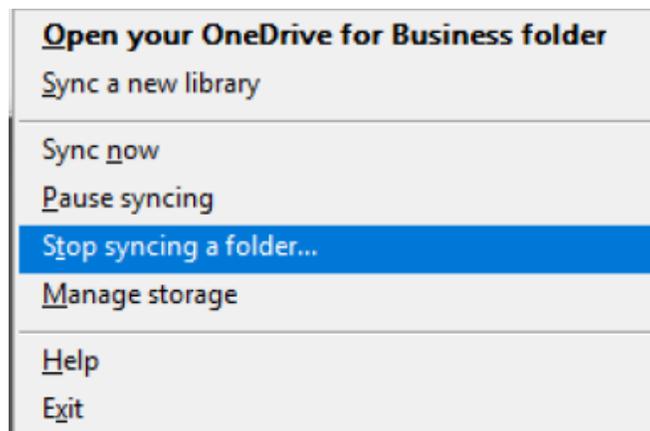
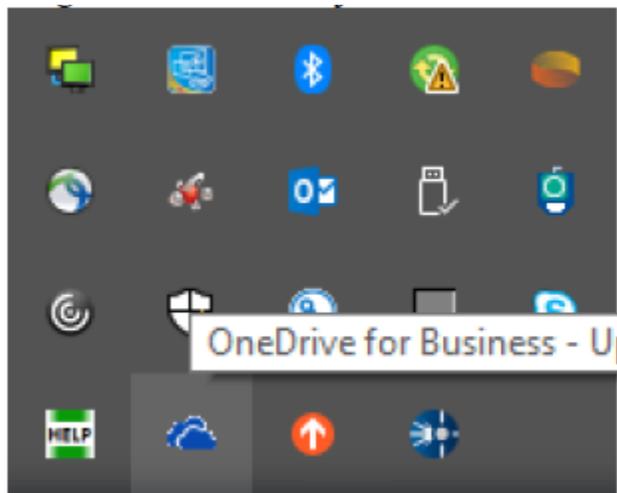


**U.S DEPARTMENT OF AGRICULTURE
MARYLAND – NATURAL RESOURCES CONSERVATION SERVICE**

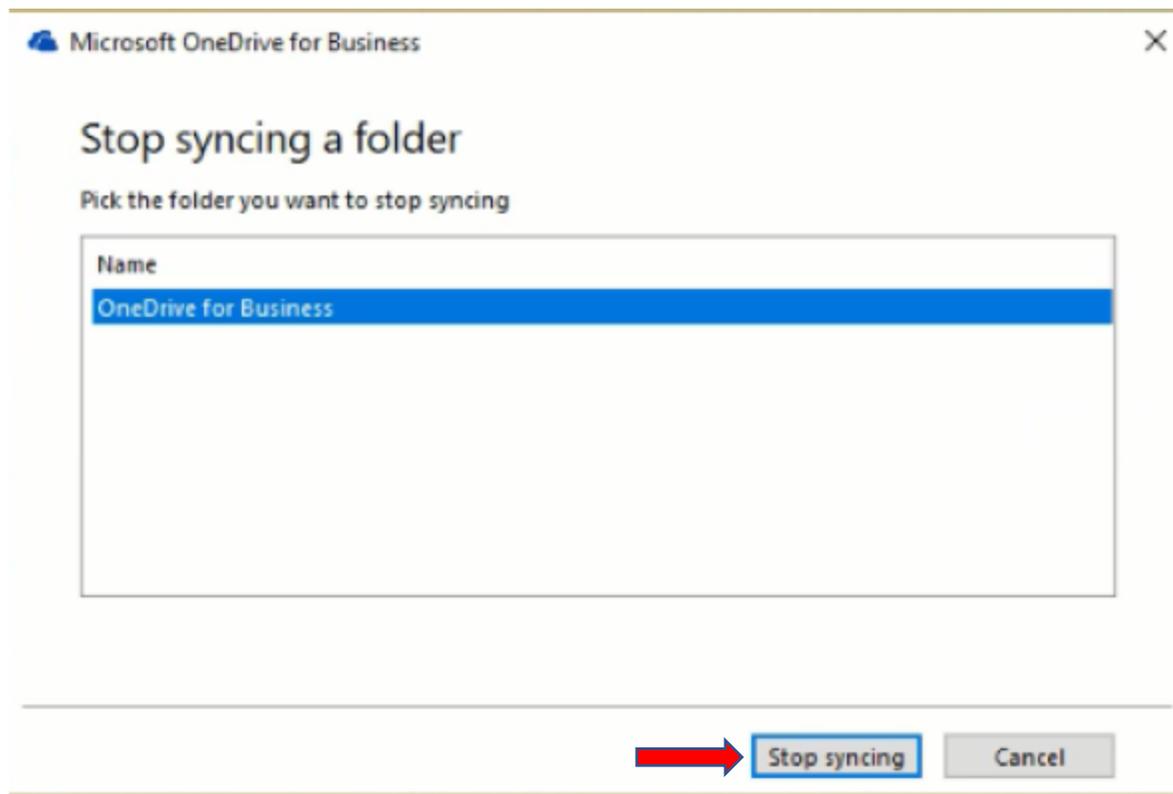
Syncing Civil 3D Templates Using Microsoft Office 365 OneDrive®

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](#).

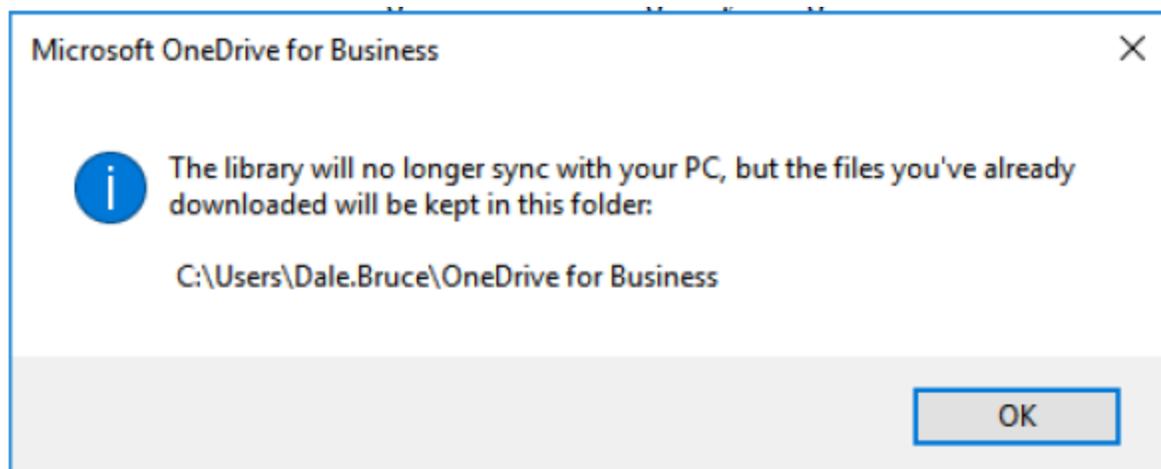
1. First, remove the sync with OneDrive for Business. Open the hidden system tray at the bottom right of the screen and right click on the **OneDrive For Business** icon. Select **[Stop Syncing a folder]**



