

## Project Management with Carlson Software

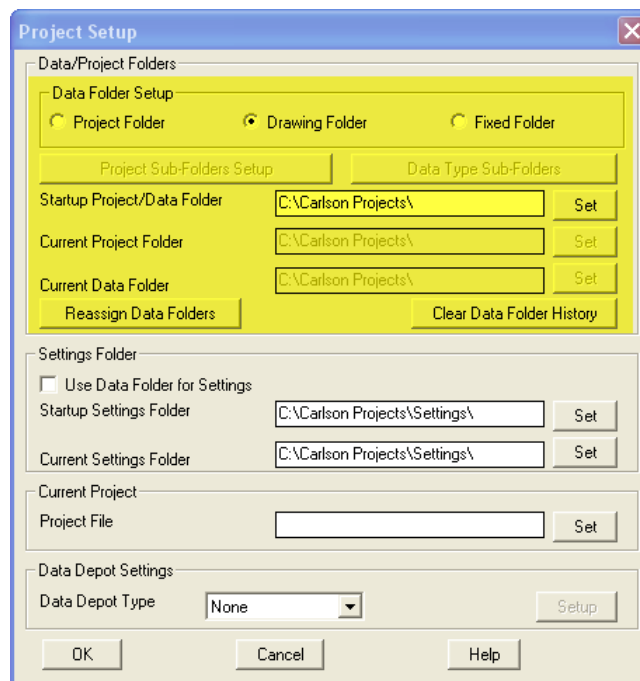
To make changes to the *active and future* Project Folder Setups in Carlson Software, you need to access the Project/Data Folders Setup by going to:

Settings → Carlson Configure → Project/Data Folders

To make changes to the *active* Project Folder Setup only, access these settings by going to:

Settings → Set Project/Data Folders

Going through either set of menus will display the Project Setup dialog box shown below:



When setting up Project Folders through Carlson Software, there are two primary methods for folder management

- **Project Folder:** Allows you to create one or more sub-folders under the main project folder and for you to assign the sub-folder into which any or all Carlson data files are to be stored. The folder/sub-folder/data file structure will be created and maintained for all new projects created in Carlson.
- **Drawing Folder:** Allows you to specify a folder into which the project drawing file and all data files are to be saved. When starting a new project, the default location for all data files created will be the folder in which the drawing file is saved.

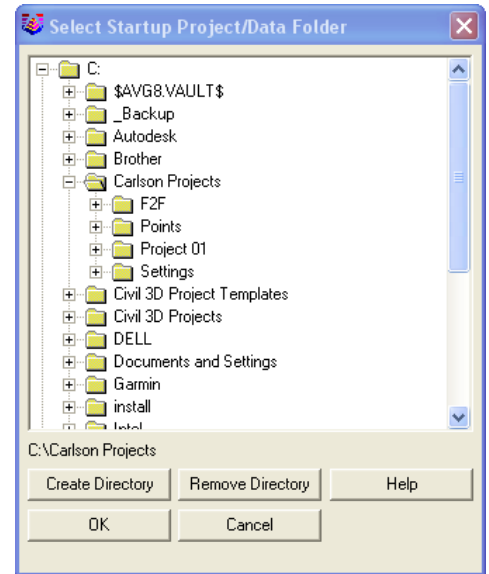
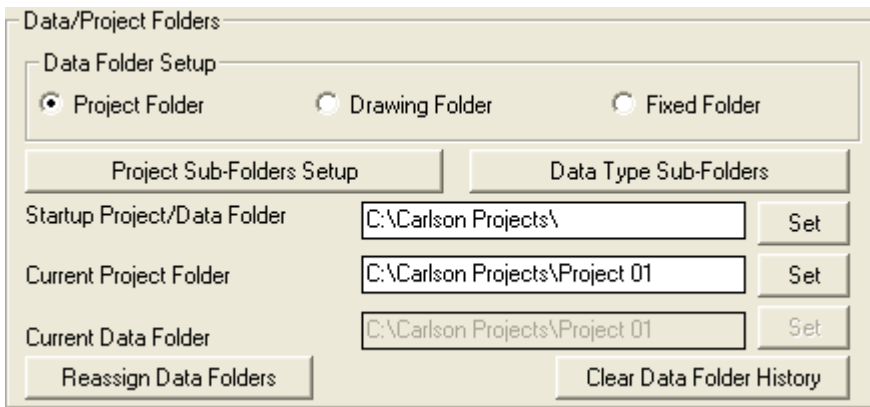
## Project Folder Setup

