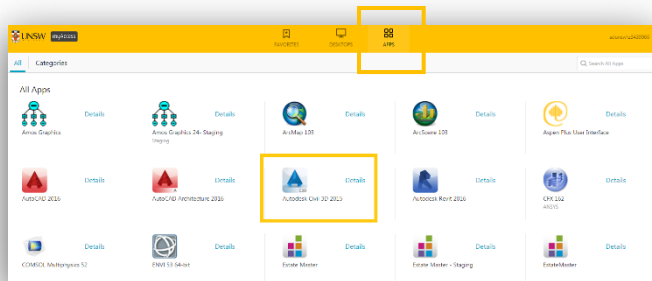


## 1. Open Autodesk Civil for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

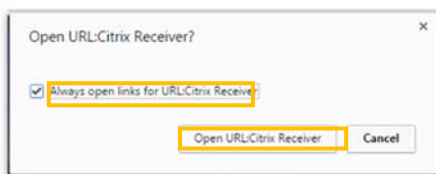
- ▶ Click on **Apps** and select **Autodesk Civil** to open the application



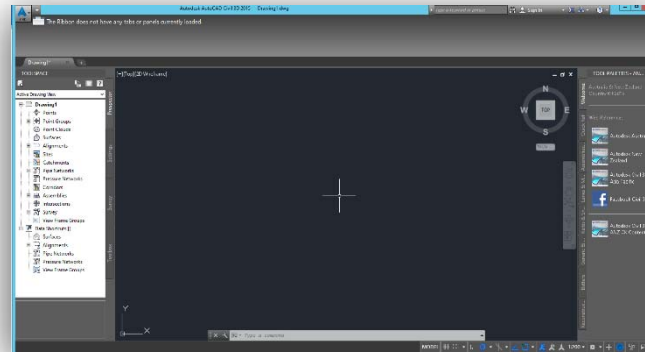
**TIP:** When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.



- ▶ You have successfully opened **Autodesk Civil**



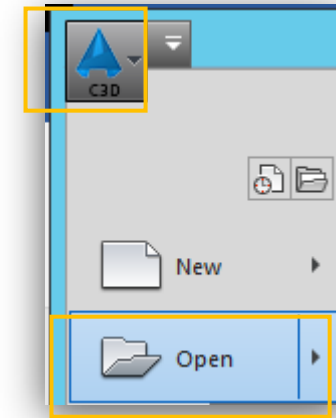
## 2. Creating a new document in Autodesk Civil

The following steps assume that you will save your data to the **Cloud H:drive**. If you have saved elsewhere you will need to follow the same steps but look for the drive where your files are saved – see section 3.

**TIP:** Larger file sizes will take up more time to load the data set (possibly 20 minutes to open a 100MB file). It is highly recommended that when loading larger datasets you save the dataset onto 'Cloud H: Drive' while on campus – this is the drive that starts with your zID.

Refer to [Downloading files from Moodle](#) guide for more information.

- ▶ On the homescreen click on the Civil logo and choose **Open** for the drop down menu



**TIP:** You may get a **Citrix Receiver – Security Warning**, click on **Permit All Access**.

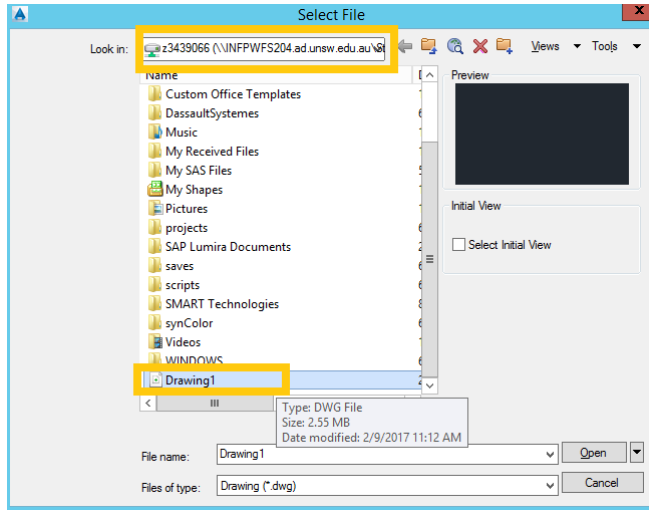
Please note that the Security Warning window could slightly vary depending on which version of windows you have installed.