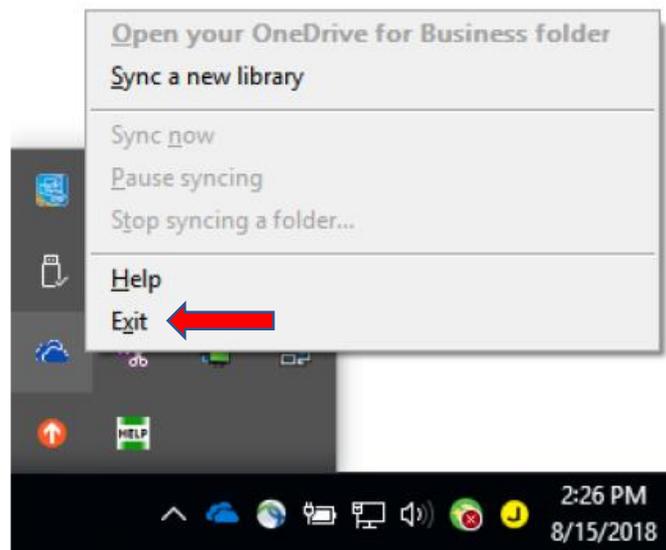
2. In the Stop Syncing window, click on **[Stop syncing a folder]**



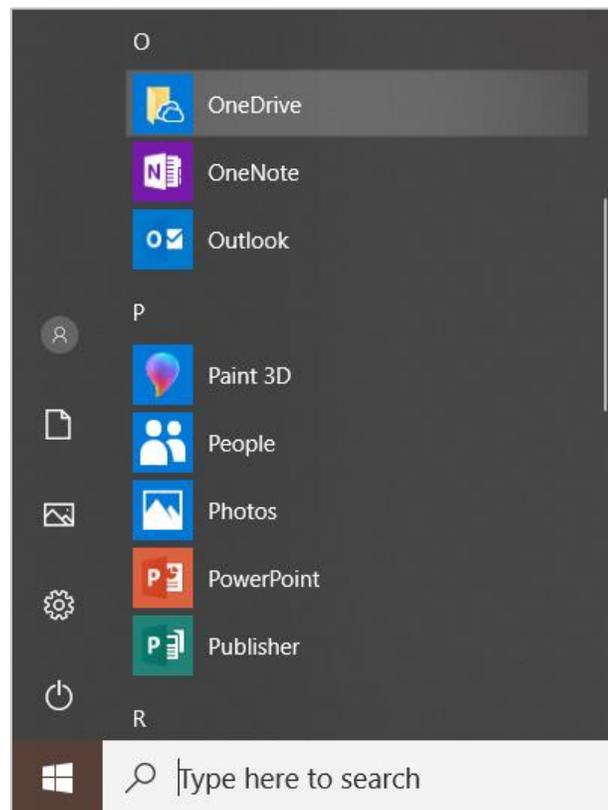
3. At the Microsoft OneDrive for Business screen, click on **[OK]**



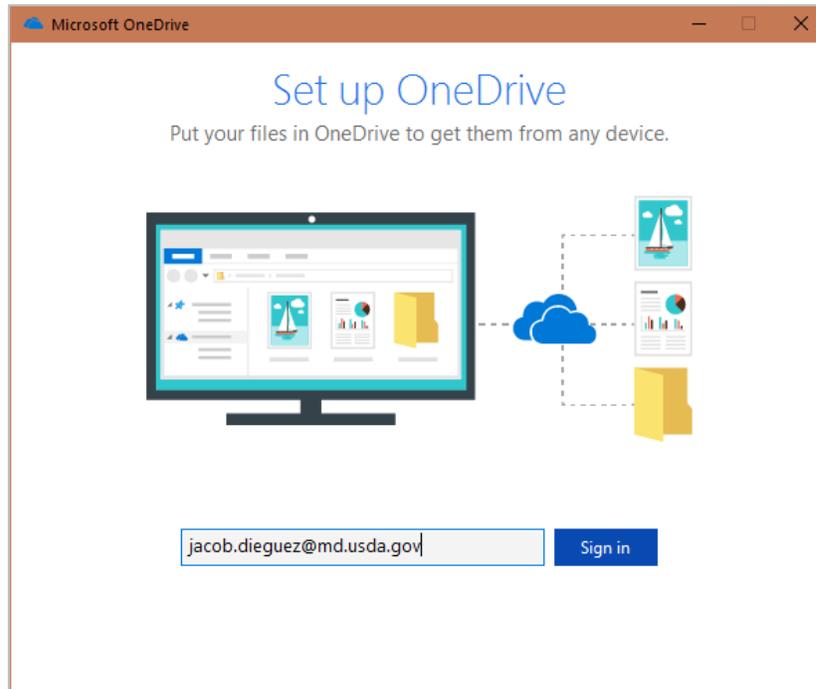
4. Right click again on the OneDrive for Business and select **[Exit]**



