

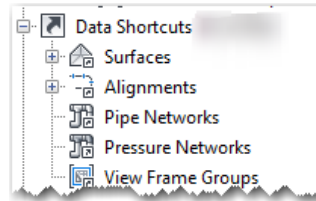
Section 9.1

C3D Data Shortcuts & References

OVERVIEW - SECTION 9.1

Data Shortcuts and *Data References* allow the users to share any Civil 3D information with other users on the same project. For example, the survey technician can create a surface in their drawing and create a *Data Shortcut*. The drafting technician can then use a *Data Reference* in their drawing to get the exact surface information from the survey drawing. The following is a list of data that can be shared using Data Shortcuts:

- Surfaces
- Alignments
- Pipe Networks
- Pressure Networks
- View Frame Groups



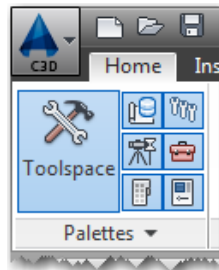
NOTE: This section does not cover all types of Shortcuts and References.

THIS PAGE INTENTIONALLY LEFT BLANK

DATA SHORTCUTS

Each group will create any Data Shortcuts needed for a project from the aforementioned list. The following is an example of how to do this.

While in the drawing containing the data to be shared, click *Toolspace*, located in the Palettes panel on the Home tab of the Ribbon:

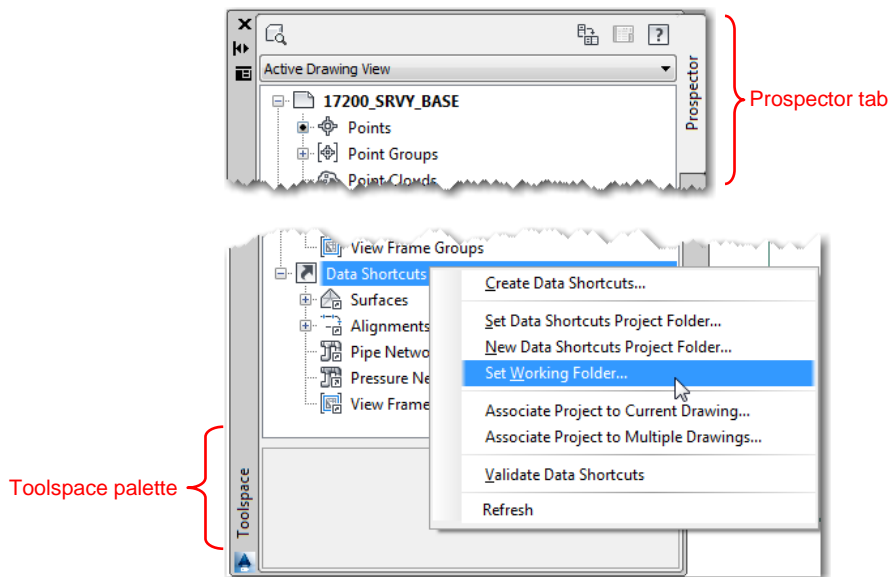


Tip: Panels

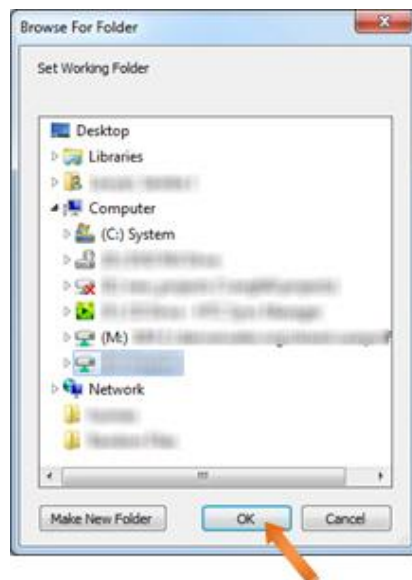
Only open/active items appear blue in the Panel on the Ribbon

Set Working Folder...

