menu, choose Publish to Web

2 Follow the instructions to generate a Web page.

Standard toolbar

Command line PUBLISHTOWEB

Share an AutoCAD Session as Part of an Online Meeting

With Meet Now, two or more people can work together in a single session. While you edit a drawing on your computer, other people can watch you work from theirs.

Overview of Online Meetings

With AutoCAD® Meet Now, two or more people can work together in a single session. While you edit an AutoCAD drawing on your computer, other people can watch you work from theirs. You can perform demonstrations, hold troubleshooting sessions—even allow others to edit your drawing—regardless of the work site for each user.

How Meet Now and NetMeeting Work Together
Meet Now uses Microsoft NetMeeting® technology to implement session-sharing among AutoCAD users. In addition to allowing you to share applications with others, NetMeeting provides capabilities such as chat and a shared whiteboard. NetMeeting also has voice and video capabilities you can use, if you have the required hardware.

Meet Now provides the following features to supplement NetMeeting:

- A toolbar shortcut to NetMeeting
- Automatic meeting creation with launch of Meet Now
- A directory server to help you locate other users
- This Help file

NOTE If you run NetMeeting outside Meet Now, you don't have access to the Online Meeting toolbar shortcuts or to this Help file, and you must take additional steps to start a meeting and share an application.

How an Online Meeting Works

An online meeting consists of two or more participants. The *host* of a meeting is the person who initiates the meeting. A *guest* is any person participating in the meeting started by the host. Both host and guests can share applications. For example, you can initiate a meeting and share your AutoCAD application with another person, or you can have someone else share his or her AutoCAD application (or Web browser, spreadsheet application, and so on) with you. Host and guests can even share applications simultaneously.

Up to eight people can participate in an online meeting. Only one person at a time can control a specific application. When you work in someone else's AutoCAD session, what is actually displayed on your screen is an image of the other person's AutoCAD session.

Configure Microsoft NetMeeting

The first time you run NetMeeting, you need to provide some information about yourself and choose some configuration options.

Get More Information About NetMeeting

Microsoft provides Help with the NetMeeting program. To view the Help in NetMeeting, use that program's Help menu. The *Readme* for NetMeeting is also available here.

You can find information about NetMeeting and online conferencing on the World Wide Web. The following Web sites are listed as suggestions; they are not supported or endorsed by Autodesk. Web addresses often change, so the URLs that follow may be outdated.

- Microsoft provides support for NetMeeting at the following URL:

  http://www.microsoft.com/windows/NetMeeting/Support/default.asp

- A rich source of information about NetMeeting and topics related to conferencing over the Internet is Meeting by Wire, provided by an independent consulting company at the following URL:

  http://www.meetingbywire.com/

- Another independent site with information and links related to NetMeeting is the Windows NetMeeting Zone, at the following URL:

  http://www.netmeet.net/

- Microsoft provides detailed troubleshooting information for system administrators and information systems professionals at the following URL:

  http://www.microsoft.com/windows/NetMeeting/Corp/ResKit/appendixb/default.asp

To configure NetMeeting

1 Read the information about NetMeeting provided in the first two setup dialog boxes. You do not need to enable sharing as specified in the second dialog box; Meet Now does this for you.

Choose Next to continue.

2 In the third dialog box, enter your first and last names and your email address; the rest of the information is optional.

Choose Next to continue.

3 In the next dialog box, specify a directory server and directory options. (For more information about directory servers, see "Use a Directory Server" on page 696. Use the following directory server name or one that your network or system administrator provides:

- In Server Name, enter meetnow.autodesk.com.
- Select Log On to a Directory Server When NetMeeting Starts.
- Clear the Do Not List My Name in the Directory option. To change this option later, choose Tools ➤ Options from the NetMeeting menu.

Choose Next to continue.

4 In the next dialog box, identify the speed of your network connection. If you are not sure what to select, see your network or system administrator.

Choose Next to continue.

5 In the next dialog box, choose whether you want a NetMeeting shortcut on your desktop and on the Quick Launch bar in your Start menu. Choose Next to continue.

6 This step begins the Audio Tuning Wizard, which configures your audio settings. Audio is not required to use NetMeeting, and you can skip the Audio Tuning steps if you do not plan to use audio. To run the Audio Tuning Wizard later, choose Tools ➤ Audio Tuning Wizard from the Net-Meeting menu.