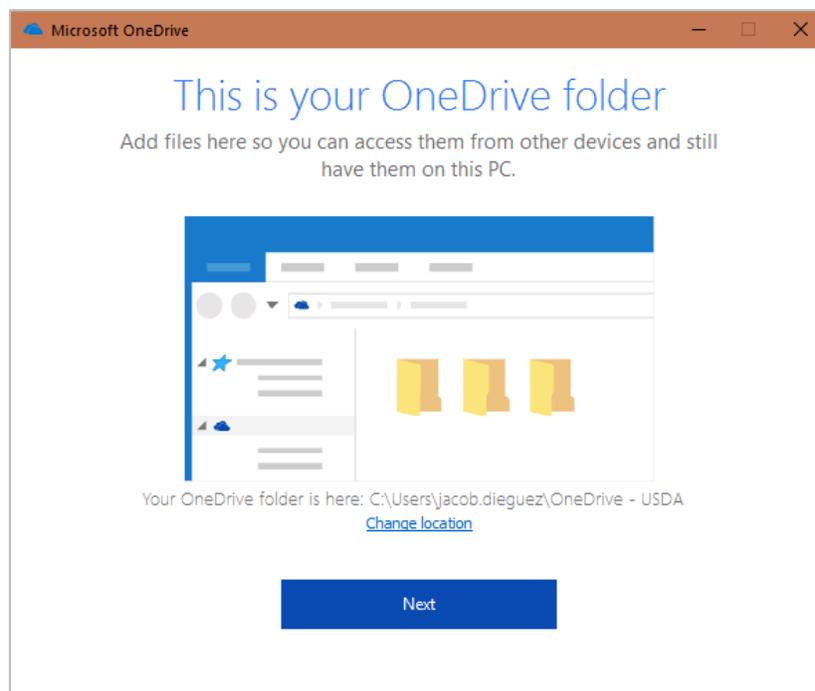
5. Open the *All Programs* list and find the **OneDrive** app. Click to open.



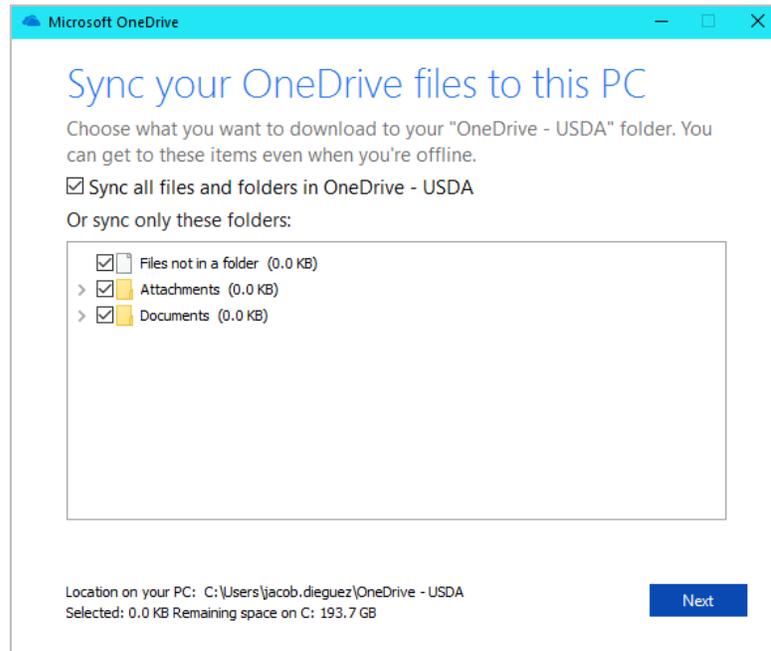
6. In the setup window, enter your federal email address. Click **[Sign in]**. The software should proceed and may take several moments to finish signing in.



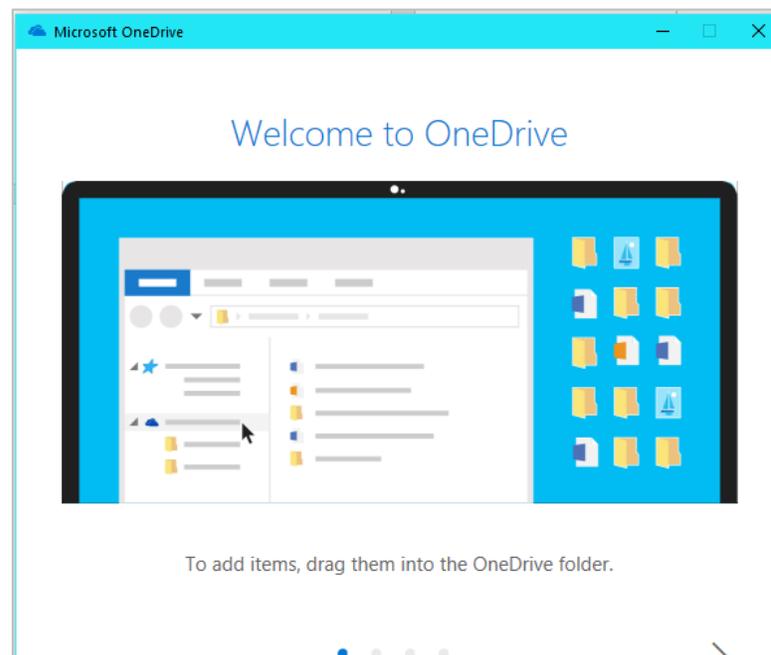
7. In the next window, verify that the default OneDrive folder is set to the path format listed:
*C:\Users**firstname.lastname**\OneDrive-USDA*
If incorrect, click "**Change location**" and browse to the above location. When finished, click **[Next]**.