Ensure the working directory is set to the correct location. In the Propsector tab of the *Toolspace* palette right-click on *Data Shortcuts* and select *Set Working Folder...*:



In the *Browse For Folder* pop-up window, browse to the mapped network location for Engineering projects - C: drive (internally); click <OK>:

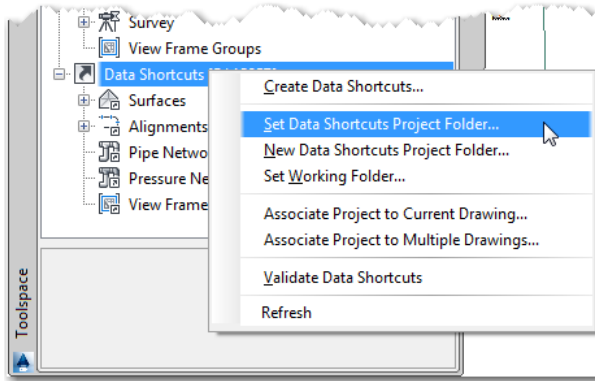


ATTENTION

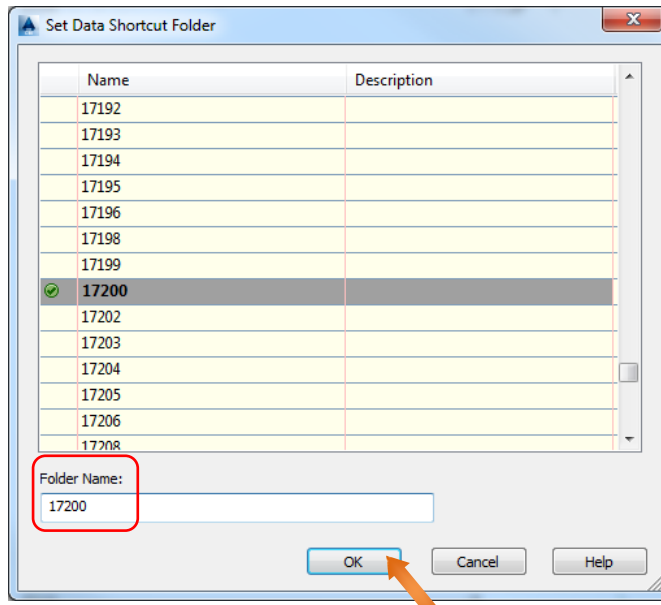
Internally, mapped drives should only be used during this process, DO NOT use C: drives within CAD for opening files, XREF'ing, etc. If you have trouble setting your Working Folder contact CAD Management.

Set Data Shortcuts Project Folder...

Next, ensure the Data Shortcuts directory is set to the correct location by right-clicking on *Data Shortcuts* and selecting *Set Data Shortcuts Project Folder...*:

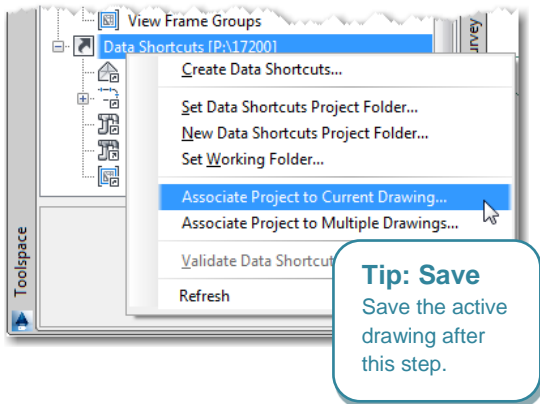


In the *Set Data Shortcut Folder* pop-up window, type the project tracker number in the *Folder Name* field, and then click <OK>:

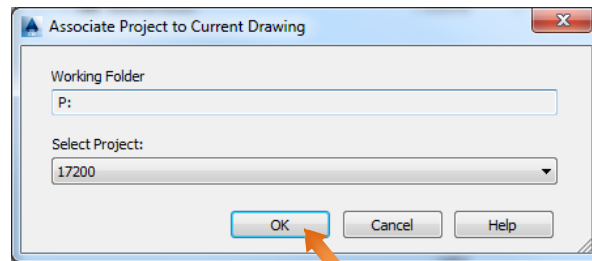


Associate Project to Current Drawing...

