



[GEN21089]

## **AutoCAD Collaboration Using Share Design View, Desktop Sync and A360 Drive**

Bud Schroeder  
Senior Customer Success Engineer  
Autodesk Inc.

### **Learning Objectives**

- Learn about the new Share Design View in AutoCAD
- Learn about A360 Desktop Sync and when to use it
- Learn about the new and improved A360 Drive
- Get a better understanding about collaboration from creating the files to sharing the files.

### **Description**

Let's take a look at some of the new tools available for collaboration around AutoCAD software, AutoCAD software-based technology, AutoCAD LT software, and even Inventor software. When you are finished with this class, you will know when to do a quick share of a file using the new Share and Design View tool. You will also get a better understanding about syncing your files and customization from AutoCAD software to the cloud while using the new and improved A360 Drive. We will finish up by taking a look at the new very powerful viewer that's built into A360 Drive. This session features AutoCAD and AutoCAD 360. AIA Approved

### **About Bud Schroeder**

Bud Schroeder is a Senior Customer Success Engineer working with the A360 Team. Bud started out as a Graphic Artist in Northern California designing Music boxes and figurines for a company called Willits Imports. You can still see some of his designs in Hallmark stores.

After that Bud went to work for Northern California Power Agency where he was the CAD Manger/IT Manager/Graphic Artist. Starting with a drafting board and them moving over to AutoCAD 2.6 to do all the utility drawings. Bud was at the Utility for 12.5 years.

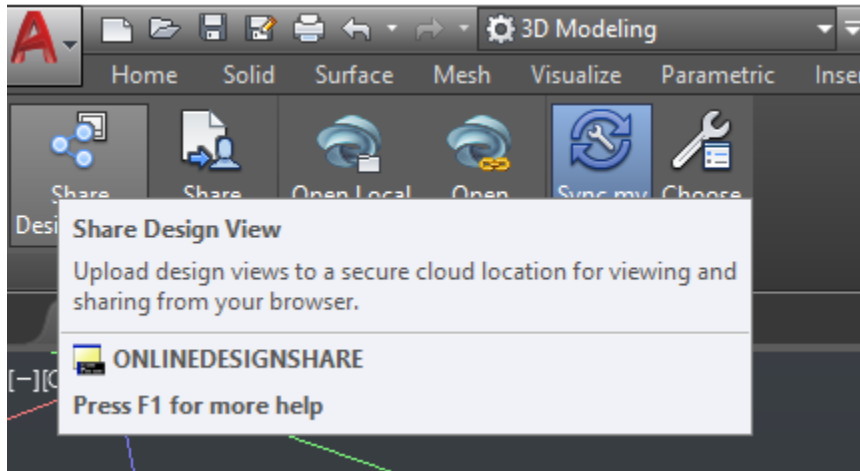
In 1997 Bud moved over to Autodesk and the AutoCAD team where he was a Senior Test Engineer. Working on features like Install, Network Install Wizard, Customization, Migration and the Desktop Sync Feature. Bud spent his first 15 years on the AutoCAD Team. 4 years ago he moved over to the A360 Team to work on the Cloud Technology. Bud currently works n A360 Drive, A360, Fusion Team, BIM 360 Team and A360 Team.

Bud has also been involved in the AutoCAD BETA Programs as well as running the A360 Mobile BETA Programs. Most days, you can find him in the A360 Forums answer questions pretty much 7 days a week. Bud has also been an AUGI/NAAUG member since 1991.



## Learn about the new Share Design View in AutoCAD

Let's start out by taking a look at the new feature, "*Share Design View*" This was introduced in AutoCAD 2017. The idea behind this is a way to share a file quickly with others directly from inside of AutoCAD. If you click on the A360 Ribbon TAB, the first option is the Share Design View option.



When you are ready to share your design, just click on the Ribbon "*Share Design View*" button. This brings up a second dialog with two options.

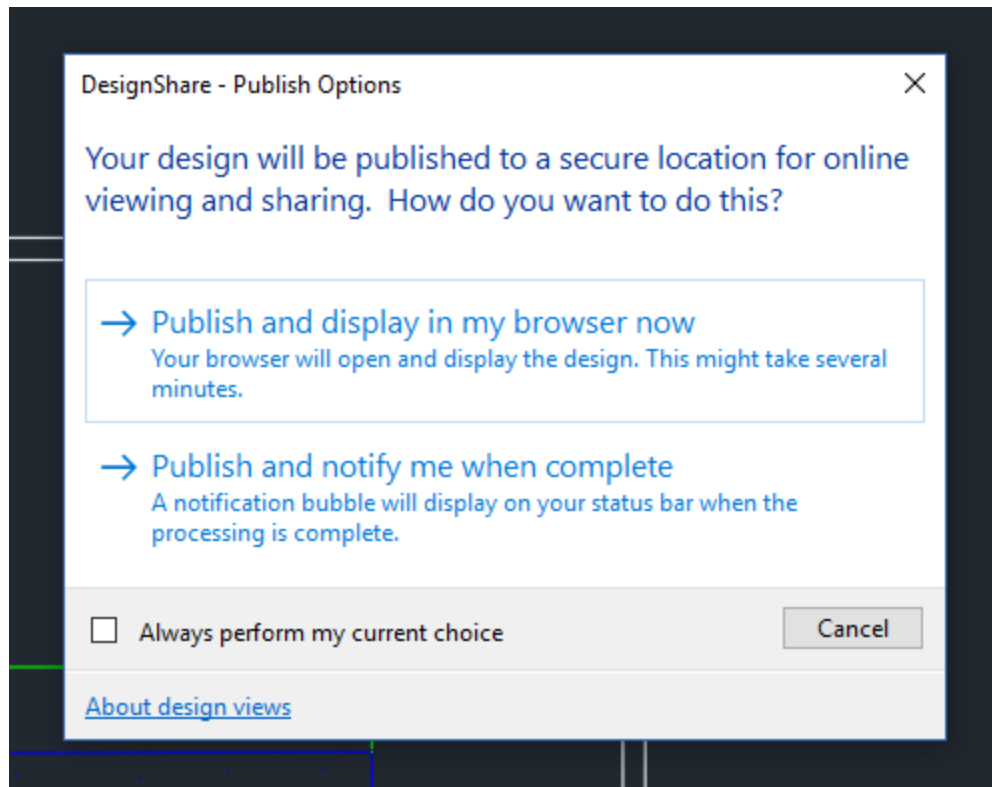
### **Publish and display in my browser now**

This will upload the drawing directly to the A360 FREE Viewer web site. Note that this can take a few minutes for the file to be ready for viewing. Internally we call this translation, and that is what the files go through so that they can be viewed in your browser.

The second option is...

### **Publish and notify me when complete**

What is nice about this is you can keep working on your drawing, or another drawing you might be working on. You will get a notification as well as an eMAIL once the file is ready to view. You can just click on the notification to view the file, or use the link in the eMAIL.



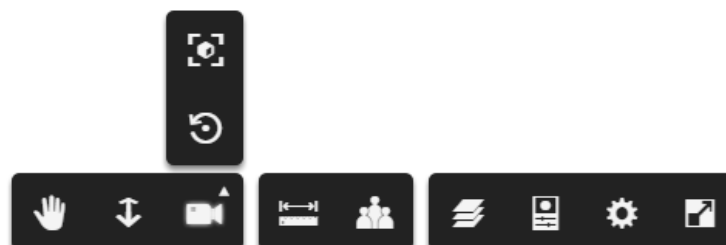
Once the drawing opens up in the A360 FREE online viewer, you have a lot of options. You can sign in if you want to store the files for up to 30 days, you can add comments to the file, get a quick link for a public share, print using the Windows or MAC system printer and take a quick snapshot.

