

NC Department of Transportation



Preconstruction



Plan File Rename Utility User Guide

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Viewing the Exported File.....	Error! Bookmark not defined.

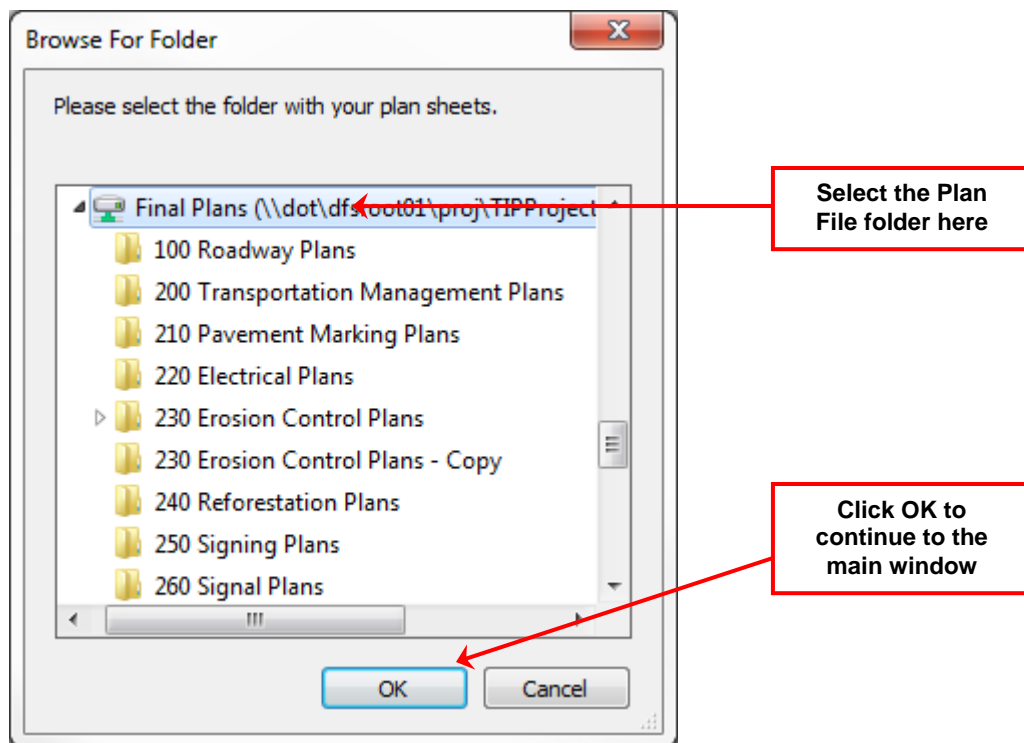
Chapter 1 Application Access

Purpose

The purpose of this application is to name all of the files for a set of plans into a similar naming convention that is recognized by DocuSign and Adobe, thereby ensuring that the set of plans will remain in a consistent order throughout the merging and signing process.

