

Organizing and Archiving Architectural Project Files

Part 1: Dialogue

Scenario: An Architectural Drafter is archiving and organizing project files, CAD blocks, and reference materials for future use with a colleague.

Kenji: We need to establish a clear **file naming convention** for all our project files. Right now, it's a mess, and finding specific drawings takes too long.

Sophie: Agreed. If we use a consistent format with project codes, dates, and version numbers, it'll make searching much easier.

Kenji: Exactly. Plus, we should improve our **drawing set organization**. Some revisions are saved in different folders, and it's confusing.

Sophie: Maybe we should group them by phase—concept, schematic, and construction documents—so every stage is clearly separated.

Kenji: That works. Also, let's standardize our **CAD template library** so that everyone is using the same line weights, layers, and text styles.

Sophie: Good idea. That will save time and ensure consistency. What about **digital file archiving**? We should back up everything properly to avoid losing old versions.

Kenji: I was thinking of setting up an archive folder on the server with a clear folder structure for completed projects.

Sophie: That makes sense. We should also maintain a **reference sheet index** for frequently used details like wall sections and stair designs.

Kenji: Great point. If we organize key details properly, we won't have to redraw common elements from scratch every time.

Sophie: Exactly. Once we finalize the system, let's document the workflow so the whole team follows the same structure.

Kenji: Sounds like a plan. I'll start organizing the folders while you set up the reference index.

Part 2: Comprehension Questions

1. Why does Kenji want to establish a **file naming convention**?
(A) To make the files look more professional
(B) To easily locate and identify specific project files
(C) To reduce the number of files stored on the server
(D) To automatically sort drawings by size
 2. How does Sophie suggest improving **drawing set organization**?
(A) By color-coding all drawing files
(B) By storing only the most recent versions of drawings
(C) By grouping files according to project phases
(D) By renaming all drawings with a single format
 3. What is the benefit of a **CAD template library**?
(A) It prevents unauthorized access to drawings
(B) It ensures consistency in line weights, layers, and text styles
(C) It automatically exports drawings to PDF format
(D) It reduces the file size of CAD drawings
 4. Why does Sophie want to maintain a **reference sheet index**?
(A) To track changes in material costs
(B) To store frequently used details for easy reuse
(C) To categorize all projects by client name
(D) To generate automatic schedules for project timelines
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Part 3: Vocabulary List

- **File naming convention (ファイル命名規則):** ファイルの検索と管理を簡単にするために、統一された名前の付け方を決めるルール。
- **Drawing set organization (図面セットの整理):** 図面をプロジェクトの段階ごとに整理し、適切なフォルダー構造を作成すること。

- **CAD template library (CAD テンプレートライブラリ):** 統一されたレイヤー、線の太さ、フォント設定などを含む、CAD 作業の効率を上げるためのテンプレート集。
 - **Digital file archiving (デジタルファイルのアーカイブ化):** 過去のプロジェクトデータを適切に保存し、将来的に参照できるようにするプロセス。
 - **Reference sheet index (リファレンスシート索引):** よく使用される建築詳細図を一覧化し、再利用を容易にするための整理システム。
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Part 4: Answer Key

1. Why does Kenji want to establish a **file naming convention**?
(B) To easily locate and identify specific project files
2. How does Sophie suggest improving **drawing set organization**?
(C) By grouping files according to project phases
3. What is the benefit of a **CAD template library**?
(B) It ensures consistency in line weights, layers, and text styles
4. Why does Sophie want to maintain a **reference sheet index**?
(B) To store frequently used details for easy reuse