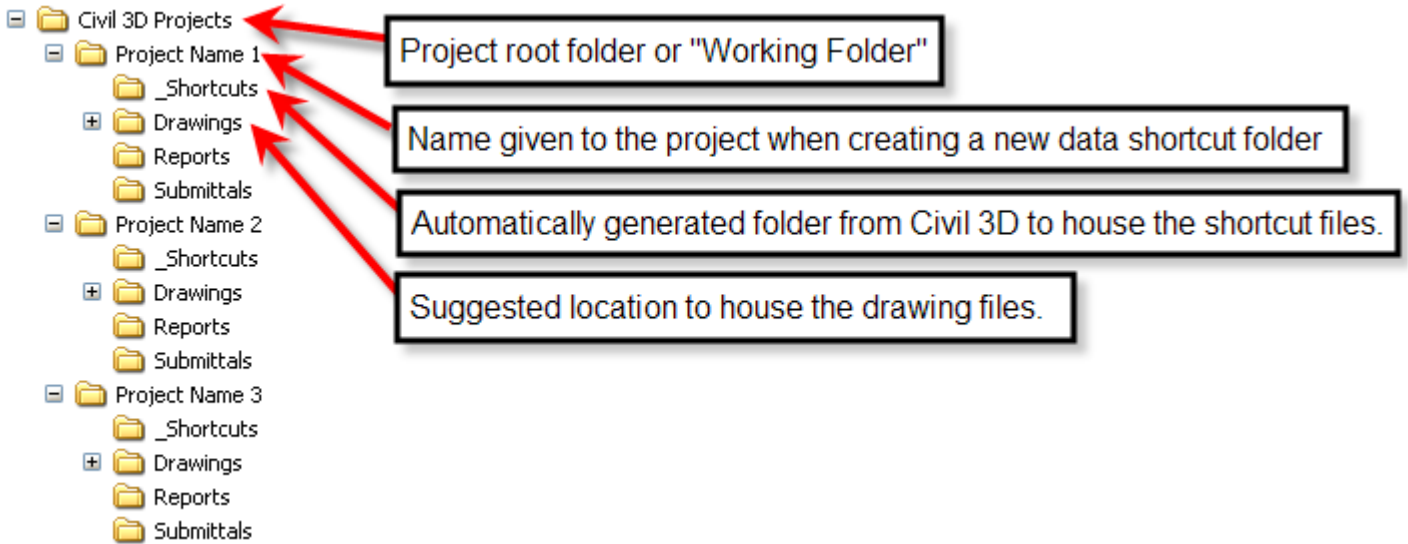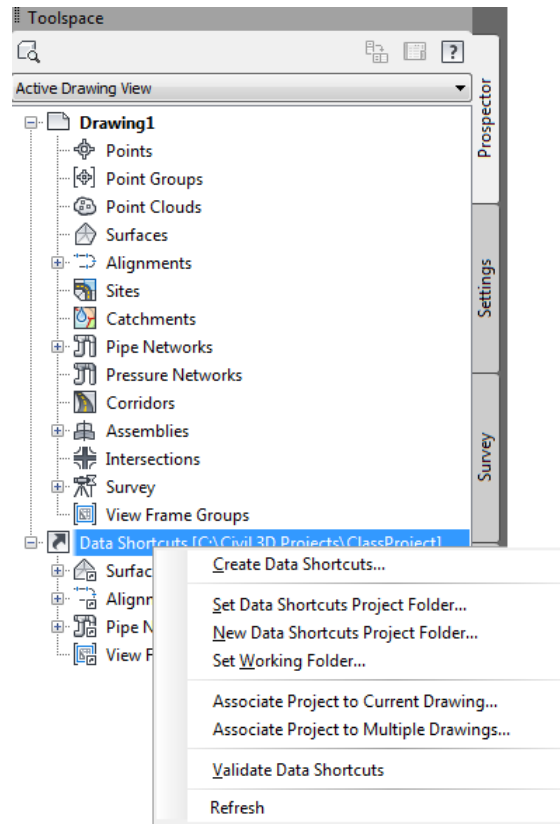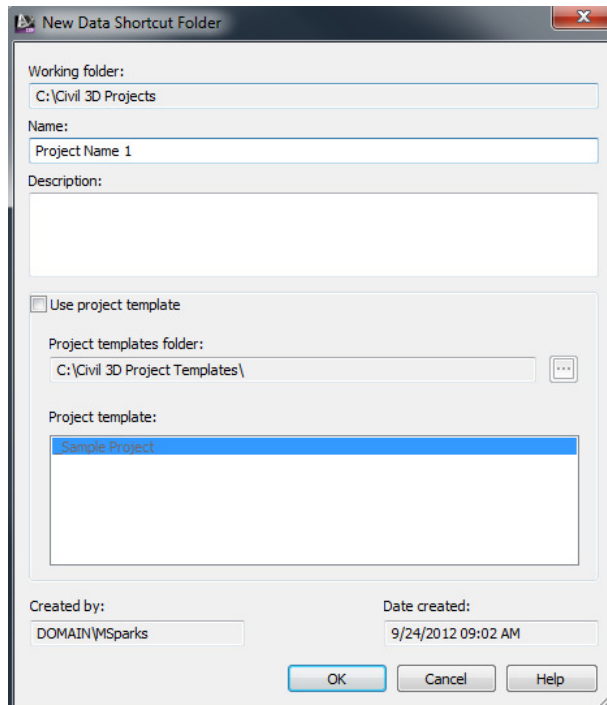# Data Shortcuts – 2013

