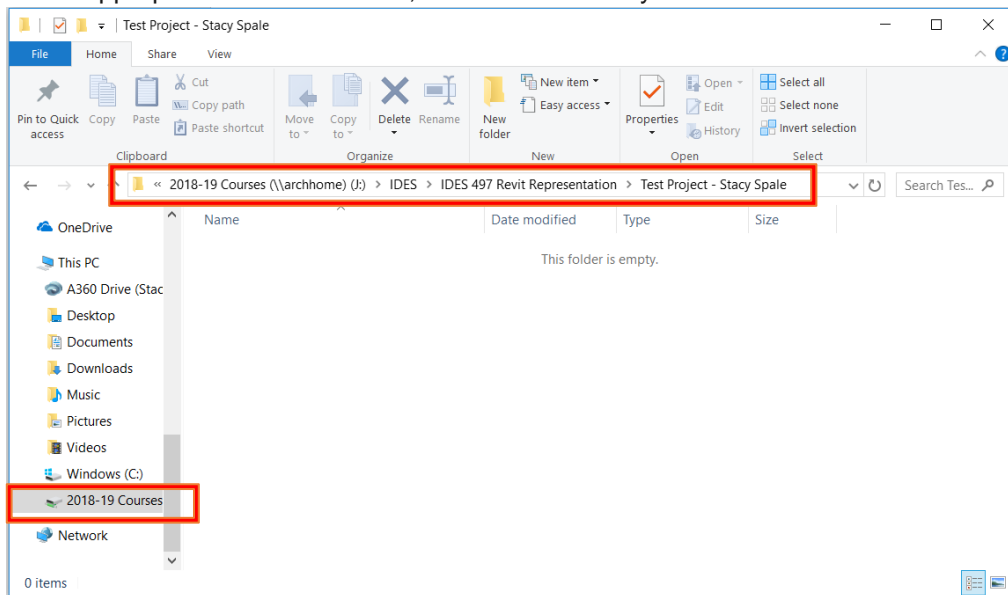


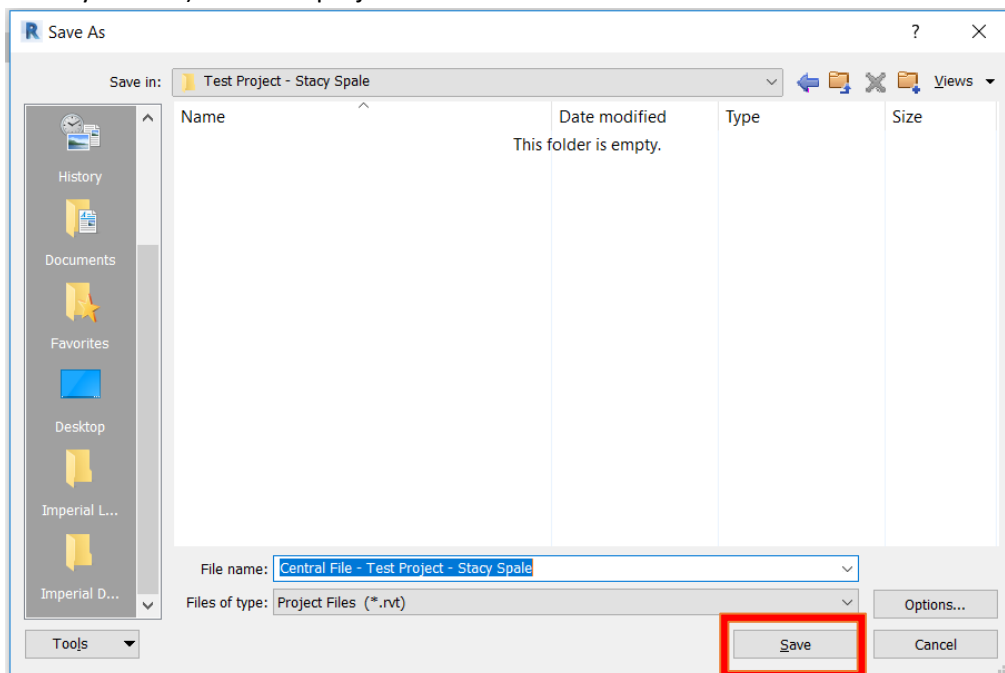
Revit Model Collaboration Instructions

FOR UNL COLLEGE OF ARCHITECTURE SERVER-BASED CENTRAL FILES (NOT A360)

