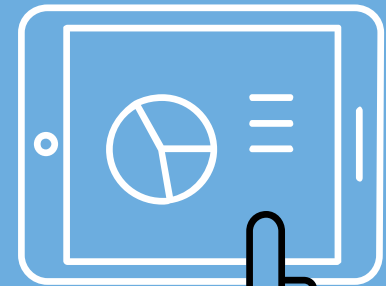
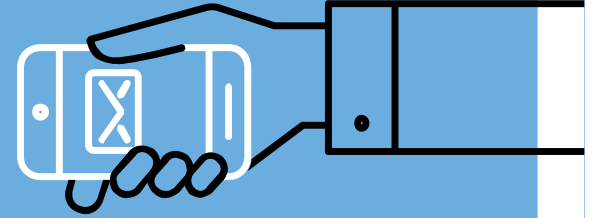
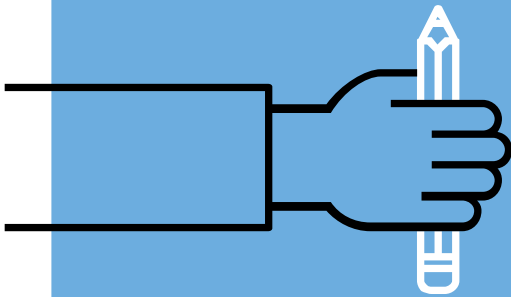
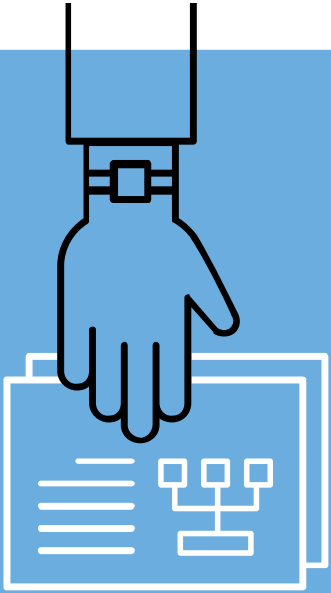
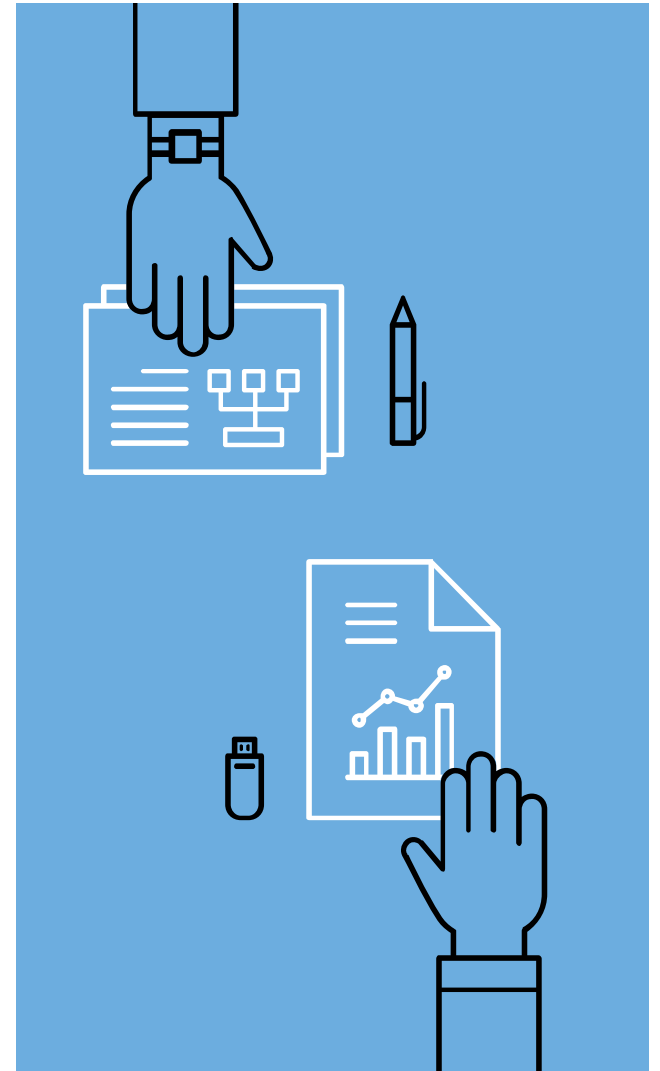


