

## FILE NAMES

The following file names are for mechanical part and assembly files and mechanical drawing files. However, it is made to be adaptable to Electrical and Controls drawings as well, and was review with Amy (controls), Dave (electrical) and Jason (students) for coordination purposes.

**Subassembly file names:** Each subassembly file and part file (generally inventor, but this holds for whatever program you are using) will start with a subassembly prefix that matches the robot subteam it belongs to. Each subassembly file will have a \_012 suffix for the year it is being designed. Long term this will help us to search for drawings by year and by robot subteam/subassembly design. Between the prefix and suffix will be the descriptive name. See examples below:

Collector Actuator (folder) .....CA\_Shaft components\_2012.iam

CA\_Blade\_2012.ipt

Drive Train.....DT\_frame\_2012.iam

DT\_sprocket\_2012.ipt

Shooter Storage.....SS\_gear\_2012.ipt

SS Loader\_2012.iam

Full Robot Assembly .....FR\_Robot\_2012.iam (*Only one file*)

**Drawing file names:** Each drawing file will have a three letter prefix: First Letter M, E or C; second two letters robot subteam prefix. Each drawing file will have a suffix \_012 for the year it is being produced. In between will be a three digit sequential number. Revised drawings will have a letter after the three numbers. The name will be the same for all drawing file types of that drawing. See examples below:

MCA\_001\_2012 .idw .....Mechanical Collector Actuator subassembly drawing

MCA\_001\_2012 .dwg .....Mechanical Collector Actuator subassembly drawing

MCA\_001\_2012 .stp .....Mechanical Collector Actuator subassembly drawing

MCA\_001\_2012 .dxf.....Mechanical Collector Actuator subassembly drawing

MSS\_005A\_2012.idw.....Revision A of Mech Shooter Storage subassembly drawing (B, C, etc.)

EDT\_0122\_012.idw.....Electrical Drive Train drawing

CSS\_004E\_2012.idw.....Revision E of Controls Shooter Storage drawing

All Mechanical drawings shall use the same title block – and the title block must be filled in or the drawing will not pass being checked. To simplify things, there is a template drawing in the Drawing folder with the unchanging parts of the title block filled in. Use this template to avoid unnecessary errors.

**Mechanical team member must adhere to the naming conventions or file names will be changed by mentors and you will have to go back and re-path, re-link everything!!!!**

## FOLDER STRUCTURE

The following folder structure was review with Amy (controls), Dave (electrical) and Jason (students) and has been set up under the 2012 folder already.

📁 2012

📁 2012 Robot *(only Robot related files please)*

📁 Controls

📁 TBD by Controls Subteam

📁 Electrical

📁 TBD by Electrical Subteam

📁 Mechanical

📁 Documents *(For calculation files, etc.)*

📁 Drawings

📁 Progress

📁 Checked *(Only drawings from this file can be used to make parts, drawings must be checked and initialed by a mechanical mentor before being put in this folder)*

📁 Full Robot Assembly *(There will be only one file in here – the full robot assembly)*

📁 Renderings

📁 Subassemblies

📁 Collector Actuator

📁 Drive Train

📁 Shooter Storage

📁 Temp

📁 Shared *(Only for documents that are to be submitted by all three subteams or provided /available to all three subteams)*

📁 Bill Of Materials

📁 Temp *(this is most appropriate for files that will be deleted after final assembly – there should be no active files in here)*