

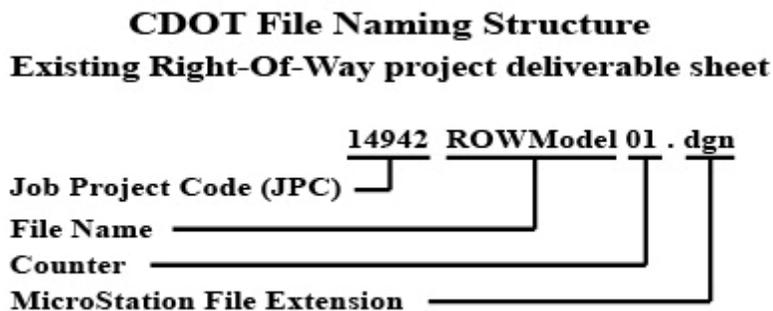
# 4.0 Chapter Four - File Naming Convention

The project design workflow requires that, graphic data be created in multiple design files, depending on discipline. Over the course of a CDOT project, many of the specialty groups will create graphical data in separate design files to be referenced together to create the final product. These design files need standard, informative, and unique names allowing the CADD user to easily identify the specialty group responsible for the file and the type of information contained within the file.

All CDOT CADD drawings created should follow this naming convention so the data can be easily identified and shared by all users. This standard will allow CDOT users to work efficiently across projects while also allowing reviewers to easily find desired files. A standardized file naming convention will also allow for the efficient archiving and retrieval of project data for years to come.

## 4.1 File Naming Convention

The CDOT file naming convention contains the Job Project Code (JPC), file name, file counter, and file extension. Figure 1 shows a sample of an existing right-of-way file (reference file) created by Survey that would be placed in the //14942/ROW\_Survey/Drawings/Reference\_Files/ folder for reference by other groups. The first segment of the CADD file name consists of five numbers that identify the project (JPC). The second segment defines the specific file with a simple to understand description and the third segment is a counter, enabling multiple files of the same name. Note: a fourth segment is used on Working Files. This segment should be the initials of the designer or engineer who is working on the file.



Along with the file naming convention addressed above, files are stored in a specific directory structure outlined in Chapter 3. Combining the file naming convention with the standardized directory structure allows any user to efficiently find any necessary file.

Following the CDOT file naming convention and directory structure is imperative to allow all team members to function as a cohesive unit, always knowing exactly where to find any file, or any bit of information needed for design. This standard will also allow for users to work on many different projects with minimal disruption.

## 4.2 File Types

CDOT uses three different types of files throughout a project. These include Model files, Sheet files, and Working files. While these files are all MicroStation CADD files, they are created for very different functions. These file types and their intended uses are outlined below:

### 4.2.1 Sheet File Names

Sheet files generally contain either references to model files or non-design related items such as general notes, special symbols, quantities, sheet borders, etc. Plan sets are made up of several sheet files, for example:  
`//30312/Design/Drawings/30312IndexOfSheets01.dgn`

### 4.2.2 Reference Model File Names

Reference files are considered the most up-to-date model files and are available to other groups for reference. They should only have the most current non-sketch or working information in them. For example:  
`//30312/Design/Drawings/Reference_Files/30312DesignModel01.dgn`

### 4.2.3 Working File Names

Working files (or sketch files) are model files containing graphical data created during the design workflow. These files include design, and profile graphical information created during the project design stages and can be found in the "Working" folder in each group folder. The file naming conventions for these types of files should include the designer's initials. These files are not to be considered final design files, and should not be referenced to sheet files or other reference model files. An example of a working file would be:  
`//30312/Design/Working/PWC30312DesignModel01.dgn`

### 4.2.4 Detail File Names

Detail files are model files containing graphical detail information such as bridge details that serve as reference files.

### 4.2.5 Miscellaneous File Names

These files represent all the sheet files that do not fall into the other four categories such as border sheets.