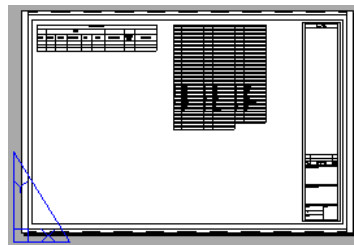
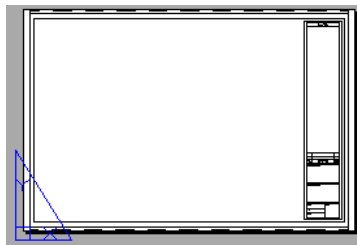


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Creating Schedules and Tables in AutoCAD 2009 (Metric)



This tutorial outlines the procedures to create two different schedules. The first schedule is a basic table representing a door schedule. The second table links the contents of the table to an excel file; thus, creating a live link to the information held in the excel table.

Audience: AutoCAD users who want to work with the new AutoCAD 2009 interface

Prerequisites: Working knowledge of tables

Tasks Covered in This Tutorial

- 1 Creating A Table
- 2 Adding Rows And Columns To A Table
- 3 Modifying A Table Style

Tutorial Files

Recommended: Before starting the tutorials:

- 1 Download the *tables_m.zip* file from <http://www.autodesk.com/autocad-tutorials>.
- 2 Unzip *tables_m.zip* to C:\My Documents\tutorials.

In This Tutorial

- [Lesson 1: Creating a Table](#) on page 3
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Before You Begin

Before you start any of the lessons listed in this tutorial, you must know the following concepts:

Tables

Tables are style-based objects in AutoCAD, and are used for holding either text or blocks within a row and column format. Like dimensions and text, applying a style change to a table style updates the contents of the table. Tables have many uses to the architect or engineer. At one end of the spectrum, tables can be used to apply consistent formatting to a simple list of notes. At the other end, tables can be used to query and report information about the objects in a drawing.


Lesson 1: Creating a Table

In this lesson ,you will add a table and input the header values for a door schedule.

File Name: *tables_m_start.dwg*

Concept: A table is easily added to a drawing either in paper space or model space. As you add a table, you specify the table style, fill out a dialog box, and input the number of rows and columns for the table.

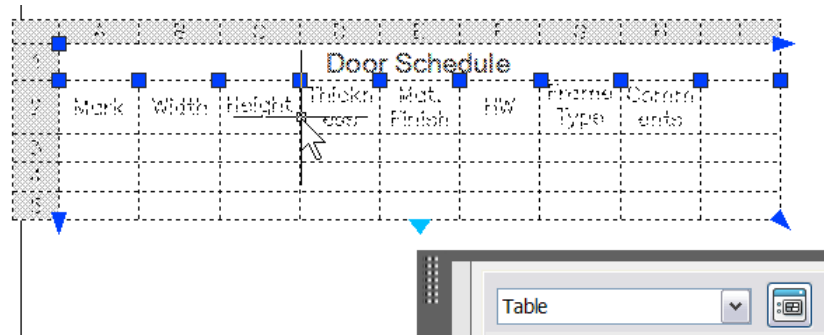
Adding A Schedule Table

- 1 Click Start menu ► Programs ► Autodesk ► AutoCAD 2009 ► AutoCAD 2009.
- 2 Click  ► File menu ► Open.
- 3 Navigate to C:\My Documents\tutorials, and click table_m_start.dwg.
- 4 Click Open.
- 5 Verify that the drawing is opened in paper space.
- 6 Click the Annotate tab on the Ribbon.
- 7 In the Tables panel, click Table.



- 8 Set the following parameters in the Insert Table dialog box:
 - a Ensure that the table style is set to Door Schedule.
 - b Ensure that the Insert options is set to Start from empty table.
 - c Enter 9 for the number of columns, and set the column width to 25.
 - d Enter 3 for the data rows.
 - e Leave the row height as is.
 - f Click OK to return to the drawing window.

- 9 Click in the upper left-hand corner of the sheet to place the table.
- 10 Type Door Schedule for the title and press [ENTER].
The title and headers appear sequentially for you to type in their values. After typing and entry in a cell, press the TAB key to move on to the next field. If you use the [Enter] key instead the cell below the current one is displayed. To move back to a cell you want to edit, double left click in the cell.
- 11 Enter the following values for the header row:
Mark, Width, Height, Thickness, Mat. Finish, HW, Frame Type, Comments.
- 12 Click in a white empty area of the drawing to deselect the schedule.
- 13 Click the line between Height and Thickness. The column grips appear.



