

# Project manager - beginner



## CONTENTS

WisDOT Civil 3D project setup .....	3
Create a basic Civil 3D file in a WisDOT project folder structure .....	3
AutoCAD fundamentals .....	4
TrueView navigating and measuring .....	4
Light drafting techniques .....	5
Plan production .....	6
TrueView single plot .....	6
TrueView batch plot .....	7

## WisDOT Civil 3D project setup

### Create a basic Civil 3D file in a WisDOT project folder structure

Last updated: 2023-03-20



#### Requirement:

[FDM 15-5 Attachment 3.1 CADDs AutoCAD Civil 3D Project Folder Structure Standard](#)

[FDM 15-5 Attachment 3.3 CADDs AutoCAD Civil 3D File and Layout Naming Standard](#)

#### *Create a basic Civil 3D file in a WisDOT project folder structure*



#### Prerequisite:

[WisDOT Civil 3D start and sheet templates and how to use them](#)

There are four primary methods to create a basic WisDOT Civil 3D file.

#### Quick Access Toolbar



**Info:** Using the Quick Access Toolbar button, a new drawing will be created from the default drawing template setting for **QNEW**. The default WisDOT drawing template is **design-start.dwt**.

1. **Quick Access Toolbar > New**
2. A new drawing tab will open with the name **Drawing[#].dwg**.
3. **SAVE** file with correct name and location in WisDOT project folder structure.

#### C3D Application menu



**Info:** This method can be used to choose a specific drawing "start" template other than **design-start.dwt**.

1. **C3D Application menu > New > Drawing**
2. Browse to **C:\WisDOT\Std\C3D2022\Templates\Begin-dwg** and select a drawing "start" template.

3. **Open**
4. A new drawing tab will open with the name **Drawing[#].dwg**.
5. **SAVE** file with correct name and location in WisDOT project folder structure.

### WisDOT Sheets tool palettes

 **Info:** This method can be used to choose a specific sheet drawing template.

1. Toggle tool palettes on: **Ribbon > WisDOT Sheets tab > Manage panel > Palettes**
2. Select a sheet type: **Ribbon > WisDOT Sheets tab > Sheet Creation panel > (select a sheet type button)**
3. Select a drawing template: **Startup Main tool palette > (select a start-up template button)**
4. A new drawing tab will open with the name **Drawing[#].dwg**.
5. **SAVE** file with correct name and location in WisDOT project folder structure.

### Start Tab "New" menu

 **Info:** This method can be used to choose any drawing template.

1. Select the Start tab. (The tab farthest to the left of any open drawing tabs.)
2. On the left side of the page, click the dropdown arrow on the "New" button and select a drawing template from the menu. (Or select *Browse templates...* from the menu to choose a drawing template not in the list.)
3. A new drawing tab will open with the name **Drawing[#].dwg**.
4. **SAVE** file with correct name and location in WisDOT project folder structure.

## AutoCAD fundamentals

### TrueView navigating and measuring

Last updated: 2021-03-18

Total video time: 3:35

Exercise files: [acad-truvu-nvigat-mesur-data-C3D20.zip](#)  
[acad-truvu-nvigat-mesur.mp4](#) 3:35


### *TrueView navigating and measuring*

1. **c3d > 12345678 > SheetsOther**
  - A. Open file **Stoneridge Road Aerial.dwg**

 **Info:** Ignore missing SHX files if prompted.

2. Scroll with the wheel to zoom in.
3. Push the wheel to pan.

4. **View ribbon > Unsaved View >**
  - A. West
  - B. North
  - C. East
  - D. Intersection
5. **Navigation ribbon > Extents**

 **Info:** Zoom Extents is also done by double-clicking on the scroll button of the mouse.

6. Zoom to Intersection saved view.
7. **Measure ribbon > Measure > Distance**
  - A. **Object Snap toolbar > Endpoint**
  - B. Left-Click on the end of driveway
  - C. **Object Snap toolbar > Intersection**
  - D. Left-Click where two road ways intersect.

