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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
.CEL	MicroStation cell or cell library
.CON	MicroStation design file containing contours
.DDB	GEOPAK D&C Manager database file
.DGN	MicroStation graphics design file
.DGNLIB	MicroStation V8 library containing level definitions, text styles, and dimension styles
.DTM	MicroStation design file containing 3D graphics used to create GEOPAK .TIN file
.DWG	AutoCAD graphics drawing file
.MAP	MicroStation design file containing mapping planimetrics
.MVBA	MicroStation Visual Basic Application
.PCF	MicroStation Project Configuration File
.PLTFG	MicroStation Print Driver Configuration File
.RSC	MicroStation resource file
.TBL	MicroStation table
.TIN	GEOPAK digital terrain model
.WRI	GEOPAK .X30 Criteria "Write" or description file
.X30	GEOPAK Criteria files

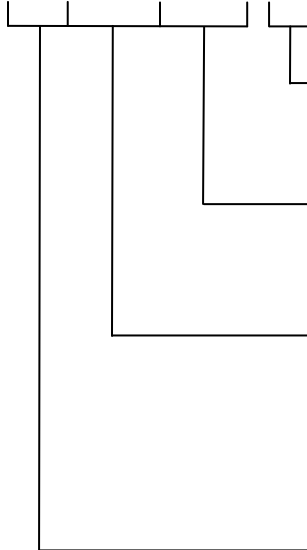
Table 3-1: Standard File Extensions

Naming Convention, MicroStation Design Files

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

CFLHD roadway design and plan sheet files:

XXX(YYYY)ZZZZ_NN.dgn



*****Alpha/Numeric counter:** (Used when more than one file of a particular type is required.)

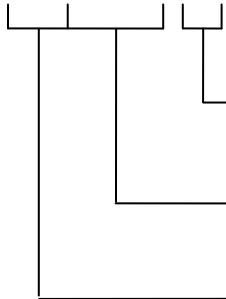
Project descriptor: Use the same for all files. (i.e. CA100 or ROMO, **Do not** use .gpk number)

Alignment descriptor: (For clarity and where more than one alignment is present. Use first four letter of name or route. Use first two letters of each word for roads with multiple words in the name.)

File Type descriptor: Use only three letters (See table below)

CFLHD **specials, *standards/details:

XXXVVVVV_NN.dgn



Numeric or Alphanumeric counter: (Used when more than one file of a particular type is required)

Detail number

File descriptor: (See table below)



*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.

*** Design files **do not** use counters unless alternatives are needed. (i.e. XSE(YEBR)KS100_A2.dgn for alternative 2.) **Do not** use numeric counters for design versions. Versions can be added into the alignment descriptor and should be placed in a Temporary or Working folder, and not in the Design folder.



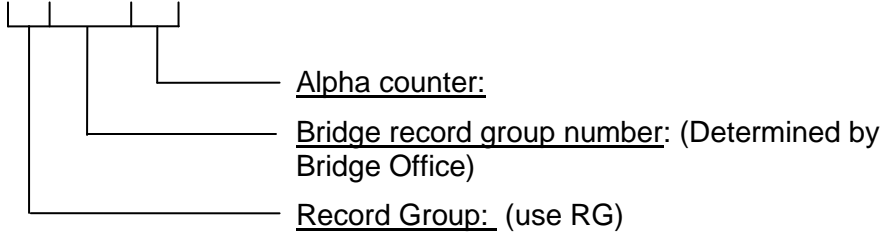
Roadway Design File Descriptors	
Descriptor	File type
ALI	Alignment design file(s): Project and alignment descriptors are required. Numeric counters do not apply.
BDR	Plan Sheet Border file(s)
C or CM	US Customary or Metric detail(s): (will include the bid item number)
CLP	"CLIP" file(s): (CLIP files are used when generating Plan & Profile sheets with the GEOPAK Sheet Composition tool)
CPP	Construction Phasing plan sheet(s)
CTL	Survey Control plan sheet(s)
DRG	Drainage design file(s), or Drainage plan sheet(s)
ECP	Erosion Control design file(s) or plan sheet(s)
GPK	GEOPAK "Lines" file(s): (Contains GEOPAK elements that are not to be displayed in plan sheets)
IMG	Image file(s): (Contains images such as .jpeg, rasters, or other formats)
MTF	"MOTIF" file(s): (MOTIF files are to organize and create plan sheets, and have no active elements; only referenced files) (Plan or profile is designated in alignment descriptor)
OBL	Obliteration plan sheet(s)
PAT	Pattern Lines design file(s): (if not included in alignment file)
PLA	Minor Site Plan layout(s): (i.e. Intersections plan(s), Pullout plan(s), Kiosks, Bus Stops, etc...)
PNP	Plan & Profile plan sheet(s): (Numeric counters are typically used)
PRK	Parking Lot layout(s) or plan sheet(s)
PRO	Profile design file(s)
ROW	Right of Way design file(s): Master file for ROW lines & data
RWP	Right of Way Plan sheet(s)
SHP	Shape design file(s): (if not included in alignment file)
SP or SPM	US Customary or Metric special(s)
SST	Signing & Striping/Pavement Marking plan sheet(s)
ST	FLH Standard drawing(s): Cover both Metric & US Customary units (will include the FP Section number) (NOT TO BE RENAMED)
STE	Project Site or Vicinity Map sheet(s)
SUM	Summary sheet(s)
SYM	Symbols sheet(s)
TAB	Tabulation sheet(s)
TCP	Traffic Control plan sheet(s)
TTL	Title Sheet plan sheet(s)
TYP	Typical Section plan sheet(s)
UTL	Utility Conflict plan sheet(s), Utility design or Utility plan sheet(s)
WAL	Retaining Wall layout sheet(s)
WET	Wetland Mitigation design file(s), or plan sheet(s)
XSD	Cross Section design file(s): (for drainage pipe culverts)
XSE	Cross Section design file(s)
XSS	Cross Section plan sheet(s): Use alignment/version descriptors to differentiate roadway vs. culverts.
XST	Cross Section Title sheet(s)

