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. First, remove the sync with OneDrive for Business. Open the hidden system tray at the bottom right of the screen and right click on the **OneDrive For Business** icon. Select **[Stop Syncing a folder]**





2. In the Stop Syncing window, click on [Stop syncing a folder]

4 N	Aicrosoft OneDrive for Business	×
	Stop syncing a folder	
	Pick the folder you want to stop syncing	
	Name	
	OneDrive for Business	
	Stop syncing Cancel	

3. At the Microsoft OneDrive for Business screen, click on [OK]



4. Right click again on the OneDrive for Business and select [Exit]



5. Open the *All Programs* list and find the **OneDrive** app. Click to open.



6. In the setup window, enter your federal email address. Click **[Sign in]**. The software should proceed and may take several moments to finish signing in.

Microsoft OneDrive	-	\times
Set up OneDrive Put your files in OneDrive to get them from any device	e.	
jacob.dieguez@md.usda.gov Sign in	I	

7. In the next window, verify that the default OneDrive folder is set to the path format listed: C:\Users\firstname.lastname\OneDrive-USDA

If incorrect, click "<u>Change location</u>" and browse to the above location. When finished, click [Next].

Microsoft OneDrive
This is your OneDrive folder Add files here so you can access them from other devices and still have them on this PC.
Your OneDrive folder is here: C:\Users\jacob.dieguez\OneDrive - USDA
Next

8. In the next window, verify that "Attachments" and "Documents" are checked. Click [Next]. *Note: this window may take several moments to load or may not properly load at all; if the "loading" circle continues to spin or an error message displays, click [Next] and attempt to proceed. In some cases, this window may not show at all and the system may automatically bypass this step. In this case, users may proceed to the next steps but will want to manually create folders (see step 11).

Microsoft OneDrive - 🗌	X
Sync your OneDrive files to this PC Choose what you want to download to your "OneDrive - USDA" folder. You can get to these items even when you're offline. ☑ Sync all files and folders in OneDrive - USDA Or sync only these folders:	
☐ Files not in a folder (0.0 KB) > ☐ Attachments (0.0 KB) > ☐ Documents (0.0 KB)	
Location on your PC: C:\Users\jacob.dieguez\OneDrive - USDA Next Selected: 0.0 KB Remaining space on C: 193.7 GB	

9. Advance through the following slides for a OneDrive overview. When finished, click **[X]** to close this window.

la Microsoft OneDrive	- 🗆 🗙
Welcome to OneDriv	ve
To add items, drag them into the OneDriv	ve folder.

10. The newly created "**OneDrive - USDA**" folder should open. Users can also use the "File Explorer" window to browse and access the OneDrive folder path established earlier: C:\Users\firstname.lastname\OneDrive - USDA



11. Open "**One Drive - USDA**" and verify that both the "**Attachments**" and "**Documents**" folders exist. Users can add data to these personal folders for access online. **Note: if users experienced difficulties in step 8, these folders may not be available. User can manually create subfolders if needed.*

↑ 🍊 → This PC → OS (C:) → Users → jacob.dieguez → OneDrive - USDA →					
200005	^	Name	Date modified	Туре	
bs_Documents	*	Attachments Documents	10/27/2018 8:19 10/27/2018 8:19	File folder File folder	

- 12. With OneDrive now set up, users can sync with Sharepoint libraries. For purposes related to Autodesk Civil 3D, users will need to sync with two libraries:
 - C3D Templates
 - C3D Support Files
 - a. Access the Maryland NRCS, Engineering Sharepoint site: <u>https://usdagcc.sharepoint.com/sites/nrcs_maryland/Engineering/default.aspx</u>
 - b. On the left sidebar, click the link: "C3D Templates"