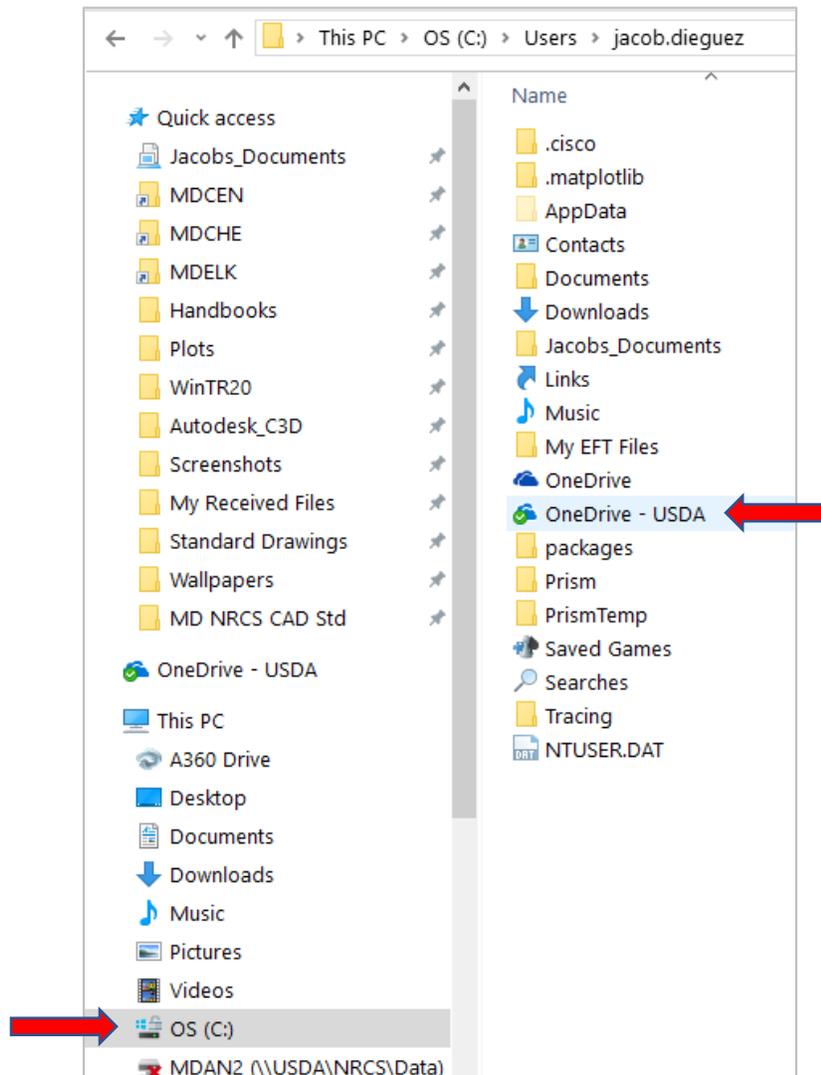
8. In the next window, verify that “Attachments” and “Documents” are checked. Click **[Next]**. **Note: this window may take several moments to load or may not properly load at all; if the “loading” circle continues to spin or an error message displays, click [Next] and attempt to proceed. In some cases, 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).*



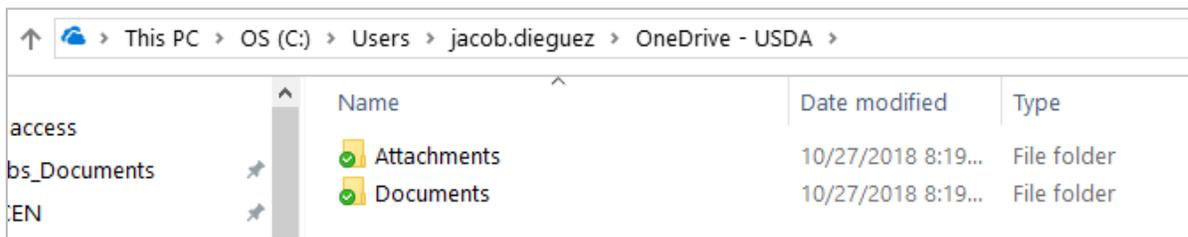
9. Advance through the following slides for a OneDrive overview. When finished, click **[X]** to close this window.



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

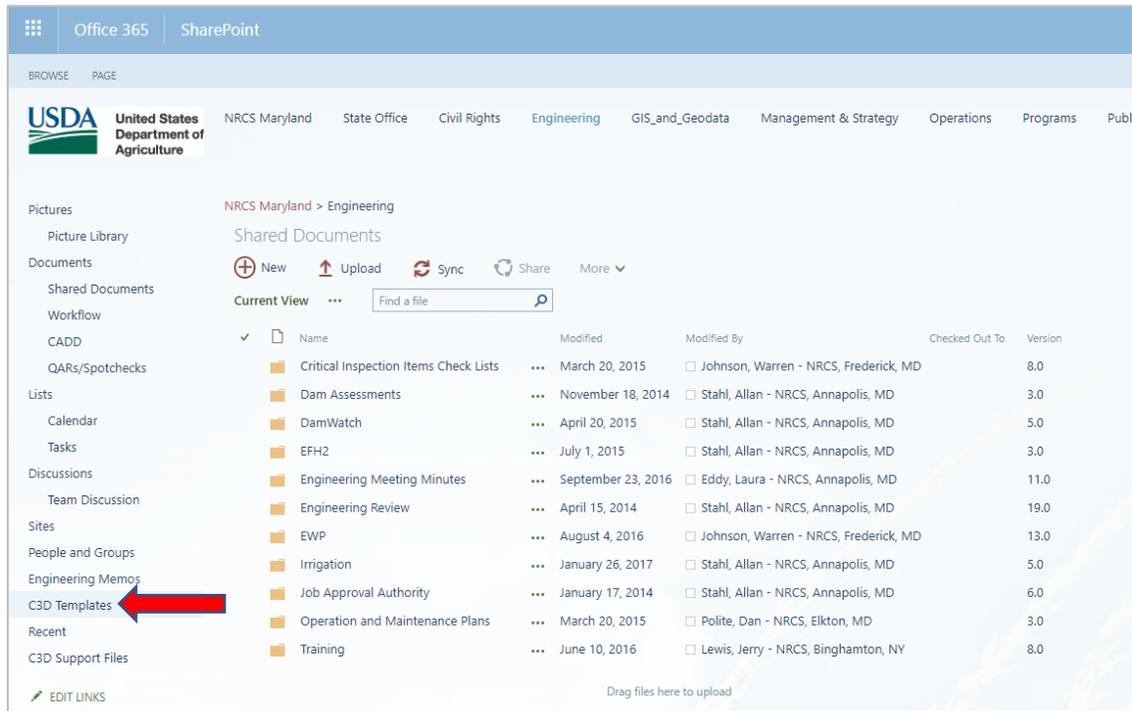


11. Open “**OneDrive - USDA**” and verify that both the “**Attachments**” and “**Documents**” folders exist. Users can add data to these personal folders for access online. **Note: if users experienced difficulties in step 8, these folders may not be available. User can manually create subfolders if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

