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

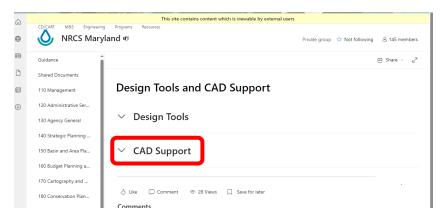
Syncing Civil 3D Templates Using Microsoft Office 365 OneDrive®

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 <u>OneDrive basics</u> and <u>syncing</u>.

- 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



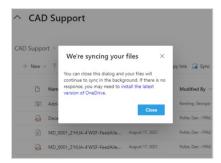
d. Open "0001-0099 Standard Templates" folder

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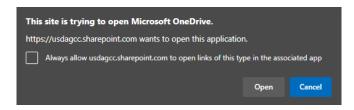
e. Find and click the **[Sync]** icon near the top of the page.

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The following message will appear: Click [Close]



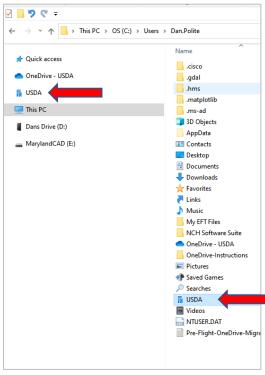
The following message may also appear: Click [Open]



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.



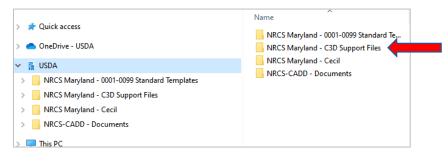
g. Within this folder, users will find a copy of the synced library.

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2. Return to the Maryland NRCS, Engineering Sharepoint and find the library: **"C3D Support Files**". Sync this library as well.

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170 Cartography and	-	0500-0599 Waste Storage Details	September 19	Moorman, Erinna - FPAC-N	
180 Conservation Plan	-	0600-0699 Stream Crossing Details	September 19	Moorman, Erinna - FPAC-№	
190 Ecological Sciences	-	0700-0799 Reinforced Concrete Wall Details	September 19	Moorman, Erinna - FPAC-N	
200 Economics	-	0800-0899 Streambank Protection Details	September 19	Moorman, Erinna - FPAC-N	
210 Engineering		0900-0999 Pipe and Conduit Details	September 19	Moorman, Erinna - FPAC-№	
	-	1000-1099 Sediment and Erosion Control D	September 19	Moorman, Erinna - FPAC-№	
210 Engineering Trai	-	1100-1199 Misc Drawings and Items	September 19	Moorman, Erinna - FPAC-N	
210 Engineering Rev		C3D Support Files	September 19	Moorman, Erinna - FPAC-N	

a. Return to "File Explorer" and ensure that the library is properly synced.



3. By default, OneDrive will sync with Sharepoint libraries in a "cloud" status as indicated

by the by the by 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.

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

Name ^	Status	Date modified	Туре	Size
🗹 📙 Engineering - C3D Support Files	0	11/9/2018 1:59 PM	File folder	
📙 Engineering - C3D Templates	0	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