

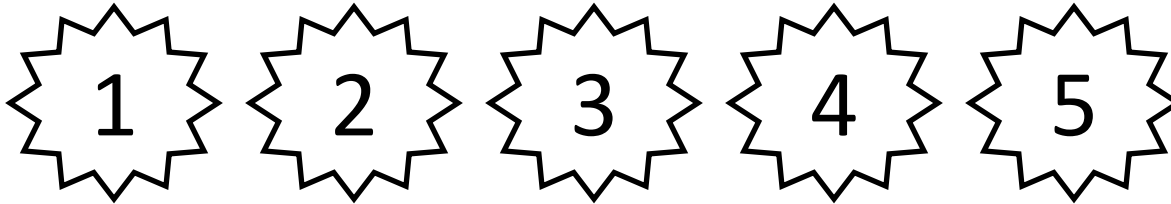
File Managementwithout PDM

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Before we get into better ways to
manage your files...

...let me suggest things you shouldn't do.

We'll call them the 5 Don'ts.

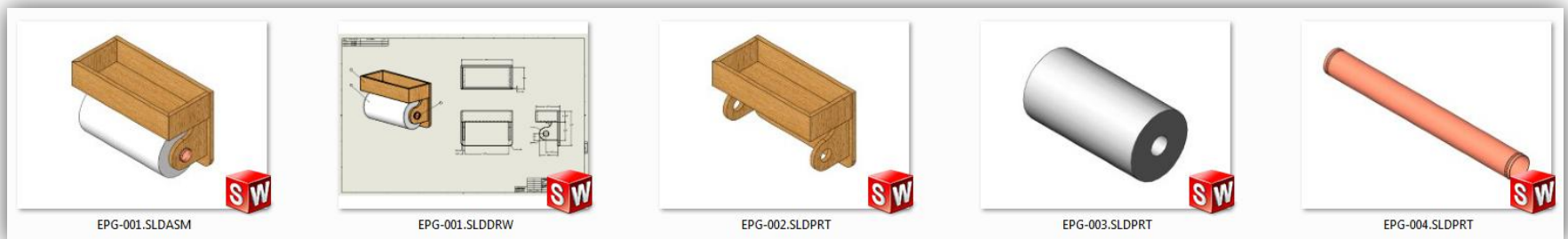


- **Don't** move files using Microsoft Explorer
- **Don't** rename files using Microsoft Explorer
- **Don't** use revision control in the file name
- **Don't** use “block” for every file name
- **Don't** work on files from a network drive

1

Don't move files using Microsoft Explorer

“...I moved that file like you told me to?!?”



2

Don't rename files using Microsoft Explorer

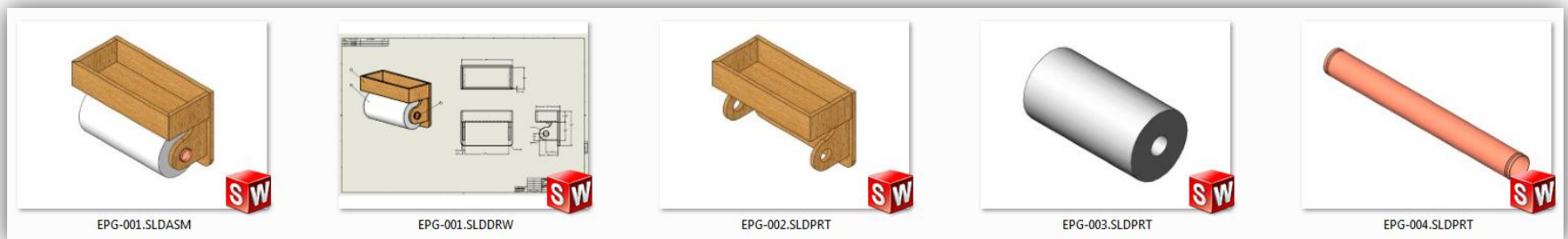
“...why is it looking for ‘that’ file?”