7 After completing the Audio Tuning Wizard, choose Finish to complete configuration.

Standard toolbar

Command line   MEETNOW

Use Meet Now to Control an Online Meeting

The Meet Now feature sets up an online meeting and provides toolbar short-cuts to the NetMeeting collaboration tools.

Prepare for an Online Meeting

Notify meeting participants when the meeting will start. Meeting participants must have NetMeeting running in order to join the online meeting. Tell them the following:

- The directory server you are logging on to, if you are using one

  See "Use a Directory Server" on page 696 for more information about using a directory server.

- The screen display area you are using

  Ask meeting participants to set their monitors' display area to the same size as yours. For example, if you are the host and your display area is set to 1024×768 pixels, ask your guests to use the Windows Control Panel to set their screen resolution to 1024×768. As a rule, have each guest set the display area to a resolution the same as or higher than the host's display area. This is not a requirement, but it ensures optimal display and communication during an online meeting.

Use the Online Meeting Toolbar

Click in the AutoCAD window to activate AutoCAD and view the Online Meeting toolbar. The toolbar may be floating in the AutoCAD window, or it may be docked next to other AutoCAD toolbars.
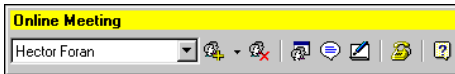
The drop-down list on the left side of the toolbar lists all guests currently participating in your meeting.

You can use the following buttons on the Online Meeting toolbar.

	Contacts users and invites them to an online meeting. If you click the arrow button, you can choose to use the directory server to contact someone, or call someone directly. If you choose Use Directory Server, the Find Someone dialog box is displayed; if you choose Call Someone Direct, the Call Someone Direct dialog box is displayed.

|	
	Removes guests from your meeting. Select a guest from the participant list in the Online Meeting toolbar, and then choose this button to remove the guest.
	Turns guest editing privileges on and off. See "Share Control of an AutoCAD Session in an Online Meeting" on page 702.
	Opens a chat window on the desktop of each meeting participant. See the Help provided by Microsoft for more information about this NetMeeting feature.
	Displays the NetMeeting whiteboard. See the Help provided by Microsoft for more information about this NetMeeting feature.
	Ends the current meeting, disconnects all guests from your machine, and closes the Online Meeting toolbar.
	Displays the Help for Meet Now.

The Online Meeting toolbar is part of Meet Now provided by AutoCAD. If you start NetMeeting from outside AutoCAD (for example, from the Windows Start menu) you do not see this toolbar, but instead see the main NetMeeting window.

Display the NetMeeting Window
The NetMeeting window gives you access to advanced NetMeeting functions. You need to open the NetMeeting window to change any options you selected when you first installed NetMeeting.

■ Double-click the NetMeeting icon in the system tray on the Windows taskbar. The system tray is the area at the far right of the taskbar, where time is displayed:

NetMeeting icon

system tray
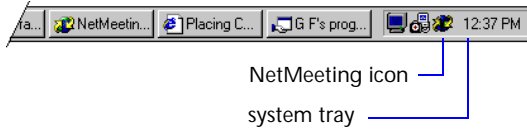
Standard toolbar

Command line MEETNOW

Contact Participants for an Online Meeting

Once NetMeeting is running, meeting participants need to contact one another to join a meeting. You can contact participants two ways: use a directory server or call directly. Using a directory server is the easier way to contact people. If you followed the recommended setup configuration (see "Configure Microsoft NetMeeting" on page 692), you are set up to use a directory server.

Use a Directory Server

A directory server (sometimes referred to as an ILS Server in NetMeeting documentation) helps meeting participants identify and connect to each other. Autodesk provides a server named **meetnow.autodesk.com** for its customers.

When you log on to a directory server, the server registers your presence and adds your name to the list of users connected to it. You view this list by displaying the Find Someone dialog box.

NetMeeting automatically logs you on to a directory server if you specified the Automatic Logon option during setup.

Contact Users Through a Directory Server

All meeting participants logged on to a directory server can be contacted through the server. The Find Someone dialog box connects you to the participants who are logged on to a specific directory server.

Contact an Unlisted User from the Directory

During initial setup, or using the Options dialog box in NetMeeting, you can choose to keep your name from being listed when you connect to a directory server. Other people can still use the directory server to contact you if they know the email address you specified.

Contact Users by IP Address

The computer of every user connected to the Internet can be identified by an IP address. Most people who connect to the Internet by modem are assigned a new IP address each time they make a dial-up connection. People who are connected to the Internet through a LAN, and those who are connected by cable modem or DSL, have a persistent IP address. 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 in NetMeeting.

