

**Overview:** Customize a Civil 3D template with your title block information, coordinate system zone, plotter setup and page layout. Set your customized template as the default. NRCS 2018 CAD templates are located in C:\ProgramData\CAD Std 2018\Templates. Users should put their customized template in this same location.

**Software:** AutoCAD Civil 3D 2018, Civil 3D Workspace, NRCS C3D 2018 template  
Make sure that you have the most recent NRCS template installed on your computer.

<b>Notation:</b> <input type="button" value="Button to Press"/> <i>Displayed Text</i> <b>Icon</b> <u>Action</u> {Text to Enter} <u>Menu Item</u> ...
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### Customizing the Template

*(Items with a \* have been already done in the Iowa NRCS template)*

Using AutoCAD Civil 3D 2018 Imperial

1. Click *Application menu ... New...*
2. Select the current State or National NRCS template [**IowaNRCS3d2018rev1.0 (11x17).dwt**] (9/11/2018)
3. Click .
4. Click *Application menu... Drawing Utilities... Drawing Properties...*
5. Click *Custom* tab
6. Click into the Values for the items to change: *Designed by, Draw by*, etc. The user needs to click into the Values cells order to change them.
7. Click on the *Summary* Tab and add a note into the Comments indicating the date and who customized the template. Leave the original comments in it.
8. Click

\*Setup the Layout Tab for your typical design work

9. If the Model and Layout tabs are not visible, click *View...Interface...Layout Tabs...*
10. Click on *Layout w Doc Fields* to make it active

Rename the Layout tab

11. Double-Click on the *Layout w Doc Fields* tab so that it is highlighted for renaming.
12. Input the new name e.g. *Cross Sections*. Press enter.  
(Note: The Sheet title is automatically filled into the title block using the Layout tab name. Type {rea} to make it update. It can be manually edited.)

\*Insert a North Arrow

13. Tool Palette>NRCS 11x17B... Click *11x17 SymbolsB...bNarrow...*
14. Click a location to set the basepoint of the North Arrow. Input the angle of the north arrow [e.g. 0 for up, 90 to the right] Press enter

\*Insert the Iowa One Call notice

15. Tool Palette>NRCS 11x17B... Click *11x17 SymbolsB...bIowa\_One\_Call...*
16. Click a location to place the One Call notice.

## C3D Template Customization 2018

\*Insert the Iowa Cultural Resources notice

17. Tool Palette>NRCS 11x17B... Click *11x17 SymbolsB... Iowa Cultural Resources...*
18. Click a location to place the Cultural Resources notice.

Modify the 11x17 Page Setup for your printer

19. Right-Click on any paperspace layout tab and click page *Setup Manager*.
20. Highlight *11x17* click *modify*
21. In the Page Setup dialog Select your local printer. Set the Paper Size to *11x17*.
22. Click Ok
23. Click Yes to update all references to this page setup.
24. Click Close

\*Set the 11x17 page setup to be the one used for your paperspace layout tabs.

25. Right-Click on the *Plan View* layout tab and click page *Setup Manager*.
26. Highlight *11x17* click Set Current
27. Click Close

\*Insert an additional layout tab

28. Right-Click on any layout tab Click *From Template...*
29. Select the *11x17EngTemplate.dwt...*
30. Click Open
31. From the Insert Layout box select *Layout w Doc Fields...* Click Ok
32. Customize this layout tab as needed.

\*Set the Coordinate System and Zone

33. Toolspace>Settings... Right click on the current Drawing name...
34. Click *Edit Drawing Settings... Units and Zone* tab
35. Click into the *Selected coordinate system code* and input {UTM83-15if}for IA.
36. Click Ok

Save the customized template

37. Click on the *Model* tab to make it current
38. Click *Application menu... Save As..*
39. Set file type to *AutoCAD Drawing template...*
40. Type in a descriptive name for the template. E.g. {*NFriedrich 11x17 C3D18.dwt*}
41. Click Save
42. In the template options dialog box input a description of the template. E.g. {*NFriedrich's C3D 2018 Template for Pond designs. 3-4-2019*} Click Ok

### Set your Custom Template as the default

43. Click *Application Menu...* Options
44. Click *Files.. Template Settings... Default Template Filename for QNEW*
45. Click Browse...
46. Select your template. E.g. {*NFriedrich 11x17 C3D18.dwt*} or the Iowa Template.
47. Click Open... Click Ok