

# Quick Start basics: Folders and filenames

## 1. Image processing: folder structure and naming convention

Two key folders are utilised by the image processing softwares: 'nodes' and 'panoramas'.

▼ **nodes** (main folder for pre-PanoTour image processing, holding sub-directories for each Survey) in format shown:

- **/Survey{number}\_{date}**
  - a folder for each survey named to include id number and survey date in the format: Survey00\_YYYY-MM-DD
  - each survey folder contains two sub-folders called "Photos" and "APG"
  - **/Photos**
    - contains additional sub-folders for each node in the survey named to show floor level, node number, x and y coordinates in metres
    - **/{floor-level\_num}\_{node\_num}\_{x\_coord\*10}\_{y\_coord\*10}**
      - E.g. a node named 2\_4\_740\_84 is node number 4 on floor-level 2 positioned x=74m, y=8.4m from the point of origin for the site
      - contains all images (JPG files) from that node to be used in stitching the node panorama.
  - **/APG**
  - contains output from stitching software
    - the saved workspace file (**apw** in APG), which allows all nodes to be easily opened if restitching needed
    - **pano** file for each node in survey, saving stitching settings
    - stitched **JPG** panoramas, main output from stitching software
    - the **PTP workspace file (.kpt)** which allows the tour to be opened and re-exported easily if need be (i.e. adding extra hotspots etc).

▼ **panoramas**

- **/survey{X}**
  - contains the PTP output files (node.html and nodedata folder) for each survey where X = survey number e.g. survey1
  - NB from PTP always export to filename '**node**'. All other output files are named automatically by PTP.

### Be aware

All folder and file names are case sensitive and may not contain any spaces, symbols or punctuation, except for underscore and hyphen in template positions and a fullstop preceding file extensions (e.g. jpg). See also Folder Map Diagram for explanatory 'map' of image processing folders/files.

## 2 Resources: folder structure and naming convention

The main folder in the directory structure is named 'Resources' and contains files relevant to the tab 'TopLevelMenu' in ResourceInventory.xls as well as a copy of ResourceInventory.xls.

Immediate subfolders (2nd level) correspond to the other named tabs (worksheets) in ResourceInventory.xls.

Categories are represented by 3<sup>rd</sup> level folders (AsBuilt, etc) and lowest (4<sup>th</sup>) level folders contain the plans, documents, and other files relating to the SubCategories in use for your project.

- ▼ Resources (contains files for TopLevelMenu and copy of ResourceInventory.xls)
  - ▼ WholeofBuilding (no files, only subfolders)
    - ▶ AsBuilt (no files, only subfolders as per 'ForConstruction' example)
    - ▼ ForConstruction (no files, only subfolders)
      - ▶ Architectural (ForConstruction files of subcategory Architectural)
      - ▶ Civil (ForConstruction files of subcategory Civil)
      - ▶ ElecCommsData (ditto)
      - ▶ Fire
      - ▶ Hydraulic
      - ▶ Mechanical
      - ▶ Structural
      - ▶ VerticalTransport
      - ▶ Other
    - ▶ Other (files of category 'Other')
  - ▼ Environmental (example Tab name)
    - ▶ AsBuilt (as above)
    - ▶ ForConstruction (as above)
    - ▶ NewTabFolder (create and name in this format any additional categories for learning activity building sections/scenarios)
    - ▶ HotSpots (create if you are adding text or other files to Survey hotspots, does not require subfolders for category or sub-category)

### **Be aware**

Folder and file names, including file extensions, are case sensitive and may not contain any spaces, symbols or punctuation except for underscore and hyphen (as in specified templates) with file extensions preceded by fullstop as customary.

Folder names, including categories and subcategories, and file names must exactly match those appearing in ResourceInventory.xls.