To determine whether you are logged on to a directory server

■ On the status bar at the bottom of the NetMeeting window, look at the icon showing two computer monitors. The icon is colored (not dimmed) if you are logged on. If you point to the colored icon, the name of the directory server is displayed.
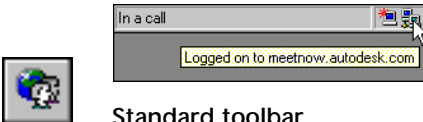
Standard toolbar

Command line   MEETNOW

To log on to a directory server

■ In the NetMeeting window, from the Call menu, choose Log On To.

Standard toolbar

Command line   MEETNOW

To change the directory server you log on to

1 In the NetMeeting window, from the Tools menu, choose Options, and then choose the General tab.

2 Under Directory Settings, either select a directory server from the Directory drop-down list or enter the name of the server you want to log on to.
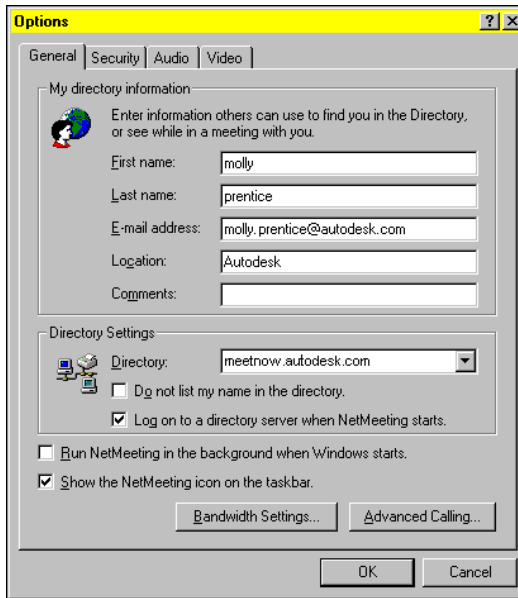
3 Choose OK.

   NetMeeting attempts to log you on to the server you specified.

Standard toolbar

Command line   MEETNOW

To view and change your directory server settings

1 In the NetMeeting window, from the Tools menu, choose Options, and then choose the General tab.

2 If you do not want your name listed in a directory, select Do Not List My Name in the Directory.

Meeting participants can still contact you through the email address you've identified (see "Contact an Unlisted User from the Directory" on page 696).

3 If you want to log on automatically to your directory server when you start NetMeeting, select Log On to a Directory Server When NetMeeting Starts.

4 Choose OK.

Standard toolbar

Command line   MEETNOW

To log off a directory server

■ In the NetMeeting window, from the Call menu, choose Log Off.

Standard toolbar

Command line   MEETNOW

To find someone on a directory server

1 On the Online Meeting toolbar, click the arrow to the right of the Call
Participant button and then choose Use Directory Server.

The next time you run MEETNOW, the Find Someone dialog box is
displayed automatically.

2 In the Find Someone dialog box, if Select a Directory does not currently
display the name of the directory server where meeting participants
should be logged on, either select the correct directory server from the list
or enter the server name.

Directory server   Refresh button
name
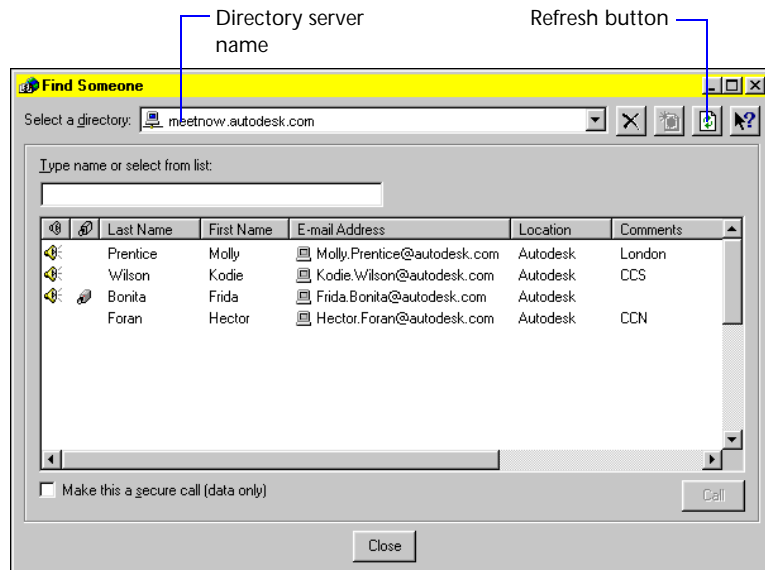
3 Choose the Refresh button to update the list of people who are connected
to the directory server.

