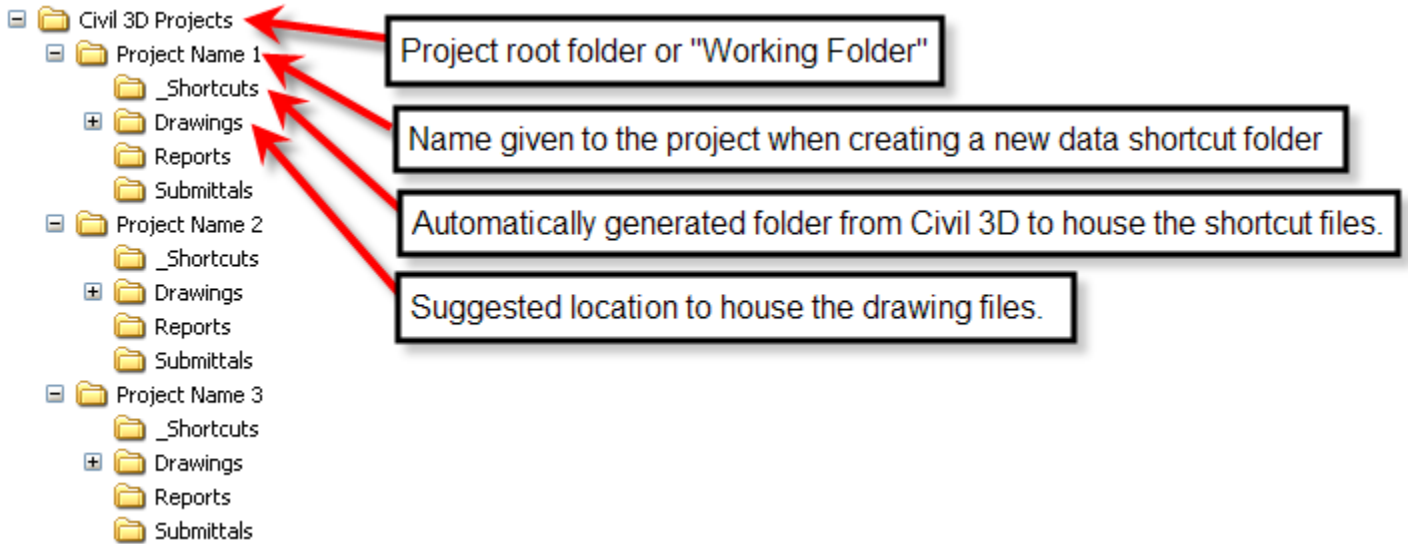
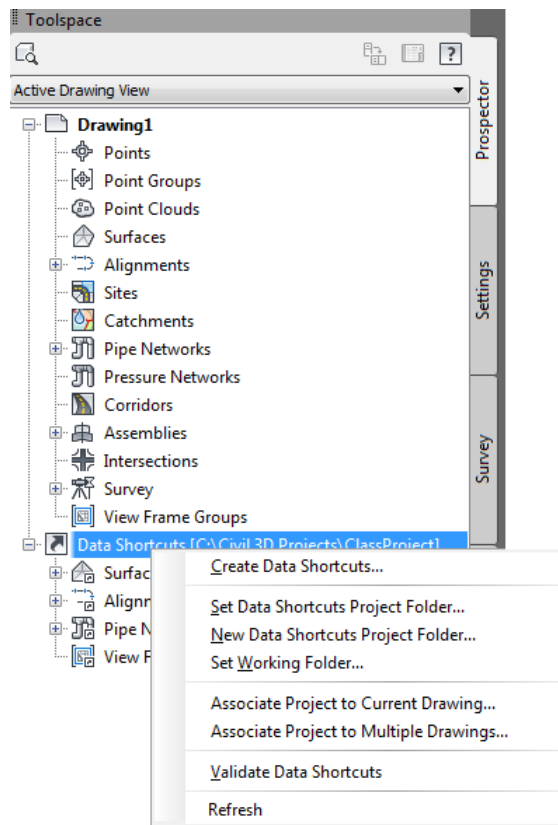