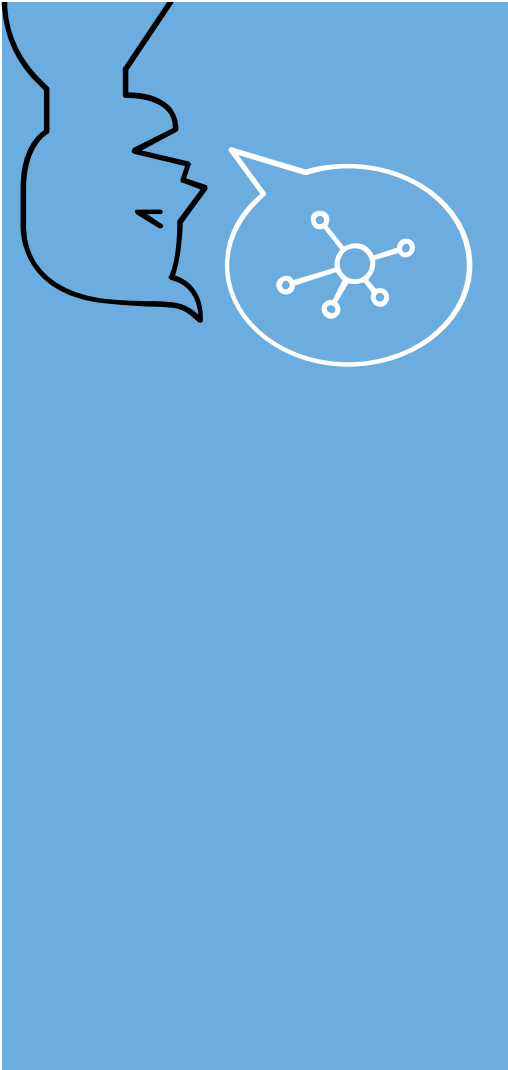
# File Naming Tips



# Why do we need better file names?

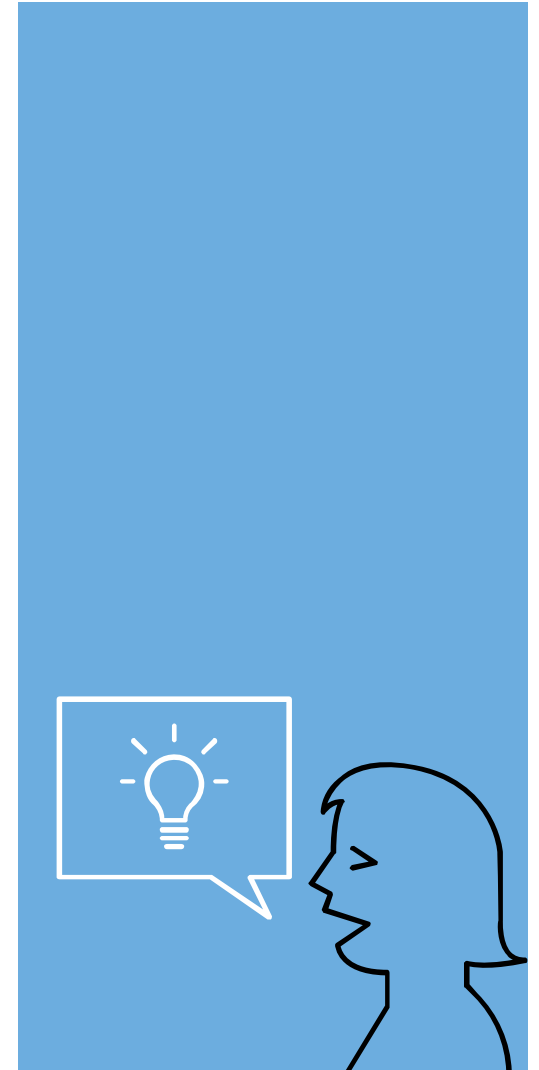
- ▶ Improves access
- ▶ Saves time
- ▶ Enables collaboration
- ▶ Aids in long-term preservation





