

Saving Computer Aided Drafting and Design Files

CADD files should be stored on the S:\ drive in the “Office to Office”. The exact location that the files are stored should depend on if the project is completed or if it is still in the planning, design, or construction phase. If the project has not been completed, the files will be stored at:

**S:\ Office To Office \ NRCS \ Eng_Projects \ working **

If the project has been completed and finished, the files will be stored at:

**S:\ Office To Office \ NRCS \ Eng_Projects \ filed **

In each location files for each project should be stored with the following directory structure and file format:

\ Landowner_T# \ Practice Code \ LandownerCODE.dwg

Were **Landowner** is the last name of the land owner

T# is the tract number

Practice Code is the NRCS practice code. Practice names can be added after the code

LandownerCODE.dwg is the landowner last name and practice code drawing name

Permissions must be setup to make this filing system secure. Most likely the basic directory structure listed above has already been created. Only the directories from the landowner name and forward must be created. This system offers many advantages and they are:

- Everyone in your office will have read access to the files in your working directory. This promotes sharing of details and minimizes time spent drawing details.
- Only selected individuals in your office have write access to your working drawings. This can be set so only you have write access your files.
- Everyone will have read access to projects that have been completed. This allows others to borrow details from your drawings and for you to do the same from others.
- All users in your office will have write access to the completed files directory.
- The tract number can be used to recall files in the event that the landowner / operator changes.
- The Practice Code and Practice Name folder can be used to further organize each landowner directory because it gives you the ability to search all projects completed for individual practices.
- All CADD and electronic surveying files generated while working with a landowner should be stored in the same location which reduces the time spent looking for files.

Finding the S: Drive and the Eng_Projects Directory

The S: drive is a network drive on the server which is used to store data in each office. Everyone in your office who has access to the server, has access to the S: drive. **The following file structure must be maintained on the servers for data management purposes.**

1. Double Click **My Computer** on your desktop.
2. The S: drive is labeled '**shared on 'Mdxxxxxxxxc001' (S:)**' where 'xxxxxxxx' will be the first 8 letters of your city name. Double click on the S: drive.
3. You should see a list of folders. Find "**Office To Office**" and double click on it.
4. Double click on the "**NRCS**" folder.
5. Find "**Eng_Projects**" and double click on it
6. Find either "**filed**" or "**working**" and double click on the desired directory

Creating New Folders

Creating new folders is a simple way to organize data. **The following file structure will help you organize and search your files to find data more efficiently.**

3. Right click in the open white area of the window below the folders and files and choose [**NEW**] ► [**FOLDER**]
4. A new folder will appear and you will then have to rename it to: **Landowner_T#**
5. Double click on your new folder
6. Right click in the open white area of the window below the folders and files and choose [**NEW**] ► [**FOLDER**]
7. A new folder will appear and you will then have to rename it to: **Practice Code**
You can also add the practice name after the code if you desire

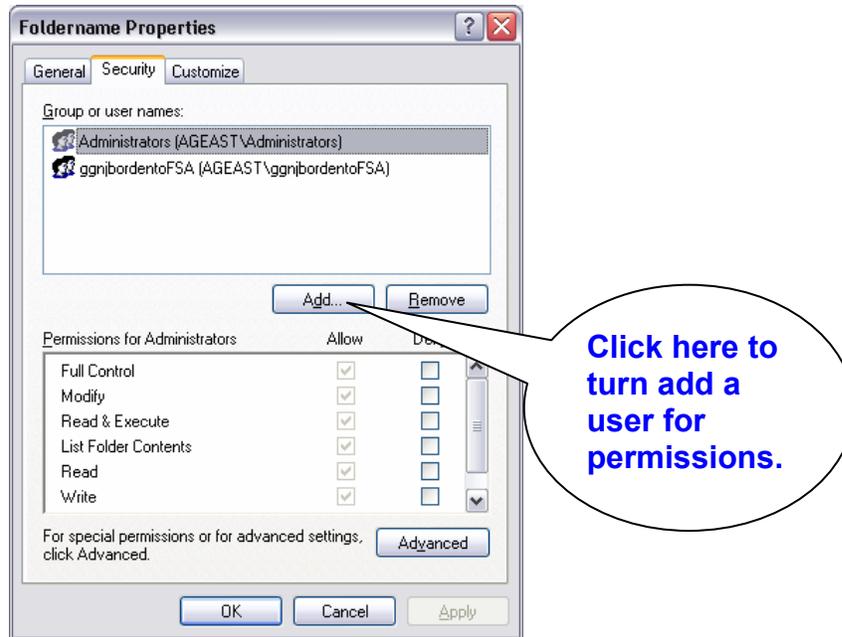
At this point you are ready to start storing data for you job. All data files for a particular project should be stored in its respective folder. If you cannot create new folders, see the section titled "Adding User Permissions to Project Folders"

We ask you to please help us keep the servers as organized as possible not only for space purposes but for your own ease of searching as well.