- ▶ On the Open window, select your data files from your **Cloud H:drive**

**TIP:** Remember to always save downloaded files straight to your **Cloud H:drive**

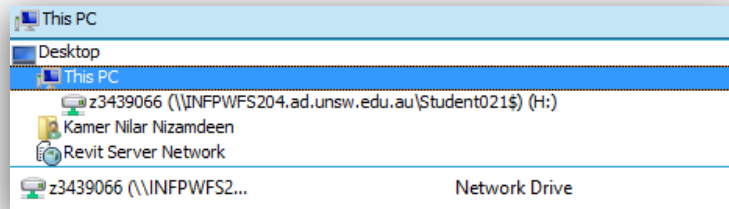


- ▶ Once you find your data files in the **Cloud H:drive** simply double click on them OR click **Open** and Autodesk will open your data files.

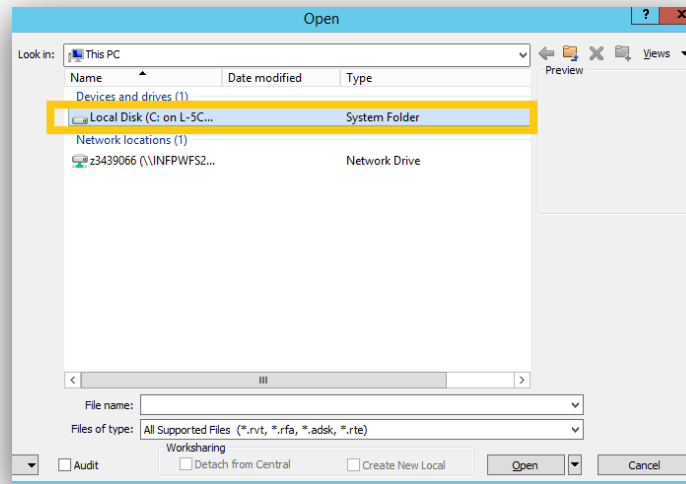
**TIP:** If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

### 3. Manually locating your files

- ▶ Click on the Autodesk logo and navigate to **Open**
- ▶ If prompted, select **Permit all access** when the **Citrix Receiver- Security Warning** appears.
- ▶ Select your **This PC** from the drop down menu.



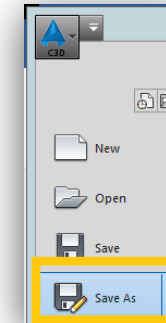
- ▶ Select your Local **C:drive** by double clicking or clicking **Open**



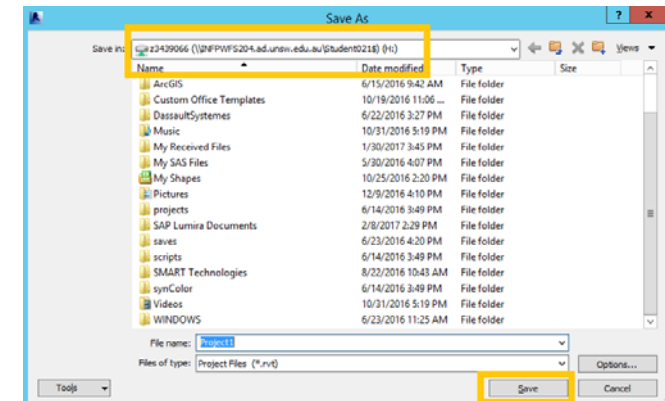
- ▶ Once you find your data files in the **C:drive**, double click on them OR click **Open** and Autodesk will open your data files.

### 4. Saving your data set

- ▶ To save, navigate to **Autodesk logo > Save As**

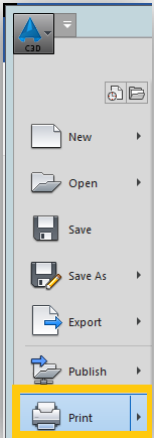


- ▶ Autodesk Civil will automatically save to your **Cloud H:drive**. Please ensure you do not save to the **Temporary Storage D:drive** as your data will be lost if you do so



## 5. Printing from Autodesk Civil

- ▶ Navigate to the **Autodesk logo > Print**



- ▶ Choose the printer you want to print to in the **Print window &** then click **OK**

