

Setting up a Drawing in SurvCADD

The following instructions will guide you through manually entering points. SurvCADD modules are displayed as {**COGO-Design**}, main menus are displayed as [**Points**], and submenus and menu commands are displayed as <**Edit Points**>.

- 1) Double-click the icon for SurvCADD. You may be presented with a “*Startup Wizard*” dialog box. If so, click “**Exit**”.
- 2) Click the “New Drawing Icon” on the standard toolbar or go to [**File**] → <**New**>
- 3) If a drawing opens, make sure it is the desired template. If the “*Select Template*” dialog box appears, double-click the desired template based on paper size. (Note: If you have not downloaded the Maryland Standard Templates or they are not displayed in the dialog box, go to the section “*Downloading Maryland Templates*” on the next page.)
 - a. ANSI A – 8.5” x 11”
 - b. ANSI B – 11” x 17”
 - c. ARCH C – 18” x 24”
 - d. ANSI D – 22” x 34”
 - e. ARCH D – 24” x 36”
- 4) Right click on the paper space tab (most likely named “Layout1”)
- 5) Left click “Page Setup Manager”
- 6) The Page Setup Manager dialog box appears. Make sure “Layout1” is highlighted and click “Modify...”
- 7) In the Page Setup window, set the following options:
 - a. Printer/Plotter Name: use the pulldown list to select the desired plotter
 - b. Paper Size: check the paper size to make sure it matches the sheet size selected in step 3
 - c. Plot Area: set to “extents”
 - d. Plot Offset: check the “Center the plot” setting
 - e. Plot Scale: check that the scale is “1”=1”
 - f. Press “OK” when done
- 8) Click “Close” in the Page Setup Manager window
- 9) Click on the “Model” tab to go into model space

- 10) Check the drawing scale, symbol plot size and text plot size: **{any SurvCADD Module} → [Inq - Set] → <Drawing Setup>**
 - a. Set units to “English”
 - b. Horizontal Scale: 20
 - c. Symbol Plot Size: 0.125
 - d. Text Plot Size: 0.125

The scale acts as a multiplier on all text annotation that SurvCADD creates. For example, $100 * \text{Text Plot Size (0.125)} = 12.5$ (text height of 12.5 units). The scale does not affect distances, only text, symbols and line scales. The Text Plot Size is the effective height, in inches, that the text will appear when plotted at the Horizontal Scale.

- 11) Click “OK” when done
- 12) Check the units control options: **[Inq - Set] → <Units Control>**
 - a. Adjust units and precision as needed
 - b. Adjust Insertion Units: **unitless**, feet or inches
If you later insert a block and it is coming into the drawing at a odd size, most likely it is due to the incorrect insertion units. This setting will scale the inserted draw units into the current drawing based on assuming the inserted drawing is the assigned unit.
 - c. Click “OK” when done
- 13) Save the file: **[File] → <Save As...>**
- 14) The save drawing dialog box will appear. Navigate to your “Eng_Projects\Working\” folder and create a new folder for this landowner by hitting the “Create New Folder” button at the top right.

Projects should be saved at:

S:\Office To Office\NRCS\Eng_Projects\working\Landowner_T#\Practice Code\ LandownerCODE.dwg

Where **Landowner** is the last name of the land owner

T# is the tract number

Practice code is the NRCS practice code. Practice names can be added after the code

Landowner is the last name of the land owner in filename

Code is the NRCS practice code in filename

Store all files CADD files for the Landowner in one location. For more information on storing CADD drawings, see Maryland Amendment Number 1 to part 641 of the National Engineering Handbook, available on the Maryland NRCS website under: Tech Resources - Engineering - CADD.

- 15) With the location and drawing name set, click “**Save**”
- 16) Set the Project Directory: **[File] → <Project>] → <Set Data Directory...>**
- 17) In the “*Select Data Directoy*” window, navigate to the directory you saved the drawing in and highlight it by clicking on it
- 18) Click “**OK**”
- 19) Save the file again: **[File] → <Save>**

Downloading Maryland Templates

- 20) Determine where the templates are stored on your computer. Do the following:
 - a. Start AutoCAD
 - b. Type “**Options**” at the command line
 - c. In the Options dialog box, click the “**Files tab**”
 - d. On the Files tab, click the “**plus sign (+)**” to the left of the **Template Settings**
 - e. Under Drawing Template Settings, click the “**plus sign (+)**” to the left of **Drawing Template File Location**
 - f. Under **Drawing Template File Location**, click the path name to view the location of your drawing template files
- 21) Go to the Maryland NRCS website (www.md.nrcs.usda.gov) and go to: *Technical Resources* → *Engineering* → *CADD* → *Standard Title Blocks*
- 22) Save the templates by clicking on the DWT icon for the sheet size
- 23) Save the drawing templates (.dwt files) to the directory found above. If this directory is write protected, download the files to a new directory in the drawing storage location such as \Eng_Projects\working\title blocks\
 - a. **Download** all the DWTs to this directory
 - b. If you changed directories, repeat step 20 up to subpart e
 - c. Click on the path under the “**Drawing Template File Location**”
 - d. Click “**Browse**”
 - e. Navigate to the new directory and **highlight it**
 - f. Click “**OK**” when done
- 24) The next time you start a drawing, on the [**File**] menu, click <**New**>

Setting the Default Template

When creating a new drawing using the “New” command in the File Menu, there are two different ways to setup the program that give you access to your templates. The first way will specify a template to use whenever the “New” command is used and the second way will specify a directory to open and let you pick the template to use.

- 25) Check the template settings for AutoCAD:
 - a. Start AutoCAD
 - b. Type “**Options**” at the command line
 - c. In the Options dialog box, click the “**Files tab**”
 - d. On the Files tab, click the “**plus sign (+)**” to the left of the **Template Settings**

- e. Under Drawing Template Settings, click the “**plus sign (+)**” to the left of **Drawing Template File Location**
 - f. Under **Drawing Template File Location**, click the path name to view the location of your drawing template files (this should be where you set them in step 23 above).
 - g. If this path is not correct, set it using the “**Browse**” button
- 26) To set a default template to open with the “New” command, do the following:
- a. Click the “**plus sign (+)**” to the left of the **Default Template File Name for QNEW**
 - b. **Click** on the arrow or file path that just opened
 - c. Click “**Browse**” and set the file to use
- 27) Click “**OK**” to exit the AutoCAD Options screen
- 28) If a template is set for the QNEW command and you want to quit using it, do the following:
- a. Follow the above steps up to and including **25 subpart b**
 - b. Click the “**Remove**” button
- 29) Click “**OK**” to exit the AutoCAD Options screen