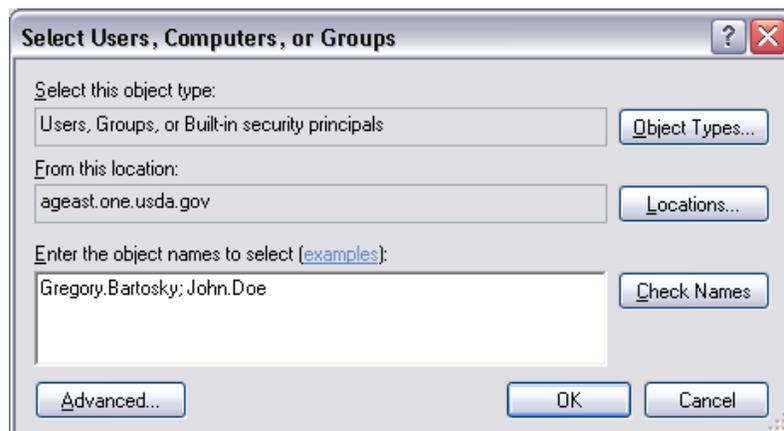
Adding User Permissions to Project Folders

The “\Eng_Projects\filed\” and “\Eng_Projects\working\” folders have been created and permissions set for those directories. If you cannot create a directory in either, have someone who can create a directory do the following:

1. Right click on the folder that you would like to change the user permissions for (\Eng_Projects\working\) and select **Properties**. A window pops up called “**Foldername Properties**”, where Foldername is the name of the folder. Select the **Security** tab at the top of this window. You will see a screen similar to the following:



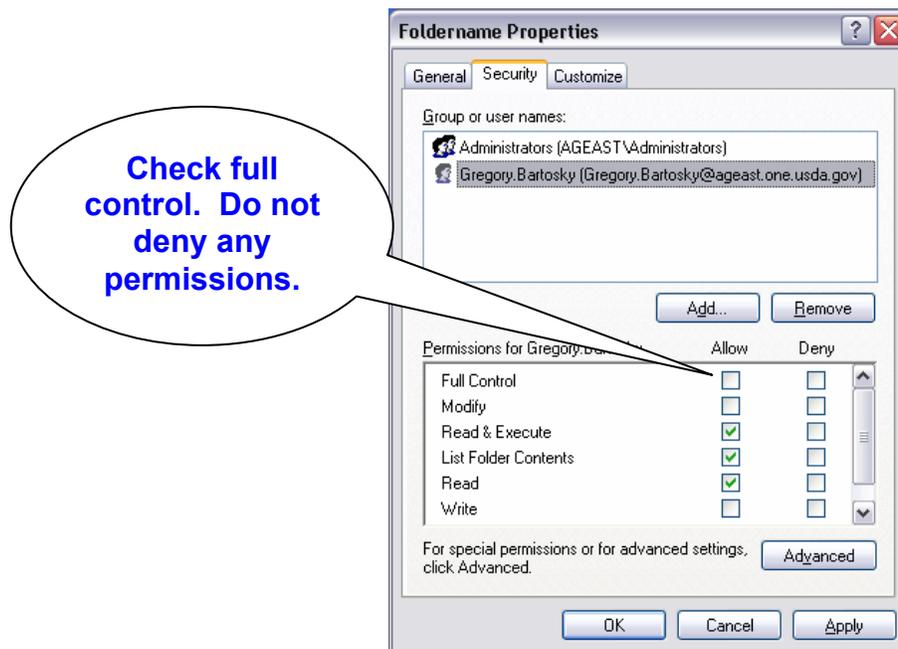
2. If your name is not listed, click on **Add** and a box titled “**Select Users, Computers, or Groups**” pops up. Here is where you will add in the names of the users who will have access to this folder.
3. Type in your login name. User login names have the format of Firstname.Lastname. See the following screen print.



- Click **Check Names** after typing in your login name. Your name should change to include you location and email address.

IMPORTANT!!! The names must be in the format of their login names for the server (ex: John.Doe).

- Click on **OK** when you have entered in your name.
- Highlight your user name and check the “**Full Control**” box in the “**Allow**” column. See the following screen print.



IMPORTANT! Do not alter the administrators permission settings.

- When all users have been added and permissions set for them click on **Apply** and then **OK**. You should now have access to the folder.

Copying and saving files to the Eng_Projects folder

1. To save a file to a folder in the S: drive you need to click **Save As...** in whatever application you are in. When it asks you where to save it, navigate to the S: drive, into the “\Office to Office\NRCS\” directories and the folder you want to save it to. You can also navigate to the folder with windows explorer to create new subfolders or copy files.

IMPORTANT! You must have write permissions in order to save a file to a folder you have setup above on the S: drive. You will receive an error otherwise.

2. To copy a file to a folder in the S: drive you need to highlight a file and press copy then navigate to the correct folder in the S: drive and paste it in that folder. Again you need write permissions to copy a file into a folder on the S: drive.