# Engineering File System Structure

Organization & use for shared engineering file resources, prioritizing efficiency & consistency -

## Document Generation Procedure

Follow standardized templates (see this dir for templates)

Procedure:

* Unique dir for generation if useful (e.g. /*NewFile*)
* Published non-editable at root (e.g. */NewFile/NewFile.pdf*)
* Editable version sits at child (e.g. */NewFile/Suppl/NewFile.docx*)
* Using source control (e.g. */NewFile/.git & /NewFile/.gitignore*)
* Released Versions are always tracked (e.g. *version numbers / dates / repos*)
* Directories follow a common naming and usage structure (*e.g. /NewFile/News/, /Ref/, /Web/, etc.*)

## Document Distribution Procedure

Documents are distributed or shared following these requirements

* Visible revision number
* Distributed in final published (e.g. PDF, printed, etc.)
* All supplemental content distributed in a non-versioned ZIP file denoted *Suppl.zip* (e.g. docx origin form, etc.)