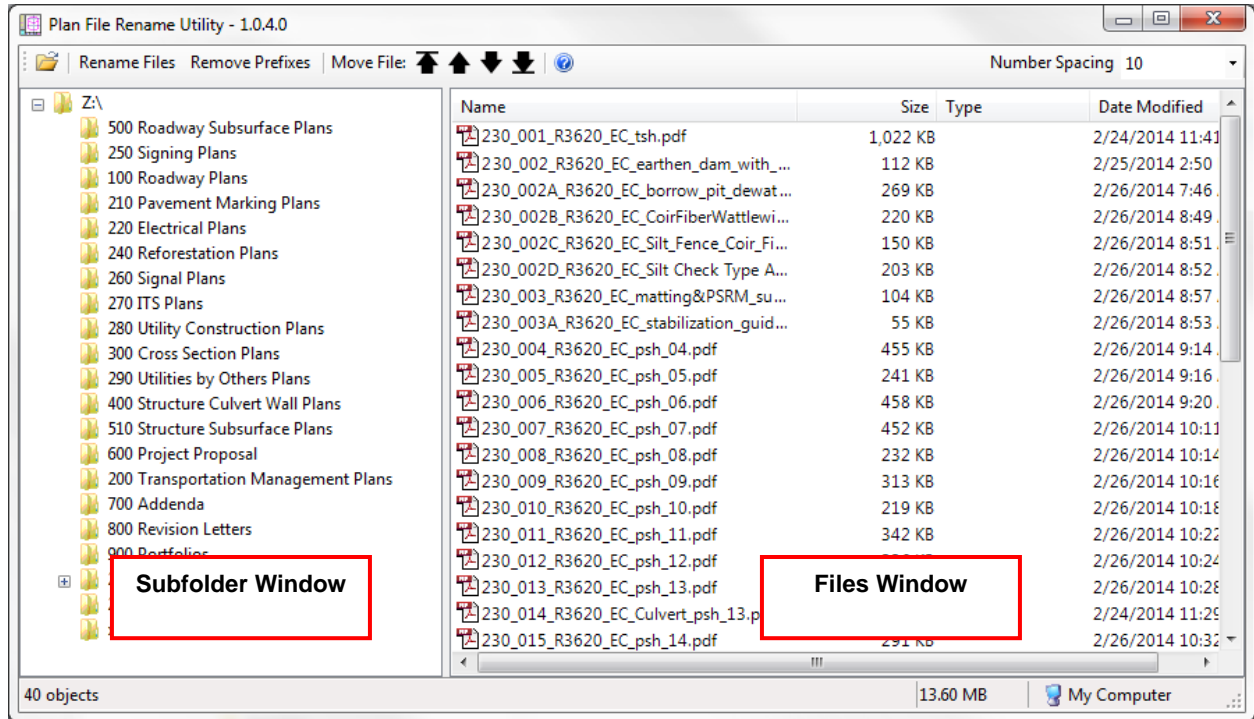
Startup Window

When the Plan File Rename application is launched, you will see this window.



Main Application Window

After you have selected the Plans folder, you will see the main window.



The Toolbar



The Toolbar will appear at the top of the **Main Window**.
The toolbar will contain buttons which perform the following functions:



Open: Click this button to open a new folder.

Rename Files

Rename Files: Click this button to rename all of the files in the currently selected folder with a section number and page number

Remove Prefixes

Remove Prefixes: Click this button to Remove the previously attached section and page numbers



Move to Top: Click this button to move the selected file to the top of the folder.



Move Up: Click this button to move the selected file up one space.



Move Down: Click this button to move the selected file down one space.



Move to Bottom: Click this button to move the selected file to the bottom of the folder.

Number Spacing 10


Number Spacing: Click this button to set the numeric distance between each of the page numbers.

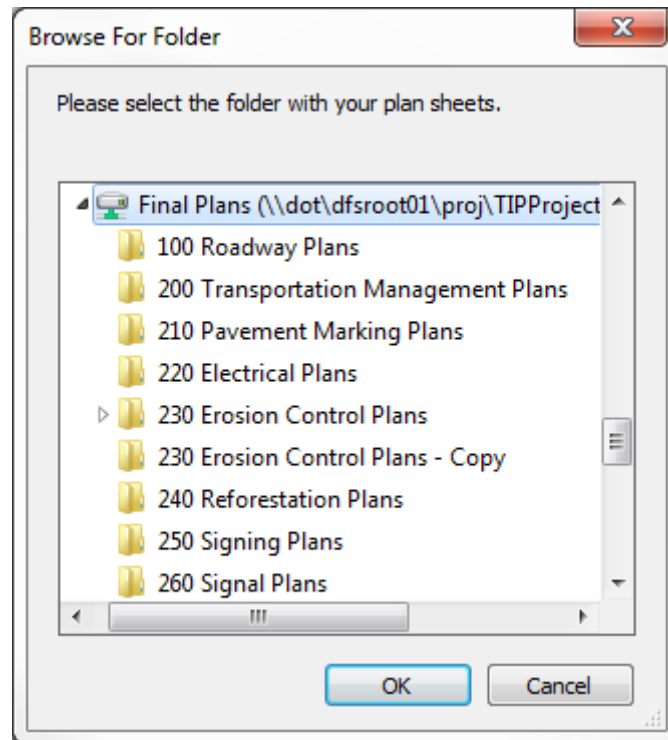


Help: Click this button to view help for the application.

Chapter 2 Procedures

Opening a New Folder

Step	Action	Result
1	Click the  button.	The Browse For Folder dialog will appear.



2	Select the folder you wish to open.	The folder name will be highlighted.
3	Click the OK button.	The folder will open in the Main application window.

