

## HELPFUL HINTS

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### To add the Toolspace toolbar:

Select the “Show Toolspace” icon



### To change the point marker:

Toolspace toolbar,  
 Settings tab  
 Expand Point  
 Expand Point Styles  
 Right-click NRCS  
 Select Edit...  
 Go to the Summary tab  
 Expand Marker  
 Point Description mode [...] change to [.] (0)

OR, go to:

Toolspace toolbar,  
 Settings tab  
 Surface  
 Surface Styles  
 Right click on Contours  
 Select Edit...  
 Points tab  
 Point display  
 Data point symbol  
 Change to [.] (0)

### To change the point label colors:

Toolspace toolbar,  
 Settings tab  
 Expand Point  
 Expand Label Styles  
 Right-click NRCS (or the style you're using)  
 Select Edit...  
 Go to the Summary tab  
 Expand each component  
 (1) Point Number  
 (2) Point Elevation  
 (3) Point Description

Text: Color – change to your preference

### To change the contour interval:

Toolspace toolbar,  
 Settings tab  
 Surface  
 Surface Styles  
 Right click on Contours  
 Select Edit...  
 Contours tab  
 Change minor and/or major interval

### To smooth contours:

Toolspace toolbar,  
 Settings tab  
 Surface  
 Surface Styles  
 Right click on Contours  
 Select Edit...  
 Contours tab  
 Contour Smoothing  
 Smooth Contours = TRUE  
 Use the scale at the bottom of the window to  
 adjust the contour smoothing

### To change contour colors:

Toolspace toolbar,  
 Settings tab  
 Surface  
 Surface Styles  
 Right click on Contours  
 Select Edit...  
 Contours tab  
 Major display and Minor display

### To Delete Contour Labels

If the contour lines were labeled using the “Contour Multiple” feature:

- Click on any one of the labels and a blue line will appear.
- Pick blue line and hit the “delete” key

If the contour lines were labeled using the “Contour Single” feature:

- Click on each label and hit the “delete” key.

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### To have text rotate with viewport angle:

Toolspace toolbar,  
 Settings tab  
 Right click on Point  
 Select "Edit Label Style Defaults  
 Expand Behavior  
 For Orientation Reference, use drop-down to  
 select View  
 Click OK.

### To change the visibility of point labels:

Toolspace toolbar,  
 Settings tab  
 Expand Point  
 Expand Label Styles  
 Right-click NRCS (or the style you're using)  
 Select Edit...  
 Go to the Summary tab  
 Expand the component you want to turn on/off  
 (1) Point Number  
 (2) Point Elevation  
 (3) Point Description  
 General: Visibility – change to True/False

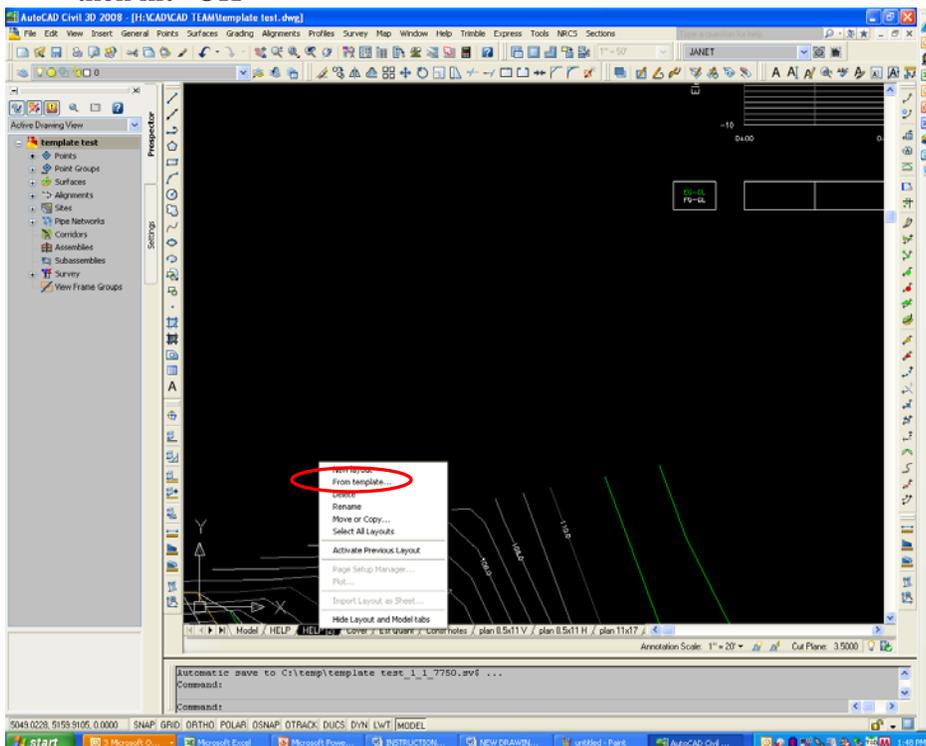
### To add a drawing to your page layouts:

Save the drawing you want to add somewhere on your computer (i.e. if you are downloading a drawing from the NRCS website either in \*.dwg or \*.dwt format, first go to the website and save it somewhere on your computer).

