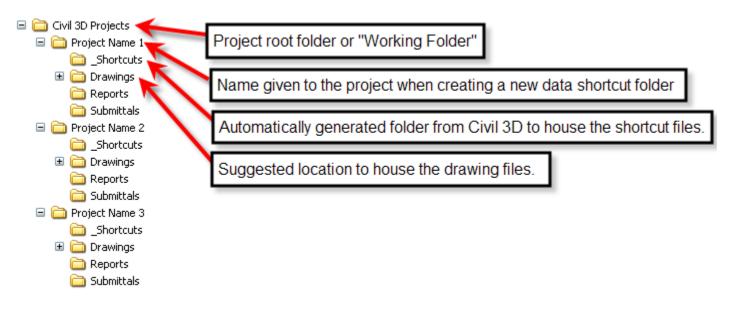
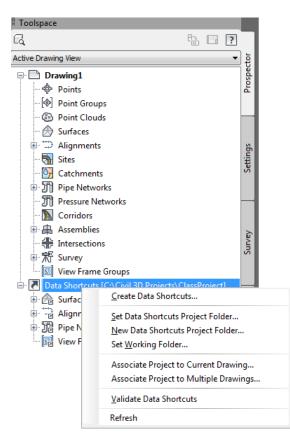
Data Shortcuts : 2020-2021

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".



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.

Working folder:	
C:\Civil 3D Projects	
Name:	
Project Name 1	
Description:	
Use project template	
Project templates folder:	
C:\Civil 3D Project Templates\	
Project template:	
Sample Project	
Created by:	Date created:
	9/24/2012 09:02 AM

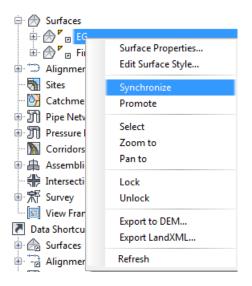
3. Right-click "Data Shortcuts" > Create Data Shortcuts

Object	Status	Descrip
🖵 👝 🔲 Surfaces		
🕞 🔲 OG		
🗁 🔲 Roads - Top		
🗠 👝 🔲 Roads - Datum		
Alignments		
E Centerline Alignments		
🖻 🗇 🔲 Jefferson		
🖃 🎽 🔲 Profiles		
🎽 🔲 Jefferson-OG-CL		
- Jefferson-FG-CL		
Jefferson-EP-Left-Right		
		-
		-
Jeff-Davis CB#1-OG-CL		

4. Once the data has been added to the project, they 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 201x > Data Shortcut Editor.

Data Shortcut Folder (c:\civil 3d proje	Туре	Object Name	Path	Source File	Use to match
E Gardes Burfaces Burfaces Alignments	AeccDbSurfaceTin	EG	C:\Civil 3D Projects\ClassProject\Drawings	Existing Topo.dwg	Handle or name
	AeccDbSurfaceTin	Finished	C:\Civil 3D Projects\ClassProject\Drawings	Finished Surface.dwg	Handle or name
Profiles Pipe Networks	AeccDbSurfaceTin	Pond	C:\Civil 3D Projects\ClassProject\Drawings	Pond.dwg	Handle or name
View Frame Groups	AecoDh Suiface Tin	Roads-Top	C:\Civil 3D Projects\ClassProject\Drawings	Corridor.dwg	Handle or name
Find and Replace		X	C:\Civil 3D Projects\ClassProject\Drawings	Alignment & Profiles	Handle or name
Find Replace		C:\Civil 3D Projects\ClassProject\Drawings	Alignment & Profiles	Handle or name	
Find Replace			C:\Civil 3D Projects\ClassProject\Drawings	Alignment & Profiles	Handle or name
			C:\Civil 3D Projects\ClassProject\Drawings	Alignment & Profiles	Handle or name
Find:			C:\Civil 3D Projects\ClassProject\Drawings	Pipes.dwg	Handle or name
C:\Civil 3D Projects\ClassProject\Drawings		C:\Civil 3D Projects\ClassProject\Drawings	Pipes.dwg	Handle or name	
Replace with:					D
Some Other Path					
Como Canor Faur					

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