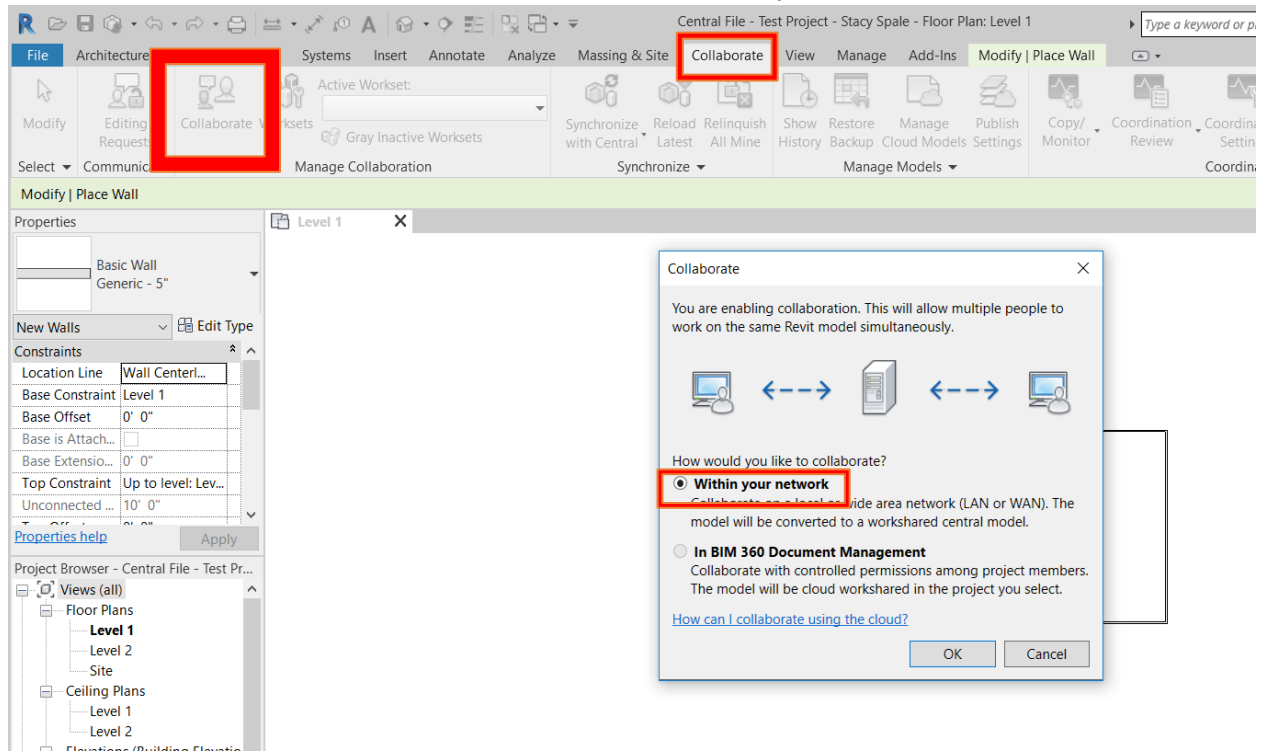
1. On your computer, navigate to the J: drive. If you do not have the J: Drive, follow the instructions on the CoArch Website to map the drive [here](#).
2. In the appropriate Courses Folder, create a folder for your shared resources.