In Civil 3D, right click on any of the page layout tabs at the bottom of the screen

Select "From Template"

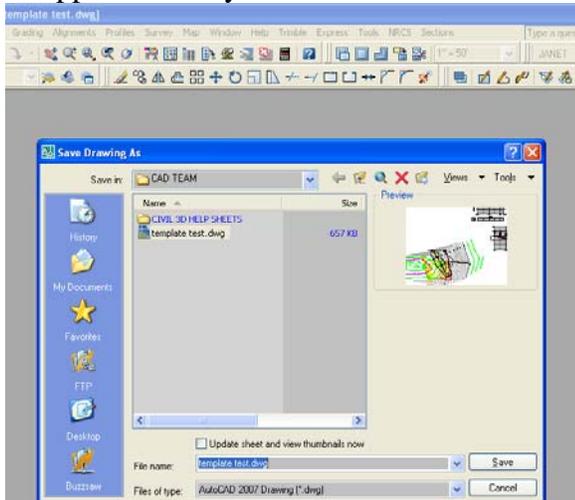
Navigate to where you saved the drawing you want to add and click on it. If the drawing has multiple pages, highlight all the pages you want by holding the "shift" key down while selecting, then hit "OK"



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### To Restore the dialog box

Sometimes the following dialog box disappears when you do a “save as”



To get it back:

Type “FILEDIA” at the command line and change variable to 1.

### To Add Survey Link to your menu

- At the command prompt, enter **CUI**.
- In the Customize User Interface dialog box, under All Customization Files, expand Menus > Survey Menu.
- Right-click the Geodetic Calculator menu item. On the Shortcut menu, click Insert Separator.
- Under Command List, click the Create A New Command icon (blue star with yellow dot).
- In the Properties section, under Command, click the Name field and enter **Survey Link**.
- In the Macro field, click the [...] button.
- In the Long String Editor dialog box, enter the following string: **^C^CStartSurveyLink**
- Click OK.
- In the Command List, select Survey Link, and then drag the command to the end of the Survey menu.
- Click OK to close the Customize User Interface dialog box.

- Go to the Survey menu and make sure that Survey Link is listed

**Note:** AutoCAD Civil 3D 2008 Service Pack 2 must be installed before you install Survey Link. Check this by selecting HELP, About Autocad Civil 3D, Product Information and the Product Service Pack should = AutoCAD Civil 3D 2008 SP2

### To Add Landowner, Designer, Date, etc. to all printable layouts (pages)

The template drawing already contains text fields that will automatically update after entering the necessary information just once.

- Go to **File > Menu > Drawing Properties**.
- Click on the **Custom tab**.
- In the Custom Properties table, click on the cell under the Value column corresponding to each field and enter a value. After all your values have been assigned, click OK.
- At the command line, type **REGENALL** to see your changes.

### To Add an image (aerial photo clip, for example)

- **Map > Image > Insert**
- From the pop-up window, navigate to where you saved the image and select open.
- From the “Image Correlation” pop-up window, select OK.
- Now select zoom extents to locate your image

### To Add a Points table (i.e soil borings, TBMs)

- **Points > Add Table**
- Select point group by clicking on “No Point Groups Selected” or pick individual points by clicking on “No Points Selected”.
- After you’ve selected your points, hit “OK” and place the table.

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### To Do Water Drop Function (flow length)

- From the pull down menu  
**Surfaces > Utilities > Water Drop**
- Select “OK” in the pop up window
- Select location on screen to start flow path
- Hit “ESC” or “Enter” to exit
- Click on line and type “List” at the command line to see the length.

### Measuring X-Y Distance of 3D line

- Select distance icon or type “dist” at the command line
- Type **.xy** at the command line
- Click on starting point
- Click on ending point **twice**

### If having trouble getting a CAD license

- In Windows, go to Start >Control Panel > System >Advanced tab > Environment Variables
- Then in the upper half of the screen in the User Variables portion click on the “New” button
- Variable name: FLEXLM\_TIMEOUT  
Variable value: 1000000  
Then Click OK to close each dialog box.
- Note that a value of 10000000 is microseconds so it might be necessary to increase that value.

### Taskbar for Multiple Drawings

If you have multiple drawings open and want to see them at the bottom of your screen:

- Type **TASKBAR** at the command line
- Type “1” to activate taskbar

### If you lose your “command” line

- Hold down CTRL F9 at the same time

### Getting text from points, sections, profiles, etc. to come into a viewport without being huge

- change the Viewport scale, then do a Regenall. Your annotative scale will now match your viewport scale

### Changing the annotation scale separately from the viewport scale.

- In paperspace, select the viewport > right click > select properties
- Set Annotation scale
- Set Standard (viewport) scale
- Lock the Display
- In Modelspace (in the viewport) do a “regenall” and the text size should then change.