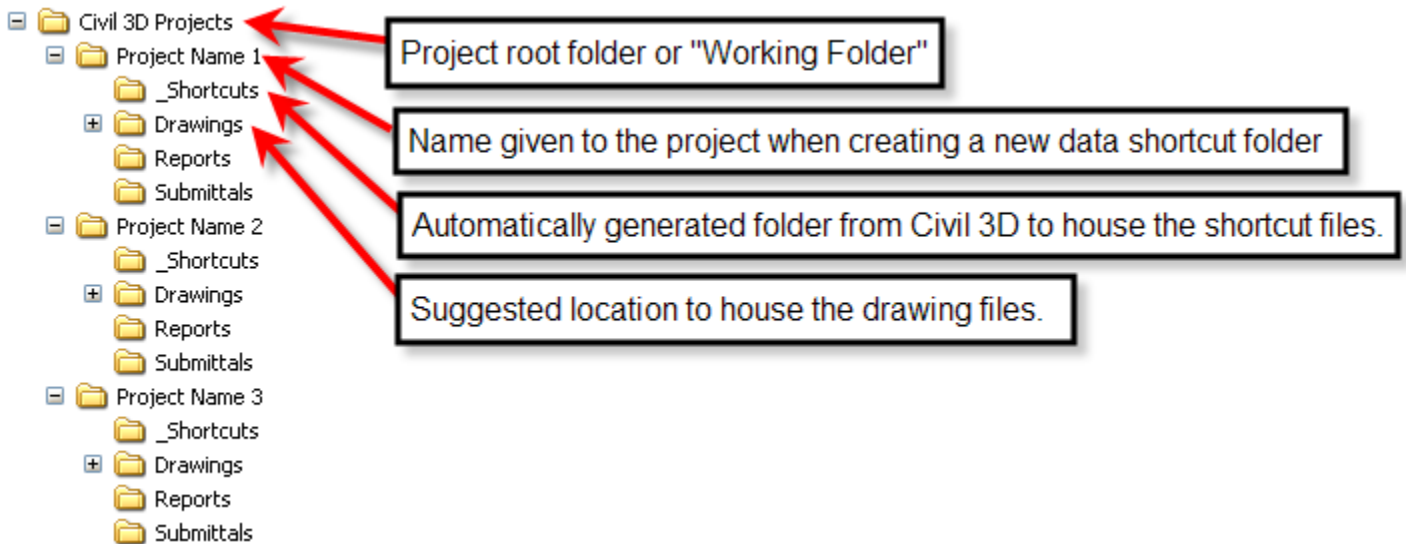
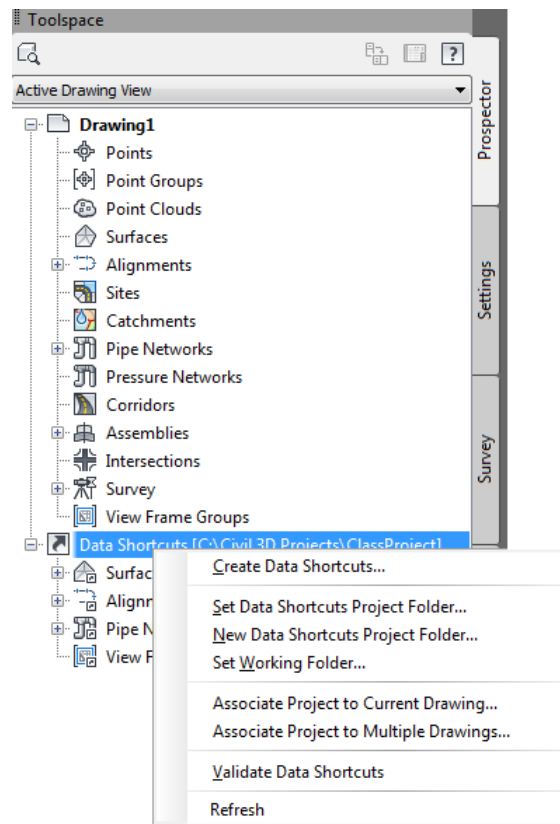


# Data Shortcuts

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, the working folder should be set to "Civil 3D Projects". Basically, two folder back from the \_Shortcuts folder.



