# project\_folder\_creator.exe Instructions

project\_folder\_creator.exe is an executable file that creates a standardized project folder that is located in projects funder on the TID OneDrive (…\OneDrive - Metro Water Recovery\Documents - Technology and Innovation Department\General\Projects). This file will only work on Windows OS computers and not on MAC OS or Linux.

1. Select the executable file.

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The following pop-up is shown.

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1. Add the name of the file to the **New project folder name** field.
   1. For consistency in naming, the file name should use snake casing (ex. File\_name\_has\_underscores). All leading or legging blank spaces will be removed. If spaces are in the name, the spaces will be replaced with snake casing.
   2. Any special characters that cannot be used for folder naming will be
2. Files should have a start date added to the project name. Clicking on the box under the project folder name will add the date in a \_YYYYMMDD format.
3. A directory path is required for where the new project folder will be located. One can copy the path from Folder Explorer. Please note that back slashes should be used for creating the path.
4. If the path for the new project folder is in the same folder as the project\_folder\_creator.exe file, one can check the box for the parent directory under the file name.
5. The **Delete** button can be used to reset the form.
6. Press the **Submit** button to create the project folder.

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Standard files will be generated for the project.

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1. If the project folder already exists or the path does not exist, an error window will pop up and the program will exit. NO folders will be created if a warning window appears.

A screen shot of a computer

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