





























## ELECTRONIC TRANSMITTALS

Here is an electronic transmittal checklist:

- We require to receive the file package in .ZIP format.
- All Points from the As-Built Survey data are included as a CSV file.
- Make sure files follow our file naming convention.
- Use organized folder structure (proper file naming and relative XREF paths enable smooth translation).
- Include files from data links (i.e. Excel files).
- Include sheet set data and files (including .DST file, plot files, and XREF).
- Include data shortcut source files & LandXML files (you may need to manually include these).
- Include PDF file(s) of the plan set.

### Recommended eTransmit Settings

AutoCAD® Civil 3D® enables you to package up a set of files for Internet transmission with the eTransmit tool. Start eTransmit by opening a drawing that you would like to transmit and typing ETRANSMIT on the command line or by right clicking on a sheet set (command: SSM) and selecting eTransmit.

Click the “Transmittal Setup...” button in the “Create Transmittal” dialog box and click the “Modify...” button in the “Transmittal Setup” dialog box:

The screenshot shows the 'Transmittal Setup' dialog box with the following settings:

- Transmittal type and location:**
  - Transmittal type: [Dropdown]
  - File format: Keep existing drawing file names [Dropdown]
  - Maintain visual fidelity for associative objects: [Checked]
  - Transmittal file folder: [Dropdown]
  - Transmittal name: [Text field]
  - Prompt for password: [Dropdown]
- Path options:**
  - Use organized folder structure: [Selected]
  - Source root folder: [Dropdown]
  - Place all files in one folder: [Unselected]
  - Keep files and folders as is: [Unselected]
- Actions:**
  - Send e-mail with transmittal: [Unselected]
  - Set default plotter to 'none': [Checked]
  - Bind external references: [Unselected]
    - Bind: [Selected]
    - Insert: [Unselected]
  - Prompt for password: [Unselected]
  - Purge drawings: [Checked]
- Include options:**
  - Include fonts: [Checked]
  - Include textures from materials: [Unselected]
  - Include files from data links: [Checked]
  - Include photometric web files: [Unselected]
  - Include unloaded file references: [Checked]
  - Include sheet set data and files: [Checked]