

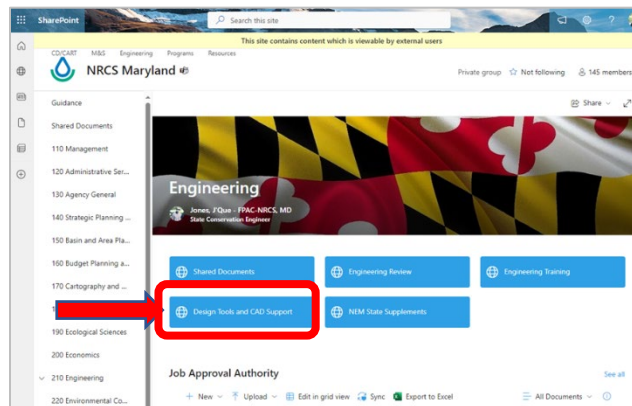
U.S DEPARTMENT OF AGRICULTURE MARYLAND – NATURAL RESOURCES CONSERVATION SERVICE

Syncing Civil 3D Templates Using Microsoft Office 365 OneDrive®

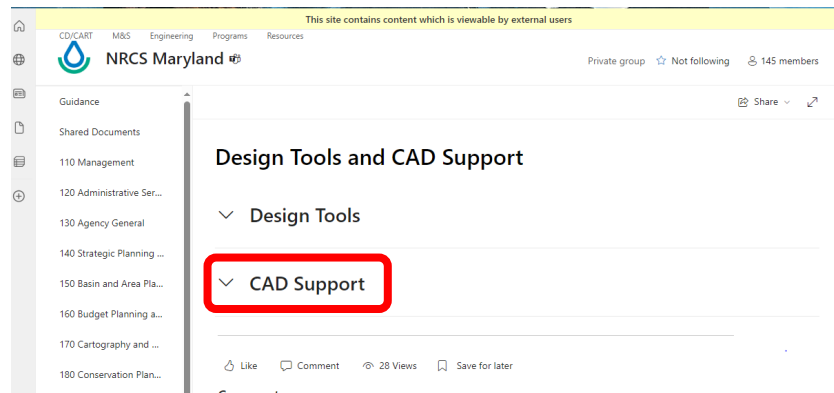
The following instructions and screenshots will guide users through the process of using Microsoft OneDrive to sync with Civil 3D support and template files stored on the Maryland NRCS Sharepoint. **Users should reference the USDA-CEC document titled “OneDrive User Guide: Migration of OneDrive for Business (Groove) to OneDrive in Govt Community Cloud” (Section 4, pg. 3-11) for additional guidance on setting up OneDrive and removing OneDrive for Business software.** Click for additional information on [OneDrive basics](#) and [syncing](#).

1. For purposes related to Autodesk Civil 3D, users will need to sync with two libraries:
 - **NRCS Maryland - 0001-0099 Standard Templates**
 - **NRCS Maryland - C3D Support Files**

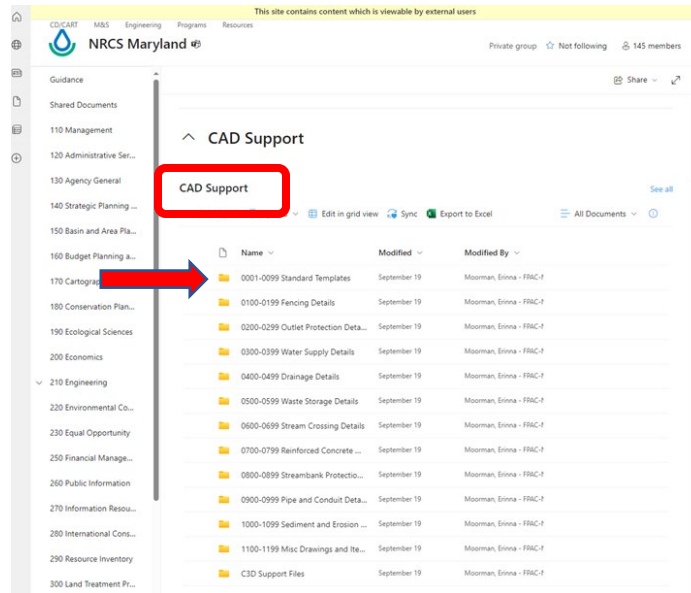
 - a. Access the Maryland NRCS, Engineering Sharepoint site:
 - b. ([Engineering \(sharepoint.com\)](#)) Select the Tab “**Design Tools and CAD Support**”



