

**Overview:** These instructions are for creating a new project in the Eagle Point Project Manager using the national NRCS CAD standard and for adding an existing project to the Project Manager on your computer. Each Eagle Point project contains data files as well as drawing files. EP manages data by requiring that each project has its own folder.

**Software:** Eagle Point 2006 Q4 6.4.0, Autodesk Map 2006 (NRCS/EP v2.00 menu), NRCS national CAD std v1.0

**Notation Method**

**Button to Press** *Displayed Text* **Icon** Action {Text to Enter} *Menu Item...*

**Eagle Point Steps Using the NRCS/EP Customized Menu**



Starting a New Eagle Point Project Using an NRCS Prototype

1. DoubleClick desktop **Eagle Point Icon**  to start program.
2. Click **Create New Project Icon**  located in lower left-hand corner.
3. Click *Eagle Point Project* and click **Next**.
4. Input a project name in the Project Description line. E.g. {Bear Cr 33 Dam}
5. Press tab key on keyboard to get to next line
6. At Project Drawing line click on the **Select a Drawing icon** .
7. Browse to P:\Eng Projects\common\2007 directory before creating a new project subfolder. [A folder for an individual user can be used instead of the “common” directory if access should be restricted to only one user. The 2007 folder can be used for projects started in 2007, with a new folder for a new year (2008, 2009...)]
8. Click on **Create New folder icon**  and name this project folder. E.g. {Bear Cr 33}
9. Double click to open the *Bear Cr 33* folder and make sure you have browsed into the new folder. 
10. Input a file name for the main drawing. E.g. {Bear Cr 33 Dam}
11. Click **Open** - and you will be back at New Project box.
12. At the prototype setting use the pull down to select *NRCS 11x17* or *NRCS 22x34*.
13. The NRCS default prototype drawing that is in the C:\Documents and Settings\All Users\Templates\CAD Std v1\Templates folder will show up as the template drawing. If you have created your own customized prototype drawing file, you can browse to that file.
14. Click **Finish** and you will be back at Open screen.
15. Click to highlight your project.  
E.g. P:\Eng Projects\common\2007\Bear Cr 33\Bear Cr 33 Dam.dwg
16. Click **OK** and AutoCad will open the drawing. You will have 2 windows on your screen-a full screen of AutoCad and the smaller Eagle Point Main Menu.
17. **You can minimize the Eagle Point menu but you should NOT close out the EP main menu, otherwise the EP commands will not function.**



### Loading an Existing Project into your Eagle Point Project Listing

1. Make sure that the folder & contents for the existing Eagle Point Project is in a location where you have read & write permissions. This might involve unzipping an EP project folder that you received from some one else, or just knowing where an existing project has already been saved.  
(The .epp (Eagle Point Project) file coordinates the drawing, data files, and sub-projects within each project. You can not have more than one .epp file in a folder.)
2. DoubleClick desktop **Eagle Point Icon**  to start program.
3. Click **Create New Project Icon**  located in lower left-hand corner.
4. Click *Eagle Point Project* and click **Next**.
5. At the Project Description line click on the **Select an Existing Project icon** .
6. Browse to the directory where the project already exists.
7. Double click on the name of the existing .epp file. E.g. {Bear Cr 33.epp}
8. Click **Finish** and you will be back at Open screen.
9. Repeat Steps 3 through 8 if wanting to add more projects to your list.
10. Click to highlight your project.  
E.g. *P:\Eng Projects\common\2007\Bear Cr 33\Bear Cr 33 Dam.dwg*
11. Click **OK** and AutoCad will open the drawing. You will have 2 windows on your screen- a full screen of AutoCad and the smaller Eagle Point Main Menu.
12. **You can minimize the Eagle Point menu but you should NOT close out the EP main menu, otherwise the EP commands will not function.**

### Setting Eagle Point to Send Output to Printer vs Text File

1. To have output sent to a printer instead of a text file: At the EP Main Menu click on *File... Print setup...*
2. Click *Printer* rather than file.
3. Click **Font...**
4. Select a font such as Monospac to put text printouts into aligned columns.
5. Click **OK**
6. Click **OK**



### Setting Survey Text Size or Profile Scales

1. From AutoCAD Click on *NRCS/EP... Plot Scales...* 
2. Input the horizontal scale to a scale that you might use to plot the survey points. This scale affects the size of the text as survey shots are put into the project. Example 1" = {50} feet, 1" = {100} feet. The vertical scale affects profile views that you create.
3. Click **OK**.