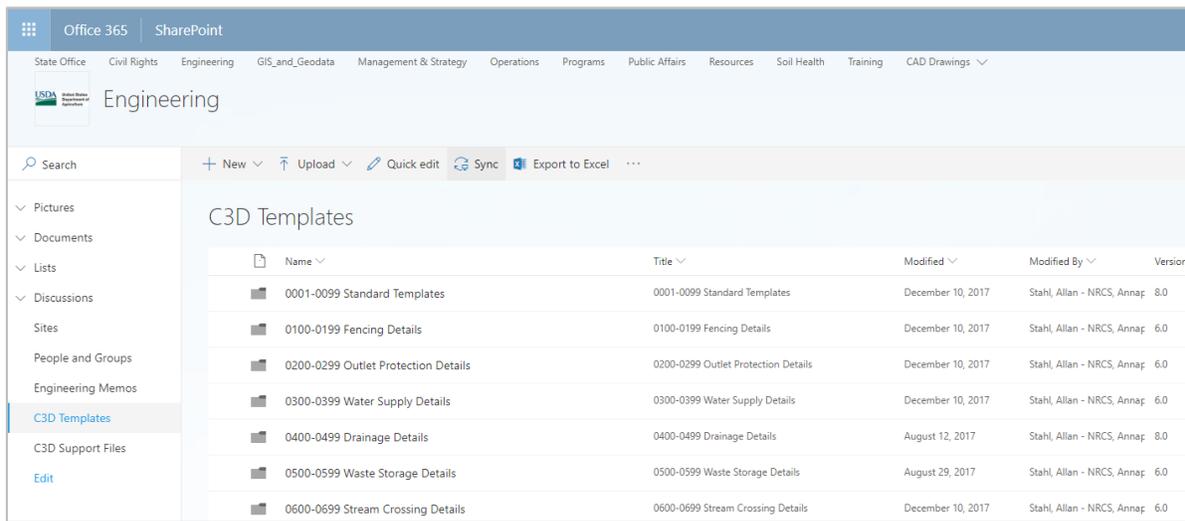


12. With OneDrive now set up, users can sync with Sharepoint libraries. For purposes related to Autodesk Civil 3D, users will need to sync with two libraries:

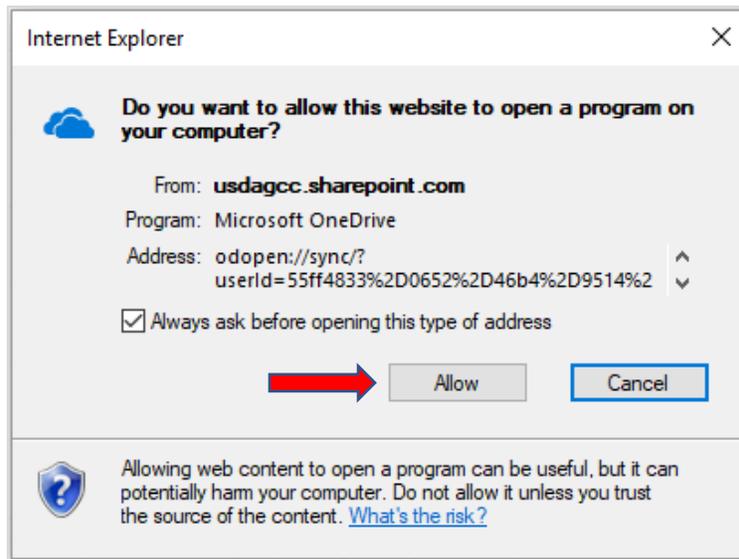
- **C3D Templates**
 - **C3D Support Files**
- a. Access the Maryland NRCS, Engineering Sharepoint site:
https://usdagcc.sharepoint.com/sites/nrcs_maryland/Engineering/default.aspx
 - b. On the left sidebar, click the link: **“C3D Templates”**



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

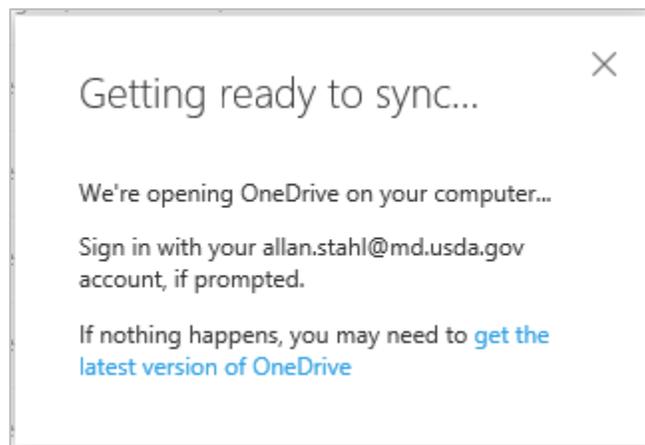
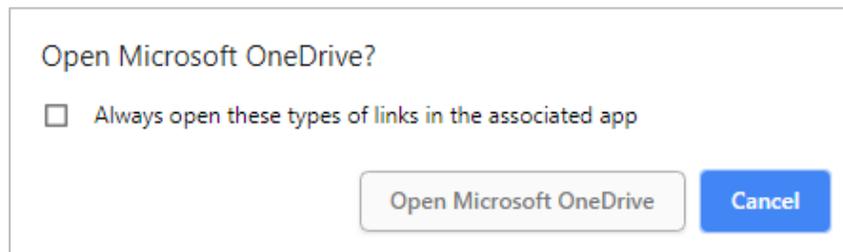


- d. The following message may appear:

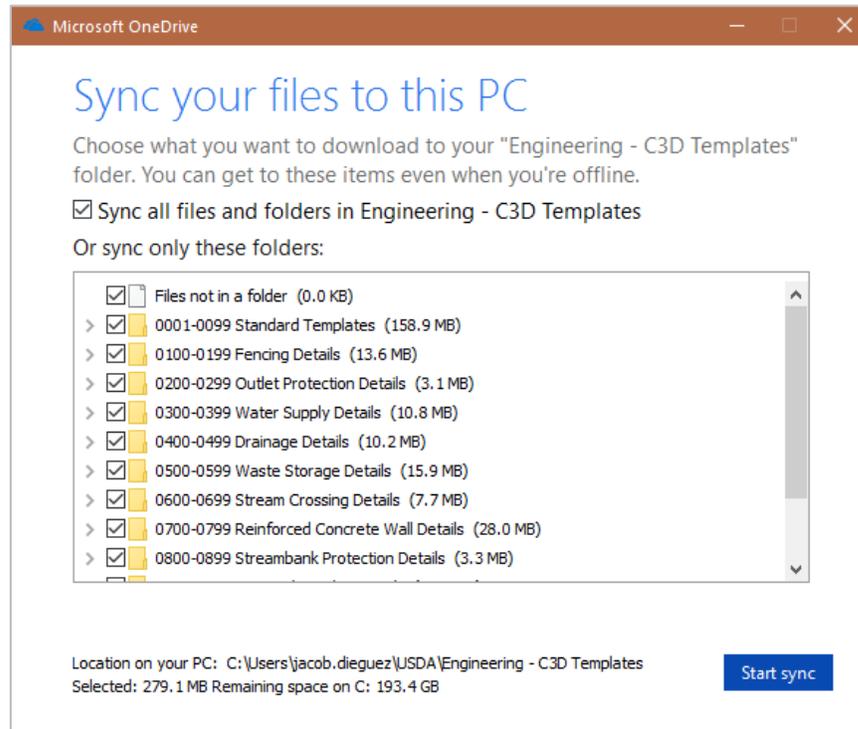


Click **[Allow]**.