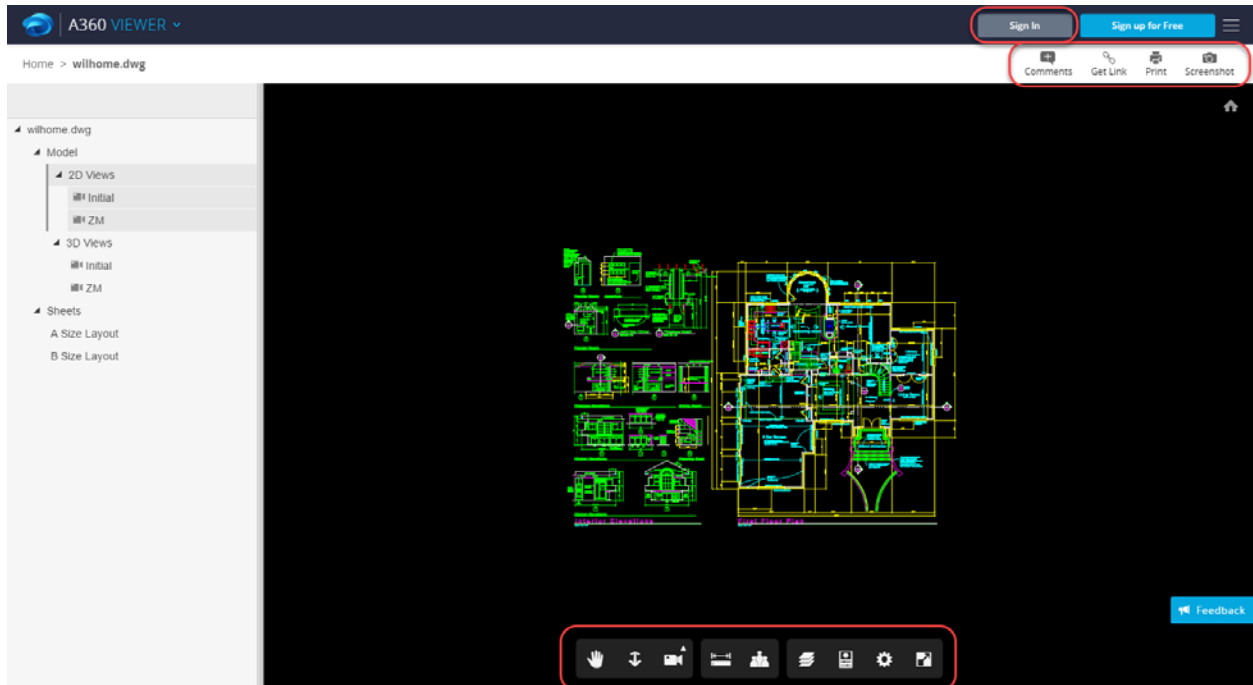
What is nice about using the Share Design View, is that you can share with others that may not have an Autodesk account or Autodesk software to be able to view the file.

On the left side of the online viewer are the 2D and 3D views depending on what drawing you have uploaded to A360. You can change the views, or change sheets. In this example we have Model Space, an A size sheet and a B size sheet. You could use this to print to your system printer.

Along the bottom of the screen is the toolbar for looking at the drawing.

[Pan, Zoom, Camera](#) [Measure, Live Review](#), [Layers](#), [Properties](#), [Settings](#), [Full Screen](#)





## Learn about A360 Desktop Sync and when to use it

Let's take a look at A360 Desktop Sync. We can break this into two features.

Drawing Sync

Customization Sync.

Let's also talk about what this feature was intended for. A360 Desktop sync feature was designed for the person that is working on a drawing or some customization in the office. You don't quite get the project done, so you would like to do more work on it over the weekend or in the evening at home, not confined to your chair in the office. You can sync these files up to A360 Drive so that they are available when you get home. Then when finished working on them at home, you can sync them again so that they will be available in the office. That is the power of a cloud solution. As long as you sync or upload the files, they will be in that single location waiting for you to access them online.

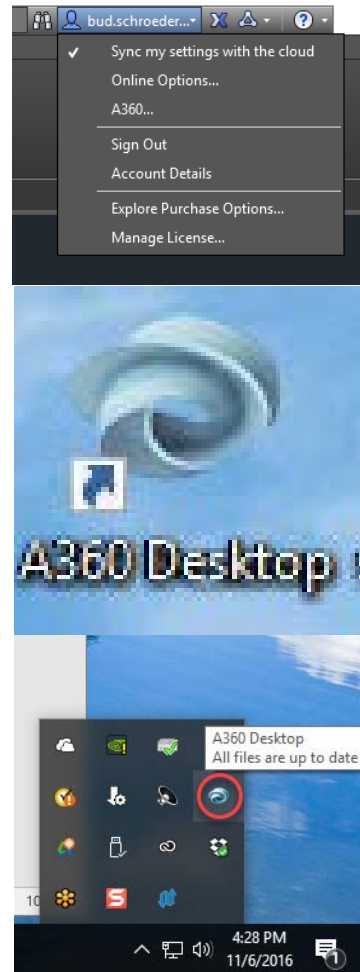
There are multiple ways to access the A360 Desktop Sync feature. You can sign in from inside of AutoCAD, or you can access it from the desktop, or from the system tray.



## AutoCAD

## Desktop

## System Tray

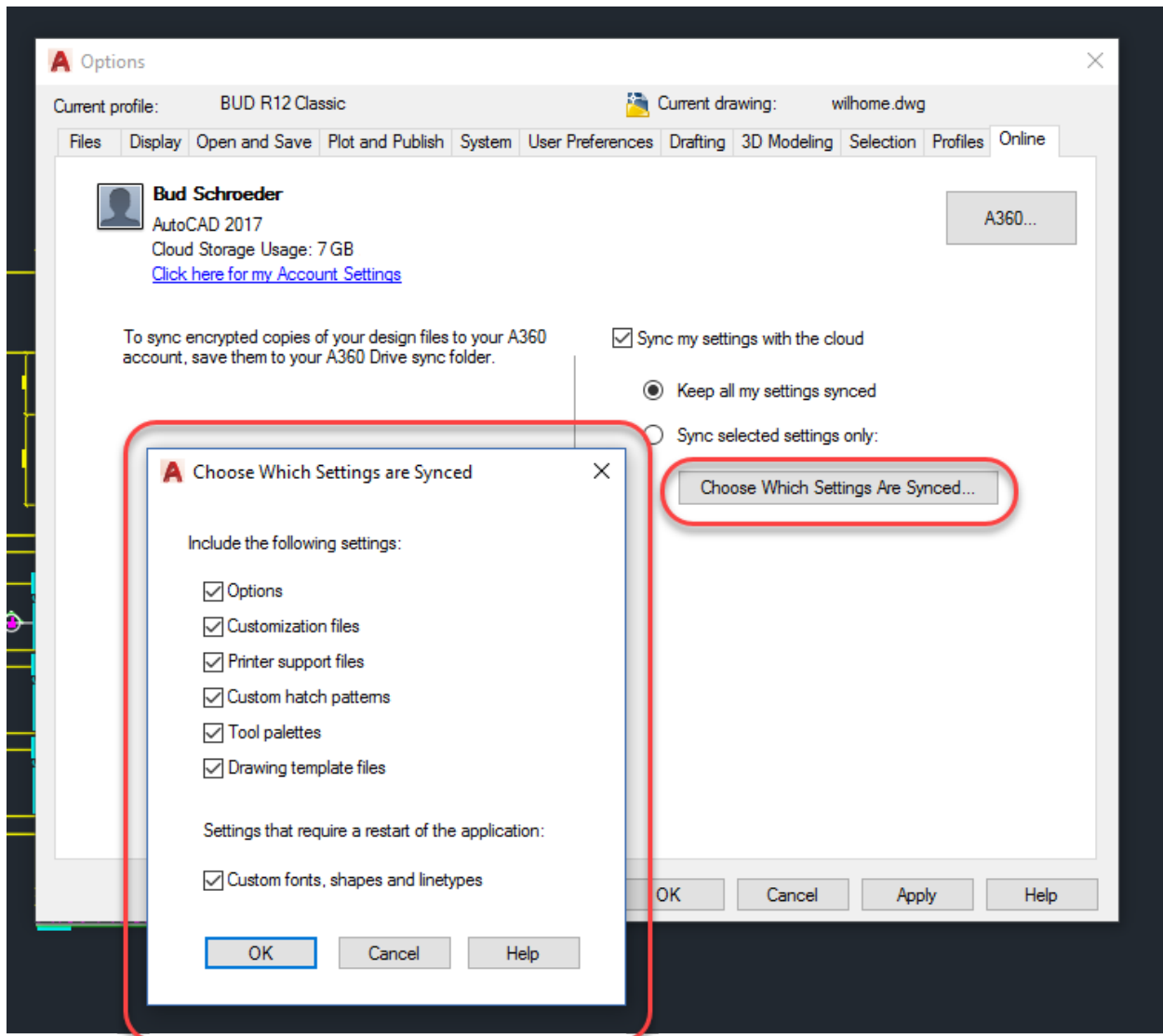


From inside of AutoCAD, you can configure A360 from the Online TAB in the options dialog. This is technically broken down into two features.