Right-click on *Data Shortcuts*, and select *Associate Project to Current Drawing...*:



In the *Associate Project to Current Drawing* pop-up window accept the defaults by clicking <OK>:



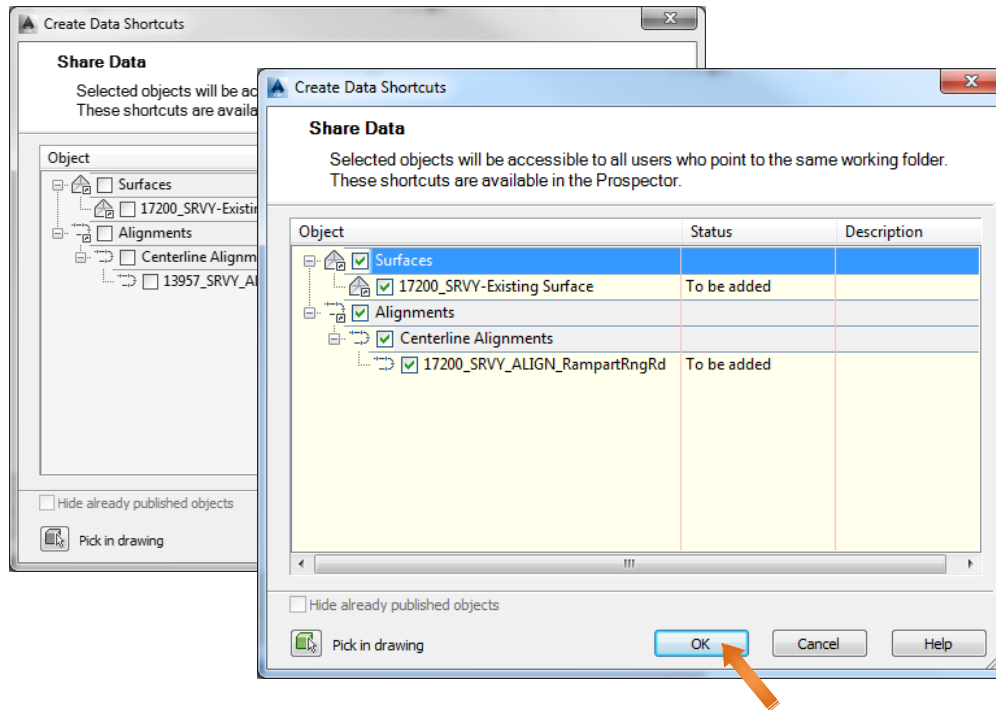
Create Data Shortcuts...

Once again, right-click on Data Shortcuts, and select Create Data Shortcuts...:

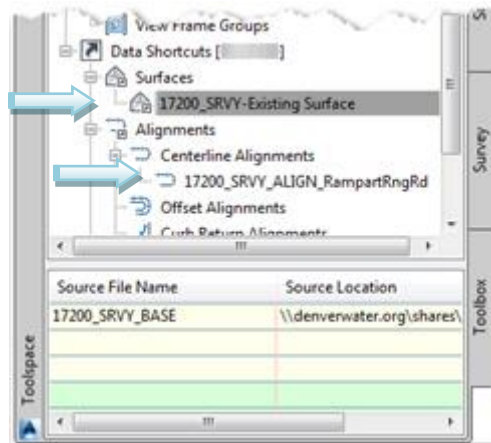


NOTE: Always follow the proper naming convention, see Section 6.2 – Naming Conventions.