Table 3-2: Roadway Design File Descriptors

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

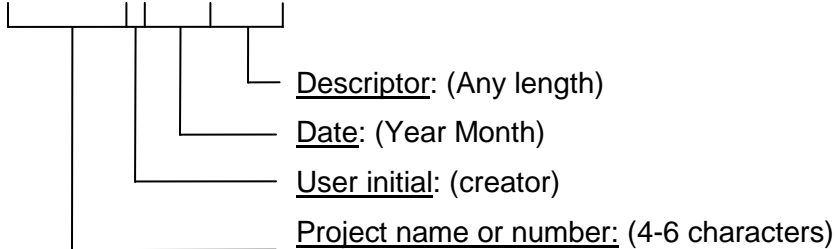
CFLHD bridge design files:

RGXXXXNN.dgn



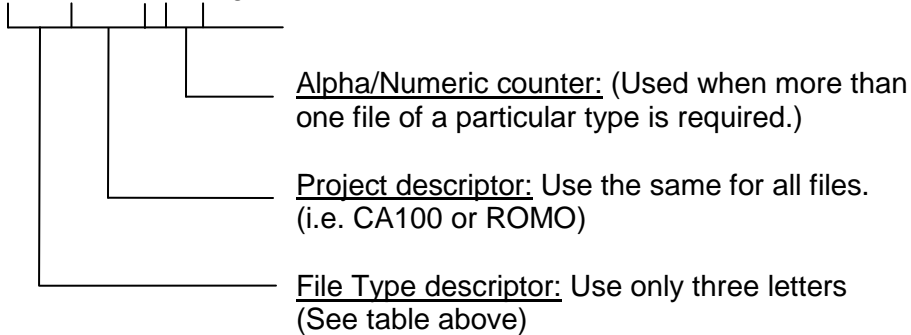
CFLHD survey design files:

XXXXXXY0403ZZZZ.dgn



CFLHD right of way design and sheet files:

XXX ZZZZ_NN.dgn



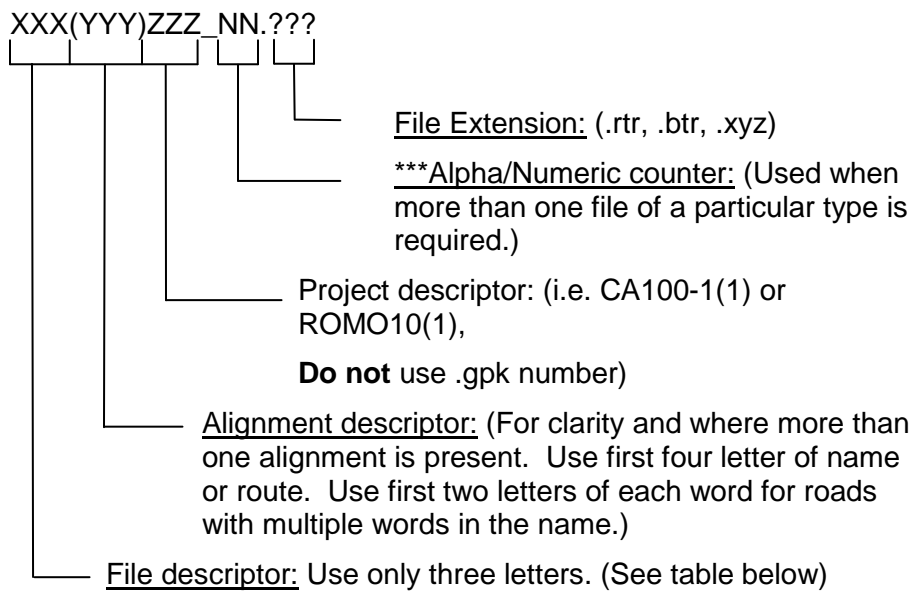


CFLHD GEOPAK files

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 check out the **.gpk** number from *N:\CFL-DPIT\Master .GPK Numbers\MasterList.xls*.

Refer to **Chapter 7** of the *GEOPAK Standards* for file naming conventions for horizontal and vertical alignments.

CFLHD input, output, and staking report files:



Roadway Input, Output & Staking File Descriptors		
Descriptor	File type	Extension
HAL	Alignment description - Horizontal (output file)	.txt
VAL	Alignment description - Vertical (output file)	.txt
EWK	Process Earthwork – CFL (input file)	.inp
SHP	Process Superelevation Shapes – (input file)	.inp
CLR	Clearing report	.clr *
SER	Seeding report	.ser *
SSB	Slope staking report	.ssb *
SDR	Staking detail report	.sdr *
SGR	Subgrade template - Standard report	.sgr *
SDR	Subgrade template - XYZ Data report	.csv *
BTB	XS Reports - Blue tops	.btb *
RTB	XS Reports - Red tops	.rtb *
YTB	XS Reports - Yellow tops	.ytb *

Table 3-3: Roadway Input, Output & Staking File Descriptors

*** Program default extension**



GEOPAK “Alignment Description” files will have to be renamed with .txt extensions. The program will output them with an “.oXX” extension. The “XX” represents the user’s initials. For others to use, a .txt extension is ideal.