- Syncing files
- Syncing Customization

You can see this on both sides of the options dialog box. Starting with AutoCAD 2015 Automatic sync was removed and you need to explicitly do a SAVE to the A360 Drive site. We will take a look at that in a minute. On the right side of the Options dialog is the Customization Sync. You can sync all your customization, or just select parts of it. Click on the “Choose Which Settings Are Synced...” and see the options.

- Options
- Customization files
- Printer support files
- Custom hatch patterns
- Tool palettes
- Drawing Template files.
- Custom fonts, shape and Line types.

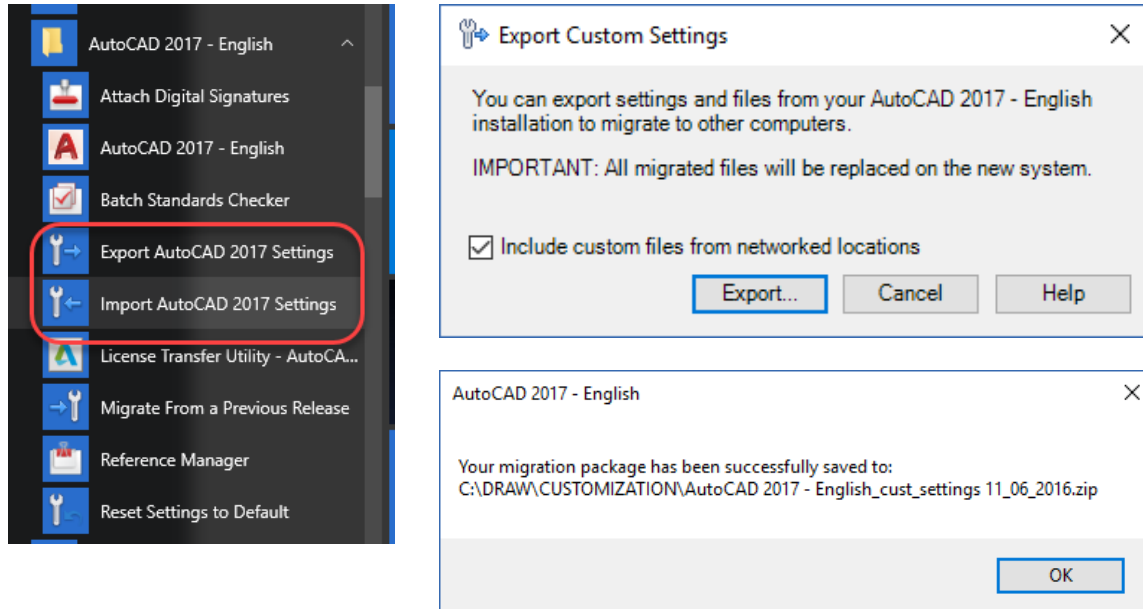


When Customization syncs, it's happening all the time. Part of the reason for this is a lot of items are stored in the registry. For example toolbar locations and on screen dialogs are stored in the registry, so this gets updated all the time. One of the use cases I hear about all the time is I just purchased a new computer and I want to get my customization on the system. But I cannot seem to force the Customization sync to sync to my new system. I'm going to suggest you do not use the Customization sync and in fact switch it off. There is a better tool for this and it's the Export Settings, and Import Settings. I was the original designer on this feature and the idea is to allow you to export all your customization to a zip file. You can then upload that to A360 Drive, or even keep a copy on your local machine. Each time you make major changes to your customization, you can create a new export package.

Note that AutoCAD must be closed for this feature to work. Once closed click on the "Export AutoCAD 2017 settings" This will bring up the "Export Custom Settings" dialog that allows you to create a zip file of all your customization. Note that this makes a great backup as well. And if you copy this file to A360 Drive, you can access that backup from any computer.



**TIP:** This will only work on like versions of AutoCAD. So if you have AutoCAD 2016 and want to import this to AutoCAD 2017 it will not work. You would need to export from AutoCAD 2016 and import to AutoCAD 2016. If you are installing a new AutoCAD, you can use the Migration Wizard to import the settings from the previous release. You need to install the new version on the same system, run the Wizard, and that will bring your customization over.



When you click on the “Export...” button, this will bring up a dialog asking where you want to store your customization. I suggest picking a local folder first. I call mine Customization. The default name will be...

***AutoCAD 2017 - English\_cust\_settings.zip***

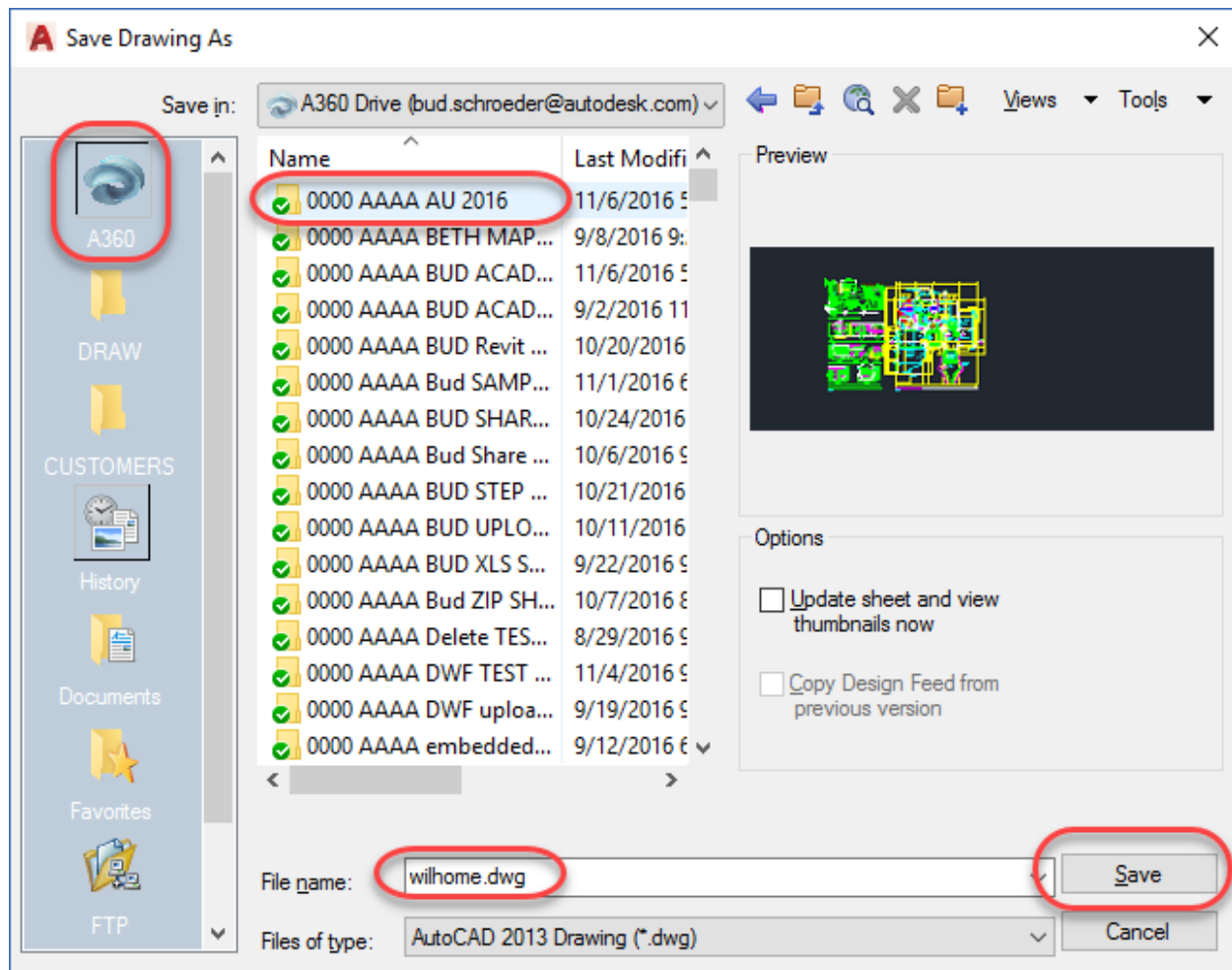
I suggest adding in at least the current date that you exported the file. That way when you are ready to import this file again, you will know when you created it.

