

# Project and Directory Standards

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## **General CADD Project Files Standards**

The following are general standards and rules that need to be followed for all Roadway Design Project CADD related files.

### **File Formats**

1. Project design files (DGN) should be created or submitted in the Microstation version format stated in the Project Contract or based on the version of Microstation currently in use in MDOT Roadway Design. Use only the supplied SEED files to create Roadway Project Design Files.
2. DO NOT change the working units in any design file. If you receive a file that does not have the proper working units, then you may change them to conform to the standard seed file working units and coordinate systems. Coordinate Integrity will be maintained in non-sheet design files such as ali.dgn, where one continuous run of data is displayed for the entire project.
3. No design file should be submitted in 3D format other than those specifically assigned as being a 3D file in this document. Especially any design file that will contain a sheet for printing.
4. Formats such as AutoCAD DWG files that have been converted to Microstation DGN should be corrected if elements are not placed on standard symbology (levels, colors, weights, etc.)

### **Models**

1. All design files that contain a single model should have the model name "DEFAULT".
2. Single model design files are always preferred (containing only the "default" model). No models other than the "default" should be created unless specific models are required for our design purposes and only when specified in this document (i.e. Topo design files).
3. Formats such as AutoCAD DWG files that have been converted to Microstation DGN commonly contain multiple models and are usually empty (i.e. paperspace). Empty models in design files should always be removed.

### **Reference Files**

1. DO NOT use NESTED Reference file attachments in your dgn files.
2. DO NOT attach References using FULL PATH directory names. Doing so will can introduce unfound references when submitted to another computer. All project plan design files should be maintained in a single directory, unless otherwise specifically specified.

3. USE logical names when attaching references. Generally we use the first letter in the file name, a list of common logical names are given in the Standard File Names section of this document.

### **Sheet Files**

1. All design files that contain a printable sheet MUST be in 2D format.

2. All reference files in a SHEET design file must be clipped using a FENCE. DO NOT use the Element method of clipping.

3. The sheet cell or printable sheet drawing in the design file should be NOT be created in a ROTATED view.

3. We prefer that any design file that contains at least one printable project sheet be named such that the filename contains the characters (\_sh) at the end of the file name. This will flag the file as including a sheet and provide an easy method of locating the sheets. See the **Standard File Naming** section of this document for more information.

### **Levels**

1. DO NOT submit files that use custom LEVEL OVERRIDES setting within any project design file. They may be used in presentation files, where level overrides may be useful for plotting graphics over photographs, but should never be used on any final plan drawing.

2. DO NOT use any Level Names other than those supplied in the Seed Files or Level Libraries. If you need more levels, please request that they be added via Roadway Design CADD Support.

3. The LEVEL MANAGER has a column setting called "PLOT", which gives you the ability to enable/disable plotting for specific levels. DO NOT turn the PLOT setting off in the level manager dialog for any level. If you do not want to plot certain levels then turn off their display in the view before plotting or do so by manipulation the print attributes during the actual plotting.

### **Cells**

1. DO NOT place any Cells as SHARED CELLS. Users sometimes accidentally turn on "Use Shared Cells" when they have the cell dialog open. Please be careful not to do this. If you find a shared cell in a drawing, it can be dropped to a normal cell.

2. Avoid dropping Cells to individual elements.

3. It is preferred that you only use only cells supplied in the Roadway standard libraries. If a custom cell is needed, then one can be created, but be sure the cell is created and placed using our standards (working units, levels, symbology, fonts , etc.)

### **Text (Annotation)**

1. Text size and placement shall be done in accordance with MDOT standards. ROADWAY DESIGN Text Sizes are based on the following Commission's policy.

*The COMMISSION's policy requires the contract plans to be a 50% reduction of the original plans; therefore, the CONSULTANT shall provide a minimum letter size of 1/8 inch (preferably in the range of 0.10 to 0.15 inches) in order to be legible when reduced to 50% of the original size.*

2. Annotation Scale or Annotation Lock should NOT be used when placing text. Adjustment of text size is to be made prior to placing the text to provide the proper text plot scale. We provide custom commands in Microstation that set the required text sizes.

3. Although Microstation actually uses a text style called "NONE" and the settings that are associated with it, please DO NOT create or use any other TEXT STYLES in the plans.

