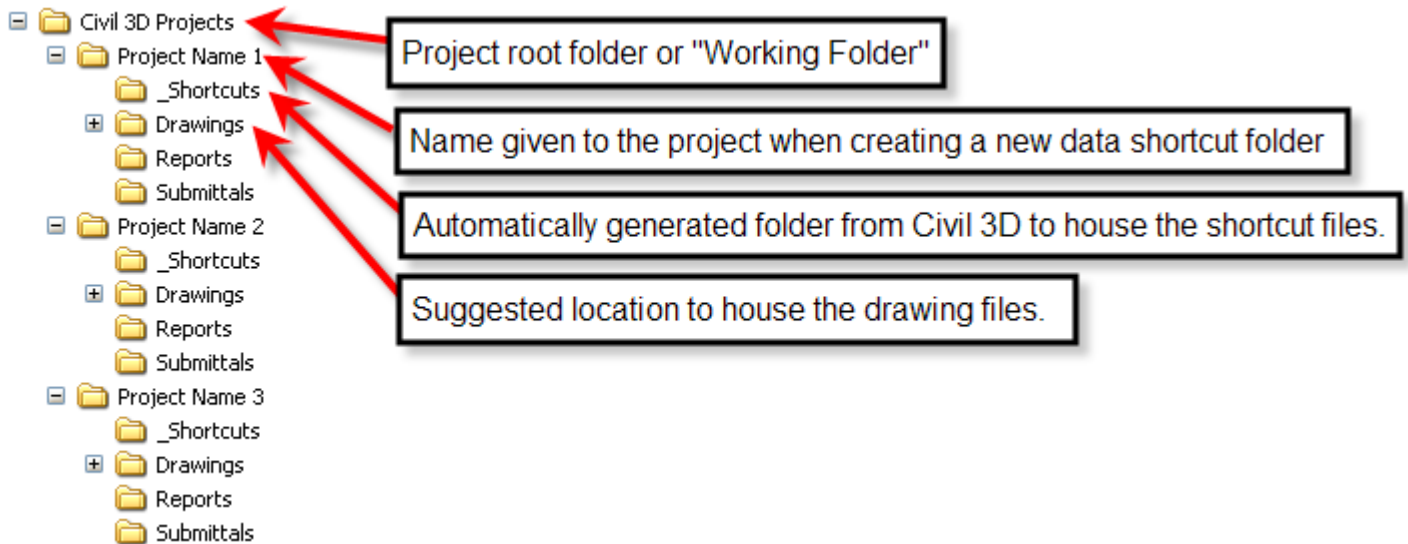
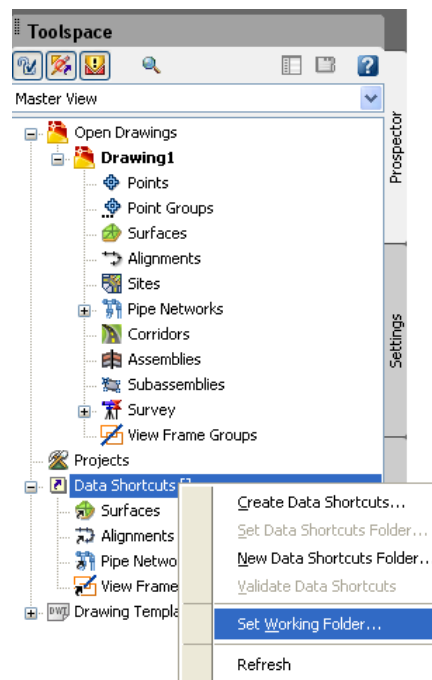


# Data Shortcuts – 2009

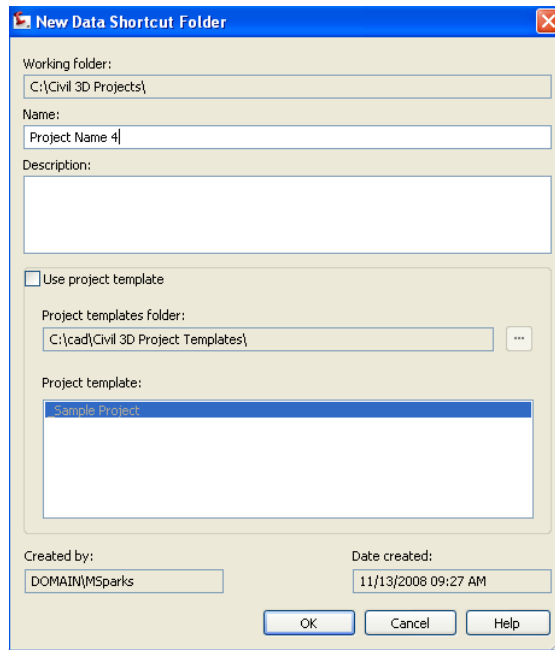
Initially the company should come up with a directory structure to house the drawing files. The simplest directory structure would be a single project folder with each project under this main folder. See below for a better explanation.