***AutoCAD 2017 - English\_cust\_settings 11\_06\_2016.zip***

## ***Syncing Files:***

Now you can create a folder on the A360 Drive site called AutoCAD Customization. As long as the file names are not the same, you can upload multiple versions. When you are ready to import your backup, click on the Import Settings, and browser to the folder that the file is located. Note that if you have it in the cloud, you will need to download it first.

Now let's talk about saving files to A360 Drive from inside of AutoCAD. First you want to open up AutoCAD and sign into A360. You can do this in the upper right hand corner. This will give you access to the A360 Drive folder in the AutoCAD File Navigation dialog. Start by opening up your drawing in AutoCAD. If you are new to A360 Drive and syncing files, I would suggest starting with a simple test drawing. For my example, I am going to use the old AutoCAD Sample file “***Willhome.dwg***”. Once the drawing is open, type “SAVEAS” at the command line. This is going to bring up the AutoCAD save dialog.



Once the dialog is open take a look around. As long as you are signed into A360 Drive, you are going to see the A360 Icon. Click on that icon and see the A360 folder.

**TIP:** This is what gets synced to the A360 Drive WEB Site. These files are all local and then copied up to A360 Drive when the syncing starts.

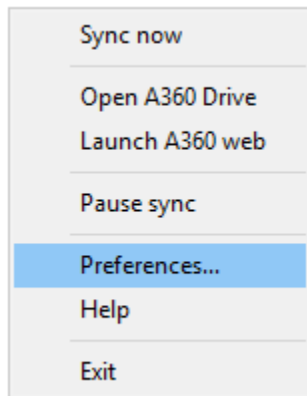
Once in the A360 Drive folder view, right click between files or folders. Then create a new folder. I am going to call mine "**0000 AAAA AU 2016**" This will create a folder and I'm cheating using the 0000 AAAA so that it shows up at the top. You can switch this part when you are using A360 Drive. It's just to make sure the example is at the top of the list.

Now save your file and it will be in the local sync folder.

**TIP:** Sync is designed to work in the background and will not sync all files instantly. This was intentional so that sync did not use up all the local bandwidth while syncing files.

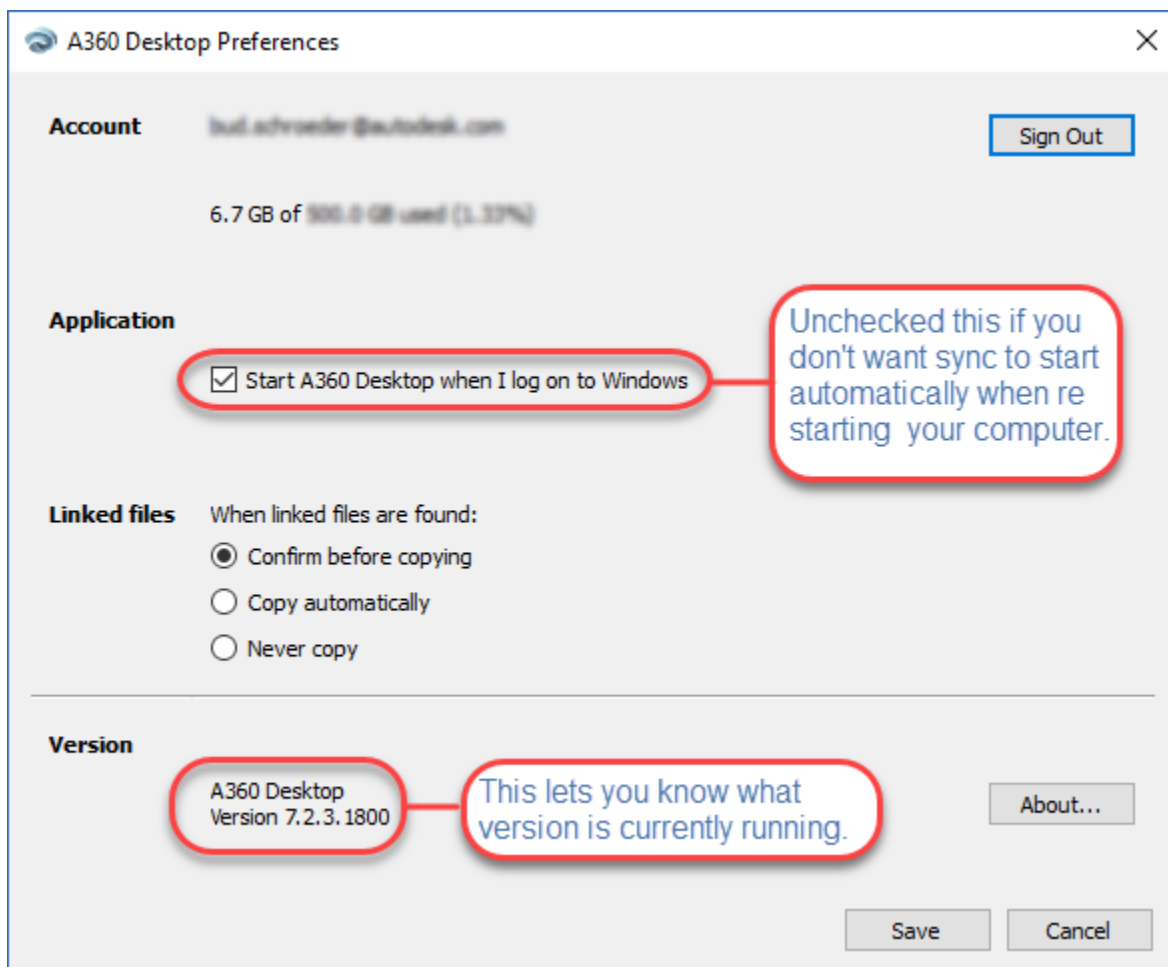
If you go to your system tray and take a look at the sync icon, it should be spinning. While we are looking at the system tray, let's take a look at the sync options. Right click on the icon and see what all the choices are.





You can use this to force syncing now.  
Opens up A360 Drive on the local machine  
Opens up A360 Drive on the WEB site  
Pauses Sync in case you need it to wait  
Sync Preferences and version  
Help

The option that we want to take some time looking at is “**Preferences**” This will allow you to stop sync until you sign in and will also tell you what version you are currently running.

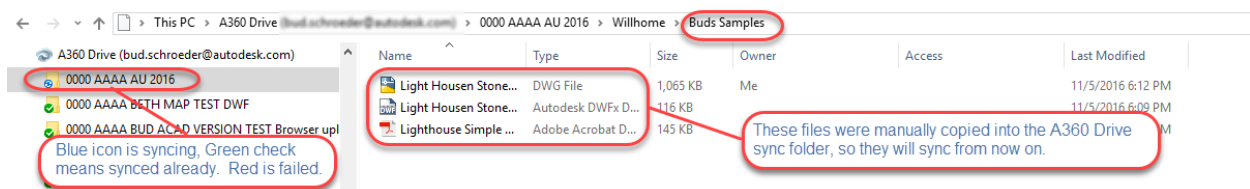


Let's take a look at the local sync folder and talk about what we can do there that is very cool. You can use File Explorer or Finder if you are on a MAC to open up this location. Or use the Desktop shortcut that was added at install time. Once open, you can see your Autodesk account name that is used by sync. Under that are all the files and folders used by A360 Drive.

These are the files that actually sync to A360. What is import to know here is that you are not really working on files in the cloud, you are always working on a local copy. That copy gets synced to the cloud. The other item that is important here is that any files you copy to this folder will also sync to A360 Drive. And if you have shared that folder with someone else, it will sync to their system as well... As long as they also have the A360 Desktop Sync application installed.







**TIP:** A360 Sync Application is only installed with a desktop product like AutoCAD, AutoCAD LT, AutoCAD based vertical and Inventor. If you have a suite installed and it has one of these products, then you will have access to the sync folders.

What's nice about this is you could copy PDF files, DWF files, documents, Images whatever files you want to be syncing to A360.






In the screen shot above, we see a few examples. I copied a DWG, DWF and PDF into a new folder I created in the local sync folder. These files will now sync to A360 and other computers that I have sync on. We also see a blue spinning icon that is showing that this folder has not synced yet. Once it syncs, the icon will change to a green check box. If you see a red x then it failed to sync and there are problems that need to be looked into.