Data Shortcuts

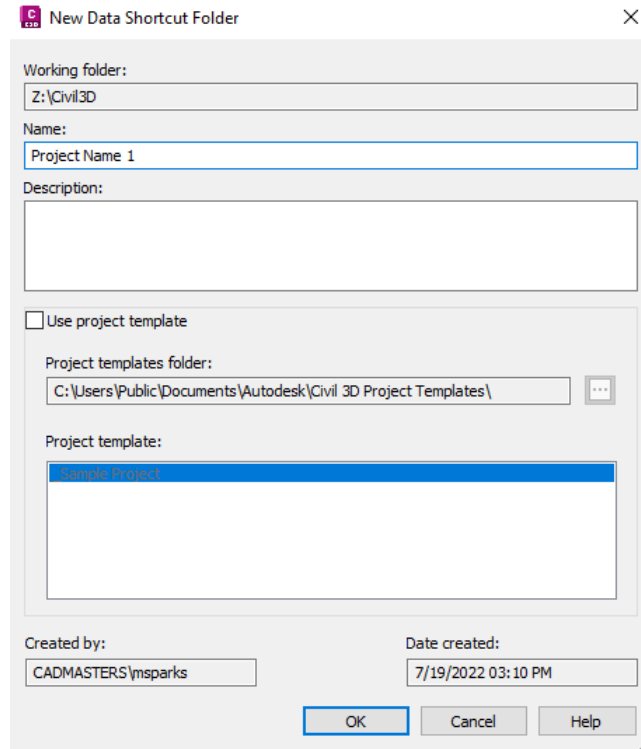
Initially the company should come up with a directory structure to house the drawing files. The simplest directory structure would be a single project folder with each project under this main folder. See below for a better explanation.



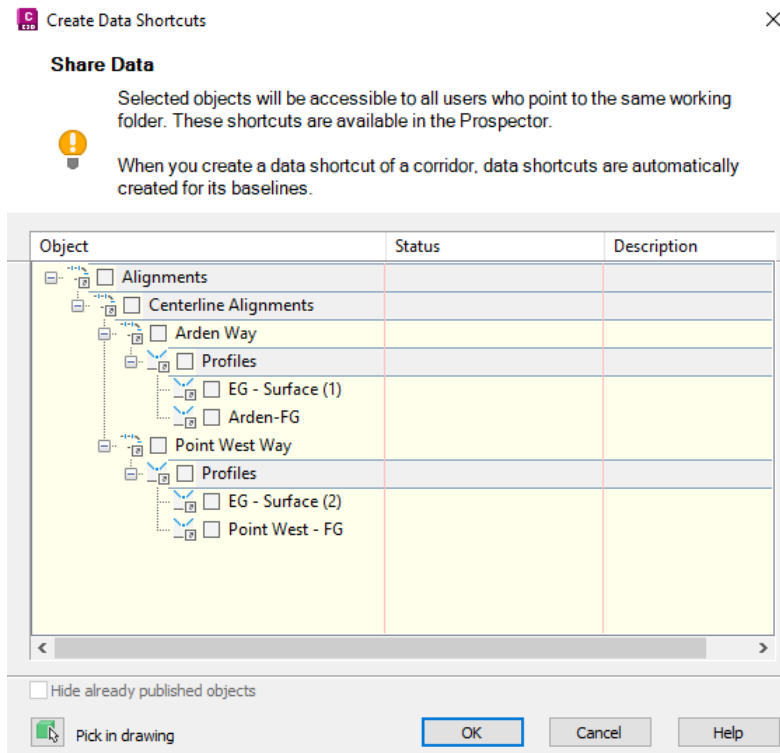
1. Set the Working Folder. This should be the root folder of the project structure. In the example above, it should be the folder called "Civil 3D Projects".



- Right-click “Data Shortcuts” > New Data Shortcuts Project Folder. When naming the project, the folder will automatically be created if it does not exist.