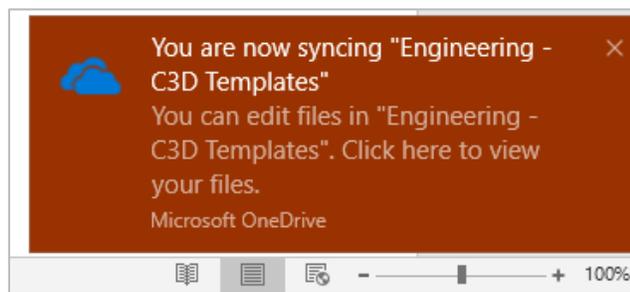
- e. Depending on the current internet browser, multiple pop-up windows may appear indicating that OneDrive is getting ready to sync (see example below). If one asks to open Microsoft OneDrive, allow it to proceed. Close all other notification messages.



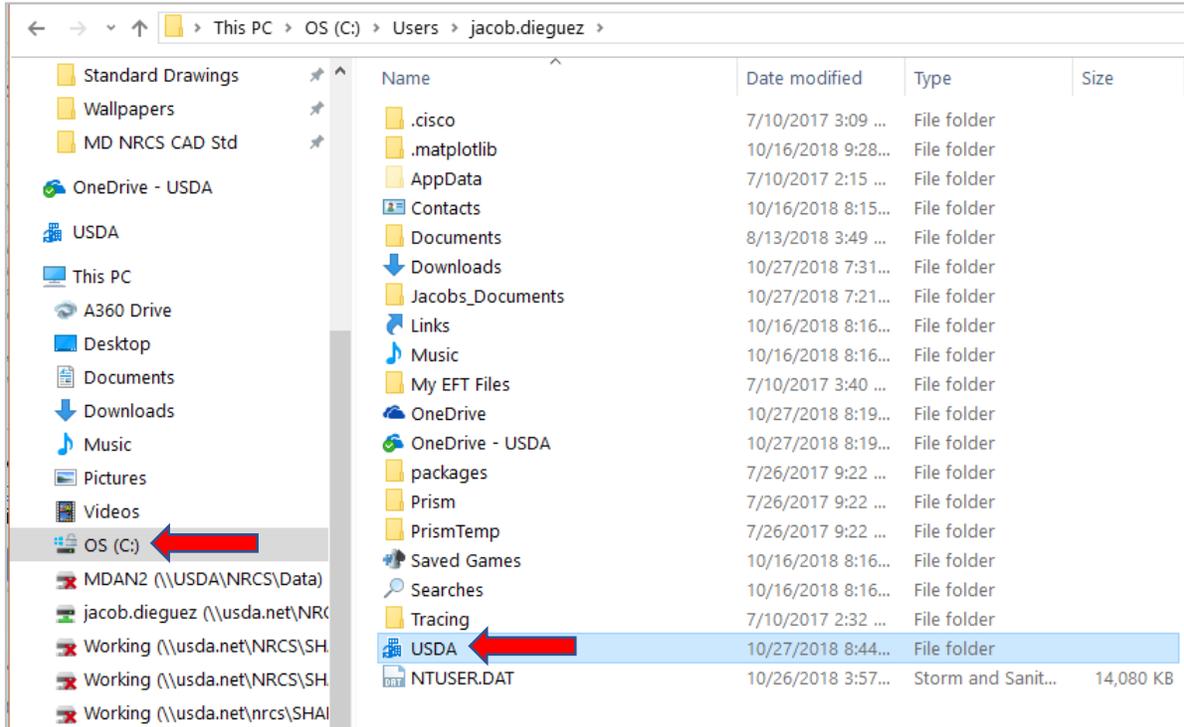
- f. Another pop-up window should appear; verify that all folders are set to sync. Click **[Start Sync]**. **Note: this window may not display for users who have had technical difficulties in previous steps 8, 11. These users should proceed.*



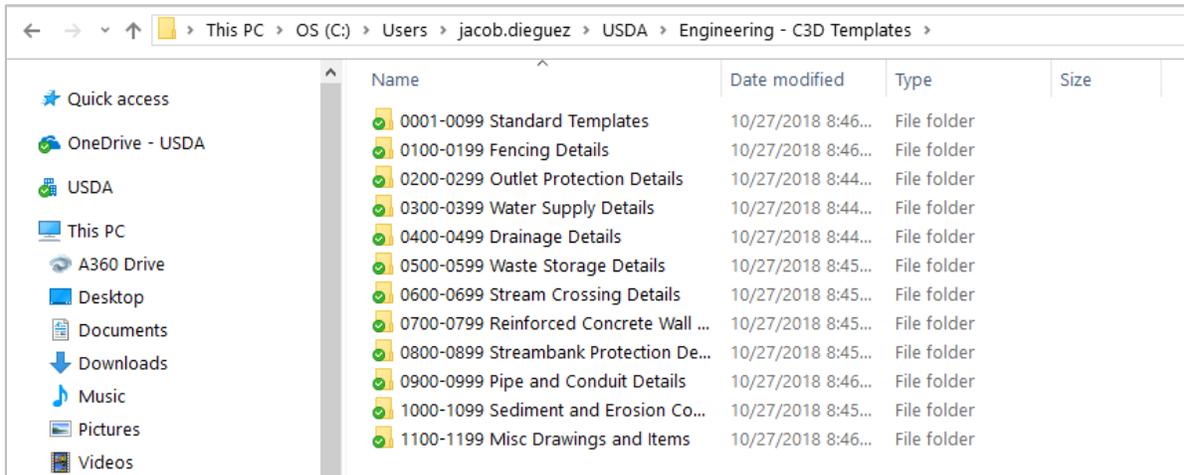
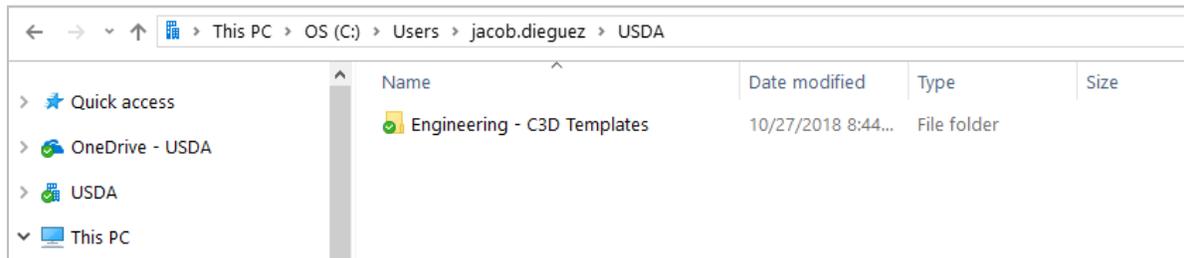
- g. Users may see another verification message in the bottom right of the primary monitor screen. Proceed to step **(h.)**.



