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Chapter 3: File Naming Conventions

There are many types of files in use at CFLHD. Of utmost importance is the naming convention of the MicroStation design files produced throughout a project. The overall file naming convention is shown below, as well as types of files with extensions, used at CFLHD. The convention is shown along with the 3-digit file descriptor for most of the sheets in a typical plan set. As it is hard to foresee every type of file that may be included in a plan set, a special case may arise where there is no file descriptor for a file that has been created. In such a case, follow the rest of the naming convention as closely as possible, while generating a unique file descriptor for the new file.

Also shown, at the end of this chapter, is the order of plan sheets for a typical CFLHD project. Again, it is hard to imagine every type of file that may be created in a special case. If a file is not shown, best judgment must be exercised to place the file in an appropriate place within the plan set.

Standard File Extensions

Extension	Description
.DGN	MicroStation graphics design file
.DWG	AutoCAD graphics drawing file
.DGNLIB	MicroStation V8 library containing level definitions, text styles, and dimension styles
.DDB	GEOPAK D&C Manager database file
.RSC	MicroStation resource file
.X30	GEOPAK Criteria files
.CON	MicroStation design file containing contours
.MAP	MicroStation design file containing mapping planimetrics
.DTM	MicroStation design file containing 3D graphics used to create GEOPAK .TIN file
.TIN	GEOPAK digital terrain model
.RWP	MicroStation design file containing right of way plans

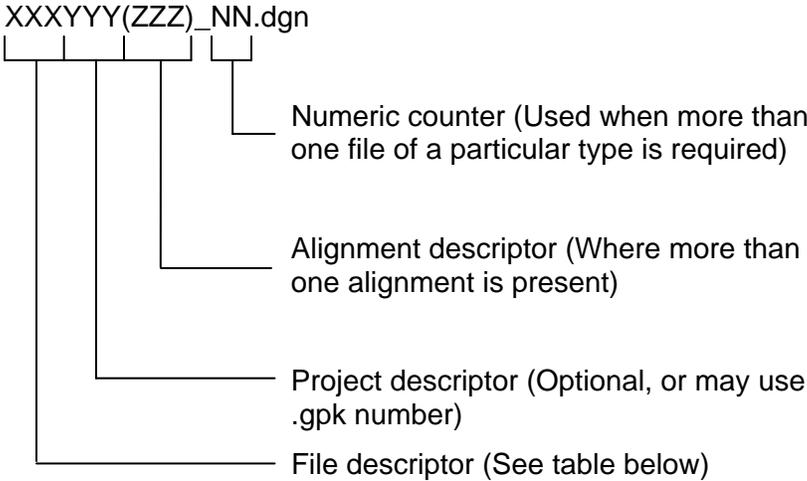
Table 3-1: Standard File Extensions



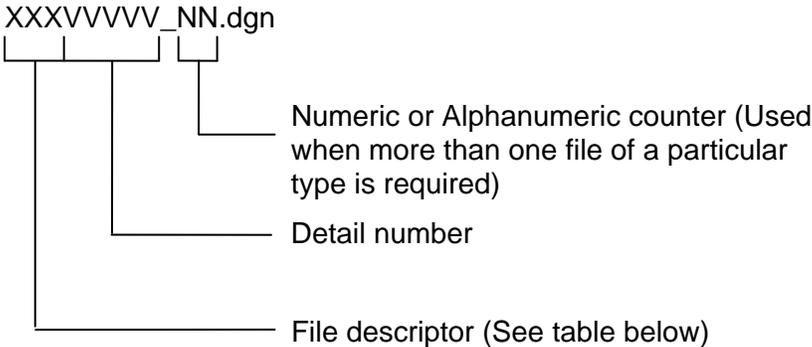
Naming Convention, MicroStation Design Files

All CFLHD MicroStation design files should be named with the following formats.

CFLHD roadway design files:



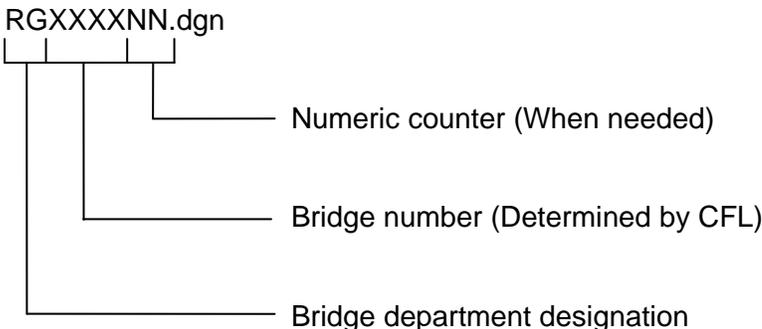
CFLHD **specials, *standards/details:



*Standards and details should be downloaded and not renamed.