Initially the company should come up with a directory structure to house the drawing files. The simplest directory structure would be a single project folder with each project under this main folder. See below for a better explanation.

- Civil 3D Projects — Project root folder or "Working Folder"
  - Project Name 1 — Name given to the project when creating a new data shortcut folder
    - _Shortcuts — Automatically generated folder from Civil 3D to house the shortcut files.
    - Drawings — Suggested location to house the drawing files.
    - Reports
    - Submittals
  - Project Name 2
    - _Shortcuts
    - Drawings
    - Reports
    - Submittals
  - Project Name 3
    - _Shortcuts
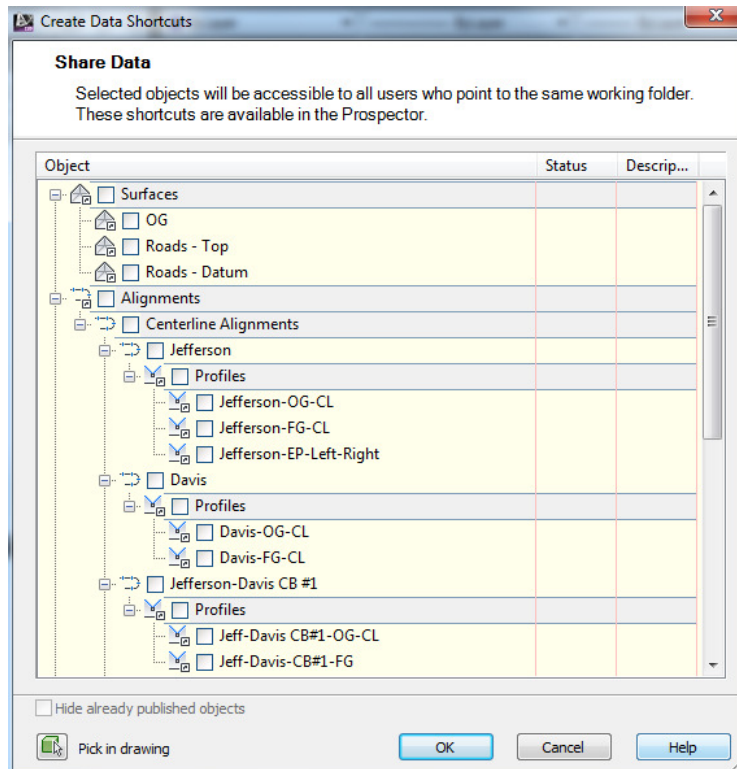   - Drawings
    - Reports
    - Submittals

1. Set the Working Folder. This should be the root folder of the project structure. In the example above, it should be the folder called "Civil 3D Projects".