3

Don't use revision control in the file name

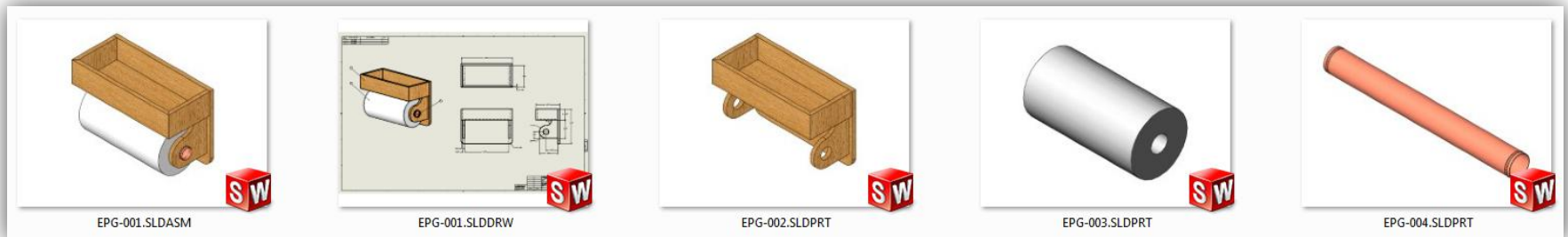
“...I thought the file was at rev 46?”



4

Don't use "block" for every file name

"...sure...block is creative!"



5

Don't work on files from a network drive

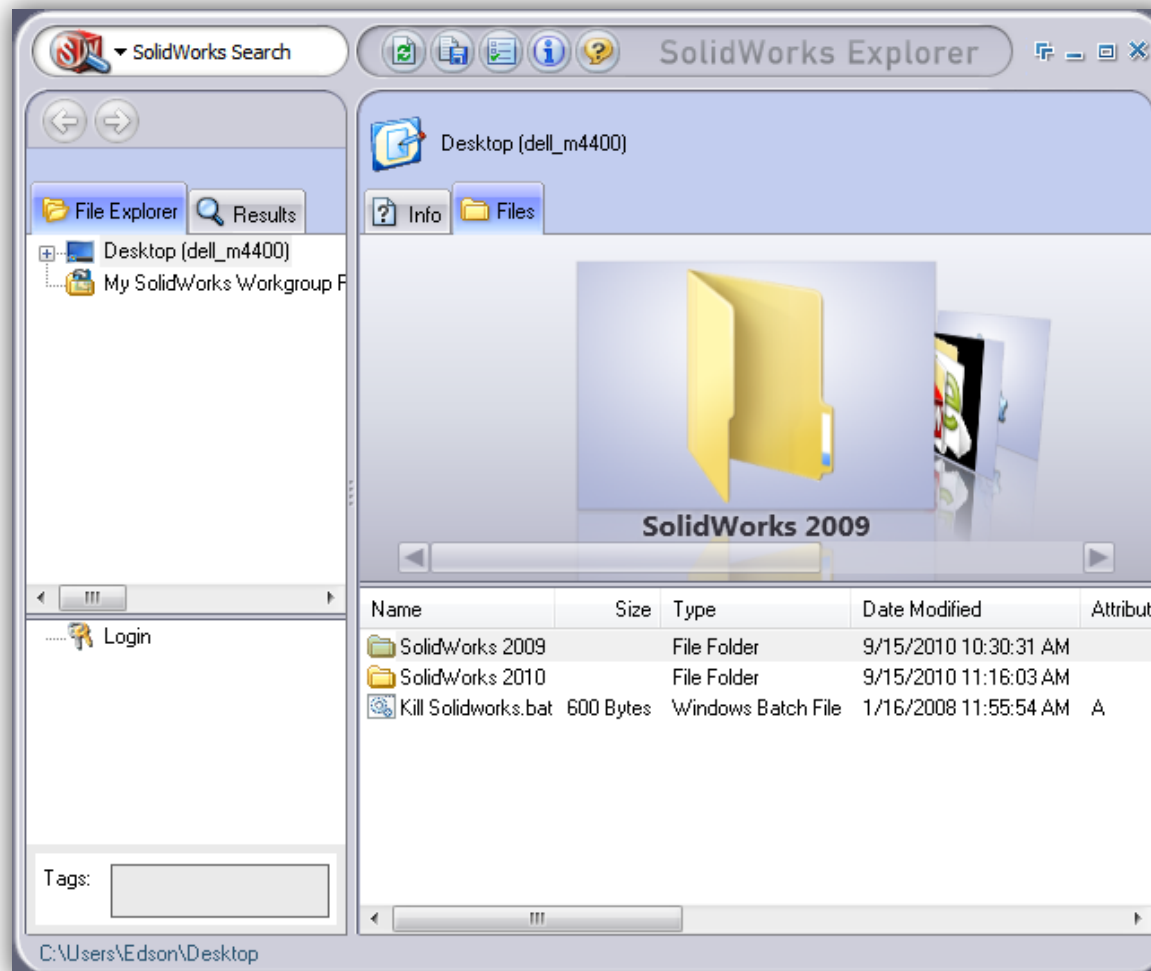
“I.T. said they moved the directory”