### In the taskbar notification area, what do the different A360 desktop app icons mean?

- Currently signed in. 
- Action paused. 
- Changes synced successfully. 
- Changes not synced successfully. 
- Product update available. 
- Currently signed out. 
- Spinning icon indicates sync in progress.

### What do the different file status icons mean in the A360 Drive folder?

**NOTE:** These icons are only supported in Windows currently.

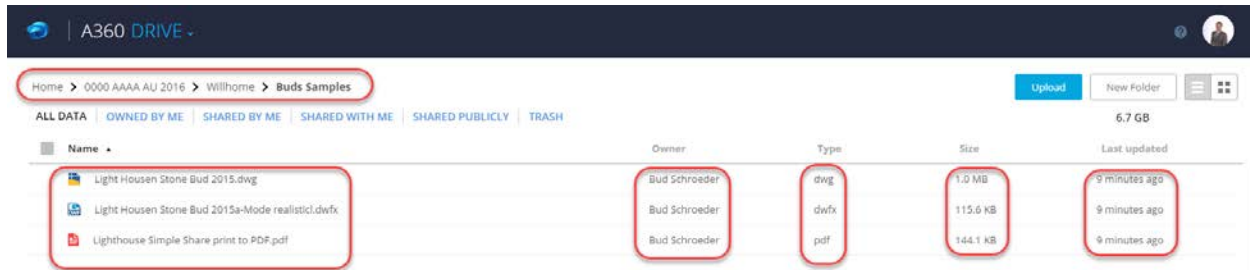
- Document sync in progress. 
- Document synced successfully. 
- Document cannot be synced. 
- No status icon indicates an excluded file type that can't be synced.



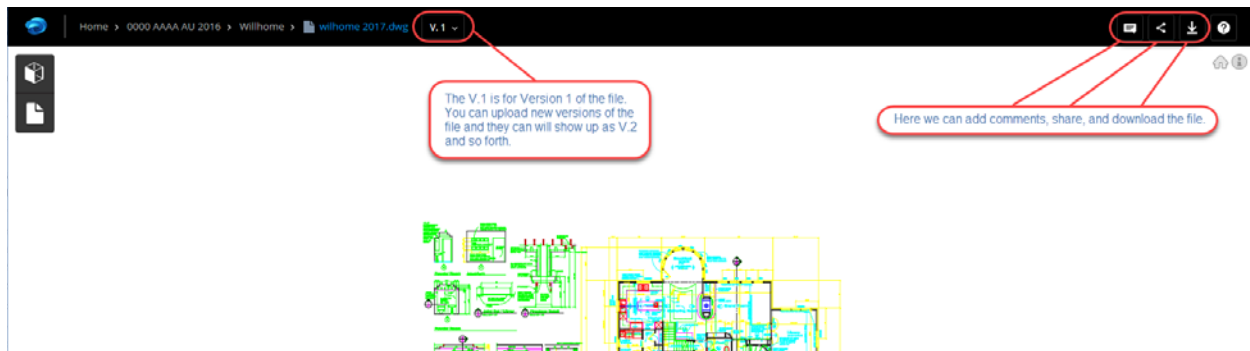
Now let's open up the A360 Drive WEB Site

<https://360.autodesk.com>

We can click on this folder that I created so it would show at the top. If we drill down, we see the files that I added to the local sync folder and uploaded to A360 drive. You can see the path, the file types, who uploaded them, the size and how long ago.

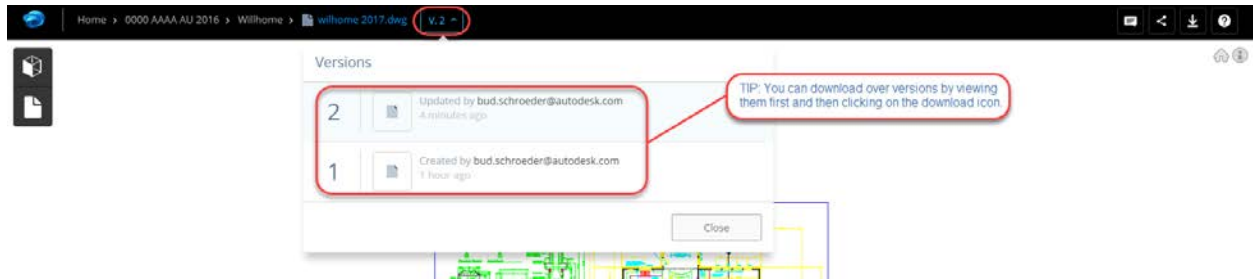


Let's go back to our "**Willhome.dwg**" file and take a look at the viewer. Along the top we see a lot of information. We can see the file name, the Version of the file that is being viewed. We can also see where to add comments to the file, share the file and download the file.



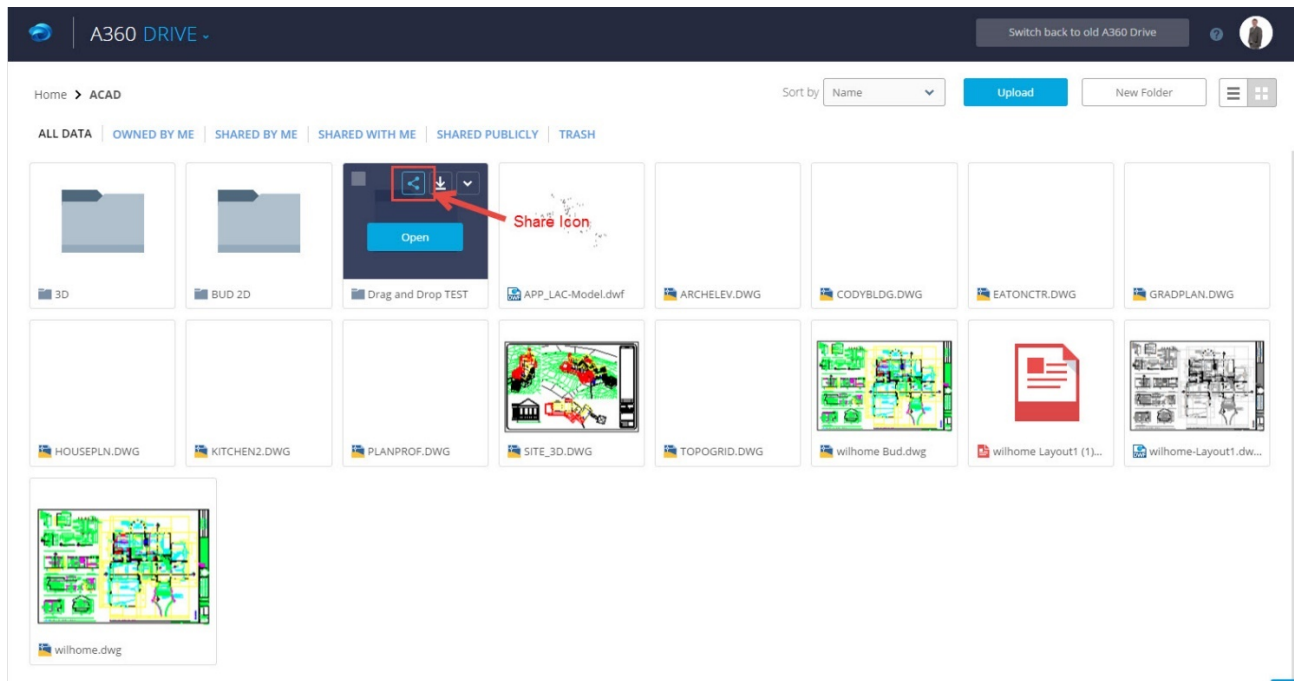
One of the very cool features of A360 Drive is that it keeps track of the versions of files you are working on. In this case, I uploaded my "**Willhome.dwg**" file with some changes. Now I see V.2 as the new version. I can click on V.1 and view it as well.

**TIP:** If for some reason I need to be able to work on an older version of the drawing, I can view the file, and then click on download.