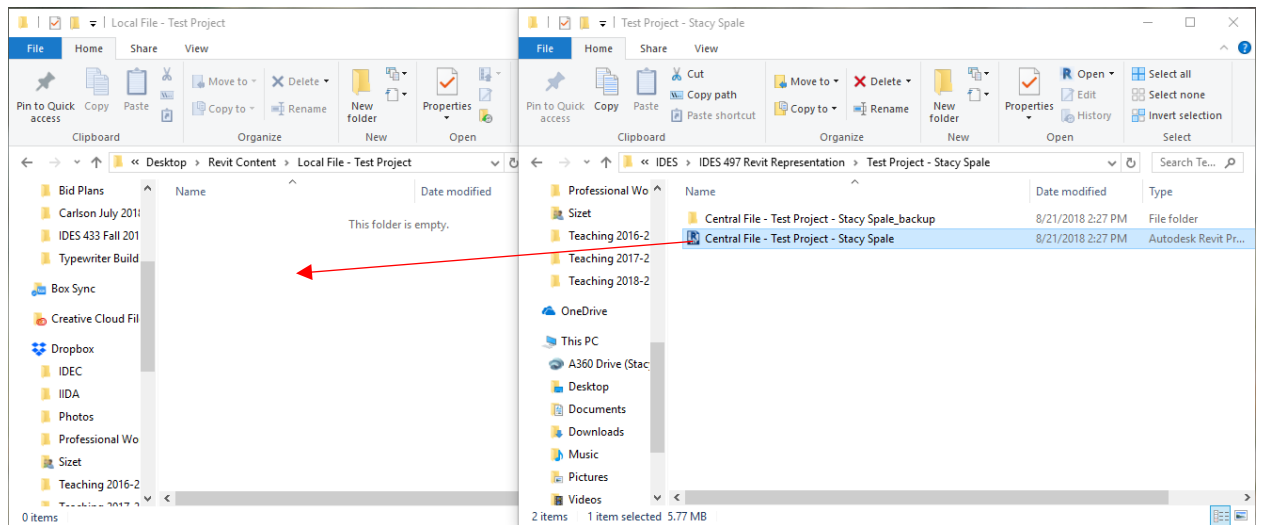
3. Open Revit, create a new project with the Architectural Template. (or open the project you've already started) Save the project with the words "Central File" in the file name.

