Office of Design

Folder and File Structure – Prelim Survey and Photo

Design Manual
Chapter 20
Project Automation
Information
Originally Issued: 03-31-09
Revised: 10-13-14

PrelimSurvey

PrelimSurvey Folder

A **PrelimSurvey** folder will now be in each project directory. This will be in addition to the **Photo** folder that is currently at this level. On a full field-survey project, all existing information should be available in the **PrelimSurvey** folder. There will be a **ReadMe.doc** file in this folder that will describe what is available in the **PrelimSurvey** folder and what is available in the **Photo** folder.
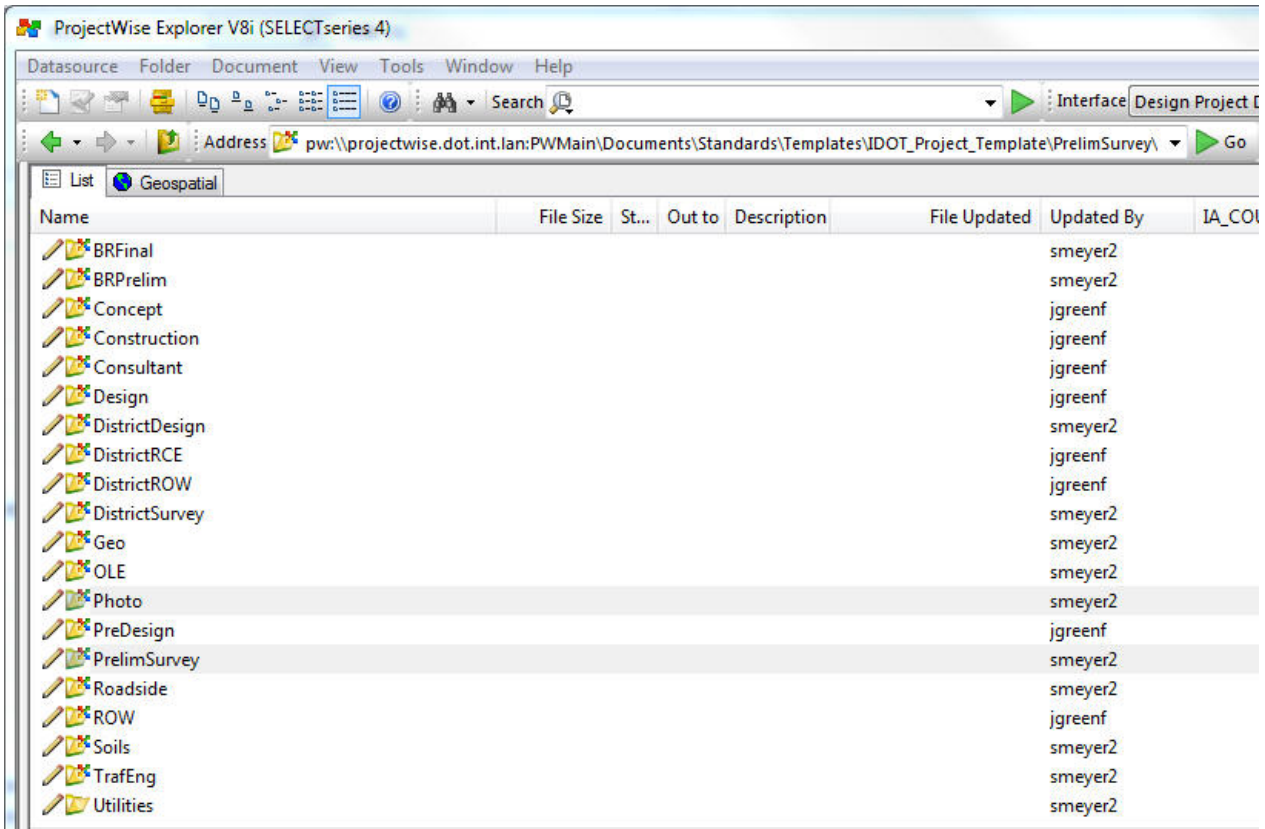
In the **PrelimSurvey** folder you will see the following structure:

The **PrelimSurvey** folder (shown above) will contain one or more numbered folders. The numbered folders contain the specialized Preliminary Survey information files that were used to create the files to be used by Design. The numbered folders do not contain information to be used for design purposes, but rather an incremental history of all project surveys. All of the files to be used for design purposes are located directly under the **PrelimSurvey** folder. The numbered survey folders contain historical information only. An example of the progression of the numbered folders is as follows:

In the folder list shown above, 📁0614 contains the original survey. As additional surveys were completed, a sequential number was added to each new folder. Therefore, 📁06141 contains the first additional survey, 📁06142 contains the second additional survey, and so on. The numbered folders below the original survey 📁0614 folder contain files related only to that specific additional survey. All files under the numbered folders contain only partial information pertaining to that specific additional survey. The only files with complete information for design are the ones located directly under the **PrelimSurvey** folder.

PrelimSurvey ".sur" File

The *project#*.**sur** file, in the **PrelimSurvey** folder, should contain the following models:

The *project#*.**sur** file contains only one survey text model, **Field_TXT_0100**, at 100 scale. Reference the **Field_TXT_0100** model to all necessary design models, where the appropriate information is to be copied, rotated and scaled to the design model.

Note: D&C Manager has a tool specifically for the **Copy, Rotate, and Scale** operation.

The **ProjectImages** folder, under each numbered survey folder as shown below, contains digital photographs of survey items, such as culvert inlets and outlets. These images will soon be linked to a MicroStation Survey Images file, which can then be referenced to the design file.
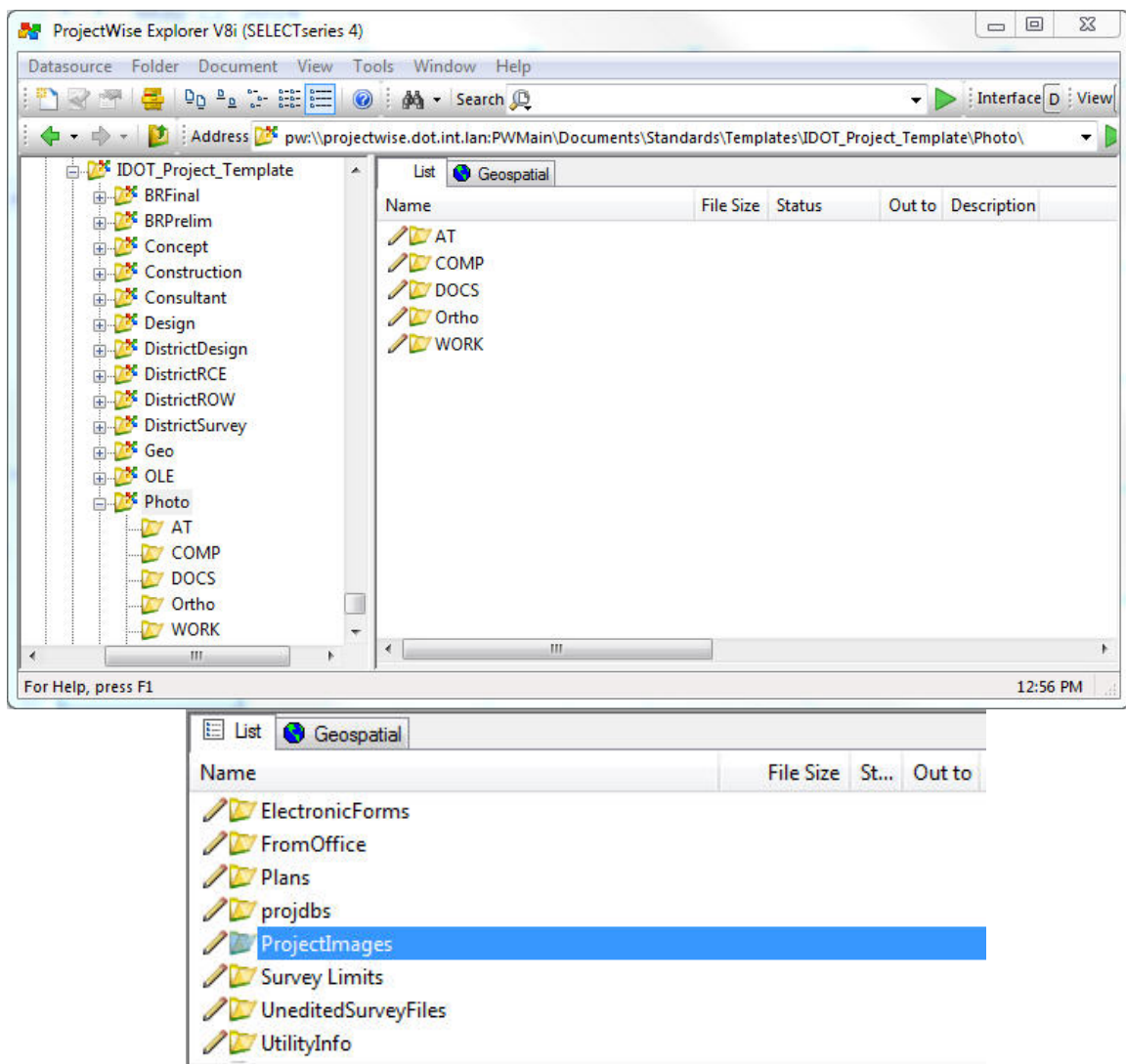
Photogrammetry