### **Colors**

1. Use only the supplied Roadway Design Color tables. If you need specialized color tables for plotting purposes, please review the color tables supplied in the group directories. If these are not adequate, be sure to include the color table used in your project submittal.

2. Plan/Profile sheets are now to be plotted with color requirements. The colors are not based on the colors in the design file, but rather they are created at plot time using plotting pen tables. More information on this can be found in the plotting chapter.

### **OLE (Object Linking and Embedding)**

1. All external object files (Microstation Excel, Word, Text, etc.) should be LINKED, never use Picture or Embedding when pasting an external object file.

2. All files that are linked to a design file should be maintained in the same folder location as the design file. Always submit or supply the externally linked file with the design file.

### **Resources ( Fonts & Line Styles Files )**

1. Only the Resource files used in Roadway Design are to be used on project files. No additional fonts or line style resource files are to be used other than those defined in this CADD manual. This includes not using any True Type Fonts that are supplied in Microsoft Windows or line styles located in other resource files.

## **Microstation Functionality**

Microstation provides many functional controls that could create undesirable consequences in our workflows. The following is a list of some of those issues and their recommended usage:

1. **Level Lock:** The attributes bar allows you to select and lock levels that have elements on them. You should avoid leaving levels locked.
2. **Graphic Group Lock:** Leaving the Graphic Group lock turned on can cause large groups of elements to be modified or deleted easily and sometimes without the user's knowledge. You should always turn off this lock when not being used.
3. **Dimension Elements:** Dimension elements are special element types that have complex style settings and attributes. Due to the complexity of these elements and the potential problems that they create, you should not use these types of elements. Instead, use standard linear and text elements in conjunction with terminator (arrowhead) cells.
4. **Element Templates:** Templates are a way to define and assign grouped properties to elements. Their primary purpose is to provide a way to set the properties consistently on your elements. Roadway Design already provides this functionality via our menu system. Using templates on elements can interfere with our workflow and should not be used.
5. **Design File Settings:** Some design file settings such as Angle Readout, Axis Lock, Grid Lock, Snaps, and View can be changed, but should be avoided. We suggest that if you change them during the design process that you set them back to their original settings as documented in the seed file chapter.
6. **View Attributes:** Many of the View attributes must be changed during your workflow, but some view attribute settings should not be changed and are at least returned to their original settings before completing the project. DATA FIELDS, TEXT NODES, and LEVEL OVERRIDES" should be left OFF. Otherwise, you will get the undesirable effect of them showing up on your plots. Most design files should remain set as "Wireframe Display" unless otherwise another setting is needed for 3D rendered models.

## Project File Name Standards

The following sections describe the Roadway Design standard project file names. You should make every effort to conform to these project file names. A stand-alone program has been created that can be used to help you create these files with the standard names. It is located in the Roadway applications folder as ...\\rwddata\\apps\\newdgn.exe. The Roadway Desktop folder \_RWD\_APPS\_ contains a shortcut icon to activate this program it can also be found inside of Microstation and activated via our DZine menu. The program is designed to be self-explanatory, but detailed instructions of its usage is located in the RWD APPS chapter of the Roadway CADD Manual.

In some cases the files can contain a user defined portion (indicated as **\*\*\***, in this document). With these types of files, you will need to determine the appropriate entry for replacing the **\*\*\*** (See the notes by these filenames).

Sheet files will maintain references at all times. At no point will data referenced to sheets be copied to the sheet file. This note is directed specifically to consultants submitting electronic files, but applies to In-House users as well.

All design files that contain individual sheets shall be named as or as close to the working sheet number as possible, which will be presented in working sheet number block of the printed sheet in the contract plans.

You may refer to the ASCII file (*INDEX.PLT*) located in Roadway Design's Geopak INPUT folder (...\\rwddata\\input\\) directory for more information on Standard Working Sheet Numbers.

WK\*\*\*.DGN files will be the (Plan/Profile Sheets). Under normal circumstances, they should have the some of the following references attached (recommended reference logical names shown in parenthesis):

**ALI.DGN (a)**  
**TOPO.DGN (t)**  
**EP.DGN (e)**  
**ROW.DGN (r)**  
**DES.DGN (des)**  
**DRAIN.DGN (d)**  
**PROPERTY.DGN (p)**  
**SLPSTK.DGN (s)**  
**BORDER.DGN (b)**

## Filename Compliance Utility

A utility is provided that helps you create files with the standard file names. This application is integrated with Microstation under the File pulldown menu. It can also be found in the RWD APPS desktop folder. See the Chapter on RWD APPS for complete instructions on its usage.