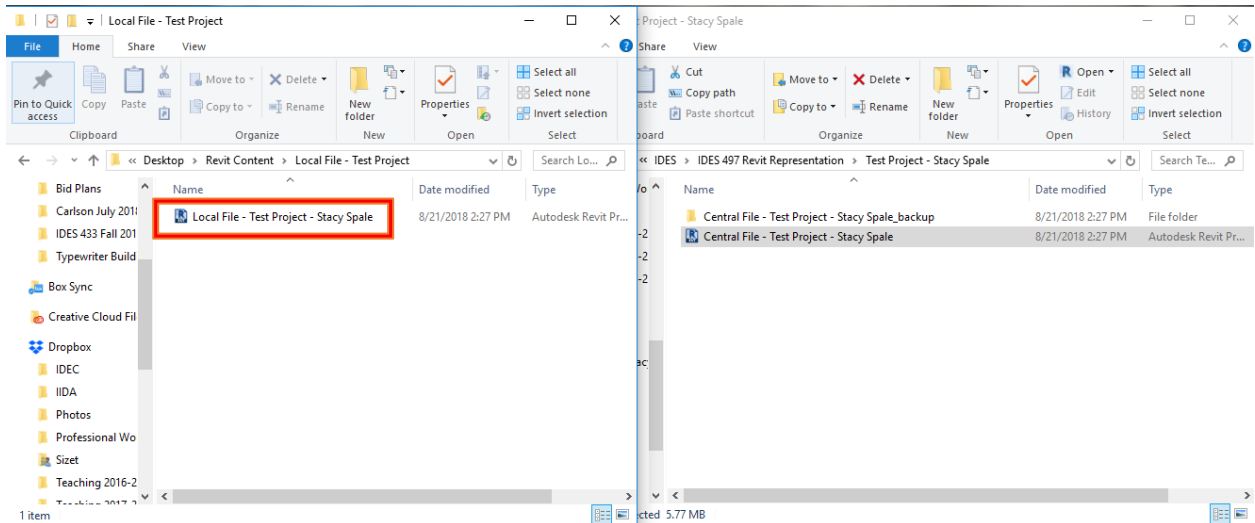


4. On the Collaborate Tab in Revit, click Collaborate, select “within your network”, select OK.



5. Close the project.
6. On your computer create a folder for your local file. (This is the file you will open, work in, and synchronize with the central file.) Copy the Central file from the J drive, to your machine, and rename it Local File – Your Name.