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



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



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

The screenshot shows the SharePoint interface for the 'Engineering' site. The top navigation bar includes 'Office 365 | SharePoint' and various site sections like 'State Office', 'Civil Rights', 'Engineering', etc. The left sidebar contains navigation options such as 'Pictures', 'Documents', 'Lists', 'Discussions', 'Sites', 'People and Groups', 'Engineering Memos', 'C3D Templates', and 'C3D Support Files'. A red arrow points to the 'C3D Support Files' link. The main content area displays a table of files and folders in the 'C3D Support Files' library.

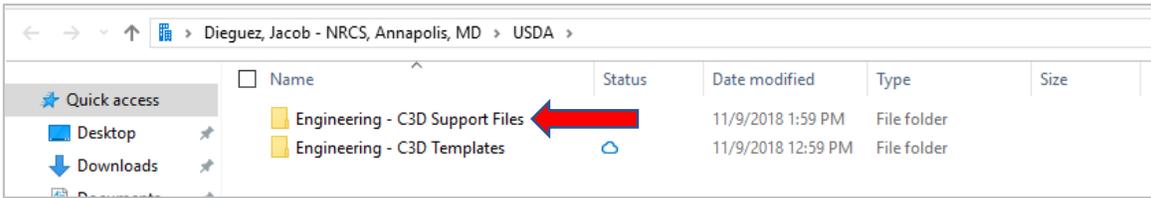
Name	Modified	Modified By	+ Add column
Borders and Title Blocks	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
Drawing Standards Files	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Catalog	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Details	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Hatch Patterns	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Line Types	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Sample Drawing Sets	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Tool Palettes	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
MD NRCS Workspace	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	
Symbols and Blocks	Thursday at 4:35 PM	Dieguez, Jacob - NRCS, Ar	

The screenshot shows the Microsoft OneDrive sync dialog box. The title bar reads 'Microsoft OneDrive'. The main heading is 'Sync your files to this PC'. Below this, it says 'Choose what you want to download to your "Engineering - C3D Support Files" folder. You can get to these items even when you're offline.' There are two options: 'Sync all files and folders in Engineering - C3D Support Files' (checked) and 'Or sync only these folders:'. A list of folders is shown with checkboxes and sizes:

- Files not in a folder (0.0 KB)
- Borders and Title Blocks (4.7 MB)
- Drawing Standards Files (1.3 MB)
- MD NRCS Catalog (1.1 KB)
- MD NRCS Details (35.3 MB)
- MD NRCS Hatch Patterns (37.4 KB)
- MD NRCS Line Types (2.7 KB)
- MD NRCS Sample Drawing Sets (0.0 KB)
- MD NRCS Tool Palettes (1.7 MB)
- MD NRCS Workspace (436.4 KB)

At the bottom, it shows the location on the PC: 'C:\Users\jacob.dieguez\USDA\Engineering - C3D Support Files' and the selected size: 'Selected: 63.0 MB Remaining space on C: 193.6 GB'. A 'Start sync' button is located at the bottom right.

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



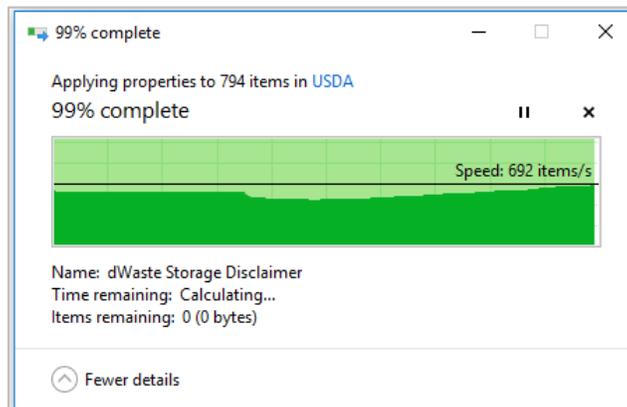
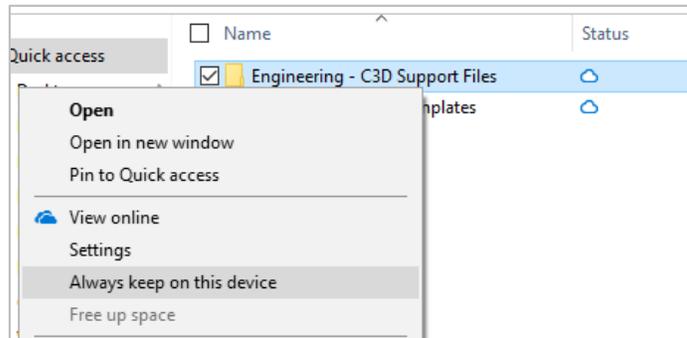
13. By default, OneDrive will sync with Sharepoint libraries in a “cloud” status as indicated

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.*

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



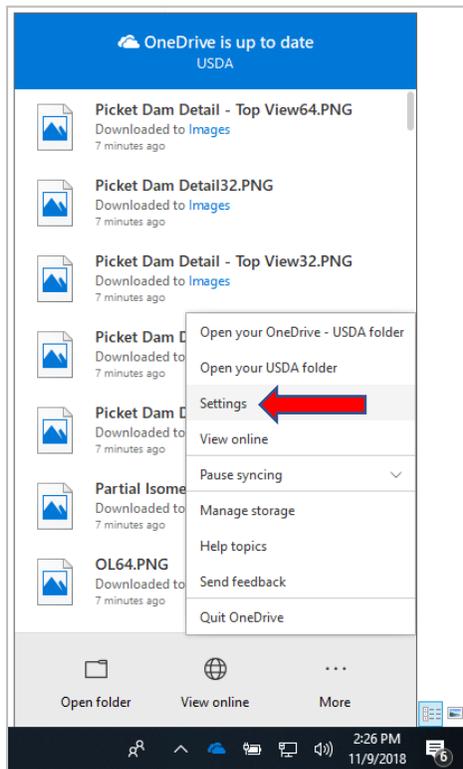
- iii. Within that folder, individual files should begin copying down to the C: drive. A green checkmark will indicate a successful download.