## Standard Project File Name Charts

Project file naming shall follow this format:

<u>DESIGN FILE NAMES</u>	<u>DESCRIPTION</u>
<b>topo***.dgn</b>	<p>Topography (can exclude property information)</p> <p>NOTE: This topo.dgn may contain two models. A 3D model created during the survey process (Model Name "3D") and a 2D model (Model Name: "2D") that will contain additional elements that are needed to finalize the graphics and that will be used to generate plan/profile sheets. When the file contains two models, the user must rename the default model name from "default" to "3D" and manually create the "2D" model name.</p> <p>See the "Survey Manual" for more specific details on how these two models are created.</p> <p>*** Indicates ONLY a number. It is to indicate more than one SCALE being used in the project. (Ex. topo20.dgn and topo100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.</p>
<b>topo3d.dgn</b>	<p>3D Topography File</p> <p>NOTE: This 3D file is created during the survey creation process. This file will NOT exist if the user has chosen to create a two-model topo.dgn file. If this file exist in the project, then a separate 2D topo.dgn file must be created having the name "topo.dgn" (SEE topo***.dgn above).</p> <p>This file or model will contain Geopak 3D spot shots and breaklines of the existing ground.</p>
<b>topo3dbridge.dgn</b>	<p>Geopak 3D design file showing spot shots and breaklines of structures (i.e. bridges) with air (no ground) beneath them.</p>
<b>ali***.dgn</b>	<p>Highway Alignments stored in a Geopak GPK file and then plotted into this file (Geopak Chains) EXCLUDES Drainage Alignments (i.e. Creek Traverses, etc., see drnali.dgn)</p> <p>*** Indicates ONLY a number. It is to indicate more the one SCALE being used in the project. (Ex. ali20.dgn and ali100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.</p>
<b>aligpk.dgn</b>	<p>Highway Alignments stored in the design file using Geopak Civil Geometry.</p>

	Scale can be set or adjusted in the design file.
<b>drnali.dgn</b>	ALL Drainage Alignment (Chains) (i.e. Creek Traverse, etc.) for Bridge Division (See wk***.dgn below for information on how to name the Plan/Profile sheets for drainage.
<b>border***.dgn</b>	Sheet Creation Guides  *** Indicates a suffix description of its usage. The suffix should be avoided unless more than one type of border file is required. (i.e. Pavement Marking Borders, Traffic Control Borders, etc.). It can also indicate scales when more than one SCALE is being used.
<b>ep***.dgn</b>	ALL Proposed Permanent Edge-of-Pavements should be placed in EP.DGN. If another ep.dgn file is needed for traffic control, detour roads, etc. then *** will be user-defined suffix added to the name..
<b>property***.dgn</b>	ALL Property Information- Property Lines, Property Owners, Section Lines, Iron Pins, etc... (Political Boundaries).  *** Indicates ONLY a number. It is to indicate more than one SCALE being used in the project. (Ex. property20.dgn and property100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.
<b>profile***.dgn</b>	Working Profiles - Existing and Proposed  *** Indicates baseline (chain name) at which the profile was taken about. Other suffixes should be avoided.
<b>pat***.dgn</b>	Geopak Cross-Section Pattern Lines in a plan view.  Used for creating existing cross sections working files.  *** Indicates baseline (chain name) at which the cross-section pattern lines were taken about. Other suffixes should be avoided.
<b>ash***.dgn</b>	Geopak Shape Design Files  Used for creating proposed templates on cross sections.  *** indicates a baseline (chain name) at which the shapes were associated with. Other suffixes should be avoided.
<b>slpstk***.dgn</b>	ALL Proposed Slope Stakes (Fill line, Cut lines, Transitions lines)  *** Indicates a suffix that relates to the contents of the file. Suffixes are used if more than one file is required, but should be avoided.
<b>row***.dgn</b>	ALL Proposed Right Of Way  *** Indicates ONLY a number. It is to indicate more than one SCALE being used in the project. (Ex. row20.dgn and row100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.

