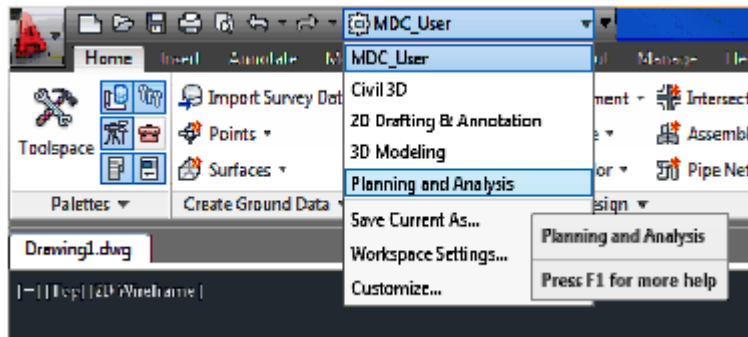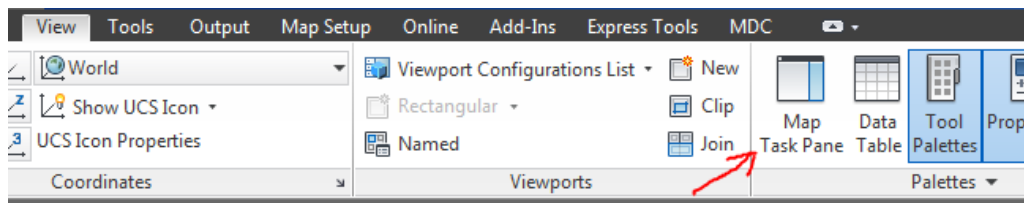# How to insert images into CAD Drawing

Instructions were written for AutoCAD Civil 3D 2012, newer releases may be different but should be similar.
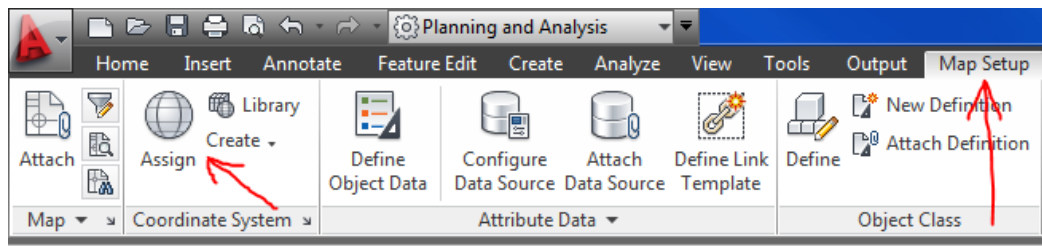
1. From Workspace settings, select *Planning and Analysis*

2. From the *View* ribbon tab, select *Map Task Pane* in the *Palettes* panel. This will start the *Task Pane* palette. We will not use the *Task Pane* at this time but it does need to be loaded.
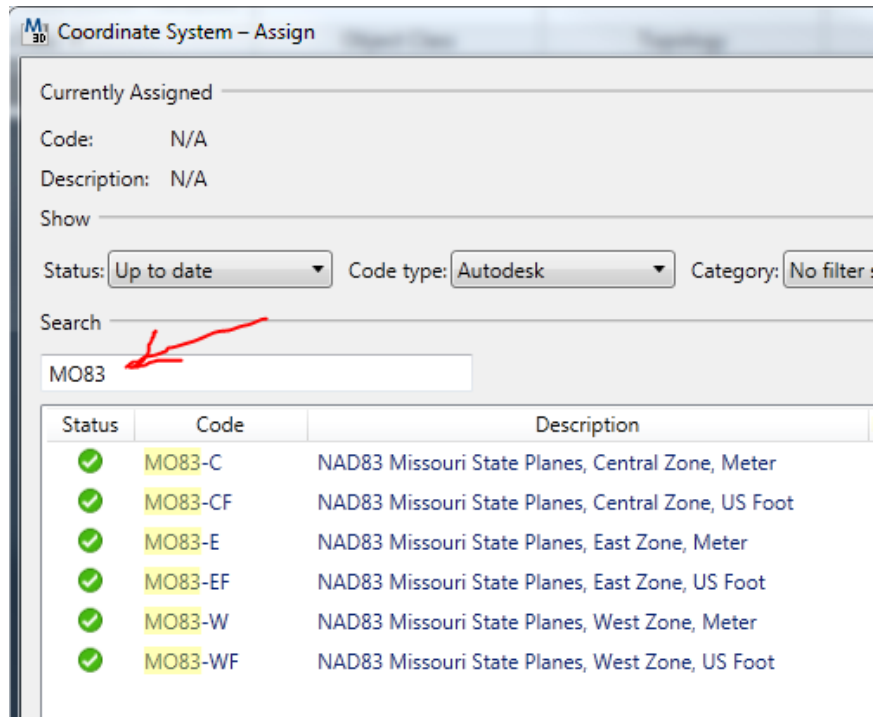