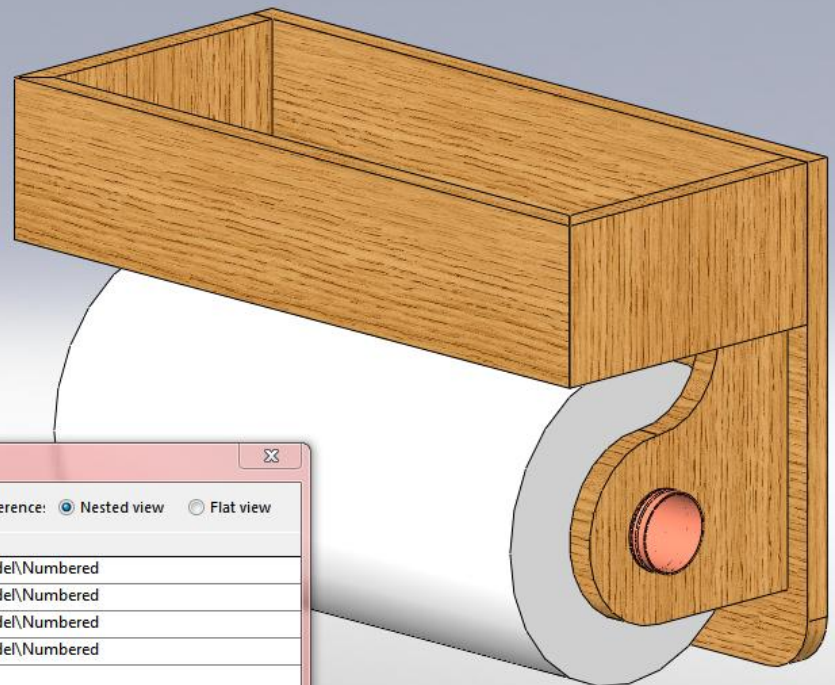
Let me show you a few tools and tips and a better approach to move, rename, etc.

