

## Quick Start Guide

**Project CAD document:** For important project info. (contacts, schedules, notes and deviations from standards)

**CAD File format:** Autodesk current and prevalent version. Check [everettwa.gov](http://everettwa.gov) or contact the City CAD Manager ([pwilhelm@everettwa.gov](mailto:pwilhelm@everettwa.gov), 425-257-8961) for current CAD standards before you start your project. No custom menus, special fonts, or part catalogs required. City drawing templates are provided.

**Naming convention:** Where ##### = the four digit work order number unique to each project

XREF base files X-####-DESCRIPTION.dwg (e.g. *X-3424-SURVEY.dwg* ... the 2D survey base)

Data Ref Source D-####-DESCRIPTION.dwg (e.g. *D-3424-STRM.dwg* ... the stormwater pipe network)

Layout sheet files #####-DrawingName.dwg (e.g. *3424-C1.dwg* ... sheet C1, no dash in drawing name)

Sheet Set file #####-SHORT PROJECT NAME.dst (e.g. *3424-PARK AVE RAIN GARDEN.dst*)

**Datum:** Horizontal: NAD83 with 1991 update, Vertical: NAVD88

**Coordinate system:** Washington State Plane – North Zone, Foot (Civil3D coordinate system code: **WA83-NF**)

<b>Templates:</b> SheetSet	: Everett-sheetset.dst	11x17 Titleblock	: Everett11x17TB.dwt
Civil3D base	: Everett-C3D-Design-2016.dwt	22x34 Titleblock (to modify)	: Everett22x34TB.dwg
Survey base	: Everett-C3D-Survey-2016.dwt	22x34 Titleblock fields	: Everett22x34layout.dwt
Plan Production:	Everett-22x34-PlanProf.dwt	Cover Titleblock	: Everett-Cover-2016.dwt

**Create a Project Title block:** Copy the Everett-11x17TB.dwg or Everett-22x34TB.dwg to your project folder. Rename and customize the copy. XREF it into each paperspace layout tab, scaled 1:1 and inserted at 0,0.

**Annotation:** *Must be consistent for all sheets.*

- Preferred settings for existing survey text are Calibri/0.10”high/40%screen/rotated to typical project view.
- Preferred settings for proposed design annotation are Calibri/0.12”high/black.
- There is flexibility for projects with extremely dense annotation. Be consistent for all sheets in the set.
  - Existing text height can be 0.08” with design text 0.10”.
  - For Survey bases, Romans.shx may be used if using an Everett.lin custom linetype.
  - Surveyor and Design team coordination required for determination of font, rotation and height.
- Use the “Everett-“ Dimension and Multileader styles set up for 0.08, .010, and 0.12 in the templates.
- “NOTE” and “VIEW” Titles are 0.15” with underline selected, not a separate line object.

**Layers names:** Follow National CAD Standards as closely as reasonable. (e.g. *C-TOPO-MAJR-N*)

**Plotting:** Named plot styles are used and defined in the Everett-2016.stb. Set plot style (Black, Object Color, 40% screen, or 60% screen) and lineweight (0.13, 0.30, 0.50, 0.80, 1.20) per layer. Set your Page Setup to Everett-2016.stb and check the “display plot styles” box. It is helpful to have a white background in paperspace and turn on “Display lineweights” (LWDISPLAY). Toggle LWDISPLAY off when in model space.

**Sheet Set Manager:** Copy and modify Everett-Sheetset.dst in combination with the Everett22X34layout.dwt

**Electronic File Delivery:** PDFs are to be created full size using the DWG TO PDF.PC3 with a paper size of 22”x34” or 11”x17” as appropriate. To print a 22x34.pdf half size hardcopy, scale it at 50% (don’t simply print to fit).

**Abbreviations:** Follow the standard abbreviations defined on the G2 sheet but spell words out when there is room to do so. Don’t use periods at the end of abbreviations or short callout notes. Use periods at the end of complete sentences.