If you don't see the name of someone you have reason to believe is logged
on, that person has probably chosen to be unlisted. For information about
contacting unlisted users, see "Contact an Unlisted User from the Direc-
tory" on page 696.

4 In the list of people connected to the directory server, double-click the
name of the person you want to contact, or select the person's name and
then choose Call.

You will see a message indicating that NetMeeting is attempting to call the user. If your call is answered successfully, the message disappears; if the call is unsuccessful, an error message is displayed.

Once the connection is successfully completed, the person you contacted should be able to see the shared AutoCAD window.

Standard toolbar

Command line   MEETNOW

To contact someone by specifying an email address

1   Click in the AutoCAD window to activate it.
2   On the Online Meeting toolbar, click the arrow to the right of the Call Participant button.

3   Choose Call Someone Direct.
4   In the Call Someone Direct dialog box, select the E-mail Address on Directory Server option.
5   Under Enter the Address, enter the email address.
6   Choose Call.

NOTE   The email address you need to specify is the one listed in the NetMeeting Options dialog box; to display this dialog box, choose Tools ➤ Options from the NetMeeting menu. NetMeeting does not validate the email address you enter, so it does not have to be your correct email address. If NetMeeting cannot find the person you are trying to contact with the email address you specify, contact that person to verify the email address he or she identified to NetMeeting.

Standard toolbar

Command line   MEETNOW

To identify an IP address with NetMeeting

■   In the NetMeeting window, from Help menu, choose About NetMeeting.
    The IP address is identified at the bottom of the About window.

NOTE Users connected by modem may show more than one IP address, with each address separated by a comma. Try entering the first address (the numbers up to the comma); if that doesn't work, try each succeeding IP address.

Standard toolbar

Command line   MEETNOW

To contact someone by specifying an IP address

1 If necessary, click in the AutoCAD window to activate AutoCAD.

2 On the Online Meeting toolbar, click the arrow to the right of the Call Participant button.

3 Choose Call Someone Direct.

4 In the Call Someone Direct dialog box, select the IP Address option.

5 Under Enter the Address, enter the IP address.

6 Choose Call.

The next time you run MEETNOW, the Call Someone Direct dialog box is displayed automatically at startup.

Standard toolbar

Command line   MEETNOW

Start or Leave an Online Meeting

When you start Meet Now for the first time, the Find Someone dialog box is displayed. If you have run Meet Now before, the dialog box that is displayed depends on the method you last chose to connect to meeting participants. See "Contact Participants for an Online Meeting" on page 696 for the various methods available.

You can easily end a meeting and stop sharing your AutoCAD session.

To start an online meeting from AutoCAD

■ Enter **meetnow** at the Command prompt, or choose Tools ➤ Meet Now from the AutoCAD menu.

Standard toolbar

Command line   MEETNOW

■ Choose the End Meeting button on the Online Meeting toolbar, or, in the NetMeeting window, choose Call ➤ Hang Up.

Online Meeting toolbar

Command line   MEETNOW

Share Control of an AutoCAD Session in an Online Meeting

When you establish a connection to a guest, your AutoCAD session is displayed on the guest's monitor. Guests can then view your AutoCAD session, but they can't manipulate objects in your AutoCAD window.

Guests must first request control from you before you can pass them control of your session and they can begin manipulating objects in your AutoCAD window. See "Control the Host's AutoCAD Session" on page 705 to find out how a guest requests control of your session.

Allow Guests to Ask for Control
Before a guest can ask for control, you as host must indicate that you are willing to accept control requests.

Pass and Regain Control of Your AutoCAD Session
When a guest requests control of a session, a message is displayed unless automatic call acceptance is in effect. Choose Accept to allow the guest to control your AutoCAD session, or choose Reject to deny control.

NOTE   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.

When a guest is in control of your AutoCAD session, initials that identify the person in control appear in a box next to the pointer. Although any number of meeting participants can view your shared AutoCAD session, only one participant at a time can control the AutoCAD session.