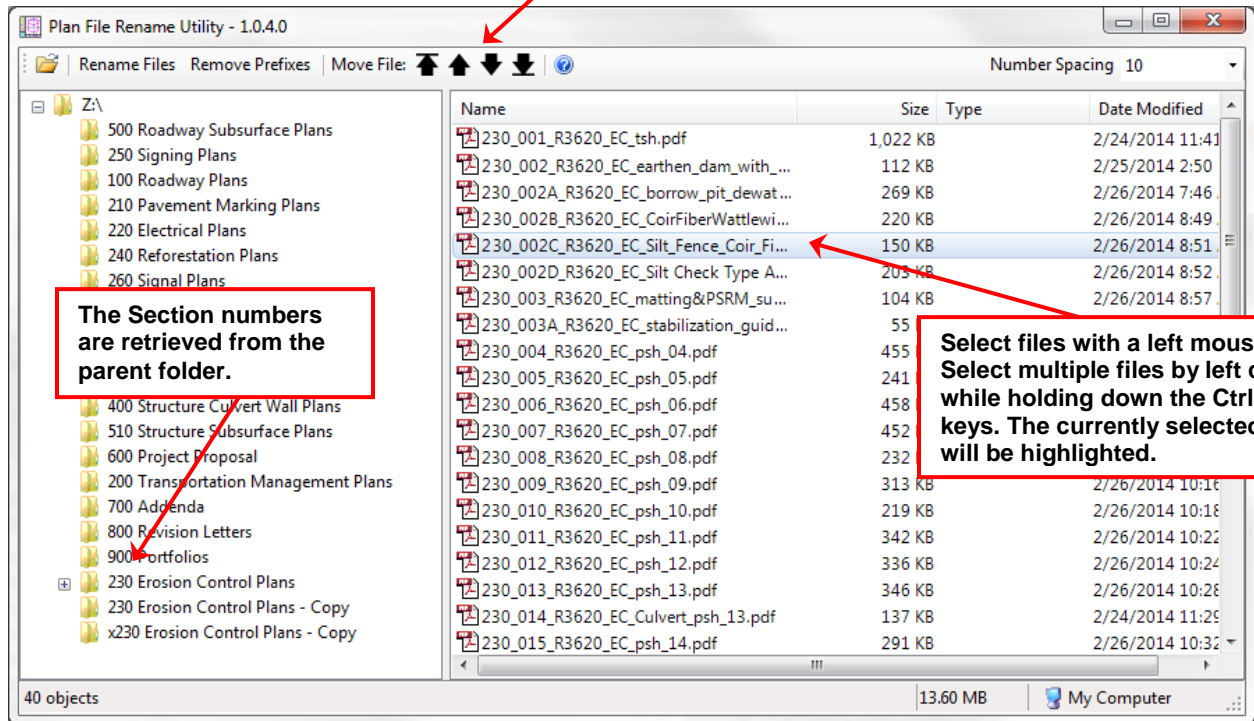
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Reordering Files

Once you have opened the Folder you wish to view:

Step	Action	Result
1	Select one or more files by left clicking on the filenames. NOTE: Multiple files may be selected by holding down the Ctrl or the Shift key while left clicking.	The selected files will appear highlighted.
2	Reorder the selected files by clicking on one of the Reorder buttons in the Toolbar at the top of the window. NOTE: You may also reorder files by clicking and holding the left mouse button and dragging to the new location.	The selected files will move to the new position.

Use these buttons to reorder the selected files.









The Section numbers are retrieved from the parent folder.

Select files with a left mouse click. Select multiple files by left clicking while holding down the Ctrl or Shift keys. The currently selected file(s) will be highlighted.

(Main Window)

Renaming the Plan Files


Step	Action	Result
1	From the TOOLBOX , click the Rename Files button.	The Files in the Files window will be renamed to include the section and page numbers.






Name	Size	Type	Date Modified
 230_370_230_002B_R362...	220 KB		2/26/2014 8:49 AM
 230_360_230_002A_R362...	269 KB		2/26/2014 7:46 AM
 230_350_R3620_EC_earth...	112 KB		2/25/2014 2:50 PM
 230_340_R3620_EC_tsh.pdf	1,022 KB		2/24/2014 11:41 AM
 230_330_R3620_EC_psh...	251 KB		2/26/2014 10:46 AM
 230_320_R3620_EC_psh...	563 KB		2/26/2014 10:44 AM

Removing the Prefixes from Previously Renamed Files

Removing Prefixes

3	In THE TOOLBOX , CLICK ON THE Remove Prefixes BUTTON.	The prefixes will be removed from the files.
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 **NOTE:** If the files were manually named, but they do not follow the standard naming convention exactly (###_###_filename) then the utility will not remove the prefix. This is to protect the integrity of the filenames. These prefixes will have to be manually removed.

Name	Size	Type	Date Modified
 R3620_EC_earthen_dam_...	112 KB		2/25/2014 2:50 PM
 R3620_EC_matting&PSR...	104 KB		2/26/2014 8:57 AM
 R3620_EC_psh_04 - Copy...	397 KB		2/26/2014 9:15 AM
 R3620_EC_psh_04.pdf	455 KB		2/26/2014 9:14 AM
 R3620_EC_psh_05 - Copy...	194 KB		2/26/2014 9:17 AM