3. If you haven't already assigned a coordinate system, follow steps 4 through 6. Else skip to step 7.

4. From the *Map Setup* ribbon tab, select *Assign* in the *Coordinate System* panel.
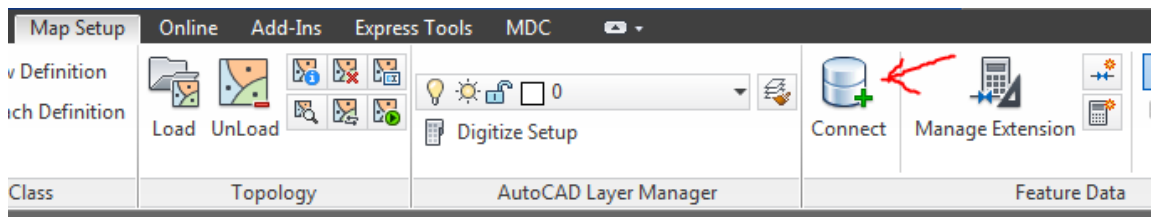
5. In the *Coordinate System – Assign* dialog box, enter "MO83" in the *Search* text box to filter the coordinate system to Missouri State Planes. If State Planes is not what you want, enter what you do want or search the existing list.
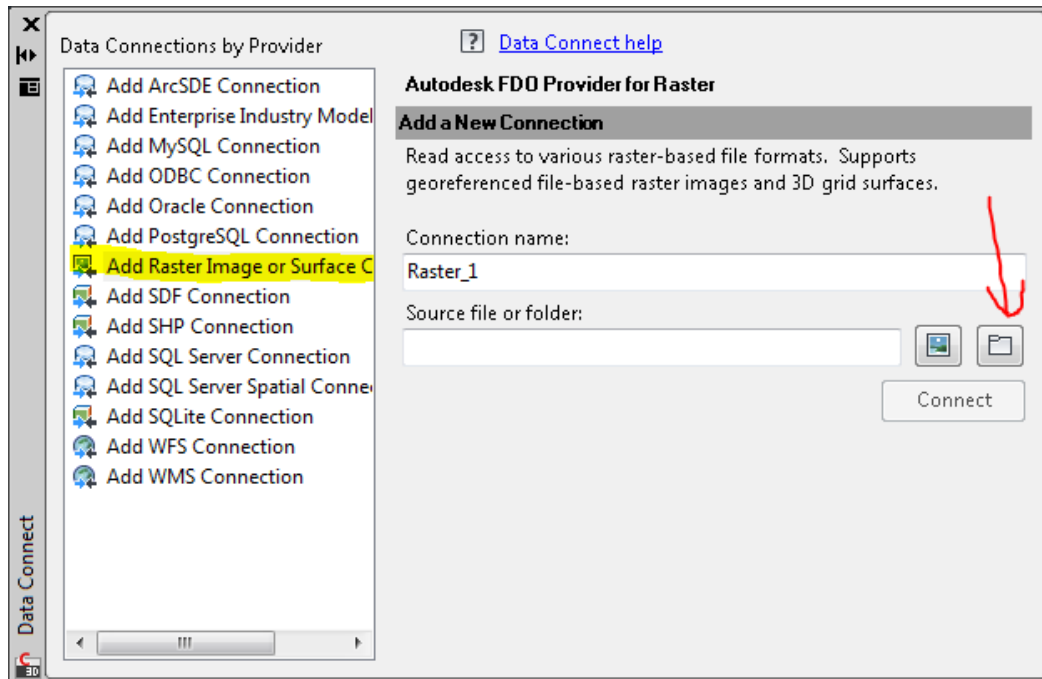

6. Select the Code you need from the list. Be sure to select the code using US Foot. Select the *Assign* button at the lower right corner of the dialog.