Get Someone's Attention
If you rely on the NetMeeting chat window to communicate during an online meeting, you may find that other people are unable to see your messages. NetMeeting does not provide any audio or visual clues to alert someone when a message is received. The chat window may be hidden behind other windows so that they miss the messages you are sending.

To allow guests to ask for control of your AutoCAD session

1 On the Online Meeting toolbar, choose Allow Others to Edit.

2 Choose OK to close the security warning window.

WARNING! Don't allow a guest to control a session if you are not physi-cally present at your computer. If you allow a guest to control your AutoCAD session and then walk away from your computer before taking control back, you open yourself to security issues. For example, a guest controlling your AutoCAD session can choose File ➤ Open and access any file on your hard drive.

Online Meeting toolbar

Command line   MEETNOW

To disallow control requests

■ On the Online Meeting toolbar, choose Stop Others from Editing, or if another user is currently in control of your application, press ESC.

Online Meeting toolbar

Command line   MEETNOW

To automatically accept control requests from guests

1 In the NetMeeting window, from the Tools menu, choose Sharing.

2 In the Sharing dialog box, select Automatically Accept Requests for Control.

3 Choose Close.

Command line   MEETNOW

To turn off automatic control acceptance

If another user is currently in control of your application, press ESC to regain control and turn off automatic control acceptance. If you are in control of your application, do the following to turn off automatic control acceptance:

1 In the NetMeeting window, from the Tools menu, choose Sharing.

2 Clear the Automatically Accept Requests for Control option.

3 Choose Close.

Online Meeting toolbar

Command line   MEETNOW

- To regain control of your AutoCAD session, click in the AutoCAD window or press any key on your keyboard.

- Open the whiteboard and enter a message in big letters.

  This tactic may work only the first time you open the whiteboard. After that, the whiteboard may be hidden behind other open windows.
- Insert a multiline text message in the shared AutoCAD drawing. Anyone sharing the drawing can see what you've written if you make it large enough.

Command line   MEETNOW

Participate as a Guest in an Online Meeting

A guest who is invited to an online meeting can either accept or ignore the host's invitation. Once a guest is participating in an online meeting, he or she can do the following:

- Use the shared program window to watch what the person in control does in the AutoCAD session.
- Request control of the host's AutoCAD session, and, once the request is granted, take control of the session while working in the host's AutoCAD window.
- Pass control of the host's AutoCAD session to another guest.
- Leave a meeting at any time.

Respond to a Host's Invitation
If a meeting host calls you, the Incoming Call message box is displayed on your monitor. 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.

Use the Shared Program Window
The following illustration shows a host's AutoCAD session as viewed by a guest.

During an online meeting, AutoCAD is displayed in the NetMeeting shared program window. This window is scrollable. If you can't see part of the AutoCAD window (the Command prompt, for example), scroll the shared program window to bring other parts of the AutoCAD window into view.

The title bar of the shared program window identifies the person hosting the application that you're viewing. The title bar also identifies the status of the host's AutoCAD application. A blank status area means the host controls AutoCAD and is not currently allowing guests to request control. The status may also be one of the following:

- *Controllable* indicates the host controls AutoCAD, but guests may request control.
- *Controlled by ...* indicates a guest controls the host's AutoCAD session. (The name following *Controlled by* identifies the guest in control.)

The following illustration shows a title bar indicating that Molly Prentice is in control of Hector Foran's AutoCAD application.

NOTE The host's screen contains just a standard AutoCAD window, not the shared program window.

Control the Host's AutoCAD Session
If the host is currently allowing guests to control AutoCAD, you can request control of the host's AutoCAD session. When you gain control, the host sees your initials next to the pointer.

You can request control only from the host. If another guest is currently controlling the host's AutoCAD session, you need to either contact that guest by phone or chat message and ask for control to be passed to you, or request that the host take back control and then pass it to you.
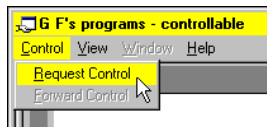
Pass Control to Others
If you are in control of the host's AutoCAD session, you can pass control to another guest.

Leave a Meeting
You can leave a meeting at any time.

To request control of the host's AutoCAD session

- Double-click in the shared program window, or, in the shared program window, choose Control ➤ Request control.

To pass control to another guest

1 In the shared program window, choose Control ➤ Forward Control.

2 Select a name from the list of guests.

To leave a meeting

■ In the NetMeeting window, choose Call ➤ Hang Up.

Online Meeting toolbar

Command line MEETNOW