

Mechanical Drawing: Board & CAD Techniques

Chapter 21 Media Management

Chapter Summaries

Section 21.1 Project Documentation

- In order to help manage the design and production processes, the engineering design team uses various reports and charts that contain important project information.

Section 21.2 Document Management

- Drawings and other documents must be carefully numbered, cataloged, and stored so that they are protected and can be retrieved when needed.
- Intermediates are used in the revision of drawings, and can be created by cutting and pasting, erasing, masking with tape or correction fluid, using an overlay, or photodrafting.
- Originals can be reproduced by diazo, electrostatic, and photographic methods.