



Technological Design Engineering Education

Western Technical-Commercial School

CAD Folder/File Naming Convention

File naming conventions must be adopted to allow for easy identification, organization, and CAD file operation.

This standard only takes a moment do and once done, you will save yourself a lot of problems in the future. The following is a standard naming convention sample in a school situation with explanation:

cl-s_l-first_ssy_P_desc.ext

!!!-!!_!-!!!!!!_!!!!!!_!!_!!!!!!!!!!!!

!!!-!!_!-!!!!!!_!!!!!!_!!_!!!!!! . \\\\\\\ .*ext: Dot.Extension of file name*

!!!-!!_!-!!!!!!_!!!!!!_!!_\\\\\\\\ *desc: Short description - specific type of part, sizing, and/or part number*

!!!-!!_!-!!!!!!_!!!!!!_ \\ *P: One letter denoting P for part, A for assembly, D for Drawing*

!!!-!!_!-!!!!!!_ \\\\\\\ *ssy: Sub system or major component, ex: frame, drive-sys, gear-box, etc.*

!!!-!!_ \\-\\\\\\\\ *l-first: Your name in the form of last initial dash first name (shorten if long first name)*

\\\\\\\\ *cl-s: Your course code, level 9=1, 10=2, 11=3, and section number*

Some file naming examples:

td3-1_d-joe_link-bracket_P_L-shape-4.5x1.75x0.12in.SLDPRT
td2-1_d-joe_2d-step-block_60x30x30.dwg
td3-1_d-joe_frame-base_P_RHS-AL-35x27.SLDPRT

Folder names use the same convention up to sub system entity only.

Some folder naming examples:

td3-1_d-joe_link-bracket
td2-1_d-joe_2d-step-block
td3-1_d-joe_frame-base