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

**New Data Shortcut Folder**

Working folder:  
Z:\Civil3D

Name:  
Project Name 1

Description:

☐ Use project template

Project templates folder:  
C:\Users\Public\Documents\Autodesk\Civil 3D Project Templates\

Project template:  
Sample Project

Created by:  
CADMASTERS\mspark

Date created:  
7/19/2022 03:10 PM

OK Cancel Help

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

**Create Data Shortcuts**

**Share Data**

Selected objects will be accessible to all users who point to the same working folder. These shortcuts are available in the Prospector.

When you create a data shortcut of a corridor, data shortcuts are automatically created for its baselines.

| Object                | Status | Description |
|-----------------------|--------|-------------|
| Alignments            |        |             |
| Centerline Alignments |        |             |
| Arden Way             |        |             |
| Profiles              |        |             |
| EG - Surface (1)      |        |             |
| Arden-FG              |        |             |
| Point West Way        |        |             |
| Profiles              |        |             |
| EG - Surface (2)      |        |             |
| Point West - FG       |        |             |

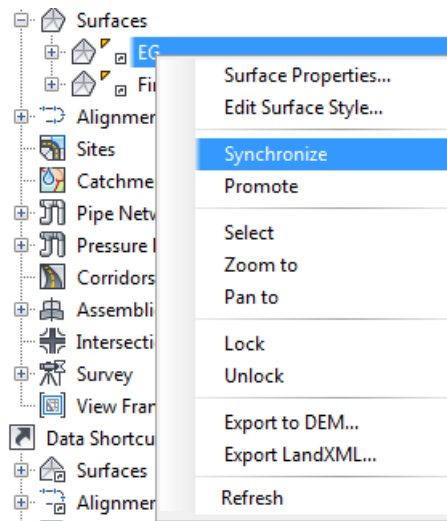
☐ Hide already published objects

Pick in drawing OK Cancel Help

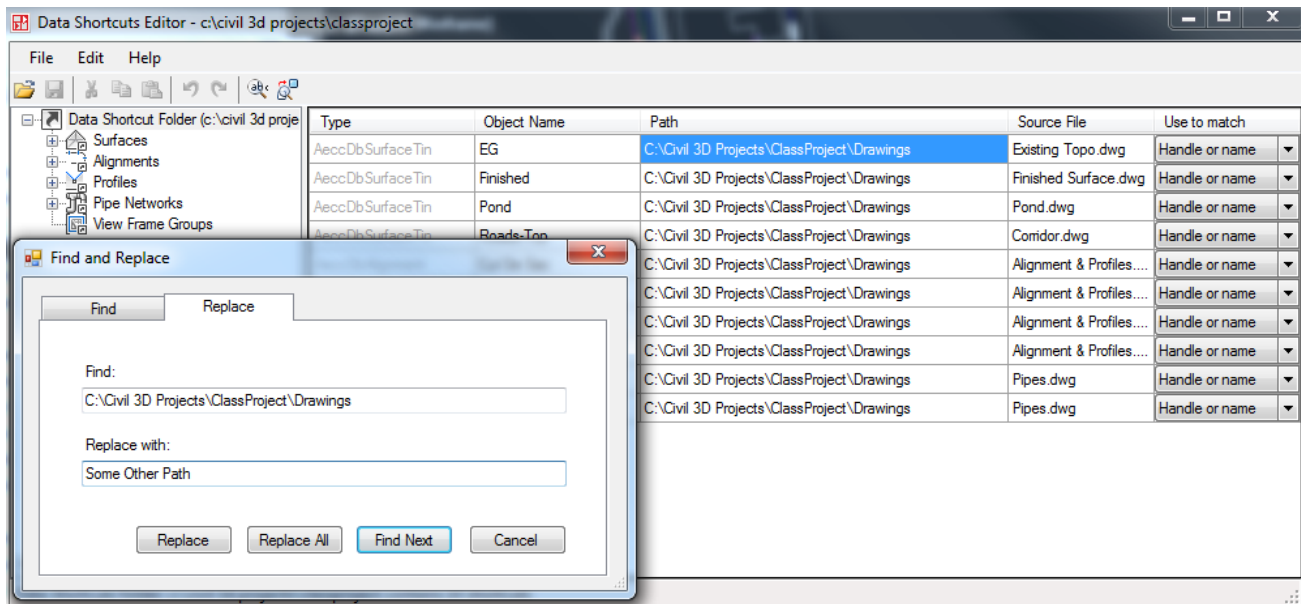
4. Once the data has been added to the project, it can be accessed from any other drawing. Simply open the drawing you wish to reference the object, and then right-click the object in the prospector and create reference. You can also drag the shortcut in from the Prospector.

### 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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