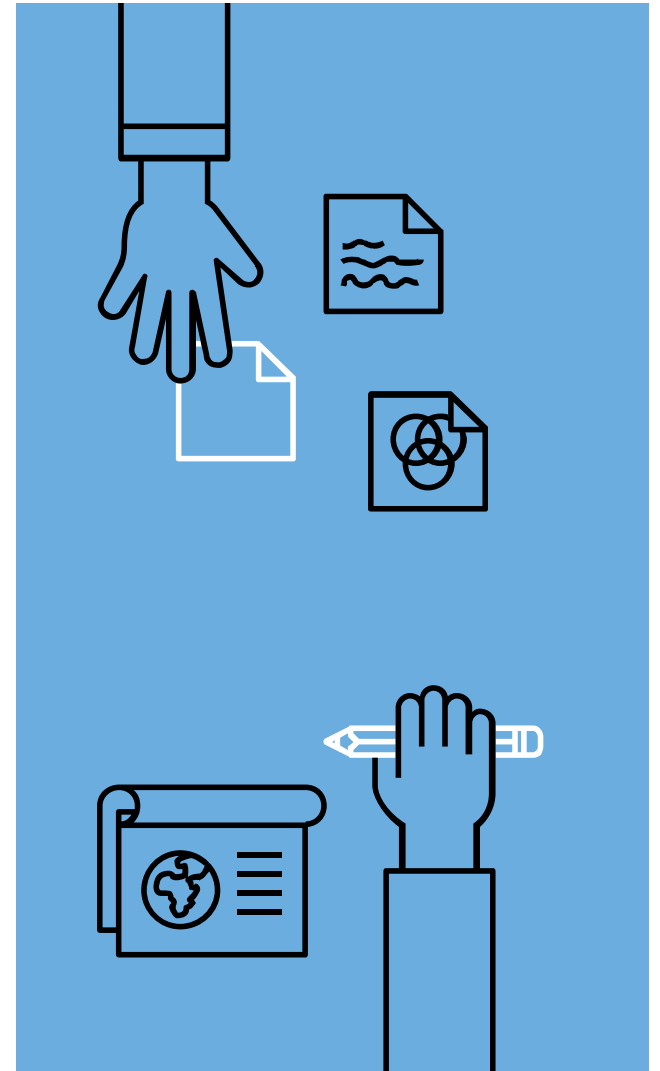
File names should be:

1. Short
2. Meaningful
3. Machine-friendly



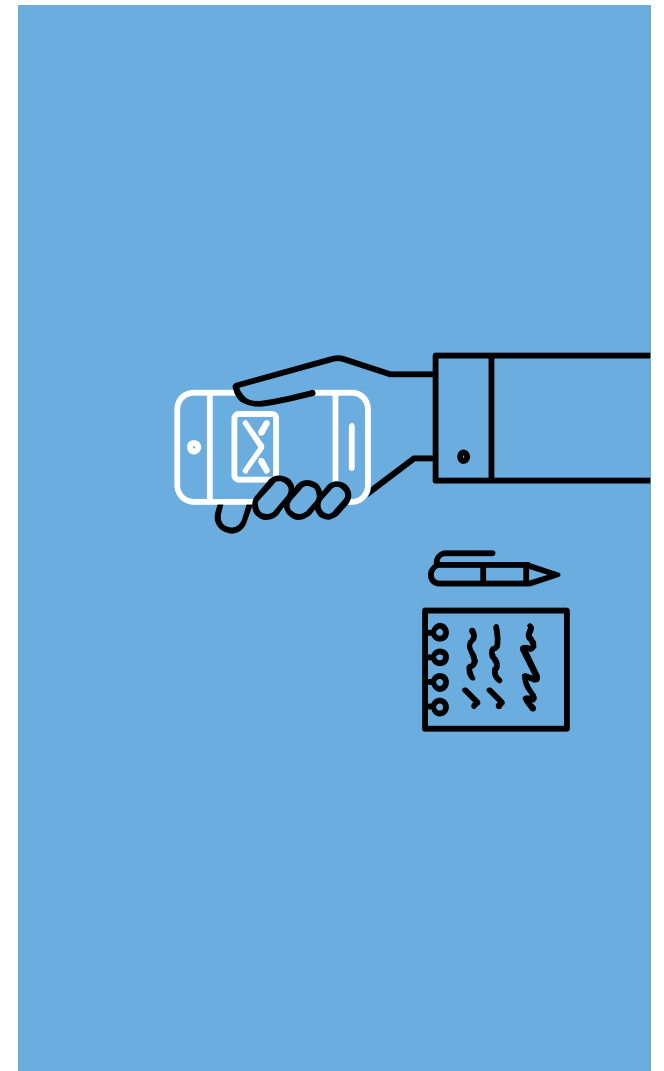
## Be descriptive & clear

- ▶ Files names should let the user know enough about the content before opening the file.
- ▶ Use common or agreed upon terms to describe the contents.
- ▶ Be careful with abbreviations or acronyms that may not be clear to others.



