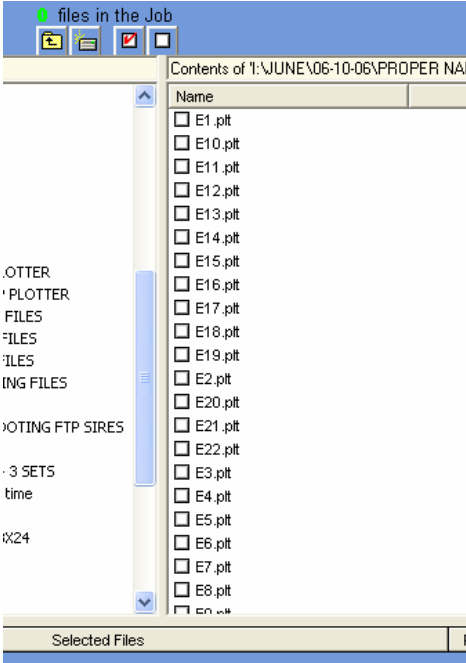


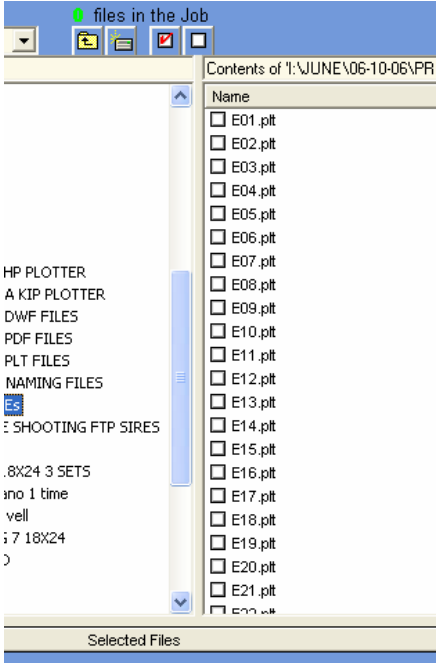
The proper naming of files will assist with meeting deadline commitments and ensures that projects print in order. All too often; Jeffcoat receives files that are converted DWG files with raw file names, we import them and they are incredibly out-of-order. You **MUST** specify the page number in file name and it is best if you put the page number in front of file name. We try to correct page order before printing; if possible, and check during printing the job, but we cannot catch/fix all naming issues. This PDF is to help in creating a numeric file order.

Problem: Computers require a place holder when processing more then 10 sequential files, one-digit file names. I.e.: 1,10,11,12,13,14,15,16,17,18,19,2,20 etc

Solution: add a zero in front of files name when there are more then ten total.



PROBLEM



SOLUTION

If you do not identify pages with 0 in front, you can look above to see how your job may print. Furthermore; if one were to use a decimal in the middle of the file name, with ten subsequent pages, just add a zero in front.

A1.1 thru A1.15 would look like:

A1.01, A1.02, A1.03 etc. to A1.15

Next, for those who want to leave their file names the same, Jeffcoat suggests adding a 01, 02, and 03 to the front on the name. So file names have a 01, 02, 03 preceded by the existing name you have been using.

Example:

The image displays two side-by-side screenshots of a file explorer window, illustrating a file naming convention change. Both windows show the contents of a folder named '1:\JUNE\06-10-06\TRASH\2503 swfr'.

Left Window (PROBLEM): The file list contains various PLT files with names starting with '2503'. The file '2503A000-Model.PLT' is highlighted. The left sidebar shows a tree view with 'swfrmc cysto room4614' selected.

Right Window (SOLUTION): The file list shows the same files, but the names have been modified to include a three-digit prefix (01, 02, 03, etc.) before the original name. For example, '01-2503A000-Model.PLT' is now the first file. The file '01-2503A000-Model.PLT' is highlighted. The left sidebar shows a tree view with 'cysto room4614' selected.

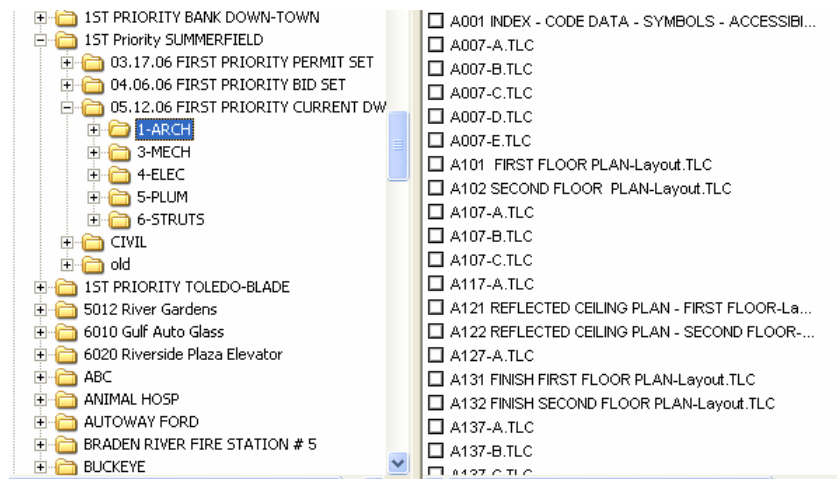
Below each screenshot is a box with a red label: **PROBLEM** and **SOLUTION**.

