

Using and Creating Tool Palettes

The following instructions will guide you through the process of using tool palettes to insert blocks into CAD drawings. Carlson modules are displayed as {**AutoCad**}, main menus are displayed as [**Tools**], and submenus and menu commands are displayed as <**Tool Palettes Window**>.

Using NRCS MD Tool Palettes

- 1) Create the default location for AutoCad to get tool palettes: {**AutoCAD**} → [**TOOLS**] → <**Options**>
- 2) The “Options” dialog box appears on the screen.
- 3) Click on the “**File**” tab, then scroll down to “**Tool Palettes File Locations**” and click the “+” beside to expand it.
- 4) Once the “**Tool Palettes File Locations**” have been expanded, you will see the default path for the tool palettes in AutoCad.
- 5) Change this path by clicking on the “**Browse**” button
 - a. Navigate to the following location: **S:\Office To Office\NRCS\Eng_Projects\AC_Palettes**. Just click on AC_Palettes do not expand this folder any further
 - b. Click “**OK**” when done
- 6) Now you are back at the Options dialog box. The path in step #5 should now be the default path location for your tool palette,
- 7) Click the “**Apply**” button at the bottom of the “*Options*” dialog box, then click “**OK**” when done.
- 8) Open the Tool Palettes Window: {**AutoCAD**} module → [**TOOLS**] → <**Tool Palettes Window**>. You can also use → **CTRL+3**
- 9) The tool palette containing the MD NRCS details is now on the screen. All details in the tool palette will insert at a 1:1 scale.
- 10) To add an item from the tool palette to the drawing, left click on the detail that you want to add into the drawing and then left click on the screen on the location that you would like to place the detail.
- 11) The insertion point will be the lower left corner of the block.
- 12) If there are attributes associated with the block, Type **DDATTE** to enter the information into the block. (i.e., NRCS Titleblocks)

Creating Custom Tool Palettes

- 1) You must have AutoCad open with a blank file. Also, a block must have been created for you to use.
- 2) Open the **{AutoCAD}** module → **[TOOLS]** → **<Design Center>**. You can also use → **CTRL+2**
- 3) Once the Design Center opens up, locate the .DWG file you want to convert into a palette.
- 4) Expand the .DWG file and click on the <blocks> folder. You will now see the available blocks from the .DWG file. The Drawing you want to convert into a palette should be there.
- 5) Open the **{AutoCAD}** module → **[TOOLS]** → **<Tool Palettes Window>**. You can also use → **CTRL+3**
- 6) **Right click** on the Tool Palette window
 - a. Click on **<New Palette>**
- 7) **Rename** the Palette.
- 8) **Drag** the Block you have in the *Design Center* window and place it into the new Palette that was just created.
- 9) Now you can click on the Block you have placed into the Palette and drag it into your drawing.
- 10) If there are attributes associated with the block, Type **DDATTE** to enter the information.
- 11) To save your tool palette for others to access. **Right click** in the Palette → and click on **<customize>**.
- 12) **Click** on the Palette you just created and click on **<export>**.
- 13) Save the .xtp file onto your S: Drive Directory. You can make a file in your S: Drive that is called 'County_Office Tool Palettes'.
- 14) To Import Tool Palettes that were created by others → **Right click** on the Tool Palette, click on **<customize>**
 - a. Right click on white area in Palettes Folder → **<import>**
 - b. Click on the tool palette that you want to import. This is the file that was created earlier called 'County_Office Tool Palettes.' Select the Tool Palette that you want to import and click **<open>**
- 15) Click on **<close>** and your tool palette should be loaded. Some generic Tool Palette headings that can be used are as follows:

>DETAILS

>CONCRETE CIRCULAR WALLS

>CONCRETE CURBS

>CONCRETE WALLS

>E&S

>FENCING

>SPEC SHEETS

>O & M PLANS

>DESIGN GUIDE #