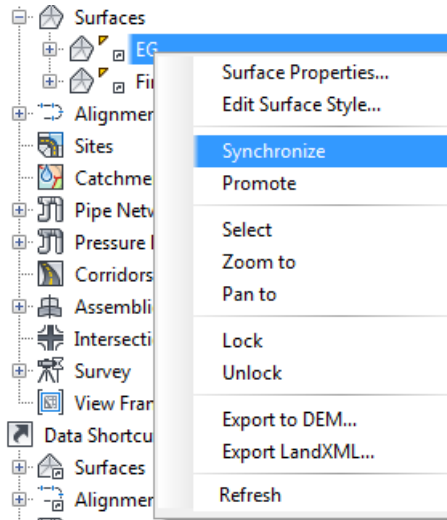
- Right-click “Data Shortcuts” > Create Data Shortcuts



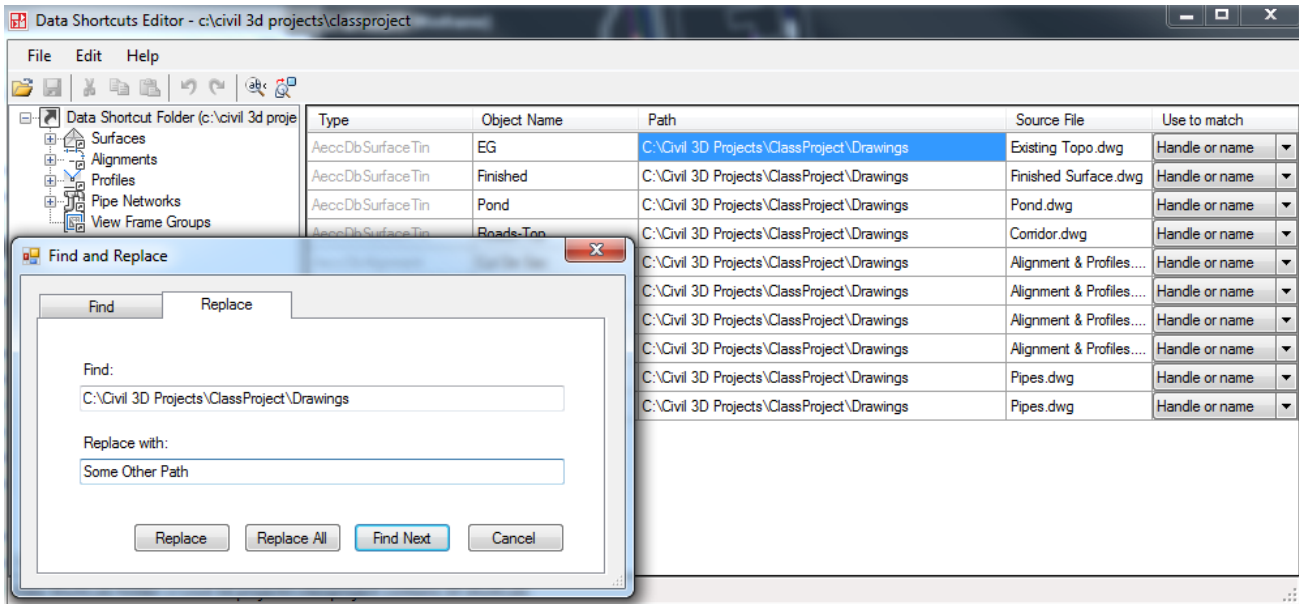
- Once the data has been added to the project, it can be accessed from any other drawing. Simply open the drawing you wish to reference the object, and then right-click the object in the prospector and create reference. You can also drag the shortcut in from the Prospector.

Other Notes:

1. To synchronize any reference, right-click on the object in the prospector.



2. Promoting any reference copies the object into the current drawing and removes the link from the source drawing. It can be synonymous with binding an XREF.
3. For editing and changing the paths of data references, Autodesk provides an external program for mass edits located here... Start > All Programs > Autodesk > Autodesk AutoCAD Civil 3D 202x > Data Shortcut Editor.



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