<b>drain***.dgn</b>	<p>ALL Proposed Drainage</p> <p>*** Indicates ONLY a number. It is to indicate more than one SCALE being used in the project. (Ex. drain20.dgn and drain100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.</p>
<b>des***.dgn</b>	<p>Design File containing Other Proposed Elements</p> <p>Used to draw elements that are to be referenced to the Plan/Profile sheets that are not covered with EP.DGN, ROW.DGN, DRAIN.DGN, etc.</p> <p>*** Indicates ONLY a number. It is to indicate more than one SCALE being used in the project. (Ex. des20.dgn and des100.dgn.) Otherwise, *** SHOULD NOT be used. Other suffixes should be avoided.</p>
<b>xs***.dgn</b>	<p>GeoPak Working Cross-sections</p> <p>*** Indicates a scale if more than one SCALE is being used in the project. It also can indicates the baseline (chain name) at which the x-sections are taken about. Other suffixes should be avoided.</p>
<b>lay***.dgn</b>	<p>GeoPak Final Cross-sections (Cross-Section Sheets).</p> <p>*** Indicates a scale, if more than one SCALE is being used in the project. It also can indicates the baseline (chain name) at which the x-sections are taken about. Other suffixes should be avoided.</p>
<b>wk***[a,b,c, etc]_sh.dgn</b>	<p>Plan/Profile Sheets</p> <p>*** Indicates the WORKING SHEET NUMBER as shown on the sheet in your final plans. [a,b,c] ... indicates Local Road and Drainage Sheet's. Scales can be used if more than one scale is required. The only other suffixes that should be uses are [a,b,c, etc.], which indicate side streets and roads sheets.</p> <p>Note: Since Drainage Sheets are not included in the final plans, you should always number drainage sheets after ALL Local Road sheets have been named. (For example, if you have two local roads and a drainage crossing the main line sheet wk5_sh.dgn, then you should name the two local road sheets wk5a_sh.dgn and wk5b_sh.dgn, and you would name the drainage sheet wk5c_sh.dgn.)</p>
<b>ts-[1,2...&gt;_sh.dgn</b>	<p>Typical Section Sheets</p> <p>[1,2,...] indicates the WORKING SHEET NUMBER as shown on the sheet in your final plans.</p> <p>If you choose to draw ALL your Typical Sections in one design file then omit the [1,2,...] portion of the file name.</p>
<b>fg***_sh.dgn</b>	<p>Form Grade Sheets</p> <p>*** Indicates the WORKING SHEET NUMBER as shown on the sheet in your final plans</p>

<b>pmd.dgn</b>	Pavement Marking Details
<b>pmd***_sh.dgn</b>	The PMD.DGN design file should contain all the permanent pavement marking for the entire project (no suffix on name). *** Indicates the WORKING SHEET NUMBER as shown in your final plans. (PMD1_SH.DGN, PMD2_SH.DGN, etc. are sheets created from PMD.DGN). Scale can be used only if more than one SCALE is used.
<b>tcph[1,2...].dgn</b>	Traffic Control Working Design File  The design file that contains the entire projects Traffic Control details. If the traffic control plans requires several phases the [1,2,...] should be used to indicate the phase number. Scale should be used only if more than one SCALE is used.
<b>tc***_sh.dgn</b>	Traffic Control Sheets  *** Indicates the WORKING SHEET NUMBER as shown on the sheet in your final plans. These sheets usually created from TCPH.DGN. Scale should be used only if more than one SCALE is used.
<b>tcpq_sh.dgn</b>	Traffic Control Signing Quantities Sheets.
<b>title_sh.dgn</b>	Title (Layout) Sheet
<b>d***.dgn</b>	Miscellaneous Construction Details Sheets  *** Indicates the WORKING SHEET NUMBER as shown on the sheet in your final plans.
<b>id***_sh.dgn</b>	Intersection Detail Sheets
<b>vs_sh.dgn</b>	ALL Vegetation Schedule Sheets
<b>sqs***_sh.dgn</b>	ALL Summary of Quantities Sheets  *** Indicates a suffix name. The suffix should only be used if more than one SQS file is required. In most cases, all SQS sheets are shown in one file.
<b>sqs_link.xlsm</b>	Microsoft Excel Spreadsheet File Containing the Summary of Quantities linked to sqs.dgn
<b>eq_sh.dgn</b>	ALL Recapitulation (Estimated Quantities) Sheets
<b>di_sh.dgn</b>	ALL Detailed Index Sheets  Note: General Notes can be included on the detailed index sheets. If not, use (gn.dgn) for general notes sheets.
<b>gn_sh.dgn</b>	ALL General Notes Sheets
<b>dcs_sh.dgn</b>	ALL Detail of Construction Signing Sheets
<b>test[xs]***.dgn</b> <b>test***[_sh].dgn</b>	Testing Files. These files should be temporary. Always remove these files before finalization of the project.  [xs] Indicates that the file is a cross section test file.  [_sh] Indicates that the file contains a sheet