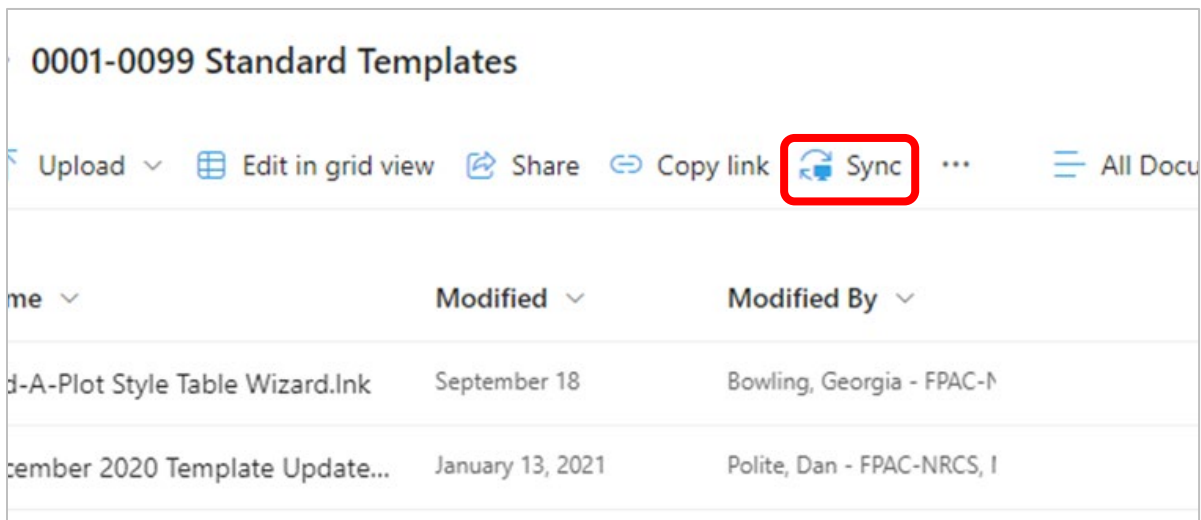
- c. Select CAD Support



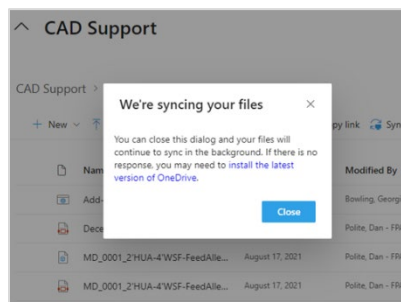
d. Open “0001-0099 Standard Templates” folder



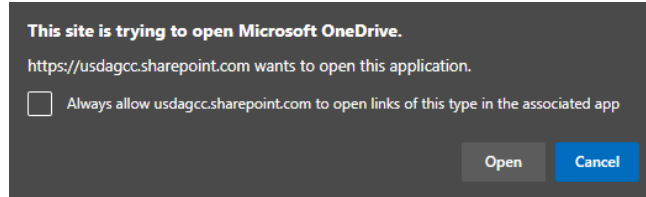
e. Find and click the [Sync] icon  near the top of the page.