## Light drafting techniques

Last updated: 2022-03-14

Total video time: 4:56

Exercise files: [acad-lit-drfing-data-C3D20.zip](#)

[acad-lit-drfing.mp4](#) 4:56

### Light drafting technique

1. **c3d > 12345678 > Design > AliProfs**
  - A. Open file AliProf-Sth-15-Alt3.dwg
2. Scroll down to **Data Shortcuts**
  - A. **Right-Click on Data Shortcuts > Set Working Folder**
    - I. Set to folder 2 folders above shortcut folder
      - a. C3D and OK
  - B. **Right-Click on Data Shortcuts > Set Data Shortcut Project Folder > choose project folder >**
    - I. OK
3. **Data Shortcuts pull down > Surfaces > right-click on Exist > Create Reference**
  - A. OK
4. Double Click on wheel mouse to Zoom.
5. **Data Shortcuts pull down > Alignments > centerline alignments > right-click on 15-Alt1 > Create Reference**
  - A. OK
6. **Left-Click on the surface > Modify panel > Surfaces Properties**
7.
  - A. **Information tab > Surface style = EX Contours 5'Major:1'Minor**
  - B. OK
  - C. ESC
8. **Draw panel of the Ribbon > Polyline**
  - A. Starting from the left hand side and working to the right click a series of points.
  - B. Enter
9. **Annotate tab of the Ribbon > Text panel > Multiline Text**
10. Left-Click to create a text box.
11. Type in the box **Passing lane 150' - widen 12'**

12. Left-Click to enter text box.
13. **SC** **Enter**
14. Click on text and type in 10.
15. **Enter**

## Plan production

### TrueView single plot

Last updated: 2020-10-26

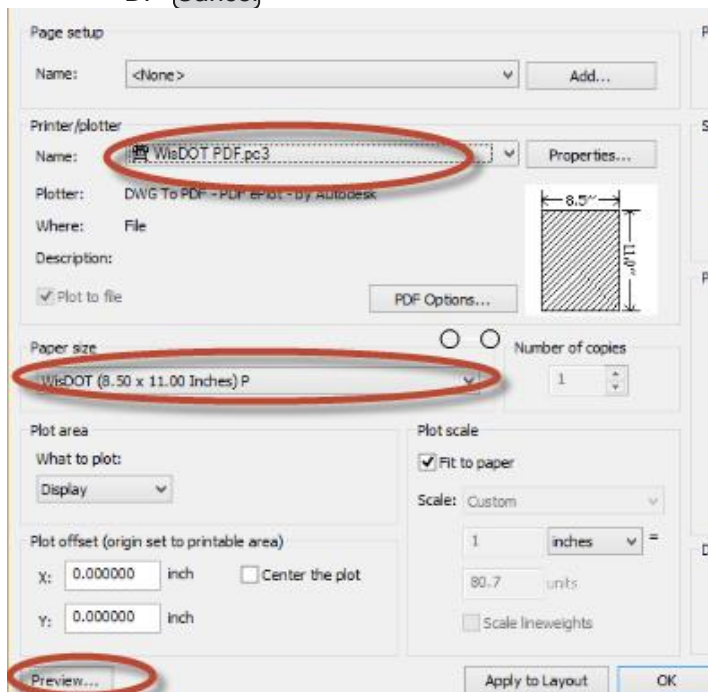
Total video time: 3:18

Exercise files: [plt-layout-truvu-sngl-plt-data-C3D16.zip](#)

[plt-layout-truvu-sngl-plt.mp4](#) 3:18

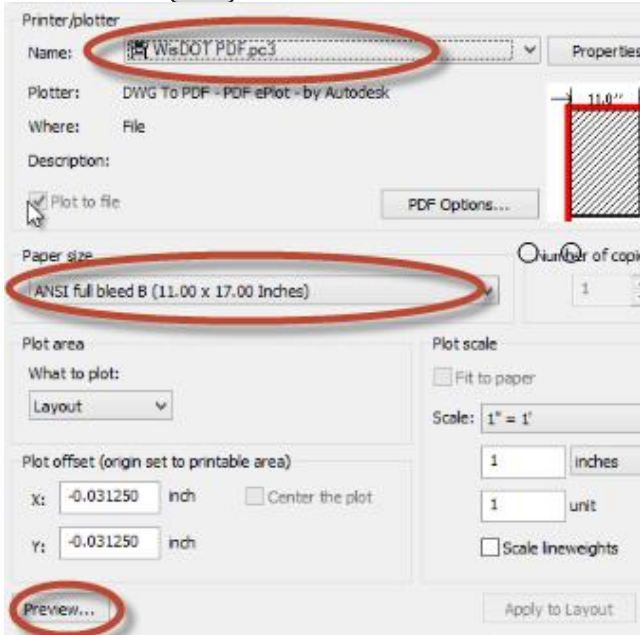
### Trueview single plot

1. **c3d > 12345678 > SheetsOther >**
2. Open file **Stoneridge Road Aerial.dwg**
3. **View panel > middle drop-down > Intersection**
4. **Output tab > Plot**
5. In **Printer/plotter** area
  - A. **Name** = WisDot PDF.pc3
  - B. **Paper size** = WisDot 8.5"x11"
  - C. **Preview**
  - D. **Cancel**