In the Create Data Shortcuts pop-up window, select the items to be shared by using the checkboxes, then click <OK>:



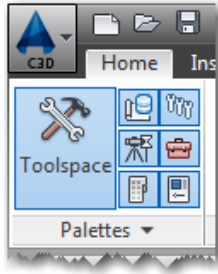
The Data Shortcuts can now be seen in the *Toolspace* palette:



DATA REFERENCES

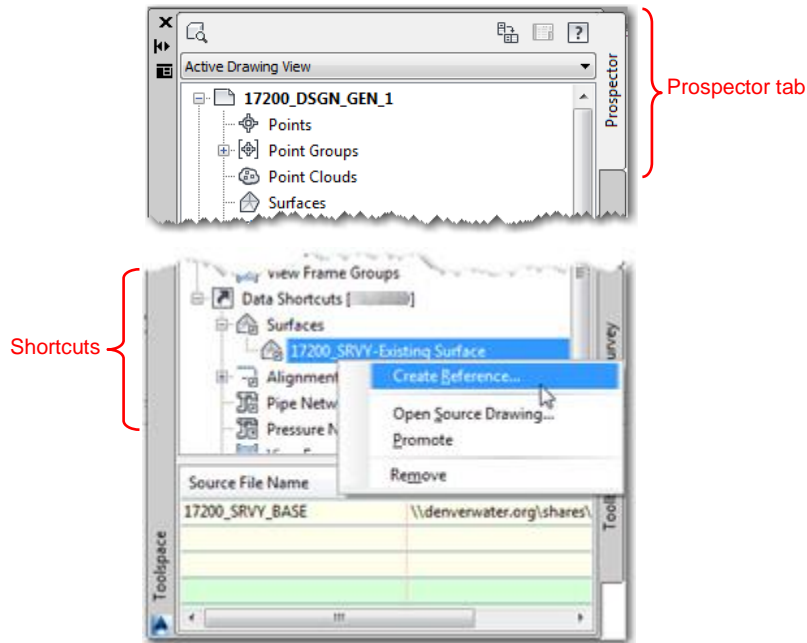
Each group will create Data References as needed. The following is an example of how to do this.

While in the working drawing, click *Toolspace*, located in the palettes panel on the Home tab of the Ribbon:

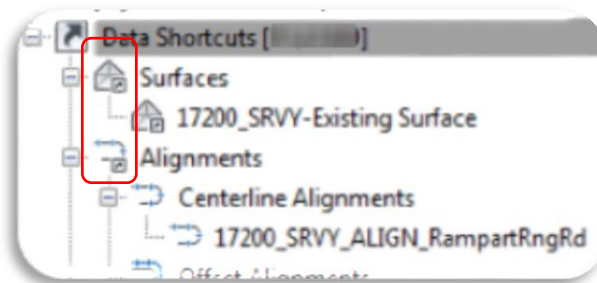


NOTE: Data Shortcuts need to exist before References can be used.

To reference the relevant data, in the Propsector tab of the *Toolspace* palette, right-click on the desired *Data Shortcut* and select *Create Reference...*:

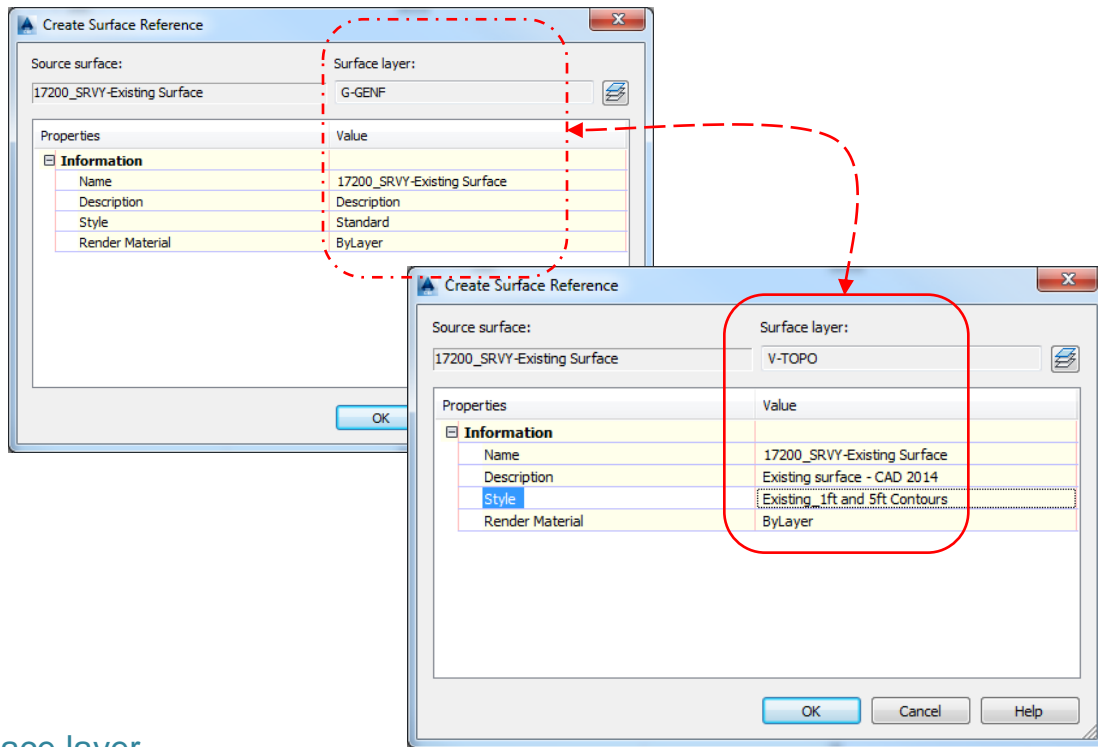


The "Create Reference" pop-up window will appear different for each type of *Data Shortcut* selected, displaying the same general type of information. Once a Reference is created, the *Toolspace* list will show little black arrows next to the listed items:




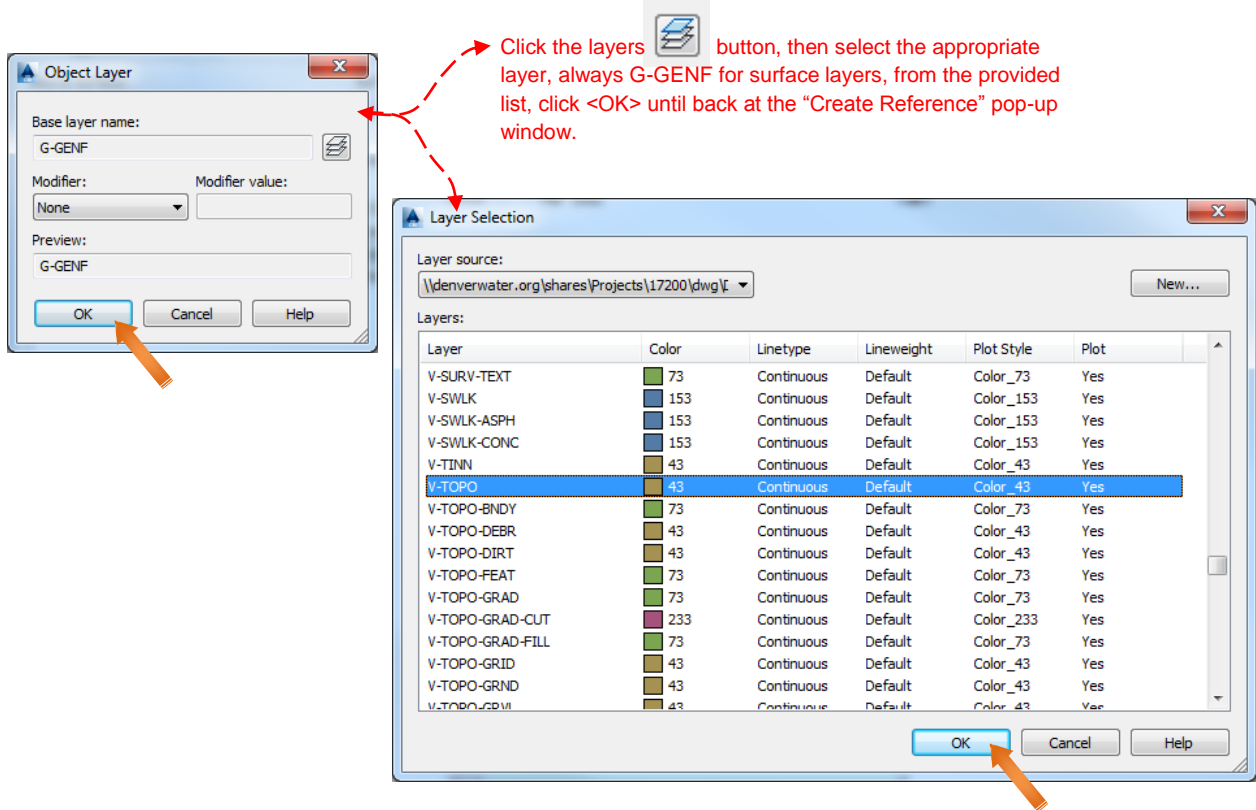
REFERENCE EXAMPLE - SURFACES:

In this example, the *Create Surface Reference* pop-up window appears. From here the user can define various visual and informational aspects for the selected surface:



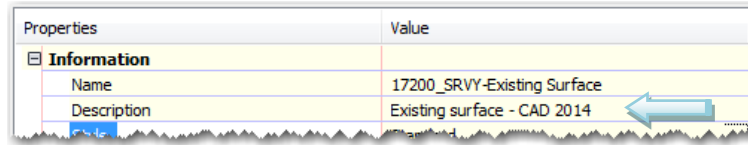
Surface layer

To define the layer on which the surface will be created click the layers  button in the “Create Reference” pop-up window; this will launch the *Object Layer* pop-up window; click the layers button again:



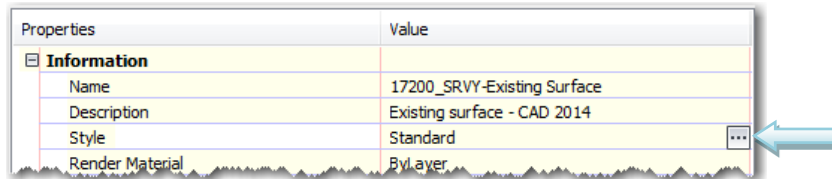
Description

A Description can be provided to help clarify the surface data (optional):

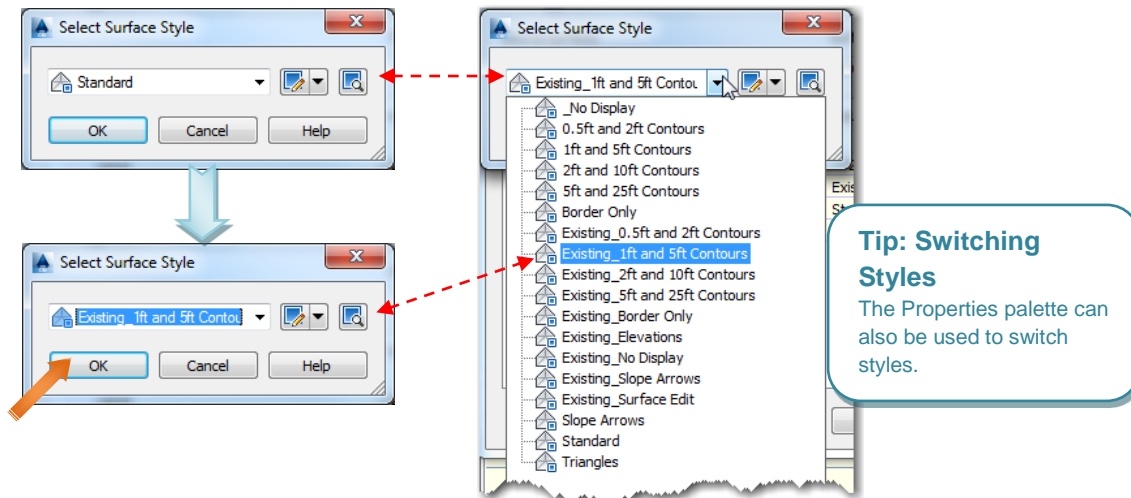


Style

If the current drawing has been created using the most up-to-date template it will have pre-defined DWG Standard Surface Styles. Click the ellipsis button next to the Style Value (Standard in this instance):



The Select Surface Style pop-up window will appear, from the pull-down menu select the desired surface style and click <OK>:



The selected surface will now appear in Model Space with the specified style. The style can be changed at any time.