2. Right-click "Data Shortcuts" > New Data Shortcuts Project Folder
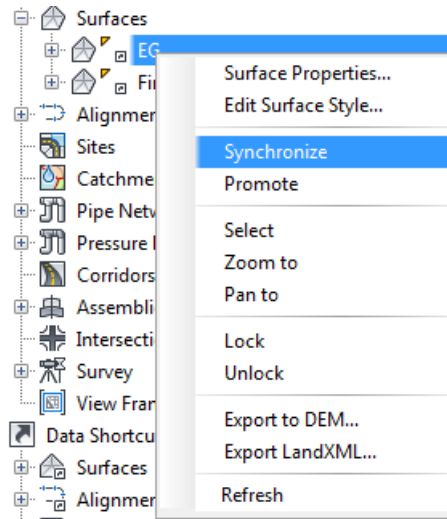

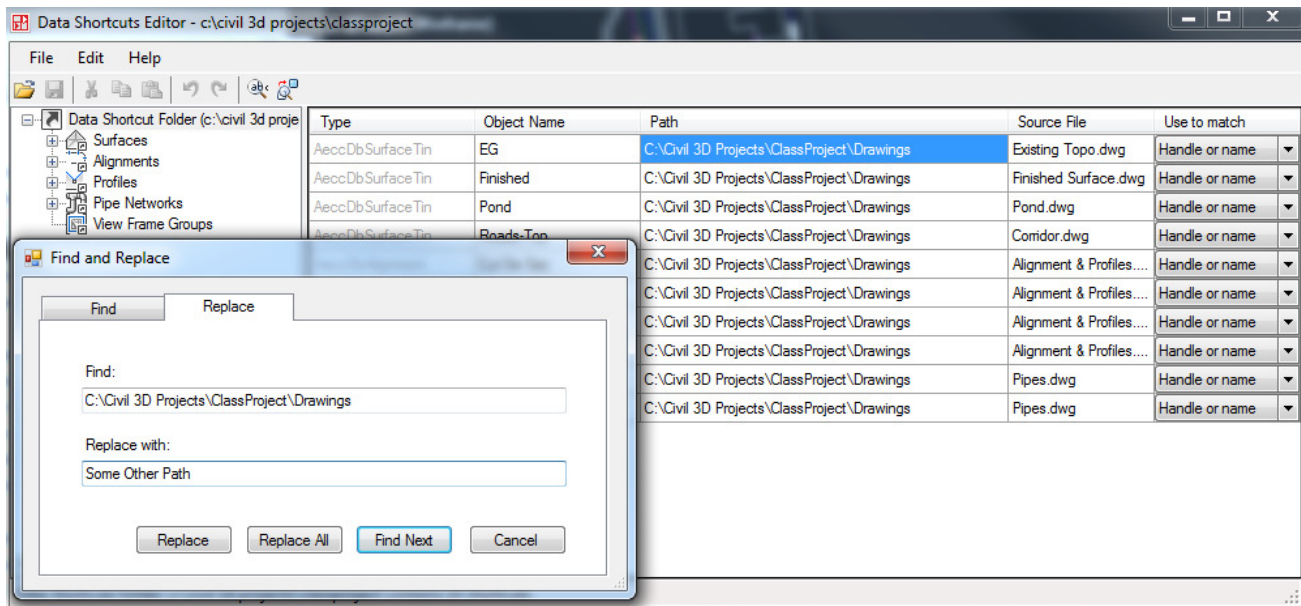3. Right-click "Data Shortcuts" > Create Data Shortcuts

4. Once the data has been added to the project, they can be accessed from any other drawing. Simply open the drawing you wish to reference the object, and then right-click the object in the prospector and create reference.

Other Notes:
1. To synchronize any reference, right-click on the object in the prospector.

2. Promoting any reference copies the object into the current drawing and removes the link from the source drawing. It can be synonymous with binding an XREF.

3. For editing and changing the paths of data references, Autodesk provides an external program for mass edits located here… Start > All Programs > Autodesk > AutoCAD Civil 3D 2013 > Data Shortcut Editor.