III Office 365 Shar					
BROWSE PAGE					
USDA Department of Agriculture	NRCS Maryland State Office Civil Rights	Engineering GIS_and	_Geodata Management & Strategy	Operations	Programs Public
Pictures	NRCS Maryland > Engineering				
Picture Library	Shared Documents				
Documents Shared Documents Workflow	⊕ New ↑ Upload ♀ Sync ♥ Current View ··· Find a file	Share More V			
CADD	✓ 🗋 Name	Modified	Modified By	Checked Out To	Version
QARs/Spotchecks	Critical Inspection Items Check Lists	••• March 20, 2015	Johnson, Warren - NRCS, Frederick, MD)	8.0
Lists	Dam Assessments	••• November 18, 2014	🗆 Stahl, Allan - NRCS, Annapolis, MD		3.0
Calendar	DamWatch	April 20, 2015	Stahl, Allan - NRCS, Annapolis, MD		5.0
Tasks	EFH2	July 1, 2015	🗆 Stahl, Allan - NRCS, Annapolis, MD		3.0
Discussions	Engineering Meeting Minutes	September 23, 2016	Eddy, Laura - NRCS, Annapolis, MD		11.0
Team Discussion	Engineering Review	••• April 15, 2014	🗆 Stahl, Allan - NRCS, Annapolis, MD		19.0
Sites	EWP	••• August 4, 2016	Johnson, Warren - NRCS, Frederick, MD)	13.0
People and Groups	Irrigation	••• January 26, 2017	Stahl, Allan - NRCS, Annapolis, MD		5.0
Engineering Memos	Job Approval Authority	January 17, 2014	Stahl, Allan - NRCS, Annapolis, MD		6.0
C3D Templates	Operation and Maintenance Plans	··· March 20, 2015	Polite, Dan - NRCS, Elkton, MD		3.0
Recent C3D Support Files	Training	••• June 10, 2016	Lewis, Jerry - NRCS, Binghamton, NY		8.0
EDIT LINKS		Drag files her	e to upload		

c. Find and click the [Sync] icon

 \bigcirc Sync near the top of page.

Office 365 Shar			
State Office Civil Rights	Engineering GIS_and_Geodata Management & Strategy Operations Programs	s Public Affairs Resources Soil Health Training	ig CAD Drawings 🗸
✓ Search	$+$ New \vee $\overline{\uparrow}$ Upload \vee \swarrow Quick edit \bigcirc Sync 🚺 Export to Exce	el ···	
 Pictures Documents 	C3D Templates		
∨ Lists	🗋 Name 🗸	Title \vee	Modified \checkmark Modified By \checkmark Version
✓ Discussions	0001-0099 Standard Templates	0001-0099 Standard Templates	December 10, 2017 Stahl, Allan - NRCS, Annap 8.0
Sites	0100-0199 Fencing Details	0100-0199 Fencing Details	December 10, 2017 Stahl, Allan - NRCS, Annap 6.0
People and Groups	0200-0299 Outlet Protection Details	0200-0299 Outlet Protection Details	December 10, 2017 Stahl, Allan - NRCS, Annap 6.0
Engineering Memos	0300-0399 Water Supply Details	0300-0399 Water Supply Details	December 10, 2017 Stahl, Allan - NRCS, Annap 6.0
C3D Support Files	0400-0499 Drainage Details	0400-0499 Drainage Details	August 12, 2017 Stahl, Allan - NRCS, Annag 8.0
Edit	0500-0599 Waste Storage Details	0500-0599 Waste Storage Details	August 29, 2017 Stahl, Allan - NRCS, Annap 6.0
	0600-0699 Stream Crossing Details	0600-0699 Stream Crossing Details	December 10, 2017 Stahl, Allan - NRCS, Annap 6.0

d. The following message may appear:

Internet	t Explorer	×
	Do you want to allow this website to open a program on your computer?	
	From: usdagcc.sharepoint.com	
	Program: Microsoft OneDrive	
	Address: odopen://sync/? userId=55ff4833%2D0652%2D46b4%2D9514%2	
	Always ask before opening this type of address	
	Allow]
2	Allowing web content to open a program can be useful, but it can potentially harm your computer. Do not allow it unless you trust the source of the content. <u>What's the risk?</u>	

Click [Allow].

e. Depending on the current internet browser, multiple pop-up windows may appear indicating that OneDrive is getting ready to sync (see example below). If one asks to open Microsoft OneDrive, allow it to proceed. Close all other notification messages.

Open Microsoft OneDrive?				
Always open these types of links in the associated app				
Open Microsoft OneDrive Cancel				
K Getting ready to sync We're opening OneDrive on your computer Sign in with your allan.stahl@md.usda.gov account, if prompted. If nothing happens, you may need to get the latest version of OneDrive				

f. Another pop-up window should appear; verify that all folders are set to sync. Click **[Start Sync]**. *Note: this window may not display for users who have had technical difficulties in previous steps 8, 11. These users should proceed.