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SolidWorks Explorer



File/Find References in the SW menu bar



Find References

Include broken reference: Nested view Flat view

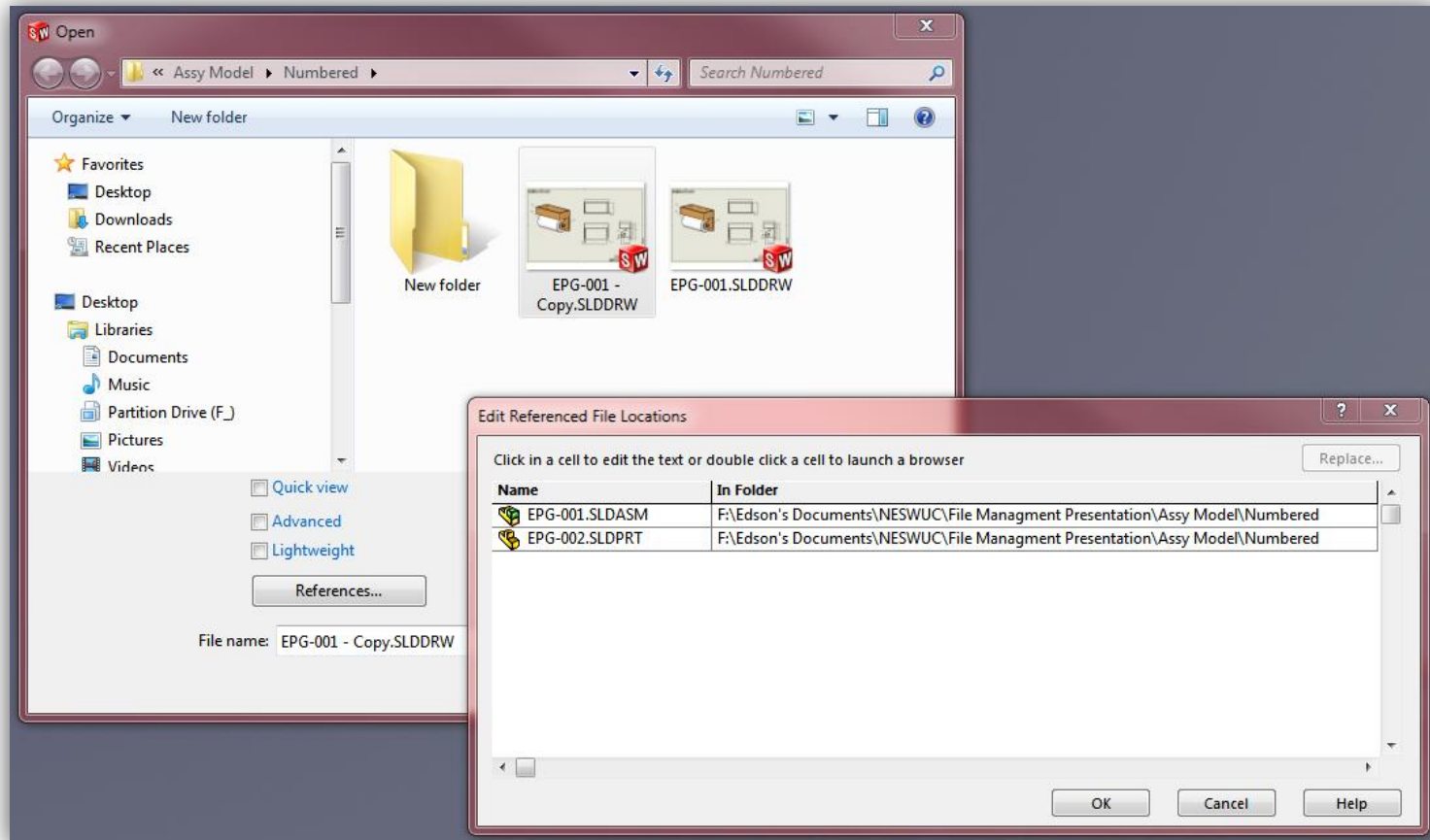
Name	In Folder
EPG-001.SLDASM	F:\Edson's Documents\NESWUC\File Managment Presentation\Assy Model\Numbered
EPG-004.SLDPRT	F:\Edson's Documents\NESWUC\File Managment Presentation\Assy Model\Numbered
EPG-002.SLDPRT	F:\Edson's Documents\NESWUC\File Managment Presentation\Assy Model\Numbered
EPG-003 Rev1.SLDPRT	F:\Edson's Documents\NESWUC\File Managment Presentation\Assy Model\Numbered

Print... Copy List Copy Files... Close Help

**You copied a model and drawing using
Microsoft Explorer.**

**The new copy of the drawing is still
reference the old part...here is how to
fix that.**

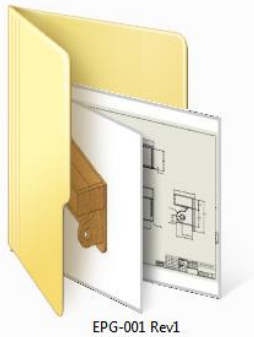
Drawing References



**One of my more favorable ways to manage files
with revision control...**

**...is to create projects by folder name
revision...not file name revision.**

North Eastern SolidWorks User Conference



EPG-001 Rev1



EPG-001 Rev2



EPG-001 Rev3



EPG-001 Rev4



Hardware

Notice the separate Hardware Folder

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Hopefully these tips helped. Your design department will surely go from this...



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North Eastern SolidWorks User Conference

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So what are some ways you use file management?

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