7. Attaching the image. From the *Map Setup* ribbon, select *Connect* from the *Feature Data* panel.
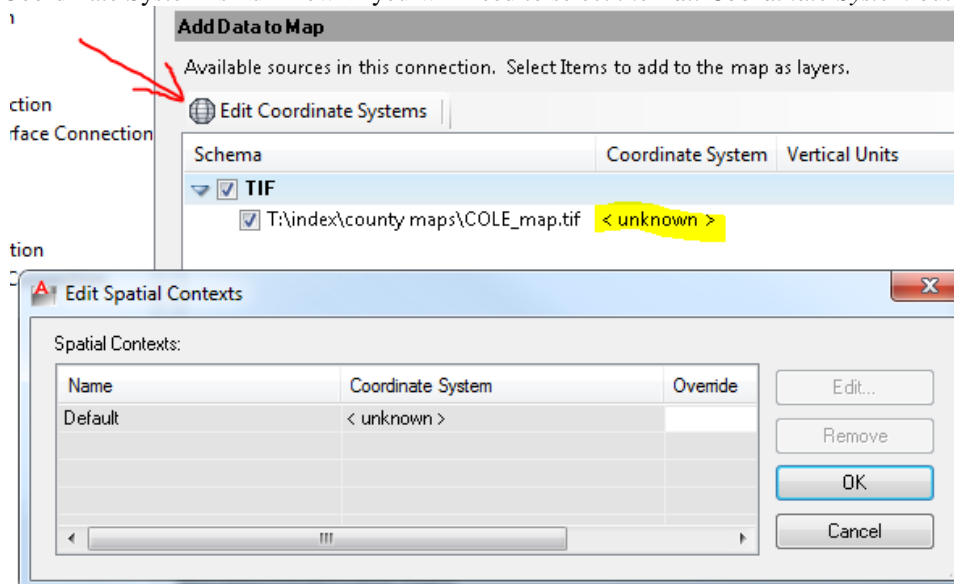
8. In the *Data Connect* dialog, under *Data Connections by Provider*, select *Add Raster Image or Surface Connection*. Then select the folder icon on the right side of the dialog box.
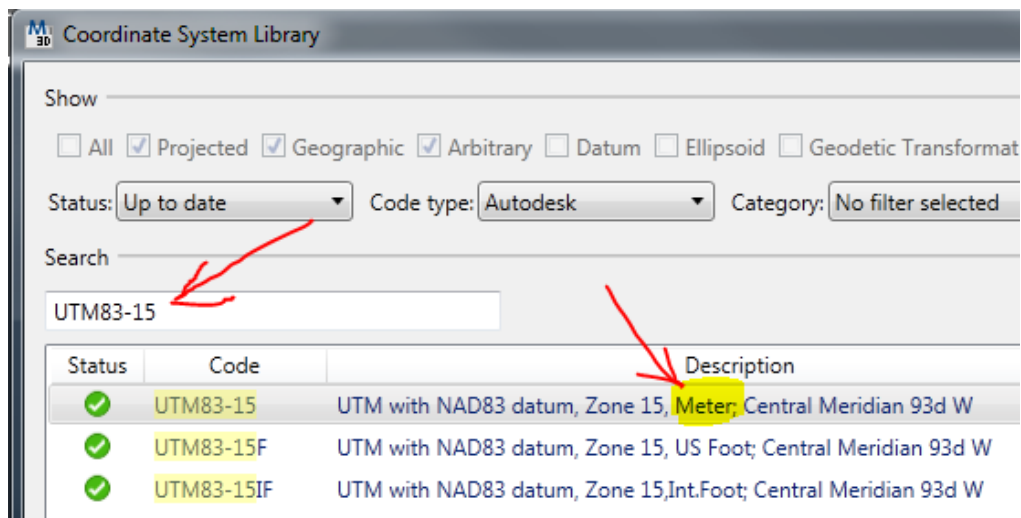
9. In the *Browse For Folder* dialog box, browse to the folder that you want to load Raster images from. Most of the images will be found at T:\Index\.... After selecting the folder, select the *OK* button.

10. From the *Data Connect* dialog, select the blue image icon (left of the folder icon you selected in step 8). The *Open* dialog box will now appear. Select the Raster image file you require from the list and select the *Open* button.

11. The path and name of the file you selected should appear in the *Source file or folder* text box. From the *Data Connect* dialog box, select the *Connect* button.

12. If the Coordinate System is <unknown> you will need to select *the Edit Coordinate System* button.

13. In the *Edit Spatial Contexts* dialog box, select the Name of Spatial Contexts to enable the *Edit* button. In this case the name is *Default*. Now select the *Edit* button.

14. In the *Coordinate System Library* dialog box, enter "UTM83-15" in the *Search* text box to filter the coordinate system to UTM with NAD83 datum, Zone 15. This information comes from the GIS team, and they use meters, so select the "UTM83-15" code from the list. Select the *Select* button.

15. The *Override* column in the *Edit Spatial Contexts* dialog box should now show UTM83-15. Select the *OK* button.

16. Ensure that the checkbox is selected to the left of your image in the *Schema* column.

17. Select the *Add to Map* button. The Raster image should display on your screen.

18. If you wish to hide the display of the Raster image, you can do that by going back to the *Task Pane* (step 2). In the *Task Pane* palette, on the *Display Manager* tab, uncheck the toggle next to the Raster image you added. The image will be removed from your drawing. It can be displayed again by selecting the toggle again.