

## MANAGING FILES WITH SVOFFICE 2009

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Hi, my name is Murray Fredlund and I'm here today to talk to today you about Managing Files within the *SVOffice 2009 Geotechnical software suite*.

### Getting Started

When you first installed the software you may have noticed that a lot of example models have been downloaded and organized on the hard drive of your computer. I want to show you exactly where those models were placed on your hard drive. If you click on **Options** menu and then **Global Settings**, you'll notice there is a tab called **Root Folder**. **Root Folder** specifies the place where the repository of current model files is located on your hard drive.

There is no limit to the number of repositories you can have on any one hard drive so these can be used as ways to organize groups of model files by project, by section or by whole company. These model files are placed under the default drive: **C:\SVS\Model\_Files**. If you open up Windows Explorer you will see **Model\_files** and a list of projects and these project names correspond with projects displayed in the software. If you look under any one of these projects and expand it, you will see they are first organized by **2D** and **3D**, then whether they are **Steady State** or **Transient** and then the individual folders contain model files necessary to run that particular model. It's a very simplistic system but it's important to note that this system and structure are important and are maintained by the SVS Software. It's important to not go into Windows Explorer and rename or re-manage this file structure. Please use the user-interface and the program will manage everything for you.

### How files are organized

I would like to next show you what impact creating new models and projects has on that directory structure on your hard drive. So let's go under the software and create a New Project. Call it "**AA Trial**" so that it alphabetically is organized near the start of our projects. You'll see under **Projects** that this new project has been created. It asks you for a specific model name, let's use "**Trial**". The folder structure for this model will then be created on your hard drive to contain this file.

Now that we've opened this model file, go back to Windows Explorer and note that a folder has been created for the project "**AA Trial**" and this is a 2D model that we selected so therefore a 2D model folder has been created. It's a Steady State model so a Steady State folder has been created. If you open those folders you will find the file that contains the model configuration for this scenario. This shows exactly how things are organized on the hard drive. We will go back to our software and save the model (File:/Save). Once the project **AA Trial** has been created it is possible to delete a project. Select the project from the **Projects** list and click **Delete**. You are asked for confirmation and then the project is deleted. If you view this through Windows Explorer you can confirm the project no longer exists.

### **Deciding on a file structure**

Given the repository based structure of this software, the user will have to make a determination on what methodology they are going to use to store their files in their company. You can use the system to store all modeling files in one giant repository or you can create a repository per consulting project and store all files related to that project within one repository and then back it up. Routinely back up your model files to avoid any loss of effort in building each model.

### **Importing model files**

If you import model files they will always be imported into the current repository. To import, select the **Import** button and search for the model file, select it and add it to the appropriate repository.

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