🌥 Microsoft OneDrive 🦳 🗆	×
Sync your files to this PC	
Choose what you want to download to your "Engineering - C3D Templates" folder. You can get to these items even when you're offline.	
☑ Sync all files and folders in Engineering - C3D Templates	
Or sync only these folders:	
✓ Files not in a folder (0.0 KB) > ✓ > ✓ 0001-0099 Standard Templates (158.9 MB) > ✓ 0100-0199 Fencing Details (13.6 MB) > ✓ 0200-0209 Outlet Destrution Details (13.6 MB)	
Colored and the second period (3.1 Mb) Colored and (3.1 Mb) Colored and (3.1 Mb)	
V 0400-0499 Drainage Details (10.2 MB) V 0500-0599 Waste Storage Details (15.9 MB)	
O600-0699 Stream Crossing Details (7.7 MB) O700-0799 Reinforced Concrete Wall Details (28.0 MB)	
> 0800-0899 Streambank Protection Details (3.3 MB)	
Location on your PC: C:\Users\jacob.dieguez\USDA\Engineering - C3D Templates Selected: 279.1 MB Remaining space on C: 193.4 GB	

g. Users may see another verification message in the bottom right of the primary monitor screen. Proceed to step (h.).



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

← → ∽ ↑ 📴 > This PC > OS (C:) > Users > jacob.dieguez >					
📙 Standard Drawings 🛛 🖈 ^	Name	Date modified	Туре	Size	
📕 Wallpapers 🛛 🖈	,cisco	7/10/2017 3:09	File folder		
MD NRCS CAD Std 🛛 🖈	matplotlib	10/16/2018 9:28	File folder		
🙃 OneDrive - USDA	AppData	7/10/2017 2:15	File folder		
Chiebline OSDA	I Contacts	10/16/2018 8:15	File folder		
JUSDA 🗸	Documents	8/13/2018 3:49	File folder		
This PC	🕂 Downloads	10/27/2018 7:31	File folder		
A360 Drive	Jacobs_Documents	10/27/2018 7:21	File folder		
	n 🦰 Links	10/16/2018 8:16	File folder		
Desktop	Music	10/16/2018 8:16	File folder		
Documents	My EFT Files	7/10/2017 3:40	File folder		
🕂 Downloads	le OneDrive	10/27/2018 8:19	File folder		
Music	🍜 OneDrive - USDA	10/27/2018 8:19	File folder		
Pictures	📙 packages	7/26/2017 9:22	File folder		
Videos	Prism	7/26/2017 9:22	File folder		
#= OS (C)	PrismTemp	7/26/2017 9:22	File folder		
	🕐 Saved Games	10/16/2018 8:16	File folder		
	🔎 Searches	10/16/2018 8:16	File folder		
🛫 jacob.dieguez (\\usda.net\NR(Tracing	7/10/2017 2:32	File folder		
Working (\\usda.net\NRCS\SH	🚜 USDA	10/27/2018 8:44	File folder		
素 Working (\\usda.net\NRCS\SH	TUSER.DAT	10/26/2018 3:57	Storm and Sanit	14,080 KB	
素 Working (\\usda.net\nrcs\SHAI					

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

\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow This PC \rightarrow O	S (C:) > Users > jacob.dieguez > USDA				
A Quick access	^ Name	Date modified	Туре	Size	
> 🌮 Quick access	💩 Engineering - C3D Templates	D Templates 10/27/2018 8:44 File folder			
> 🚜 USDA					

← → → ↑ 📙 → This PC → OS (C:) → Users → jacob.dieguez → USDA → Engineering - C3D Templates →									
A Quick accord	^ Name	Date modified	Туре	Size					
Culck access	o001-0099 Standard Templates	10/27/2018 8:46	File folder						
🚳 OneDrive - USDA	o100-0199 Fencing Details	10/27/2018 8:46	File folder						
JUSDA 🗸	0200-0299 Outlet Protection Details	10/27/2018 8:44	File folder						
	o300-0399 Water Supply Details	10/27/2018 8:44	File folder						
This PC	oli 0400-0499 Drainage Details	10/27/2018 8:44	File folder						
🗇 A360 Drive	o500-0599 Waste Storage Details	10/27/2018 8:45	File folder						
🛄 Desktop	o 0600-0699 Stream Crossing Details	10/27/2018 8:45	File folder						
📋 Documents	0700-0799 Reinforced Concrete Wa	10/27/2018 8:45	File folder						
🖶 Downloads	0800-0899 Streambank Protection D	e 10/27/2018 8:45	File folder						
Music	0900-0999 Pipe and Conduit Details	10/27/2018 8:46	File folder						
Pictures	1000-1099 Sediment and Erosion Co	b 10/27/2018 8:45	File folder						
Videos	1100-1199 Misc Drawings and Items	5 10/27/2018 8:46	File folder						