	*** Indicates a suffix that relates to the contents of the file.
<b>ditch-[chainname]</b>	Geopak Ditch Flow Patterns for Hydraulics. Working file for Hydraulic to aid in sizing silt basins and drainage design.  [chainname] Indicates the Geopak chain name the flow patterns were created about.
<b>control***.dgn</b>	Geopak Control Elements  *** Indicates a suffix name for scale or description of contents.
<b>quan***.dgn</b>	Geopak Design file where D & C quantity calculations are done.  *** indicates a name that relates to the contents of the file.
<b>contours***.dgn</b>	Geopak 3D design file showing contour lines.  *** indicates a name that relates to the contents of the file.

<b>GEOPAK FILE NAMES</b>	<b>DESCRIPTION</b>
<b>job***.gpk</b>	Project COGO Database Name  *** indicates the JOB NUMBER used for your project database
<b>h***</b>	Cogo Chain Names for Highways  *** indicates the Highway NUMBER or NAME.
<b>j***</b>	Cogo Chain Names for Interstates  *** indicate the Interstate NUMBER.
<b>lr**sta**</b>	Cogo Chain Names for Local Roads  **sta** Indicates the Station Number where it crosses the main line(minus the plus (+) and rounded to a whole number) (Example: Sta. 10+00.734 - Name the file: 1000)
<b>xs(chain_name)(job_number).i(operator_code)</b>	
	Existing Cross-section INPUT Files (which contain keyed in Station, Offset, Elevation X-Sections notes).  (EX. xs4949.ikb, (xs) and (i) will always be part of the name. In this example, the first number (49) is the chain_name, the second (49) used is the job_number, and the operator_code or initials of the person doing the project are (kb).
<b>xs(chain_name)(job_number).o(operator_code)</b>	
	Existing Cross-section OUTPUT Files. (Produced after READING the input file)

	(EX. xs4949.okb, (xs) and (o) will always be part of the name. In this example, the first number (49) is the chain_name, the second (49) used is the job_number, and the operator_code or initials of the person doing the project are (kb).
<b>xs***.soe</b>	ASCII file containing points in Station, Offset, Elevation format.  *** indicates a name that relates to the contents of the file.
<b>t***.cor</b>	ASCII file containing Topographic X,Y and Z points.  *** indicates a name that relates to the contents of the file.
<b>xs***.cor</b>	ASCII file containing (XYZ) formatted X-Section notes taken 90 degrees to a Baseline.  *** indicates a name that relates to the contents of the file.
<b>xp***.inp</b>	Existing Profile Input Files  *** indicates a name that relates to the contents of the file.
<b>xp***</b>	Existing Profile Names  *** indicates a name that relates to the contents of the file.
<b>pp***</b>	Proposed Profile Names  *** indicates a name that relates to the contents of the file.
<b>ash***.inp</b>	Auto-Shape Input Files  *** indicates a name that relates to the contents of the file.
<b>t***.inp</b>	Template Input Files  *** indicates a name that relates to the contents of the file.
<b>xc***.xsc</b>	Xcode Files  *** indicates a name that relates to the contents of the file.
<b>slp***.inp</b>	Slope Stake Input Files  *** indicates a name that relates to the contents of the file.
<b>ew***.inp</b>	Earthwork Input Files  *** indicates a name that relates to the contents of the file.
<b>ew***.out</b>	Earthwork Output Files  *** indicates a name that relates to the contents of the file.
<b>ew***.lay</b>	Earthwork Text File For Sheet Layout  *** indicates a name that relates to the contents of the file.
<b>qi-***.out</b>	D & C Manager Item Report OUTPUT  *** indicates a name that relates to the contents of the file.