## Adding, changing or removing sharing in A360 Drive.

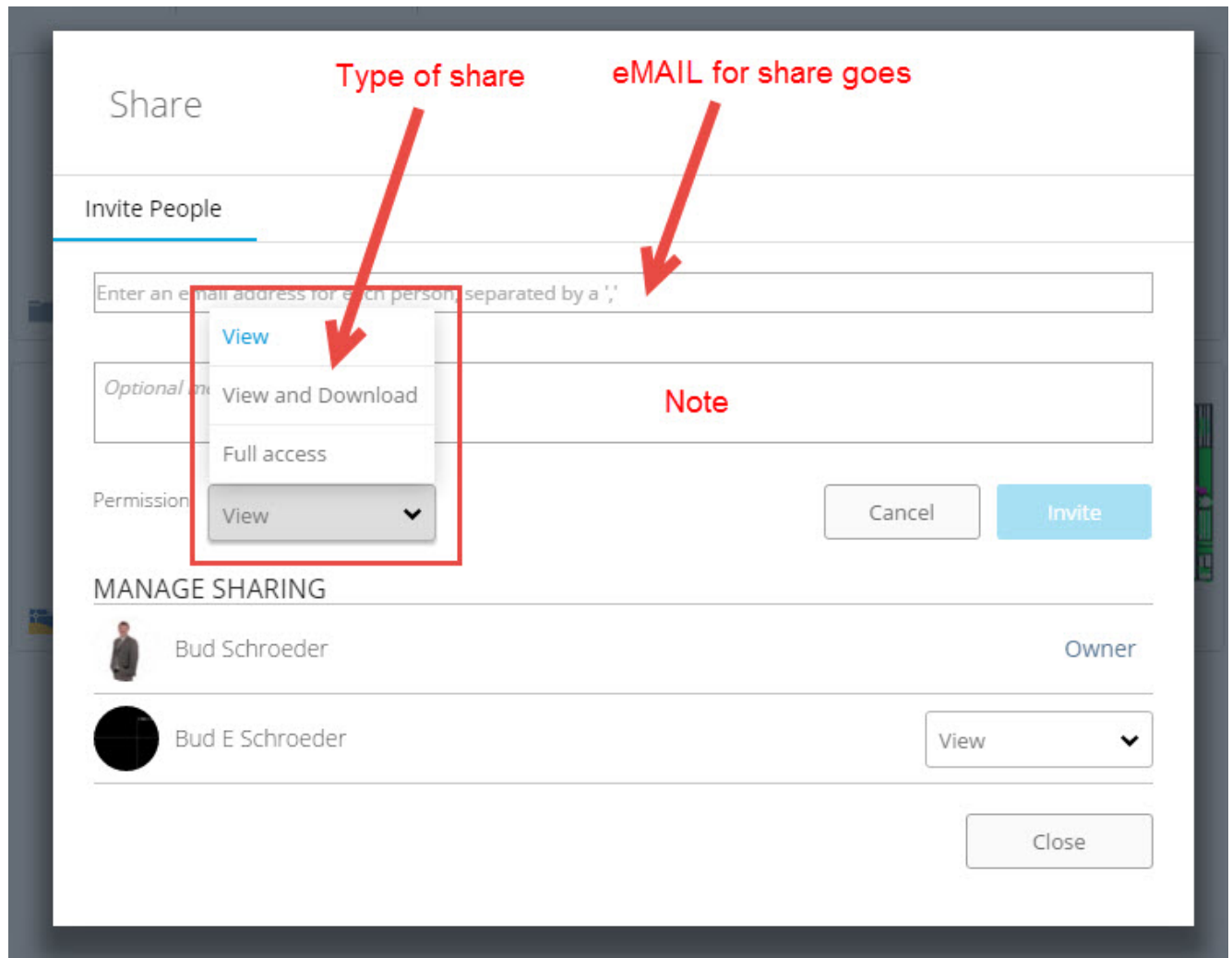
With the new A360 Drive, you can add people to share folders or files by mousing over the thumbnail or icon. This will display the sharing icon. Click on that to see the options for sharing. Note, list view works the same way.



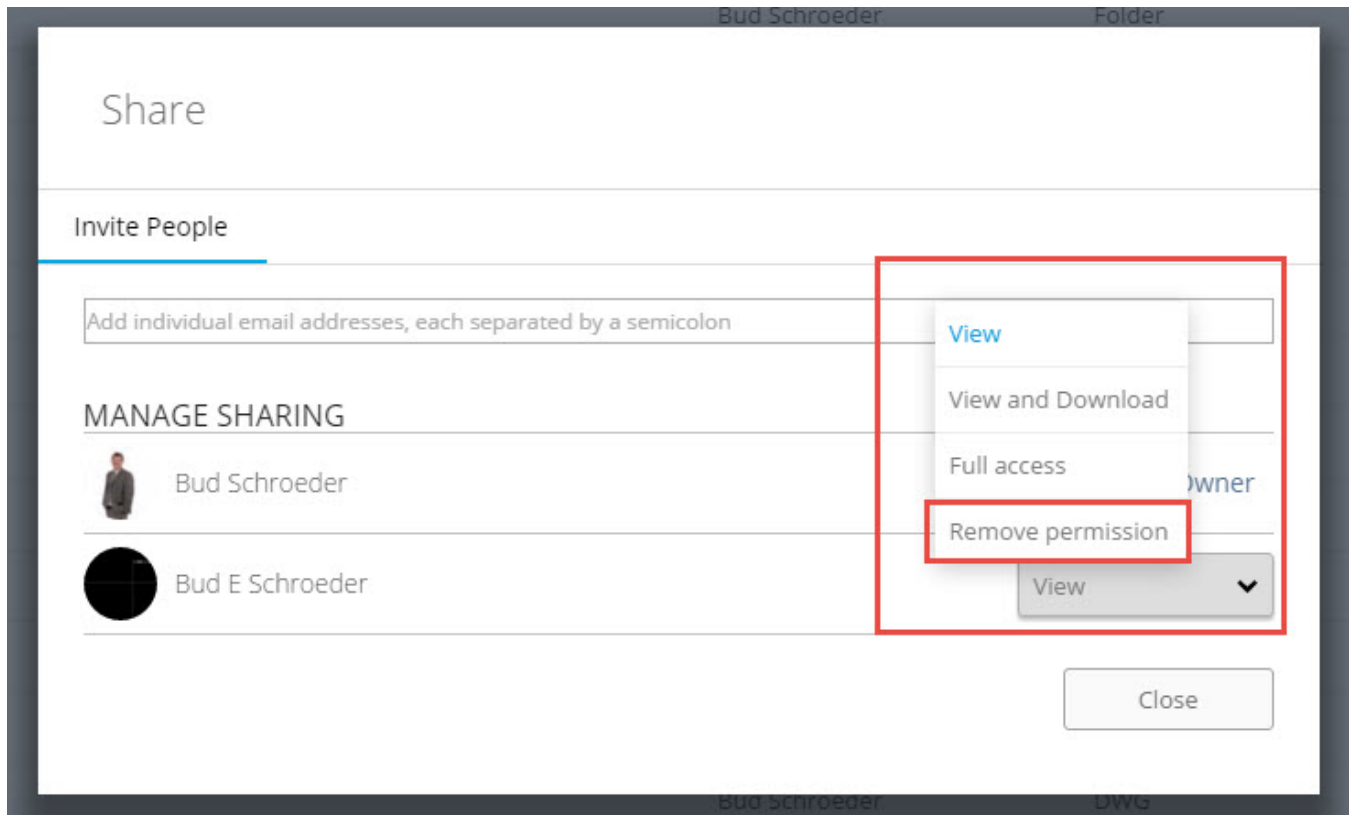
This brings up the share folder so that you can select who to share files or folders with and what type of share you want to create. If the person has already been shared with, you can start typing their name and the address will start to show up. You can also add an optional note about what you are sharing with them, this will be sent in the eMAIL invite.

Then you can select the type of share...