- 14 Hold the [Ctrl] key down. Click and drag the blue grip between Thickness and Height to the right.
This action widens the column and has the overall schedule width adjust with the grip.
- 15 Repeat step 14 to adjust the table as shown in the following graphic:

Door Schedule								
Mark	Width	Height	Thickness	Mat.	Finish	HW	Frame Type	Comments

Lesson 2: Adding Rows And Columns To A Table

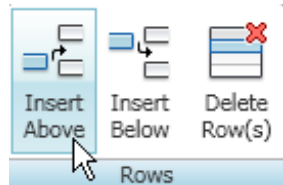
In this lesson, you add a secondary header row and a new column to the door schedule.

File Name: *tables_m_start.dwg*

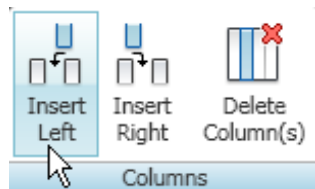
Concept: An existing table is easily modified to increase the number of rows or columns.

In this lesson, you will add a row above the header to provide a secondary level of headers in the door schedule. You will also add in a column for the fire rating of the door.

- 1 Ensure that you have *tables_m_start.dwg* open and have placed the table as outlined in lesson 1.
- 2 Click the edge of the table to select it.
- 3 Click to select row two.
- 4 On the Rows panel click Insert Above.



- 5 Press [Enter] twice to return to the Command prompt.
- 6 Click the Column marker G.
- 7 On the Columns panel, click Insert Left.



- 8 Press [Enter] twice to return to the Command prompt.
- 9 Double-click cell 3G, and enter Fire Rating as the value.
- 10 Click outside the table to exit edit mode.
- 11 Click the edge of the schedule table.
- 12 Shift-select the empty cells 2B-2F.
- 13 Right-click the selection. Click Merge menu ➤ By row.
- 14 Enter **Door** for the value in the merged cell.

Door Schedule								
	Door							
Mark	Width	Height	Thickness	Mat.	Finish	Fire Rating	Frame Type	Comments

Next Lesson: [Lesson 3: Modifying The Table Style](#) on page 6

Lesson 3: Modifying The Table Style

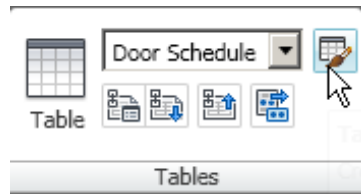
In this lesson you will adjust the header, title, and data rows in the door schedule.

File Name: *tables_m_start.dwg*

Concept: An existing table is easily modified to increase the number of rows or columns.

In this lesson, you will add a row above the header to provide a secondary level of headers in the door schedule. You will also add in a column for the fire rating of the door.

- 1 Click the Annotate tab of the Ribbon.
- 2 Click Table Style.



- 3 Click Door Schedule on the left, then the modify button on the right.
- 4 In the Cell Styles group, select Title from the drop-down list.
- 5 Click the text tab and set the text style to Schedule Title and the text height to 5.
- 6 Repeat steps 2-5 for the Header Cell style.
- 7 Click OK, and then click Close to return to the drawing window.

Next Lesson: [Lesson 4: Creating A Table With An Excel Spreadsheet Datalink](#) on page 7

Lesson 4: Creating A Table With An Excel Spreadsheet Datalink

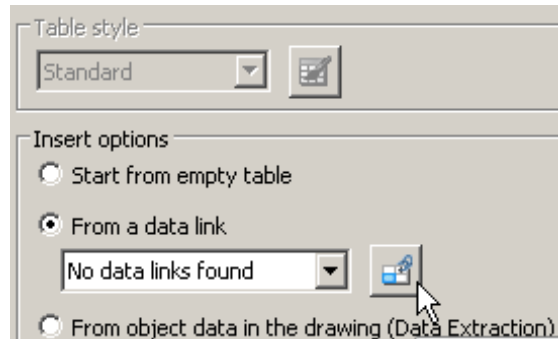
In this lesson, you will add a table with a link to an excel spreadsheet.

File Name: *tables_m_start.dwg*

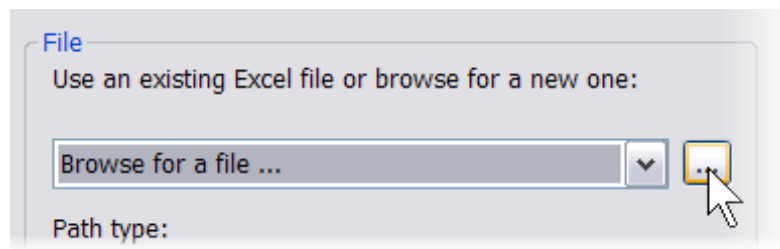
Concept: An existing table is easily modified to increase the number of rows or columns.