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

	Offic	e 365	SharePoint										
S	tate Office	^{Civil Rights} Engin	Engineerin eering	g GIS	S_and_Geodata	Management & Strategy	Operations	Programs	Public Affairs	Resources	Soil Health	Training	CAD D
Q	Search		+ N	ew 🗸	↑ Upload \	🗸 ಢ Sync 🛛 🚺 Expo	rt to Excel						
~ P ~ D	ictures locuments		C	BD S	upport l	Files							
√ Li	ists			P	Name \searrow		I	Modified \vee	Modifie	d By 🗸	+ Add colur	nn	
∨ D	iscussions			10	Borders and	Title Blocks	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
S	ites				Drawing Sta	indards Files	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
P	eople and	Groups		10	MD NRCS C	atalog	1	Thursday at 4:35 P	M Dieguez	z, Jacob - NRCS,	Ar		
E	ngineering	Memos			MD NRCS D)etails	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
с	3D Suppor	rt Files		10	MD NRCS H	latch Patterns	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
Б	dit				MD NRCS L	ine Types	I	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
				10	MD NRCS S	ample Drawing Sets	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
				10	MD NRCS T	ool Palettes	1	Thursday at 4:35 P	PM Dieguez	z, Jacob - NRCS,	Ar		
					MD NRCS V	Vorkspace	1	Thursday at 4:35 P	M Dieguez	z, Jacob - NRCS,	Ar		
					Symbols and	d Blocks	1	Thursday at 4:35 P	M Dieguez	z, Jacob - NRCS,	Ar		



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



13. 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.

D_0041_Bioreactor	0	8/19/2018 8:20 PM	Adobe Acrobat D	846 KB
MD_0042_Pond		9/7/2018 11:31 PM	DWG File	3,767 KB
D_0042_Pond 0		9/7/2018 11:33 PM	Adobe Acrobat D	6,981 KB
MD_0043_FarmsteadEnergyImprovem	0	8/19/2018 7:13 PM	DWG File	1,568 KB
D_0043_FarmsteadEnergyImprovem	0	8/19/2018 8:18 PM	Adobe Acrobat D	563 KB
MD_0044_GradeStabilizationStructure	0	8/19/2018 7:13 PM	DWG File	2,641 KB
*				

Name X	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	

- b. To disable the "cloud" feature and download all libraries:
 - i. Right-click the OneDrive cloud icon in the Windows system tray.
 - ii. In the pop-up window, click "Settings".

	a OneD	r ive is up to da USDA	te						
	Picket Dam Detail - Top View64.PNG Downloaded to Images 7 minutes ago								
	Picket Dam D Downloaded to 7 minutes ago	Picket Dam Detail32.PNG Downloaded to Images 7 minutes ago							
	Picket Dam D Downloaded to 7 minutes ago	etail - Top View Images	32.PNG						
	Picket Dam D Downloaded to 7 minutes ago	Open your OneD Open your USDA	rive - USDA folder folder						
	Picket Dam D Downloaded to 7 minutes ago	Settings View online							
	Partial Isome Downloaded to 7 minutes ago	Pause syncing Manage storage	~						
	OL64.PNG Downloaded to 7 minutes ago	Help topics Send feedback							
Opt	en folder V		···· More						
	^ ^م	<u>~</u> • Ţ	2:26 PM (小)) 11/9/2018	1 76					

iii. The Microsoft OneDrive settings box will open. Under the **[Settings]** tab, uncheck the "**Files On-Demand**" option.

📤 Microsoft OneDrive	×
Settings Account Auto Save Network Office About	
General Start OneDrive automatically when I sign in to Windows	
 Files On-Demand ✓ Save space and download files as you use them More info	
OK Cancel	

iv. A pop-up notification will ask to verify that the user intends to disable the on-demand download settings. Click **[OK]**.



v. The folder and file icons will now display a syncing icon. A green checkmark will display when all files within the library are downloaded.





- 14. 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