To use the **Project Folder** setup option, select the radio button at the top of the Project Setup dialog box. Once selected, the buttons for Project Sub-Folders Setup and Data Type Sub-Folders become active.

With this option, you must specify:

- **Startup Project/Data Folder:** This folder contains all other Project Folders. If you are familiar with Land Desktop, this folder is the same as Land Desktop's "Project Path".
- **Current Project Folder:** This folder is the top-level folder for the specific project. It is under this folder where all sub-folders and data files will be stored.

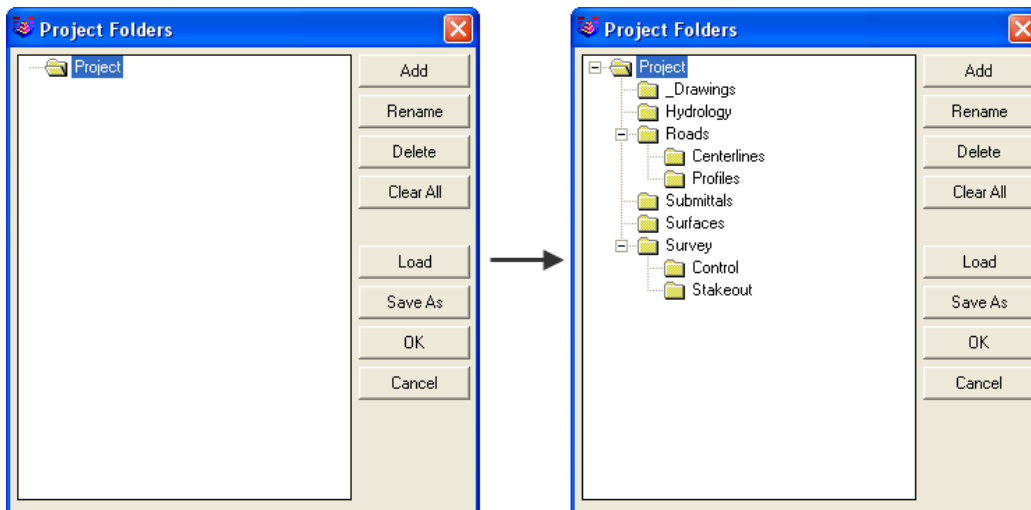
The **Set** button next to **Startup Project/Data Folder** and **Current Project Folder** can be used to Browse To or Create a New folder.



To develop the sub-folder structure to be stored under all Project Folders, select the Project Sub-Folders Setup button to open the Project Folders dialog box. The "Project" folder shown at the top of the tree represents the "Current Project Folder" as specified in the previous dialog box.

Use the **Add**, **Rename** and **Delete** buttons to the right to develop the Project Folder and sub-folder structure that works best for you. The **Clear All** button can be used to remove all sub-folders and start again with an empty Project folder. Once they've been created, sub-folders can also be "dragged and dropped" from one folder to another.