*View*  
*View and Download*  
*Full Access*

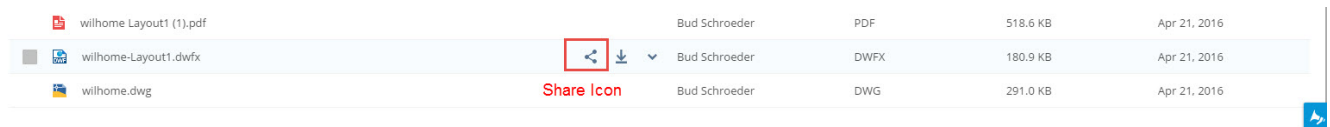


You can use this same dialog to manage shares. You can remove or change permissions of the people you have shared with. Just click on the drop down for that person and see the options. Note the new choice of "Remove permissions"

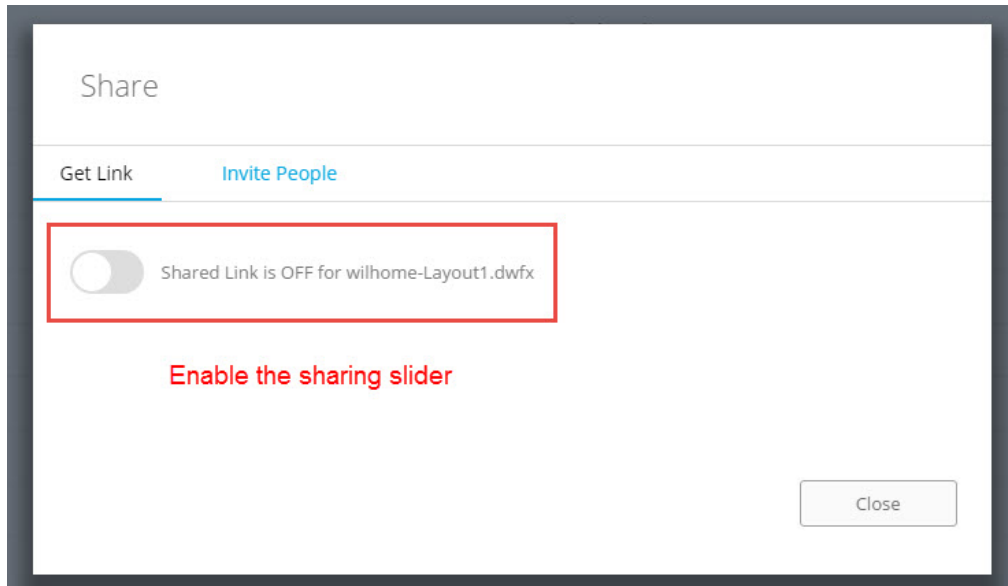


## How to create a public Share:

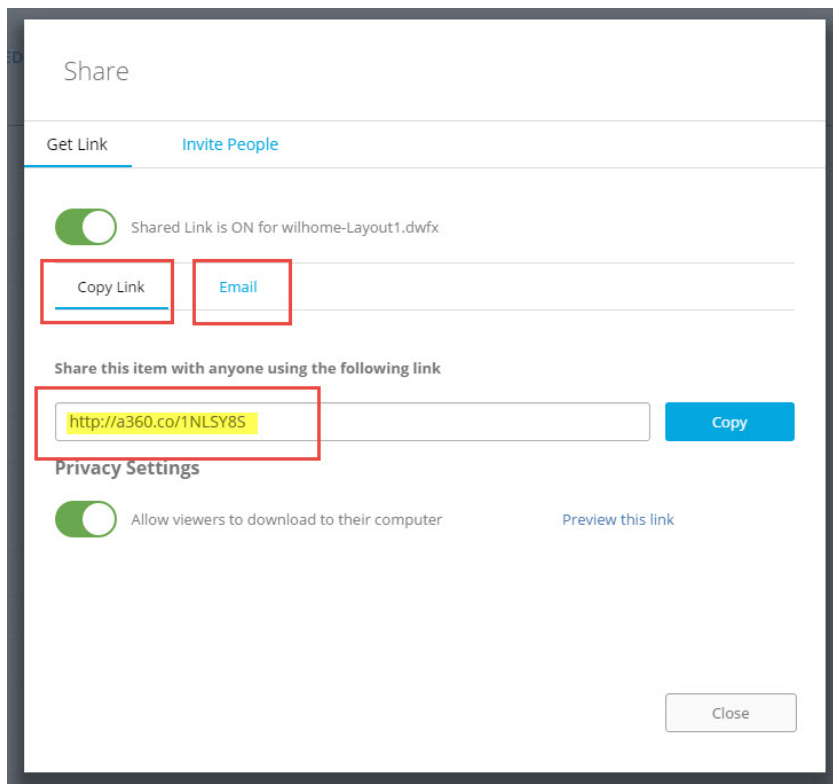
To create a public share, you want to click on the Share icon for the file.



Now enable sharing.



Note that you can copy the link, or eMAIL the link to someone. If you select eMAIL, A360 will launch your default eMAIL client. You can also disable download if you just want them viewing the file. Just toggle the slider off for "Allow viewers to download to their computer"

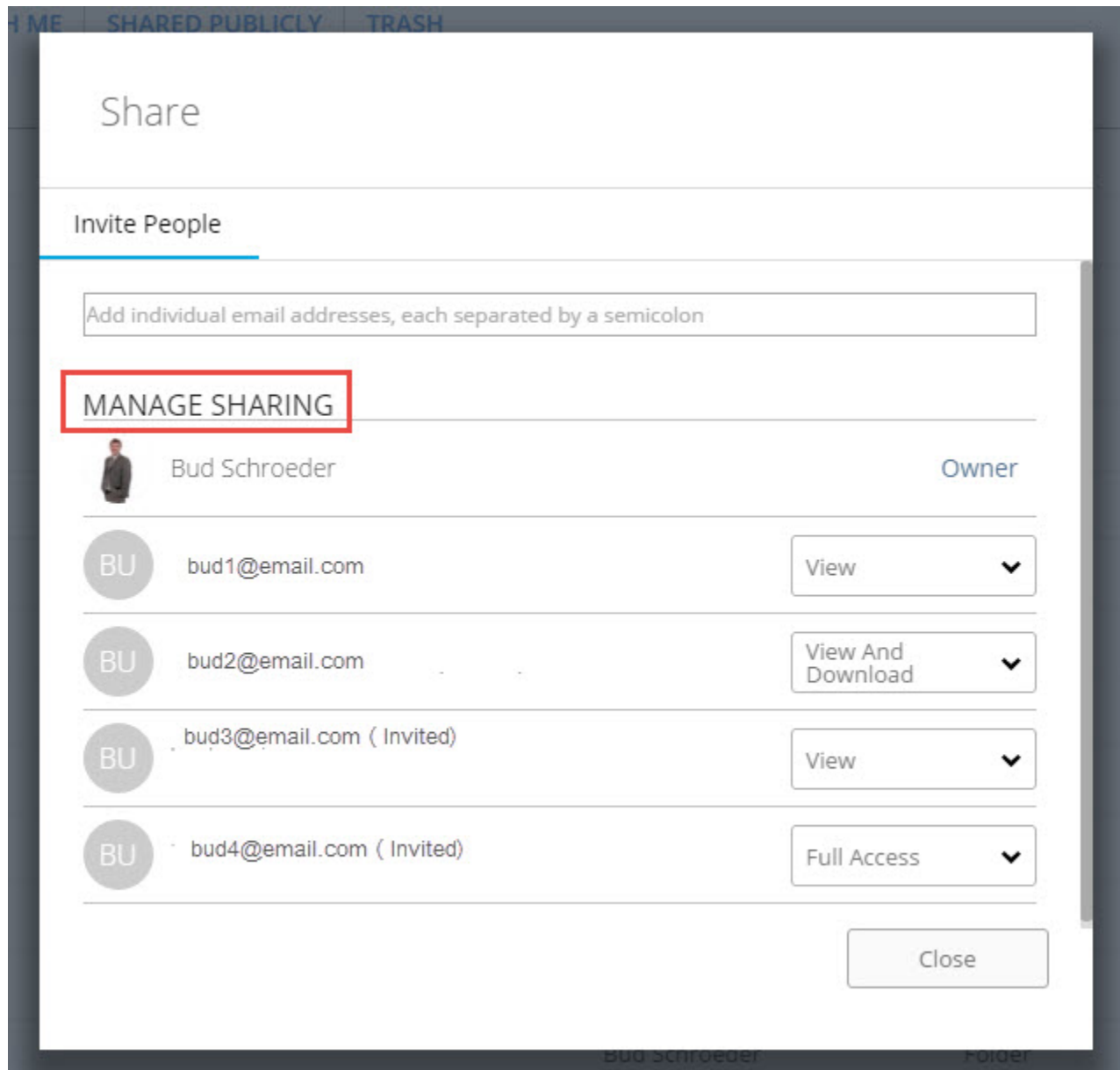


## Manage Shares in A360 Drive:

You can go into the folder or file and click on Share and that will show you the list of people that



you have shared the file or folder with though. From there you can change how you have shared files, remove people, or add new people to the share dialog.



## Learn about the new and improved A360 Drive

What's new in A360 Drive? It has a new User Interface that is more modern and simplified. It also now uses the new Large Model Viewer (LMV) just like A360 Team. Now you get a much better viewing experience and a lot more supported file formats.