**A special is a modified standard/detail or project specific detail. Use Alphanumeric counters for all specials.

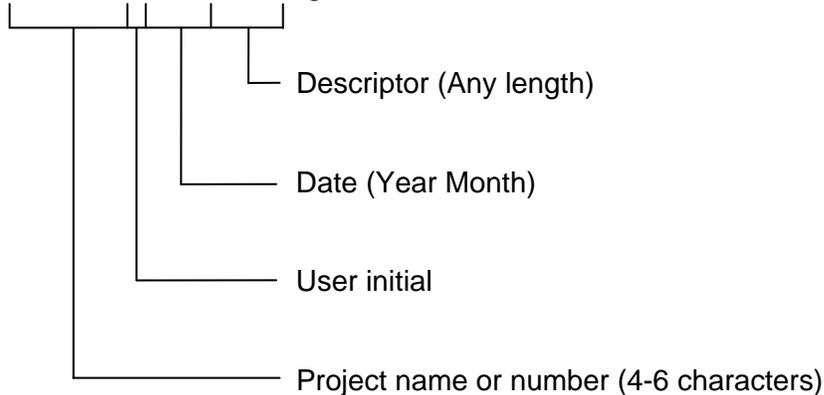
CFLHD bridge design files:





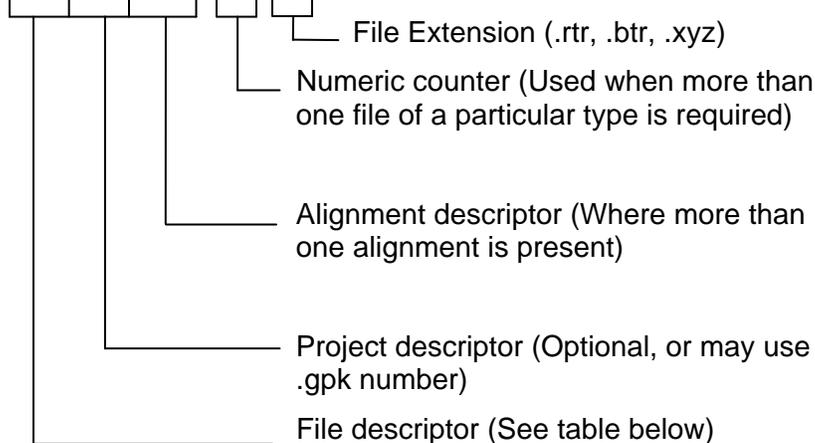
CFLHD survey design files:

XXXXXXXXY0403ZZZZ.dgn



CFLHD staking report files:

XXXYYY(ZZZ) NN.???



CFLHD GEOPAK .gpk files

When working on CFLHD projects, the **.gpk** file will be assigned by the Lead Designer. The convention will be a standard numerical system, starting at 100. The first **.gpk** file assigned would be **job100.gpk**, then **job101.gpk**, etc. Internally, the Lead Designer can checkout the .gpk number from *N:\CFL-DPITMaster .GPK NumbersMasterList.xls*.



Roadway Design File Descriptors	
Descriptor	File type
ALI	Alignment file(s) (prefer chain names are included)
C or CM	US Customary or Metric detail (will include the bid item number)
CPP	Construction phasing plan
CTL	Survey Control Sheets
DPL	Drainage plan layout
ECP	Erosion control plan sheets
SHP	Shape file(s) (if not included in alignment file)
OBL	Obliteration Plan(s)
PAT	Pattern file(s) (if not included in alignment file)
PKG	Parking lot file(s)
PLA	Site plans, intersection details
PLN	Planimetrics file(s) w/all files referenced in (used in cutting sheets from one file if multiple plan sheets in one file.)
PNP	Plan and profile sheets
PRO	Profile file(s) (prefer chain names are included)
SMP	Signing and Pavement marking plan
SP or SPM	US Customary or Metric Special
ST	FLH Standard drawings. Cover both Metric & U.S. Customary units (will include the FP Section number) (NOT TO BE RENAMED)
SUM	Summary sheets
SYM	Symbols sheet(s)
TCP	Traffic control plan
TTL	Title sheet file(s)
TYP	Typical section file
UPL	Utility plan layout
WAL	Retaining wall layout sheets
XSE	Cross-section(s)
XSS	Cross-section sheet(s)

Table 3-2: Roadway Design File Descriptors



Roadway Staking File Descriptors

Descriptor	File type
SLP	Slope staking report
SGT	Subgrade template report
STK	Staking detail report
CLR	Clearing report
SED	Seeding report
HOR	Horizontal alignment description (output file)
VER	Vertical alignment description (output file)
YEL	Yellow top reports
RED	Red top reports
BLU	Blue top reports

Table 3-3: Roadway Staking File Descriptors