Photo folder

The only files containing information to be used for design purposes, such as the ".pho", ".ras", and ".tin" files, will be located directly under the **Photo** folder. The **Photo** folder will also contain a **ReadMe.doc** file that will describe what is available in the **Photo** folder and what is available in the **PrelimSurvey** folder.

The **Photo** folder contains several specialized Photogrammetry development folders (shown above) containing information that was used to create the files to be used by Design. These specialized folders contain mostly historical Photogrammetry information only, which is not to be used by Design. Below is a description of the contents of the folders shown above.

Information pertaining to photo control is stored in the **AT** folder.

All Photogrammetry working files are located in the **Comp** folder. These files are working files only and should NOT be used by designers.

The **Docs** folder should contain all documents and e-mails that the Photogrammetry group received on this project.

Office generated image files, along with the world files, will be found in the **Ortho** folder. These should be attached as raster references in the *project#*.ras file.

WORK All files in the **Work** folder will be of a testing nature and should NOT be used in the design of a project.

Photogrammetry ".pho" File

If the project has photogrammetric mapping, then a *project#*.**pho** file is created. The **ReadMe.doc** file should provide this information.

If the *project#*.**pho** file exists, it will normally contain the models shown below.
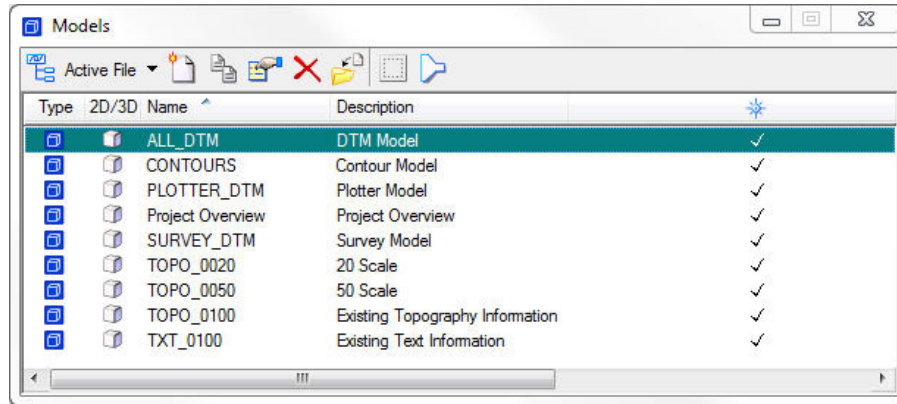
The *project#*.**pho** file contains only one photo text model, **TXT_0100**, at 100 scale. Reference the **TXT_0100** model to all necessary design models, where the appropriate information is to be copied, rotated and scaled to the design model.

Note: D&C Manager has a tool specifically for the **Copy, Rotate, and Scale** operation.