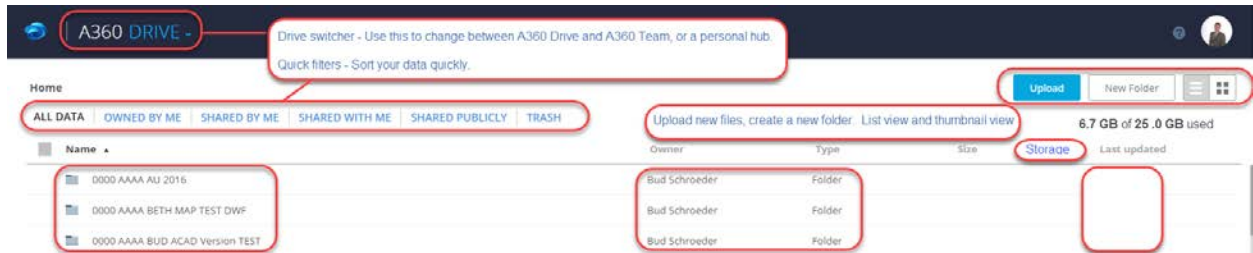
Let's take a quick tour of the new A360 Drive and how it's laid out. Note that we are working on adding new features all the time.





Quick Tour of the User Interface Hub Level. At the top you see the “Application Switcher, that allows you to change between A360 Drive and A360. Below that you see the quick filters.

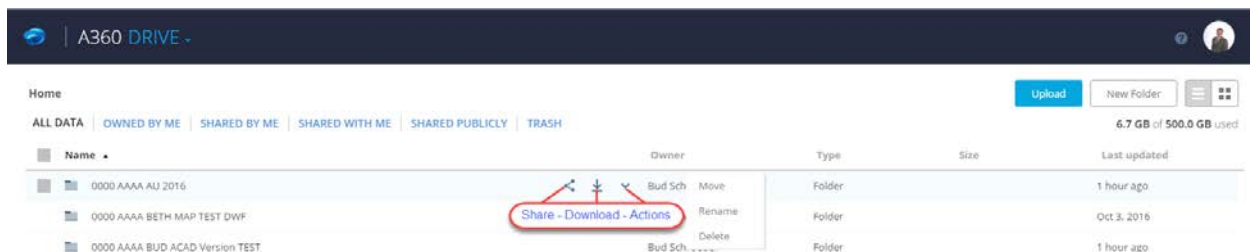
ALL DATA  
OWNED BY ME  
SHARED BY ME  
SHARED WITH ME  
SHARED PUBLICLY  
TRASH



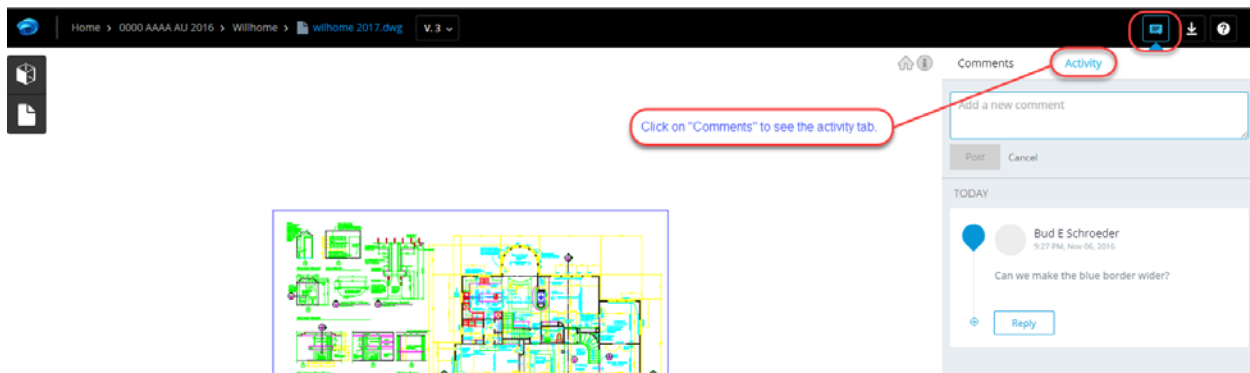
As you run your mouse over the folder of file you will see the icons. You have...

Share  
Download  
Actions

*Move*  
*Rename*  
*Delete*

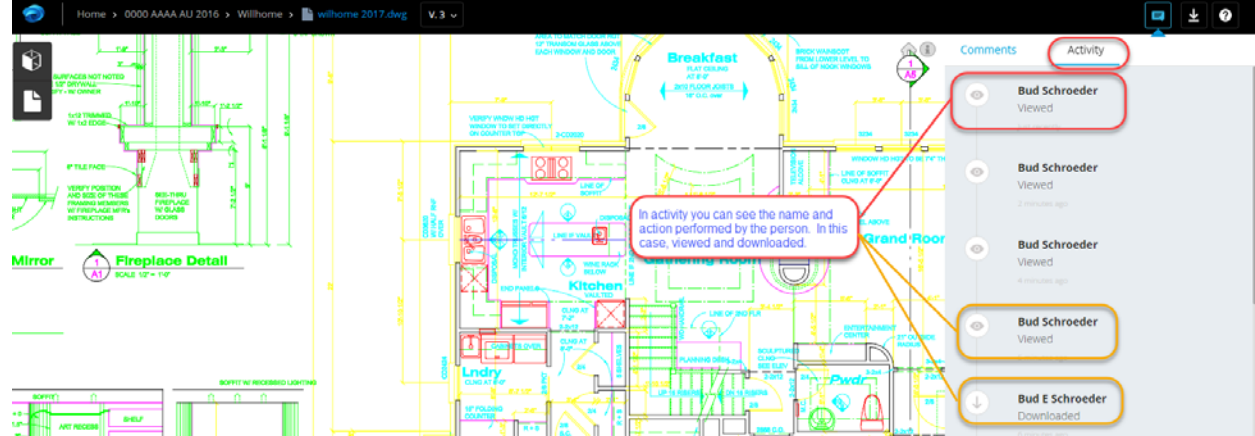


If you are looking for activity on your uploads, downloads check out the “Activity” feature. You can get to this by clicking on the commenting icon. You will find “Activity” right next to the “Comments” feature.





Click on the Activity and you can see multiple activity's. In this case two people viewing and downloading the file.



## Get a better understanding about collaboration from creating the files to sharing the files.

There are different ways to collaborate on projects and files. You might be working with extended teams that are in different locations and you need to use A360 Drive to share your files while working on the projects. A360 Drive is a great tool for that.

You might also want to share some of your updates on a project with a client that does not use AutoCAD or other design software. But they are interested in taking a look at the drawings to see how they are coming along. They may even want to share some comments with you about how they look.

A360 Drive is great for both of these scenarios and is a great way to collaborate with others. If you are looking to do a quick share with someone, then try out the Design Share from inside of AutoCAD.

If you are syncing a lot of your drawings from inside of AutoCAD and not really sharing except for having the files available in the cloud, then use the A360 Desktop Sync component.

If you have drawings that you are sharing with people and need to have them updated immediately, then you can upload directly to A360 Drive through your browser.

What is nice is that you have many options here and you can try out the different methods to see what works best for you.

You might also want to take a look at BIM 360 Team, or Fusion Team if you need to work at a project level. Team is designed with a team structure, while Drive is designed around files and folders. You can find out more about the Team options at the following link. Note that you can also sign up for a 30 day trial and take it for a test run.

[A360 Overview and Trial:](#)



While this does not cover everything, it should give you a good start at collaboration with A360 and the different options that are available today.

## Some links to share:

### Forums:

[A360 General Forum:](#)

[A360 Idea board:](#)

[A360 Tips, Tricks and Tutorials:](#)

[Fusion Team Forum:](#)

[A360 Drive Forum:](#)

[A360 Drive Idea board:](#)

[BIM 360 Team Forum:](#)

[AutoCAD Forums:](#)

[AutoCAD 360:](#)

### Blogs:

[Autodesk Blogs:](#)

[A360 Blog:](#)

[BIM 360 Blog:](#)

[Fusion 360 Blog:](#)

[Through the Interface](#)

[AutoCAD Blog](#)

[AutoCAD Insider](#)

[Between the Lines](#)

[Lynn Allen's Blog](#)

[Without A Net](#)