Using this technique, you could combine all pages for a project (A, S, MEP) in one folder, and using a two or three digit number to guarantee page position in that set. Often an architect has pages in a set which do not have an A as a page number (life safety, demo, noas, etc) but need to be included with the architecturals. A simple renaming when creating PLT files would relieve much of the uncertainty and insure job correctness.

Appropriate folder maintenance on Jeffcoat's private FTP site: Users of the private FTP need to have a working understanding on project organization, current & archived projects, and simple folder manipulation. We can suggest several ways to organize your active projects; e-mail or call if one does not perfectly meet your needs. Architects or Engineers may want to use a project number the name for easy reference.

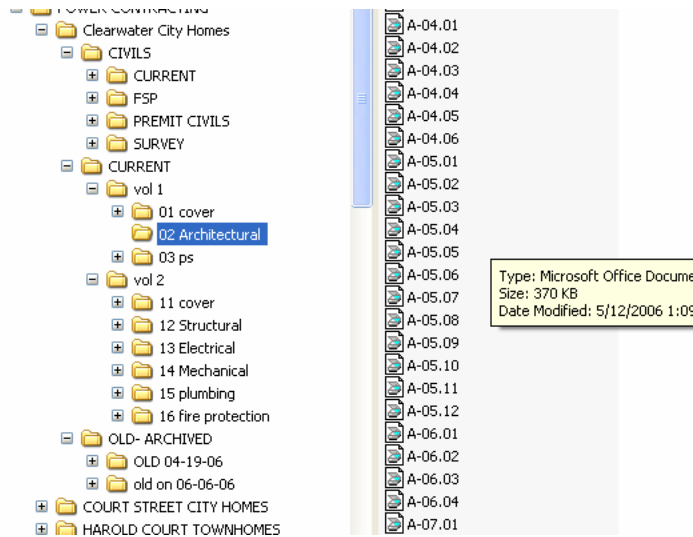
I.e.: "0635_Downtown Lofts Apt." Or "1354_St Thomas"

Jeffcoat recommends putting all of the files from each discipline in its own folder for organizational purposes. Within the individual folder, put all of the architectural pages in an "Arch" folder, and Structural files in a "Struc" folder, and so forth. All pages to a job can be organized this way; several different types of sets can be maintained by the architect or engineer as needed.



Notice how there is a "1" in front of the folder name to keep its respective place in the set and the entire architectural pages are in order within that folder. Also note there are permit, bid and current sets available for your access. Additionally we can scan pages not provided digitally and place them online to complete your project. The private FTP is use for plan management purposes for architects and engineers; Jeffcoat copies these files to our server for printing or post to Planwell. Jeffcoat intended this site to benefit document providers, and give them full control to add, archive and update plans that are being printed.

The perfect tree: Proper folder organization is crucial to a well kept project. This becomes beneficial when revisions are made or creating completely new sets. For instance, a client has four jobs on Jeffcoat blueprint's private FTP; job A, B, C and D. Within "Job A" there are "plans" & "specs", and within "plans" there are "building plans" and "civil drawings". Inside the building folder are two folders called volumes, "Vol. #1" and "Vol. #2". Volume one contains a cover, architecturals and PS pages; the three subfolders to "VOL #1" need to have a number in front of the folder name to keep sets in order. Example to follow:



Jeffcoat is not responsible for jobs that are deleted, moved or incorrect. Jeffcoat reserves the right to withhold or remove access to the FTP without reason. Any unlawful use is prohibited, and hard drive space is intended for print storage purposes only. Old projects may be removed without notice to free space (6 to 12 months old). We suggest limiting the number of users from your office to our FTP site, to reduce wrongful file manipulation. The private FTP was intended for job uploading and job maintenance by architect, engineer and project managers. Only place orders when jobs are "ready to print". When an order is placed through the "FTP order form", Jeffcoat copies your project from the FTP to our image server. Jeffcoat is not responsible for jobs that were not fully uploaded. One does not need to make elaborate folders to print jobs. We have found that some of our larger firms enjoy the document control, ease of making partial revisions, and security of knowing what is being printed at Jeffcoat blueprint.