The "TOPO" and "TXT" models from both the *project#*.**pho** and *project#*.**sur** files should be referenced to visualize the complete project.

The **Photo** directory **".TIN"** file contains the Field Survey <u>and</u> the Photo DTM information.

Photogrammetry ".ras" File

The *project#*.**ras** file will include models containing aerial image raster references. Each model will contain all the imagery from one source, date, and quality. The ".ras" file will normally include a model with references of the highest quality aerial images available, and also a model with the most current aerial images available. Imagery from each different source, date, and quality will be attached to a separate model and the models will be named according to the year and the source of the images. The model description will provide the image resolution information, similar to that shown below. The Project Overview model will not be used in the ".ras" file, and will be empty.
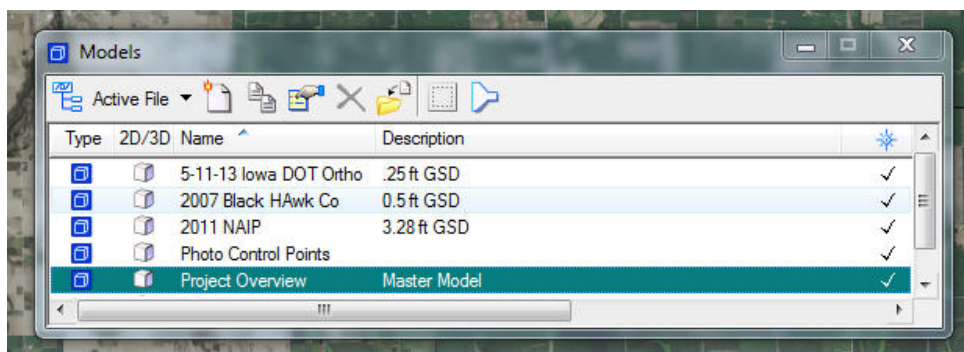
All images from one source and date will be geo-referenced to a single model. The end result may be one large "tif" file, like the one shown below, or may be several single raster referenced files. Either way, with all images referenced into one ".ras" file model, it becomes possible to attach the entire grouping of images to a design file as one single reference attachment. The image grouping can then be manipulated as a single reference attachment, rather than the much slower individual Raster attachments.


If the ".ras" file is not in the **Photo** folder, a request should be made to Photogrammetry.

Additional Photogrammetric Survey Information

Additional sub-folders must be added to the **Photo** folder to hold the information obtained from additional photo survey requests. The original files will be placed in an **Original** folder (blue arrow) and will be kept for historical purposes. A **dated** folder (red arrow) will be added for the new information from each additional Photo survey and will have a name similar to "_Additional_Borrow_05_10_13", which includes the date and description of the additional photogrammetric survey. The files in the new folder(s) are also kept separate for historical reasons.

Just as before, the files directly under the Photo folder (green box) are the only "Photo" files that should be used for roadway design purposes. These files contain a composite of the "**Original**" files and all "**dated additional survey**" files.
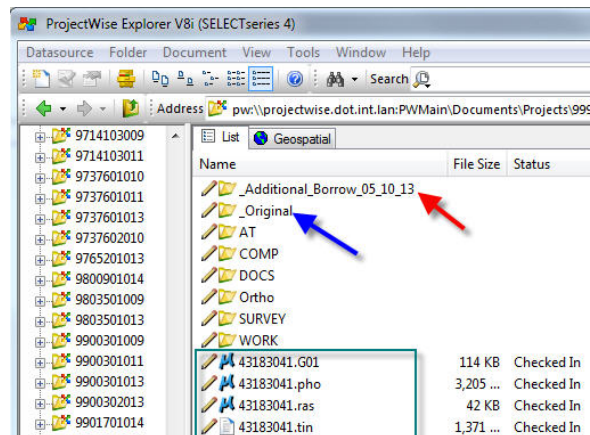
Chronology of Changes to Design Manual Section:

020B-051 Folder and File Structure - Prelim Survey and Photo

10/13/2014 Revised

Changed title. Updated images to reflect migration to ProjectWise.

4/30/2009

Previously Updated