The following message will appear: Click [Close]



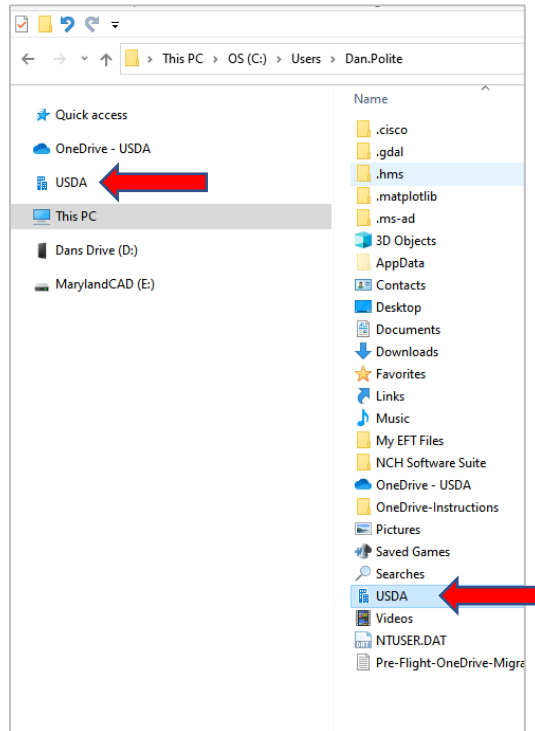
The following message may also appear: Click **[Open]**



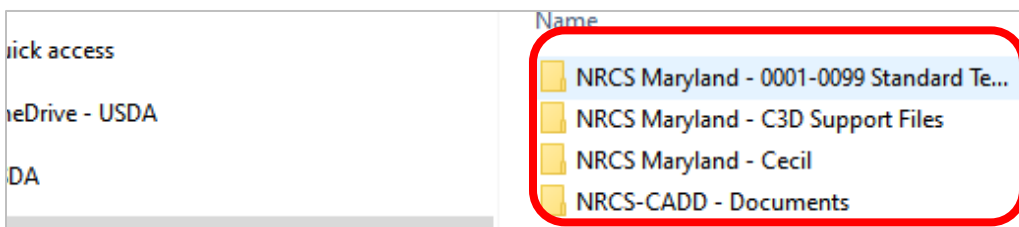
There will be an icon located on the bottom right of your screen that will show your one drive syncing.



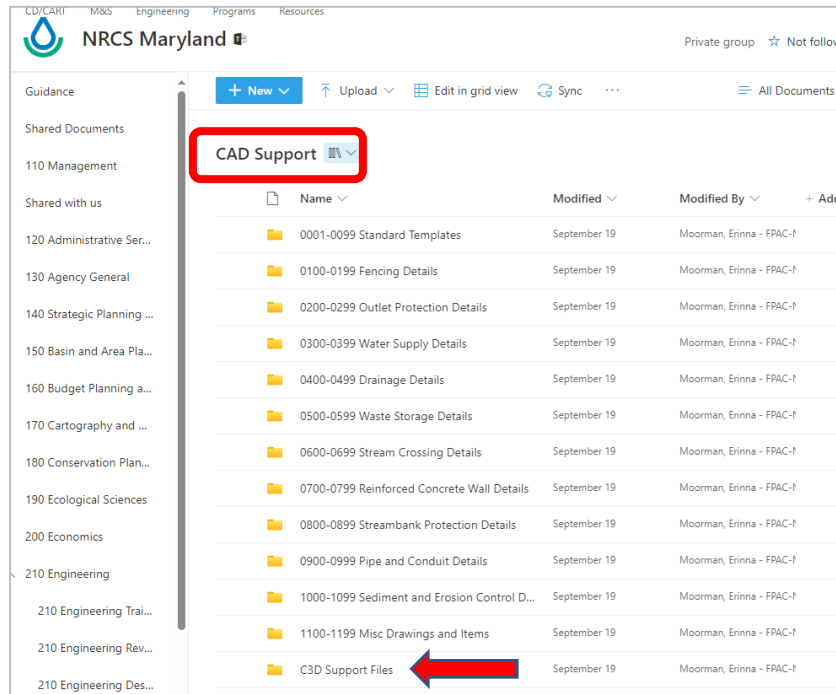
- f. Using "File Explorer", browse to: C:\Users**firstname.lastname**
There should be a new folder available titled: **"USDA"**. Double-click to open.