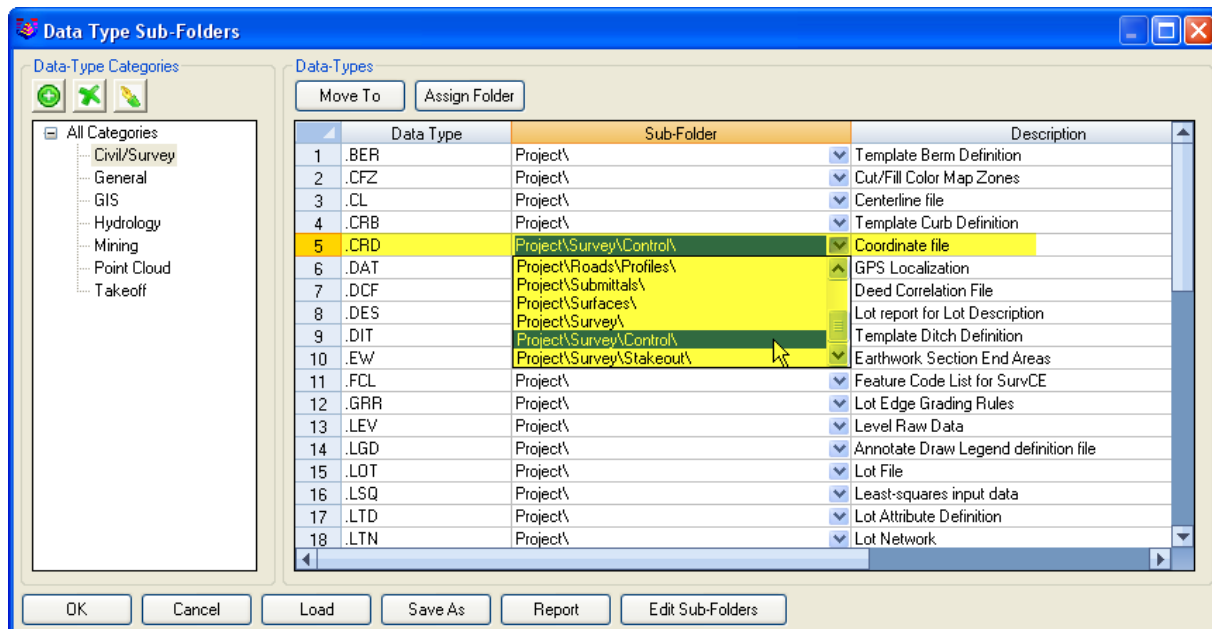
An example of a populated Project Folder structure is shown below.



Once finished, use the **SaveAs** button to save the Project Folder structure to a Project Folders file (.prf) that can later be used to **Load** into other Carlson installations.

### Data Type Sub-Folders

After populating the new Project Folders, use the **Data Type Sub-Folders** button to assign the default save location for each of the data files Carlson creates.



The list of file types and extensions shown here represent all data files created by all of Carlson Software's programs. You can use the Categories on the left to narrow limit the list of data files to only those relevant to a particular program.

The default folder for all data files is the "Current Project Folder" as specified in the main **Project Setup** dialog box. Any files you don't work with or wish to save directly in the "Current Project Folder" may be left unchanged.

The list of sub-folders available to you is read from the current Project Folder structure as shown in the **Project Sub-Folder Setup** dialog box. You only need to assign the sub-folder for those files you work with regularly or want to save into a sub-folder.

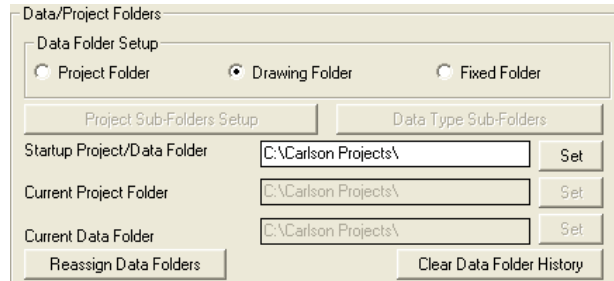
Once finished, use the **SaveAs** button to save the Data Type Sub-Folder assignments to a Data Type Subfolders file (.dsf) that can later be used to **Load** into other Carlson installations.

## Drawing Folder Setup

The Drawing Folder Setup is the other method available to organize your project folders.

To use the **Drawing Folder** setup option, select the radio button at the top of the Project Setup dialog box. With this option, you must specify:

- **Startup Project/Data Folder:** All drawing and data files associated with this project will be stored here.



The **Set** button next to **Startup Project/Data Folder** can be used to Browse To or Create a New folder.