In this lesson, you will add a row above the header to provide a secondary level of headers in the door schedule. You will also add in a column for the fire rating of the door.

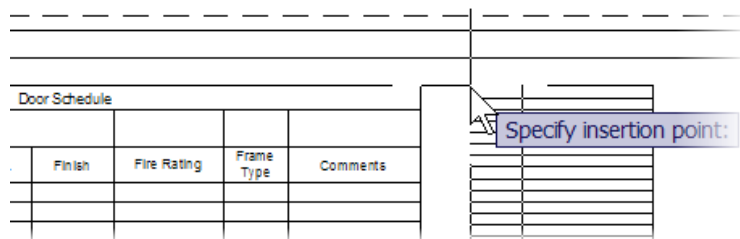
- 1 Click the Annotate tab on the Ribbon.
- 2 In the Tables panel, click the Table.
- 3 Set the table style to standard.
- 4 In the Insert options group, ensure that From a data link is selected.
- 5 Click the data link icon.



- 6 Click Create a new Excel Data Link.
- 7 Enter Abbreviations for the name and click the OK button.
- 8 Click the browse button and browse to C:\My Documents\tutorials\tables_m.xls.



- 9 Click Open.
- 10 When preview shows, click OK to close the next three dialogue boxes.
- 11 Insert the new table next to the door schedule as shown in the following diagram:



Next Lesson: [Lesson 5: Splitting a Schedule](#) on page 9

Lesson 5: Splitting a Schedule

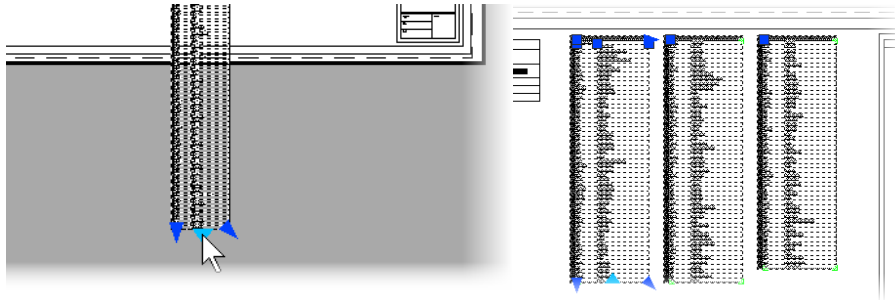
In this lesson, you will adjust and manipulate your schedule to fit on your sheet as needed.

File Name: *tables_m_start.dwg*

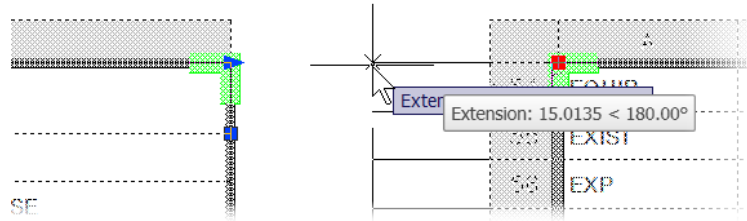
Concept: An existing table is easily modified to increase the number of rows or columns.

In this lesson, you will add a row above the header to provide a secondary level of headers in the door schedule. You will also add in a column for the fire rating of the door.

- 1 Click anywhere on the Abbreviations Table that you created in the previous lesson to select it.
- 2 Click the lighter middle grip at the base of the table and drag up to create three columns as shown.



- 3 With the table still selected, right click anywhere on the white screen near the table and select Properties.
Table Properties. The properties palette of the table allows you to modify how the table splits.
- 4 With the table still selected, in the properties palette, change the Manual positions to Yes. Manual Positions allows you to reposition your split tables as applicable.
- 5 Click the upper left corner grip of the second column.



- 6 Drag it to the left to move the tables closer together to save space on your sheet.
- 7 Repeat steps 5 and 6 for the third column as well.

ABBREVIATIONS		EQUIP	EQUIPMENT	OPNG	OPENING
AB	ANCHOR BOLT	EXIST	EXISTING	OPP	OPPOSITE
ABC	AGGREGATE BASE COURSE	EXP	EXPANSION	PILG	PANELING
AC	AIR CONDITIONING	EXT	EXTERIOR	PAR	PARAPET
AC	ASPHALTIC CONCRETE PAVING	FD	FLOOR DRAIN	PARTN	PARTITION

- 8 Save your work.

If you do a lot of this kind of work, we have some tools that would make this easier. [Click this link for more information.](#)