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Finding Information Using InfoCenter in AutoCAD 2009

This tutorial outlines the following procedures:

- Adding a new search location
- Searching and receiving information
- Saving topics or links as favorites

Audience: AutoCAD users who want to reduce the amount of time and effort in learning the unfamiliar features and performing new tasks.

Prerequisites: Working knowledge of AutoCAD

Time to complete: 15 minutes

Usage Scenario

Lisa is an intermediate to advanced skilled AutoCAD user. She upgrades her license of AutoCAD with every new release.

Problem: Lisa's main concern is the difficulty in learning and absorbing the new features with every new release of AutoCAD. There are many resources for learning AutoCAD, which are found in different places.

Solution:

InfoCenter groups information sources such as the AutoCAD help system and online resources such as newsgroup postings together. It organizes and presents information in a meaningful way.

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Lesson 1: Add a New Search Location

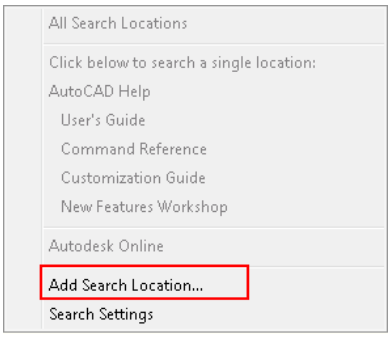
In this lesson, you will add a customized search location that points Lisa to her own document.

You can add or remove search locations in order to speed up the search process. When you add document locations, you can specify files on your local drive or files on a network.

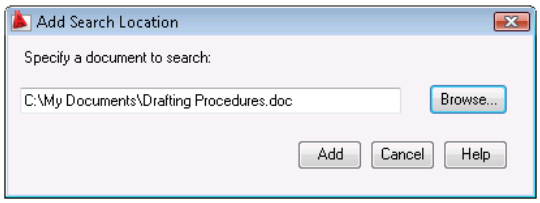
To Add a New Search Location

1. In the upper-right side of the application, on the InfoCenter box, click the down arrow next to the InfoCenter button.

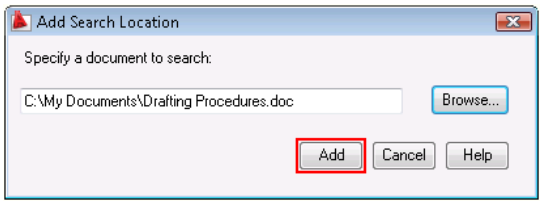
2. Click Add Search Location.



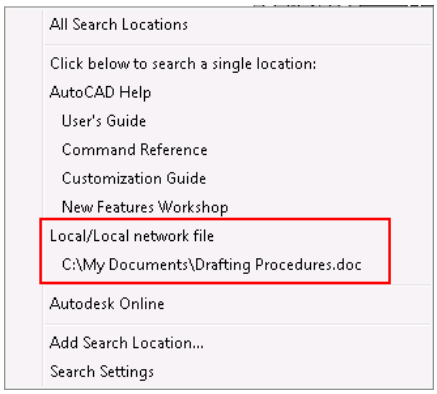
3 In the Add Search Location dialog box, specify a document or a file location to search as shown below.



4 Click Add.



You have helped Lisa to add a new search location that points to her own document.



Next Lesson: Lesson 2: Search Multiple Sources for Information on page 4

Lesson 2: Search Multiple Sources for Information

In this lesson, you will help Lisa to search for and receive information using InfoCenter.

You can use InfoCenter to search multiple sources (for example, Help, the New Features Workshop, web locations, and specified files) at one time, or search a single file or location.

It is recommended that you use key words to search for information, as key words often produce better results. In case of a misspelled word, spelling suggestions are displayed.

The results are displayed as links on the InfoCenter Search Results panel. Click any of these links to display the topic, article, or document.

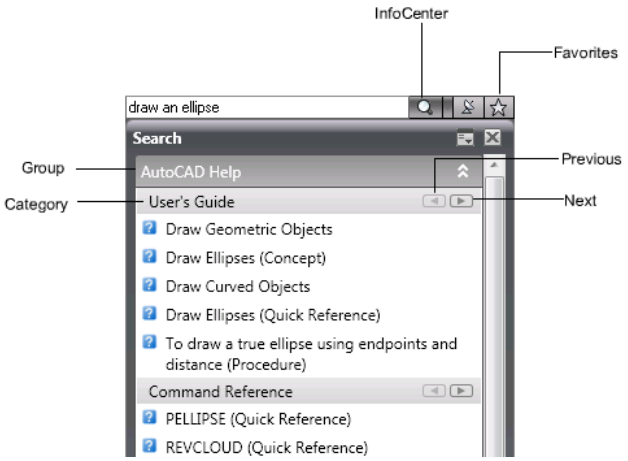
To Search Multiple Sources for Information

1 In the upper-right side of the application, in the InfoCenter box, enter a keyword or phrase. Click the InfoCenter button.