	MD_0041_Bioreactor		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
	MD_0042_Pond		9/7/2018 11:33 PM	Adobe Acrobat D...	6,981 KB
	MD_0043_FarmsteadEnergyImprovem...		8/19/2018 7:13 PM	DWG File	1,568 KB
	MD_0043_FarmsteadEnergyImprovem...		8/19/2018 8:18 PM	Adobe Acrobat D...	563 KB
	MD_0044_GradeStabilizationStructure		8/19/2018 7:13 PM	DWG File	2,641 KB

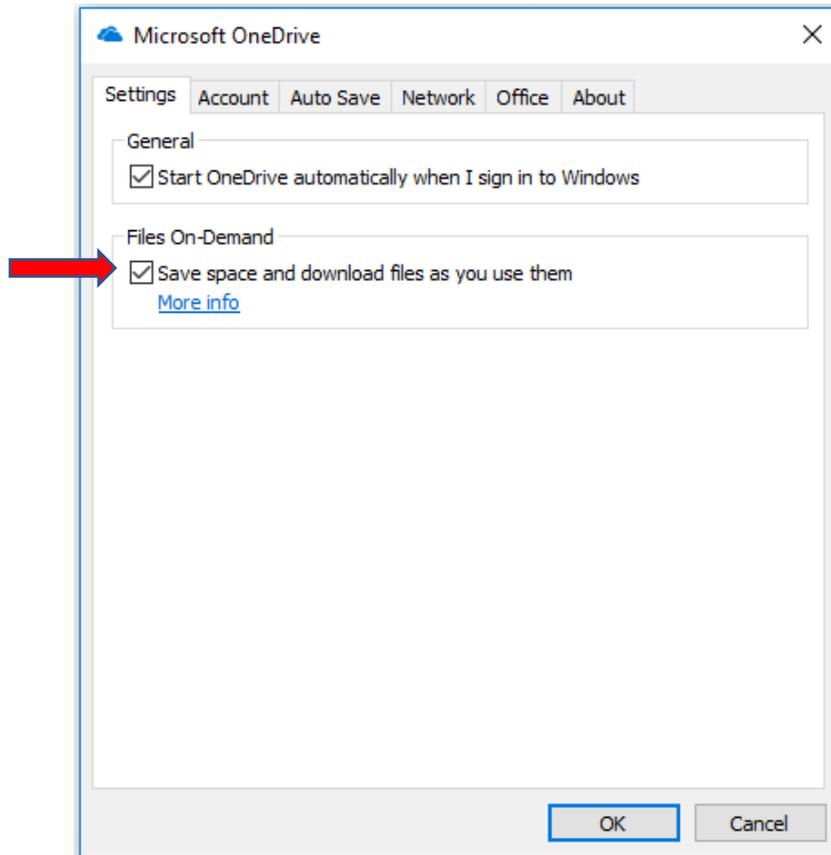
<input type="checkbox"/>	Name	Status	Date modified	Type	Size
<input checked="" type="checkbox"/>	Engineering - C3D Support Files		11/9/2018 1:59 PM	File folder	
<input type="checkbox"/>	Engineering - C3D Templates		11/9/2018 12:59 PM	File folder	

- b. To disable the “cloud” feature and download all libraries:

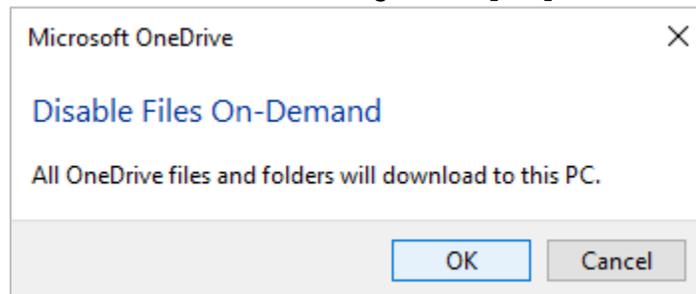
- i. Right-click the OneDrive cloud icon in the Windows system tray.
- ii. In the pop-up window, click “**Settings**”.



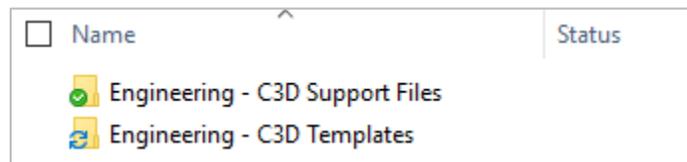
- iii. The Microsoft OneDrive settings box will open. Under the **[Settings]** tab, uncheck the “**Files On-Demand**” option.

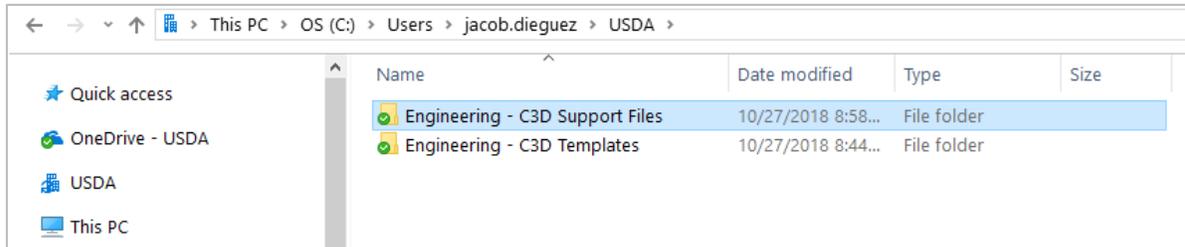


- iv. A pop-up notification will ask to verify that the user intends to disable the on-demand download settings. Click **[OK]**.



- 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*