7. You will then get this pop-up window, this is ok:

Copied Central Model



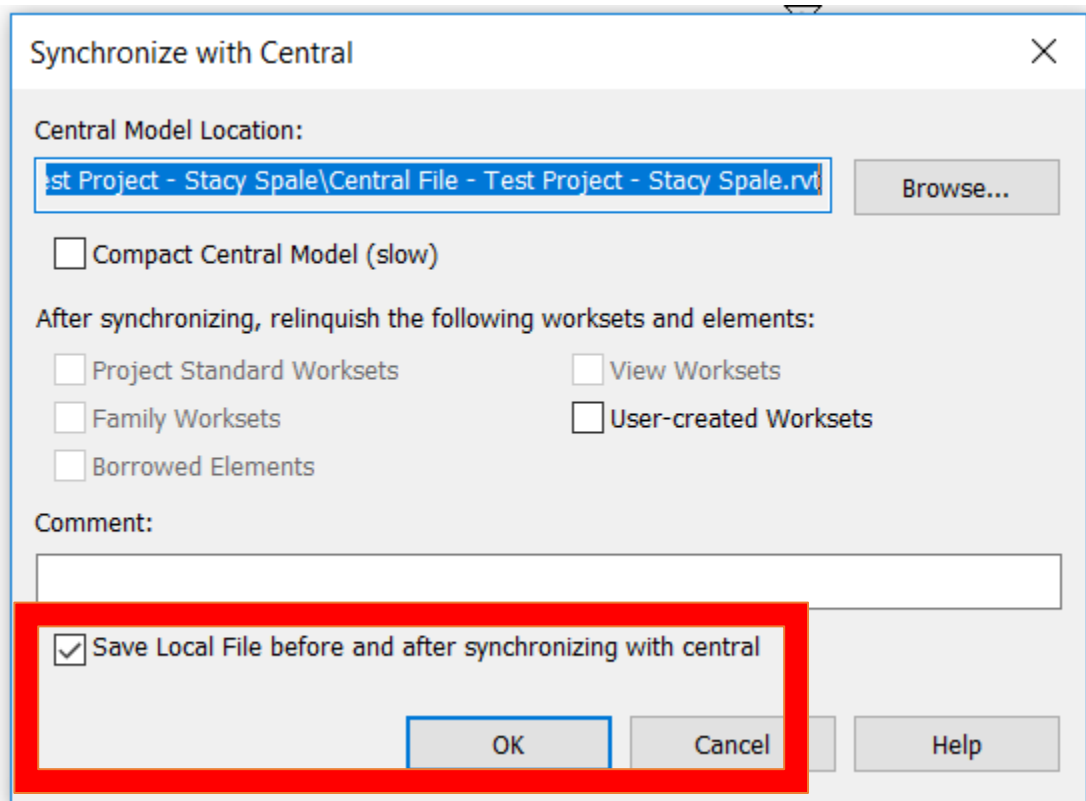
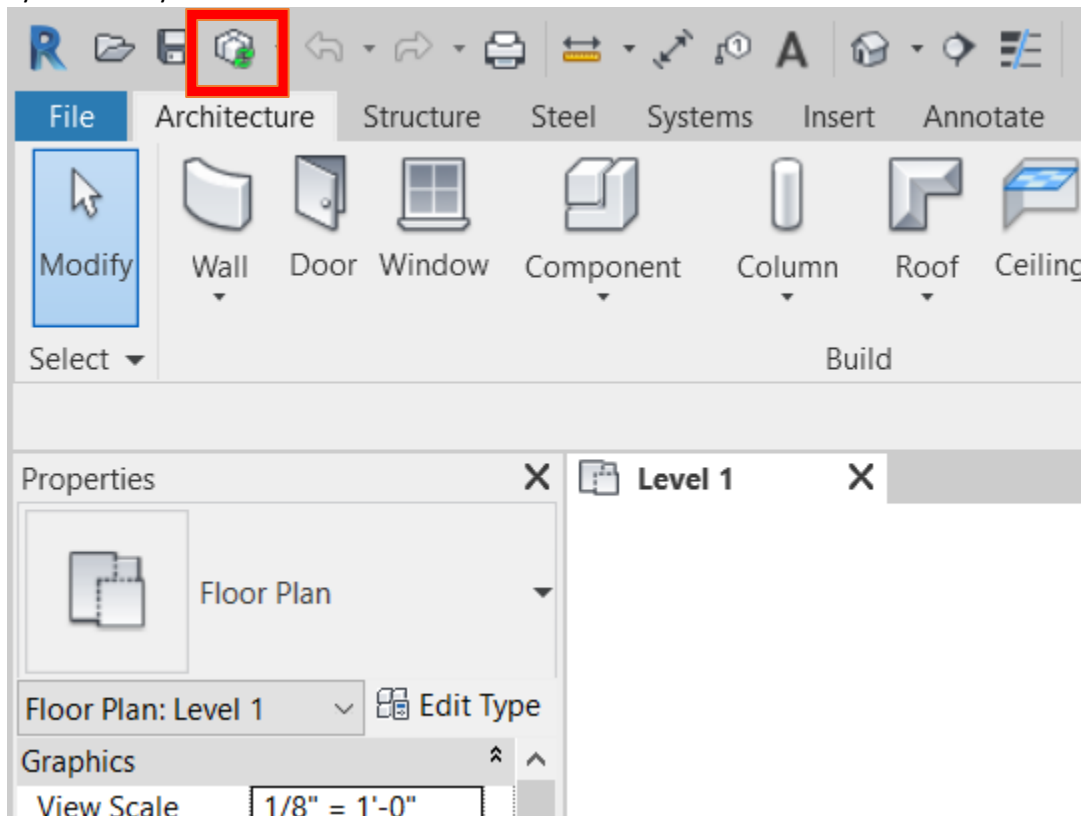
This central model has been copied or moved from \\archhome\2018-19 Courses\IDES\IDES 497 Revit Representation\Test Project - Stacy Spale\Central File - Test Project - Stacy Spale.rvt to C:\Users\sspale3\Desktop\Revit Content\Local File - Test Project\Local File - Test Project - Stacy Spale.rvt. If you want this file to remain a central model, resave the file as a central model.

From the Application menu, select Save As. From the Save As dialog, click the Options button and then select 'Make this a Central Model after save'. Resave the file.

If you do not save the file as a central model, it becomes a local user copy belonging to user StacySpale3.

Close

8. Synchronize your local file with the central model.



9. Create a local file on the machine of every group member in your group. Once everyone is able to synchronize with the Central File you can begin collaborating. Do not work in the Central File, or on the J drive. The Central File is only to be used to coordinate all the work you do in the Local Files.

HELPFUL TIPS:

- Worksharing only works if everyone in your group has the save version of Revit (ex. 2018 vs 2019)
- Worksharing works when you can connect to the J drive. If you want to work off campus, you'll have to install the VPN client, instructions [here](#).
- Saving all your materials in a folder on the J Drive can ease some glitches when rendering.

