

# Engineering File System Structure

The following listing is generated for simplicity and to maintain consistency for Justin in his engineering computing usage. This illustrates how to organize, prepare and use a computer file system, maximizing it's output and effect on work done through it.

## Document Generation Procedure

- Each document follows the standardized templates (see documents in same dir here for ref)
- Each document follows the following generation file system template
  - Own, new directory (e.g. /NewFile)
  - PDF version sits at root (e.g. /NewFile/NewFile.pdf)
  - DOCX version sits at child (e.g. /NewFile/Suppl/NewFile.docx)
  - Always uses Source Control (e.g. /NewFile/.git, /NewFile/.gitignore)
  - Released Versions are always stored (e.g. /NewFile/Archived/NewFile – r1.0.pdf)
  - Directories follow a common naming and usage structure (e.g. /NewFile/News/, /Ref/, /Web/, etc.)

## Document Distribution Procedure

- Documents are always distributed or shared adhering to the following requirements
  - Revision Number displayed
  - Distributed in final format (PDF, printed, etc.)
  - All supplemental content distributed in a non-versioned ZIP file denoted Suppl.zip (e.g. docx origin form, etc.)