<b>qc-***.out</b>	D & C Manager COMP BOOK Report OUTPUT  *** indicates a name that relates to the contents of the file.
<b>X(*primary route*).dat</b>	GeoPak DAT file for ground shots of existing ground  (*primary route*) indicates the primary highway route number the data is associated with.
<b>X(*primary route*)bridge.dat</b>	
	GeoPak DAT file for Structures with Air underneath  (*primary route*) indicates the primary highway route number the data is associated with.
<b>X(*primary route*).tin</b>	GeoPak TIN file of existing ground.
<b>X(*primary route*)bridge.tin</b>	
	GeoPak TIN file of Structures with air (no ground) beneath them.  (*primary route*) indicates the primary highway route number the data is associated with.

## Project Directories Document Management

*Note: (10/10/12) As of the date indicated Roadway Design is NOT using ProjectWise to maintain document management during project design. We will be importing our files into the Projectwise system at certain project milestones. MDOT district offices and consultants may be required to manage their documents differently than Roadway Design. The information below is meant for Roadway Design only.*

There are different ways to approach document management, but it is important to maintain the files in your project in some logical, orderly manner. The basic approach taken by Roadway Design is to create a directory using the project number.

Users/CADD Support will make directories for each project and maintain all files related to that project under that directory. The files for that project should be located directly under the project directory and not in sub-directories. In cases where there are different sites in that project you can create, Site sub-directories and the files associated with that site will go in that created sub-directory.

Roadway Design has established a standard naming convention for project work files. See the section on **Standard File Naming** for more information.

Roadway Design recommends the following locations for your project directories:

The CADD Support Section has created a directory called PROJECTS on your primary Project workstation. You should create all your new project sub-directories under this directory. The project directory name will be the project number. All other users will connect to this shared directory to get access to the projects files. This method maintains that we have one set of master drawings.

### Projects Directory Creation

Some workstations in Roadway Design that are used as the primary workstation for working on projects will have a directory called *PROJECTS* located under *D:\* drive. (If no D drive is available you may use other drives, but doing so changes the method of backup)

All subdirectories under this directory will contain a separate project. Each time you start a new project you will create a directory under *projects* that will contain all the files for that project. The project directory on the server that will be your backup and repository for the Intranet will be created by CADD Support section. This directory should be maintained on your workstation until construction is completed for that project.

**IMPORTANT:** If the project is transferred to another design team, you **MUST** remove that project directory from your workstation PROJECTS directory. If you do not wish to delete it, then please move it to another directory.

The project directories will be named based on the FMS number for that project. All project directories will be named with this format.

## **Projects Directory Backups**

Roadway Design Project leaders who have the physical project files on their computer are responsible for backing up the project files. This is accomplished with a batch file that is provided. See the Chapter on Project Backups for more information.

## **Clients Workstations accessing the PROJECTS Directory**

All client workstations have been setup to read the project directories from the primary design workstation. On the primary workstation, the directory is *shared* with the name *Projects* and the client connects through normal network connection commands.

## **Standard Drive Letters for Connection to Shared PROJECTS Directory**

For standardization, purposes this drive letter selected will be **P** (which stands for projects). The client workstation can access any project file by locating the project directories under P: drive.

## **Frequently Asked Questions**

**I'm starting a project and have been given some files. These files do not follow the standard naming conventions. Should I change their names?**

Yes, you should take the time to get familiar with what files you have received and rename them to follow the standards. This might take a little work, but it will benefit you and everyone else as the project goes forward. If the files were not sent to you using standard names, you can quickly see the problems that you might encounter. The first one being the fact you have no idea what is in each file and you must review each one just to see their contents. If possible, you should relate to the sending party that they should follow standard names on future submittals.

There will probably be design files with references attached. If you change the name of each file, you will also have to re-attach or change the properties of the attached references after you have entered the renamed files.

**I have a situation the does not allow me to follow the standard names, what should I do?**

You should probably decide what is best for your situation. However, you should also report this to the CADD support team so they can address the problem.