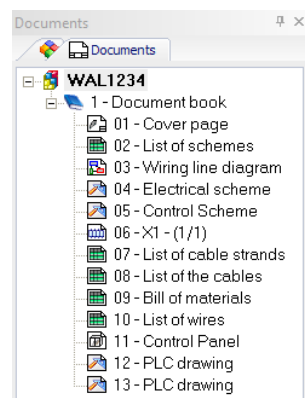


# elecworks™ Tips & Tricks

## Organizing Your Project

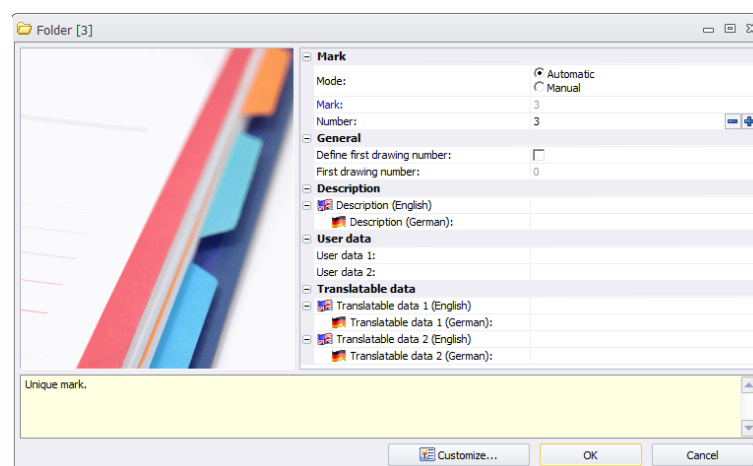
The default structure of drawings and documents are that they are all listed under the *Document Book*. However, the user is able to create their own folder structure and have different folders for different document types as an example. This is not just limited to drawings and documents created using elecworks™ and can include other types of documents such as PDF's.

In the following example, you may want to group all of the report drawings in their own folder.



Right click over the Document book and select New > Folder

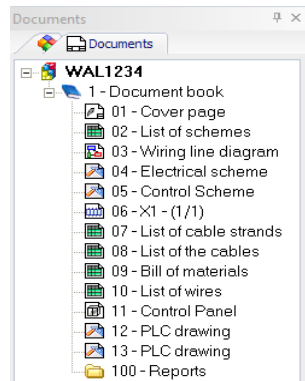
Select the following options as shown in the dialogue box



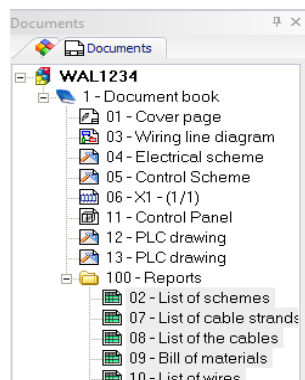
The folder *Mark* is the name of the folder

By selecting the option  **Define the first drawing number**, you are able to enter a numerical drawing number start position (e.g. 100)

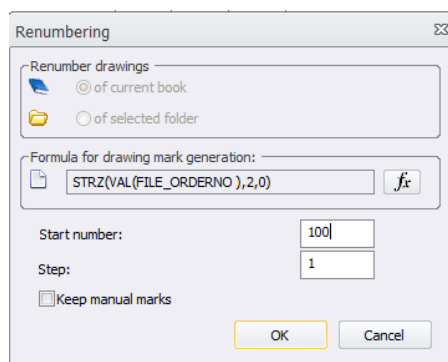
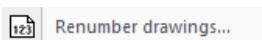
A new folder will now appear in your list



Using *Ctrl* and *Shift*, highlight all of the drawing reports in the project and drag into the 100 – Reports folder




To rename the existing drawings, right click over the *100 – Reports* folder and select



Select of  *selected folder* and then



Repeat the renaming of the drawings by right clicking over the  1 - Document book