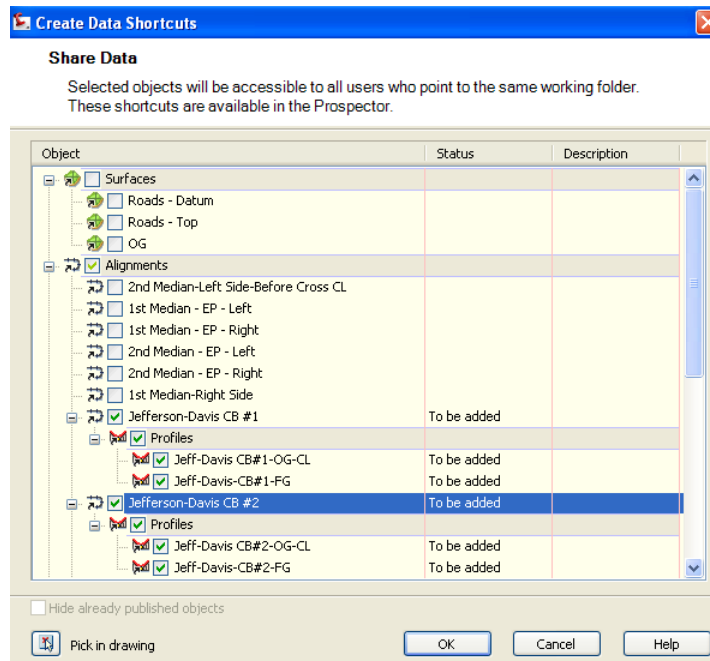
1. Set the Working Folder. This should be the root folder of the project structure. In the example above, it should be the folder called "Civil 3D Projects".



2. Right-click “Data Shortcuts” > New Data Shortcuts Folder



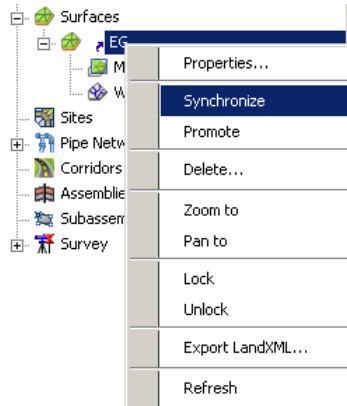
3. Right-click “Data Shortcuts” > Create Data Shortcuts



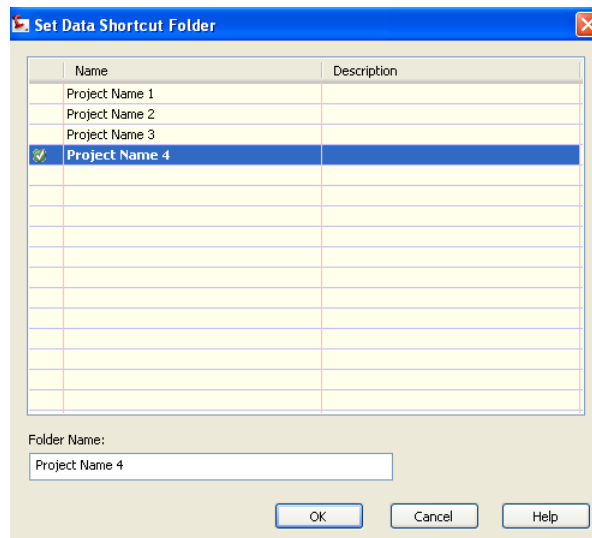
4. Once the data has been added to the project, they can be accessed from any other drawing. Simply open the drawing you wish to reference the object, and then right-click the object in the prospector and create reference.

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. It is very important to be attached to the correct project before using the data shortcuts. The drawing does not remember which project it was initially attached to so the user is responsible for this. Make it a habit to always check the current projects for shortcuts. Right-click “Data Shortcuts” > Set Data Shortcuts Folder.



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