

DATE: November 15, 1995
TO: Staff Bridge Employees

FROM: S. W. Horton/P. K. Padhiar
SUBJECT: Archiving Completed Projects of ACAD Drawings.

We have installed an extra hard drive on Ken Sharpley's computer, which is to be used to archive ACAD drawings. All project drawings prepared by Staff Bridge shall be archived on this drive after the design phase of the project is completed. The person who prepared drawings for a project shall be responsible for archiving them within two weeks after Final Details are sent to the Region. The archive shall be promptly updated for any subsequent revisions to the contract drawings (e.g., revision under advertisement) by the person making the revisions.

This archive will be available to copy drawings from previous projects. The intent is to make completed plans widely available for reference without having to secure a hard copy or finding the person who detailed them. This will also reduce the storage requirements employees will need for access to their previous work. This archive should be used when previously prepared details can be utilized to expedite the detailing on current projects.

All drawing should be stored in DWG format. Archiving the bridge deck elevation sheets will not be required when PICAS0 was used to develop these sheets. BMS/BRIAR is developing a method for assigning structure numbers to retaining walls and sound barriers. Until this is available work with Ken to assign a unique name to the directory containing the drawings for these items. When the method for assigning numbers is complete, it will be made available to you.

The following outlines the procedure for storing and retrieving drawings with the archive directory.

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Go to the FILE MANAGER.

Click on the CONNECT icon, or DISK, CONNECT NETWORK DRIVE.

Pick SHARPLEYK.

Pick ARCHIVE directory.

A PASSWORD is required, obtain this password from Ken.

Make two (2) windows so that you can see both directories, the directory you are copying from, and the directory you are copying to.

CREATE DIRECTORY using the Structure Number.

Under the STRUCTURE NUMBER directory CREATE DIRECTORY using the Subaccount Number for the project which the plans were prepared for.

Copy the drawings that are to be archived to the SUBACCOUNT NUMBER directory. One file for each drawing sheet in the plans.

Once connected to the archive directory you may also copy drawing files to your computer using File Manager. After you have copied the files you want to your own computer, while still in the FILE MANAGER, highlight the files you want to change, go to FILE, PROPERTIES, ATTRIBUTES, and turn off the X in the READ ONLY box.

If you have any questions contact Ken Sharpley or your unit leader.