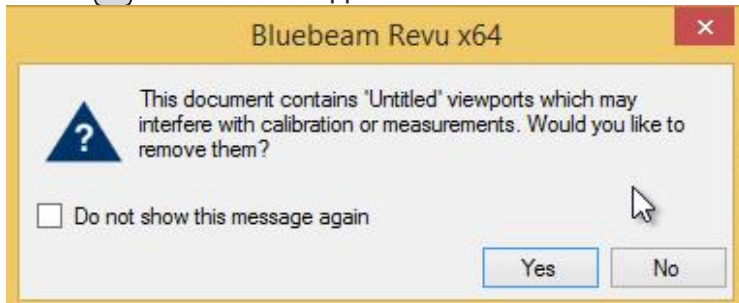


6. In the bottom Left-Hand corner select on the **Plan 1IN 100 FT** sheet layout
7. **Output tab > Plot**

8. In the **Printer/plotter** area
  - A. **Name** = WisDot PDF.pc3
  - B. **Paper size** = ANSI full bleed B(11.00x17.00 Inches)
  - C. **What to Plot** = Layout
  - D. **Preview**
  - E. **OK**
  - F. **c3d>12345678 > SheetsOther**
    - I. name the file **Stoneridge Road Aerial-Plan 11N 100 FT.pdf**
  - G. **Save**



9. **No** on the box that appears.



## TrueView batch plot

Last updated: 2020-10-26

Total video time: 3:54

Exercise files: [plt-layout-truvu-btch-plt-data-C3D16.zip](#)

[plt-layout-truvu-btch-plt.mp4](#) 3:54

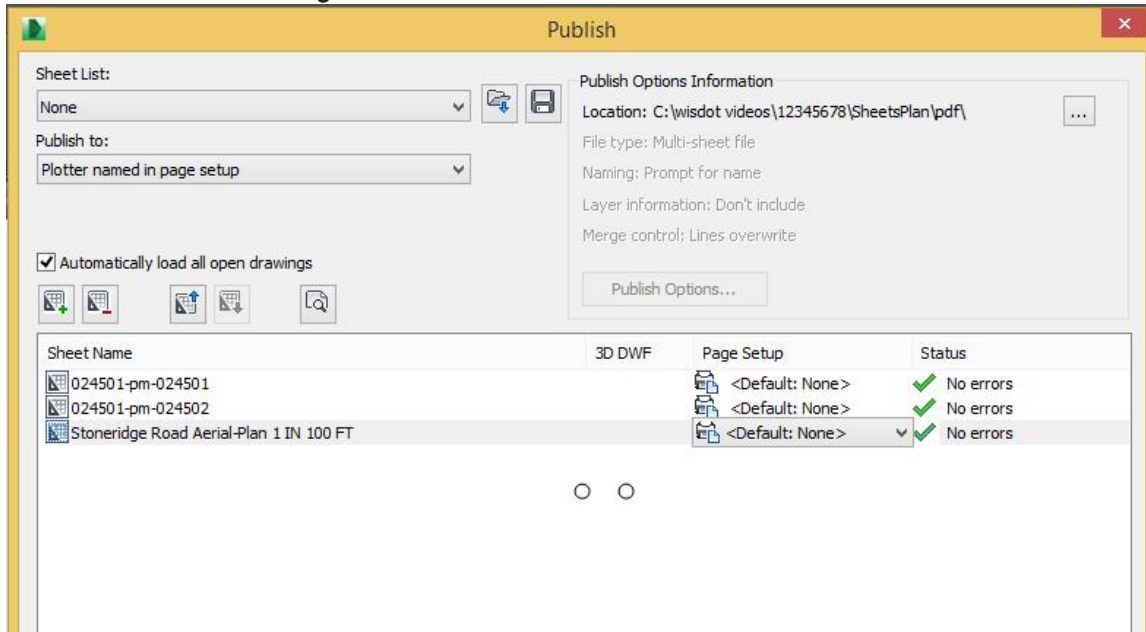
*Trueview batch plot*

## TrueView batch plot

1. Open **Stoneridge Road Aerial.dwg** file.
2. **Output > Plot > Batchplot**



- A. **Publish to** = Plotter named in page setup
- B. **Publish Operations Information** is set to the project location.
- C. **CTRL** select the drawing files and the layout tabs.
  - I. **Remove Sheets**
- D. **Add Sheets**
  - I. **12345678 > SheetsPlan > select 024501-pm.dwg**
- E. **CTRL** select the model and some of the files from the bottom
  - I. **Remove Sheets**
- F. Select the **Stoneridge Road Aerial-Plan 1 IN 100 FT** and move it to the bottom.



- G. **Publish**