

Revit Central File tips:

Understanding Central file and server connections:

You and all group partners *must* connect to the central the same way every time to prevent central file issues. There are a variety of ways to connect to Blackmore, and to locate and open your file in Revit. Whatever method you chose, you and all group partners must be consistent. Issues with Central files arise from discrepancies with the following:

1. Method of connecting to blackmore, e.g \\blackmore vs \\blackmore.msu.montana.edu\\arch-share
2. Active Network: on campus with Msu-Secure vs off campus with the VPN?
3. Central file opening method (within revit or double clicking in file explorer)

While windows file explorer generally understands that when you type “\\blackmore” in your search bar when you are on campus and connected to MSU-Secure, it understands you mean “\\blackmore.msu.montana.edu”. Revit does not make that connection. The file path you enter into Revit when opening your central must be specific and consistent every time. E.g, if you created your central by using “//blackmore” and navigating to your file, you will have to continue doing exactly that.

With that in mind, CAA-IT recommends connecting via the full, specific file path:

\\blackmore.msu.montana.edu\\arch-share

Connecting off campus using a VPN:

Open Cisco Secure Client and enter: Vpn.msu.montana.edu, select MSU-Student-VPN dropdown, sign in with netID and password and clear DUO auth. Confirm connection is running (click the ^ arrow in your task bar in windows and hover over the cisco icon.)

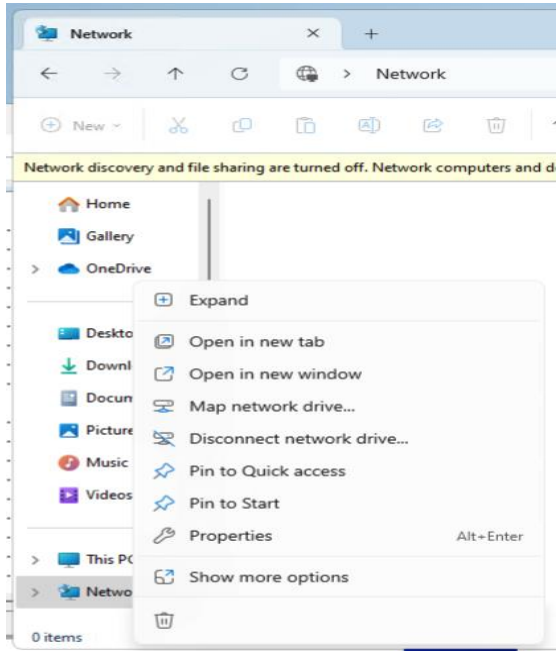
Once the VPN is connected, you must connect to blackmore before opening Revit: Note that using only [\\blackmore](#) may not find the server when on the VPN, so use:

1. **Simple method, less stable:** with your search bar, enter:
\\blackmore.msu.montana.edu\\arch-share to connect to blackmore

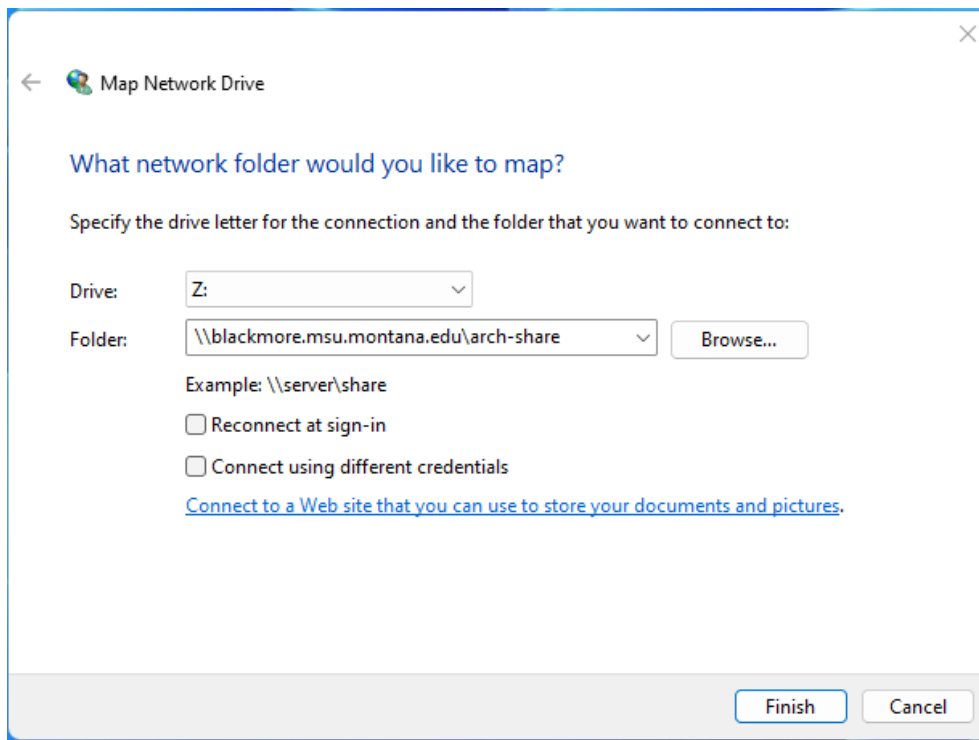
Or
2. Advanced method, more stable: open file explorer, right click network in the left column, and use “map network drive” to input \\blackmore.msu.montana.edu\\arch-

share, uncheck “reconnect at sign in”, and check “connect using different credentials”

Map network drive example



Required path in “map network drive” dialogue example:



Now that blackmore is connected, you need to open Revit and navigate to your central file within Revit's file explorer ("open model/family"). There are several ways to navigate to your file from there:

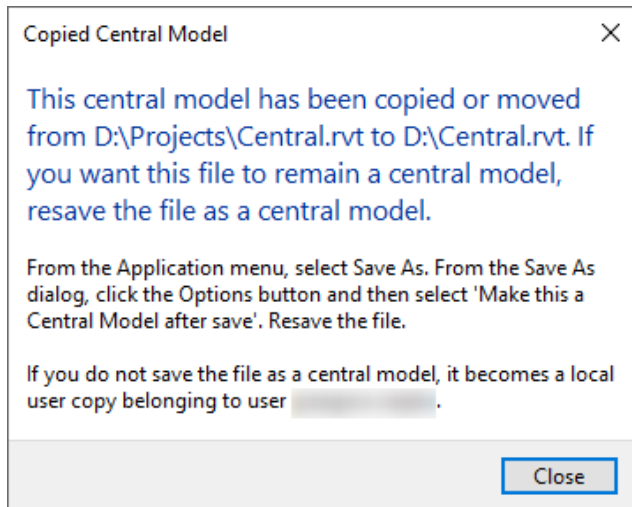
1. Open model->My Computer->Arch-share (double click)->[Class folder]->Central file, this confirms revit understands the path and is most stable.
2. Open model->go back to Windows file explorer and navigate to your central, copy file path from Windows file explorer and paste into Revit's file explorer. This can confuse revit if you've connected to blackmore in any different method than usual, but if done consistently still works.
3. Open model, and type "\\blackmore" into the open field and navigate to your file. **NOT RECOMMENDED.** This works on campus most of the time, but if anything is not identical in terms of your Blackmore connection method or network, create new local will be greyed out.

Whatever way you decide to navigate Revit's filesystem to locate your file, it is imperative you and all group partners pick a method and stick with it, otherwise you will have to move and resave your central file, which can cause issues.

Create new local is greyed out:

Something with your connection method, network, or filepath is different from when you created your central file AND/OR the file was moved or copied, the central file was opened directly and not synced (Aka, not detached, not a local copy), or the file was saved to an external drive.

1. Ensure you're connected to Blackmore within file explorer before opening Revit.
2. Directly open the central file after browsing to the location in Revit
3. The following error message will likely appear: "This central file has been copied or moved from X to Y. If you want this file to remain a central file, resave the file as a central model."



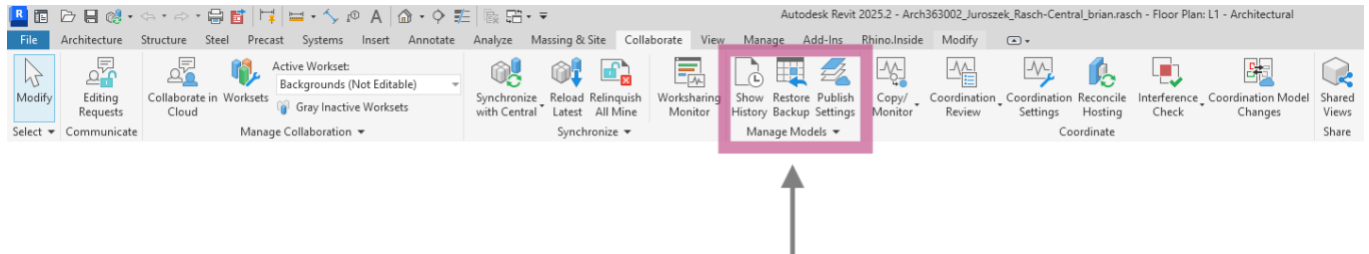
4. If worksets on the central have already been created and must be maintained, use this link for detailed instructions to relinquish, move, and resave as central: [Move the Central Model \(File-Based Worksharing Only\)](#)
5. If the worksets either haven't been created, or aren't relevant, simply save the opened (old) central file to a new location: File->Save As->Project->"Options" in Revit's filesystem, look under worksharing and check: "Make model a central model after saving". Save the file in a new location in Arch-share, such as a new folder in your classes' folder or a sub-folder.

NOTE: This is the point where it's extremely important to note the exact file path, current connection method, network, and if anyone in your group will need remote (off campus) access to the central. Pick a method in the section above and stick with it.

If you are unable to resolve central file issues using this guide. Please send an email to CAAithelp@montana.edu to get a ticket created for scheduling, or visit Cheever 125/126 and if we're available we'll be glad to help. It is best to bring your group partners so any issue can be resolved for all members at the same time.

Revit Restore Backup tips:

If your central file, (or any Revit project), is having errors on opening or an edit has corrupted the file, there are a few ways to restore backups and potentially solve corrupted file issues. Note this section of the collaboration tab:



This tab gives you options for backing up and restoring your project. Note that when you create a central model, another folder is placed in the same location with the same “[Name]_backup”. This folder may not visually contain anything, but this is the folder that you will browse to and “load” previous projects.

NOTES: If you’re going to restore a backup, make sure to open the backup in a new location, either by making a new folder under your current model, or by creating a new folder one level above. (E.g, if your central model folder is: “Arch343 F25/Abbot&Costello/Central Model, you should either make a new folder above the central model (“Abbot&CostelloNew”), or below: (“Central Model/New Central”). Doing this ensure that the current central model is not changed, and any backup operations can be undone by reopening the original central file.

Please see the following links for detailed instructions on restoring backups in different situations:

Repair a corrupt Central Model:

<https://help.autodesk.com/view/RVT/2024/ENU/?guid=GUID-2DF59A60-A798-4528-8938-099D4E8E0D2A>

Recover a Workshared file:

<https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-AF5F7937-7067-4273-B507-1F03C087BF95>

Move the central file:

<https://help.autodesk.com/view/RVT/2025/ENU/?guid=GUID-FEF7FBAF-76EA-44B8-ABEF-C8BBF7BD97AE>