NOTE You must have Internet access to display search results from the Autodesk Online category.

The results of your search are displayed on the Search Results panel.

You have helped Lisa to perform a search for information with InfoCenter.



Use the Next and Previous buttons to browse search results. Click and drag categories or groups to rearrange them.

Next Lesson: Lesson 3: Save Search Results as a Favorite on page 5

Lesson 3: Save Search Results as a Favorite

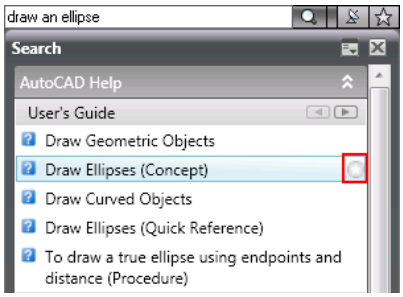
In this lesson, you will help Lisa to save a search result as a favorite for easy access in the future.

Any links displayed on the InfoCenter Search Results panel can be marked as a favorite.

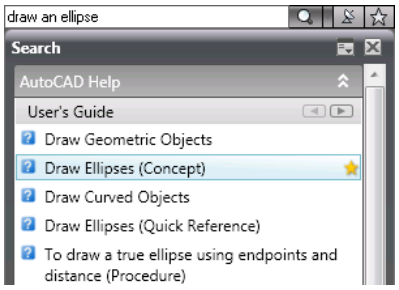
To Save Search Results as a Favorite

1. Click the InfoCenter button.

2. On the Search Results panel, click the star icon that is displayed next to the link that you want to save as a favorite.



You have helped Lisa to save a search result as a favorite.



Next Lesson: Lesson 4: Display the Favorites Panel on page 6

Lesson 4: Display the Favorites Panel

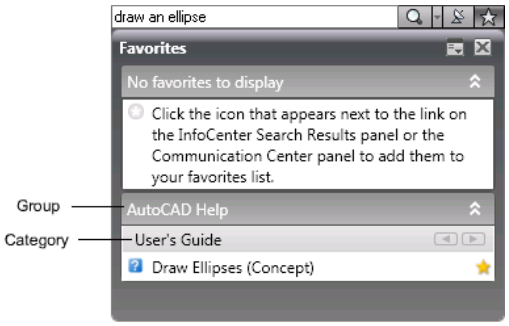
In this lesson, you will help Lisa to display the Favorites panel.

Links that are marked as favorites are displayed on the Favorites panel. The links displayed on the Favorites panel are organized into the same groups or categories from which they were added.

To Display the Favorites Panel

1. In the upper-right side of the application, on the InfoCenter box, click the Favorites button. The Favorites panel is displayed.

You have helped Lisa to display the Favorites panel.



Next Lesson: Lesson 5: Remove a Favorite Link from the Favorites Panel on page 7

Lesson 5: Remove a Favorite Link from the Favorites Panel

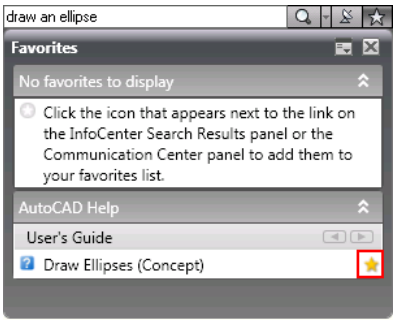
In this lesson, you will help Lisa to remove a favorite link from the Favorites panel.

You can click the star icon to remove a link from the Favorites panel.

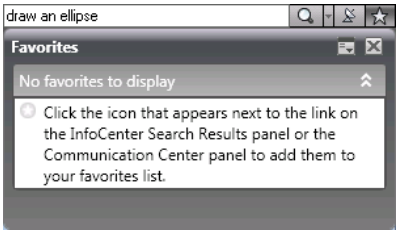
To Remove a Favorite Link from the Favorites Panel

1. Click the Favorites button.

2. On the Favorites panel, click the star icon that is displayed next to the link.



You have helped Lisa to remove a favorite link from the Favorites panel.



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