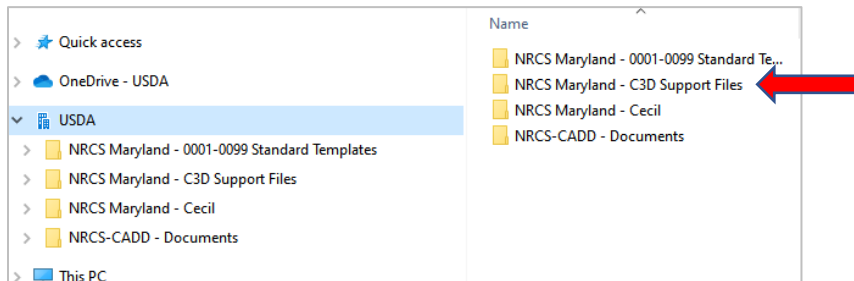
- g. Within this folder, users will find a copy of the synced library.




- Return to the Maryland NRCS, Engineering Sharepoint and find the library: “C3D Support Files”. Sync this library as well.



- Return to “File Explorer” and ensure that the library is properly synced.



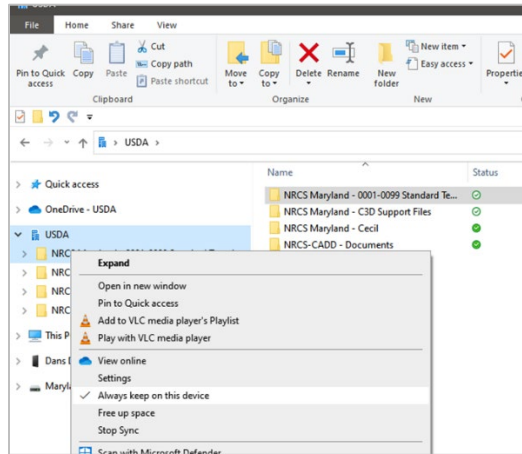
- By default, OneDrive will sync with Sharepoint libraries in a “cloud” status as indicated

by the  icon. Essentially this function will store a link to each individual file within the synced library however files will not actually be copied and stored on the user’s C: drive until it is opened or otherwise called on. To download digital file copies for offline usage, users have two options:

- Download individual libraries as needed
- Disable the cloud function and download copies of all current (and future) libraries

**Note: for proper use in Civil 3D, users must follow one of the methods below and to maintain digital copies of both C3D libraries on their respective C: drives.*

- a. To download individual libraries:
 - i. Right-click the folder name and open the sub-menu.
 - ii. Click **“Always keep on this device”**. A progress bar should pop up.



- iii. Within that folder, individual files should begin copying down to the C: drive. A green checkmark will indicate a successful download.

<input type="checkbox"/>	Name	Status	Date modified	Type	Size
<input checked="" type="checkbox"/>	Engineering - C3D Support Files	✔	11/9/2018 1:59 PM	File folder	
<input type="checkbox"/>	Engineering - C3D Templates	☁	11/9/2018 12:59 PM	File folder	

4. Finally, set Civil 3D file references to the following locations. (Note: use the customization instructions, pg. 7-9, as a reference.)
 - Drawing Template File Location
*C:\Users**firstname.lastname**\USDA\Engineering - C3D Templates*
 - Default Template File Name for QNEW
*C:\Users\ **firstname.lastname**\USDA\Engineering - C3D Templates\0001-0099 Standard Templates\MD_0034_C3D_BLANK.dwt*
 - Support Files Search Path, MD NRCS Hatch Patterns
*C:\Users\ **firstname.lastname**\USDA\Engineering - C3D Support Files\MD NRCS Hatch Patterns*
 - Tool Palettes File Locations
*C:\Users\ **firstname.lastname**\USDA\Engineering - C3D Support Files\MD NRCS Tool Palettes*