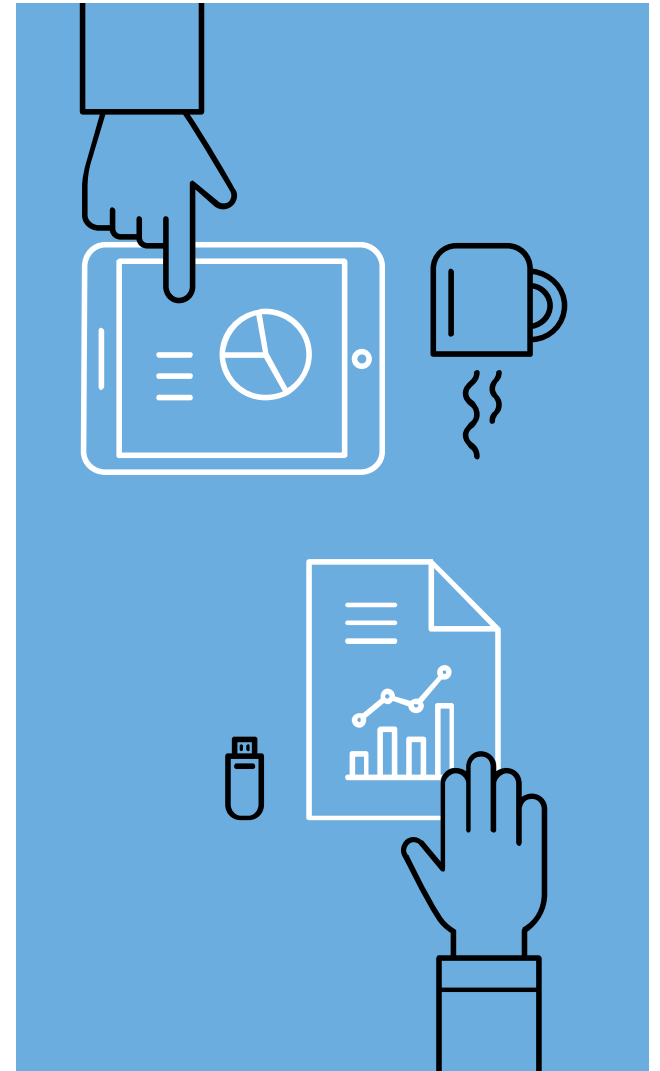
## Think unique

- ▶ Many files may be related to the same work area, so think about how to identify each file as unique or different from others.
- ▶ Include the general subject and then add specific details about the file. This also allows related files to be sorted together.



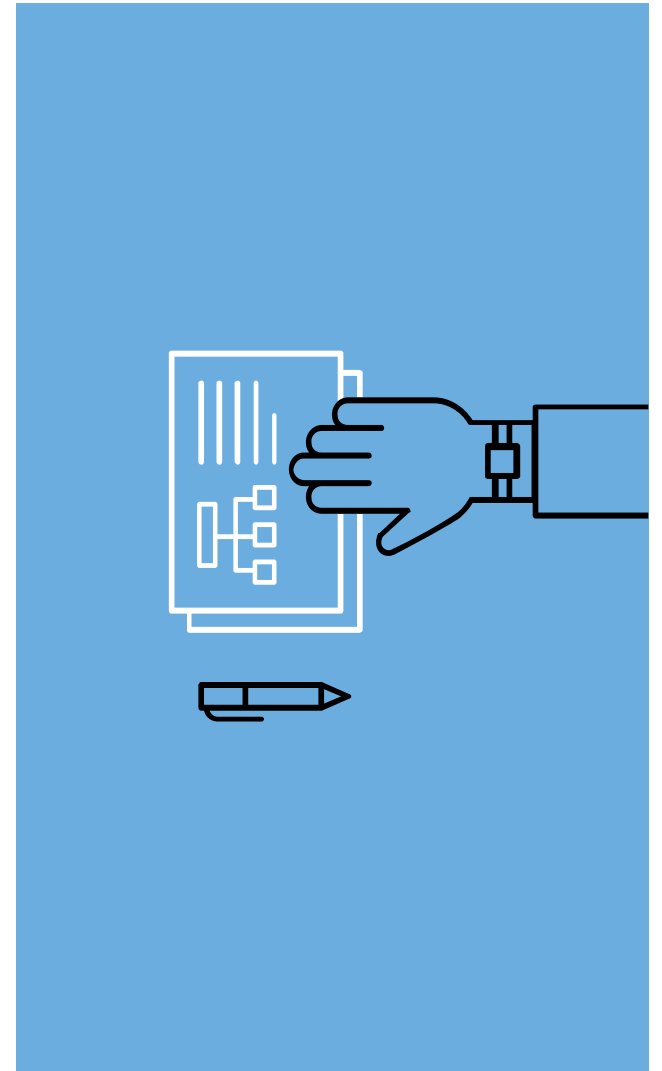
## Concise & Consistent

- ▶ Aim for no more than 25 characters.
- ▶ Use consistent names in terms of word order and abbreviations. Choose one style and avoid these inconsistent names:
  - MinsFNTaskForce
  - MinutesFileNameTF
  - FileNamingTFMinutes



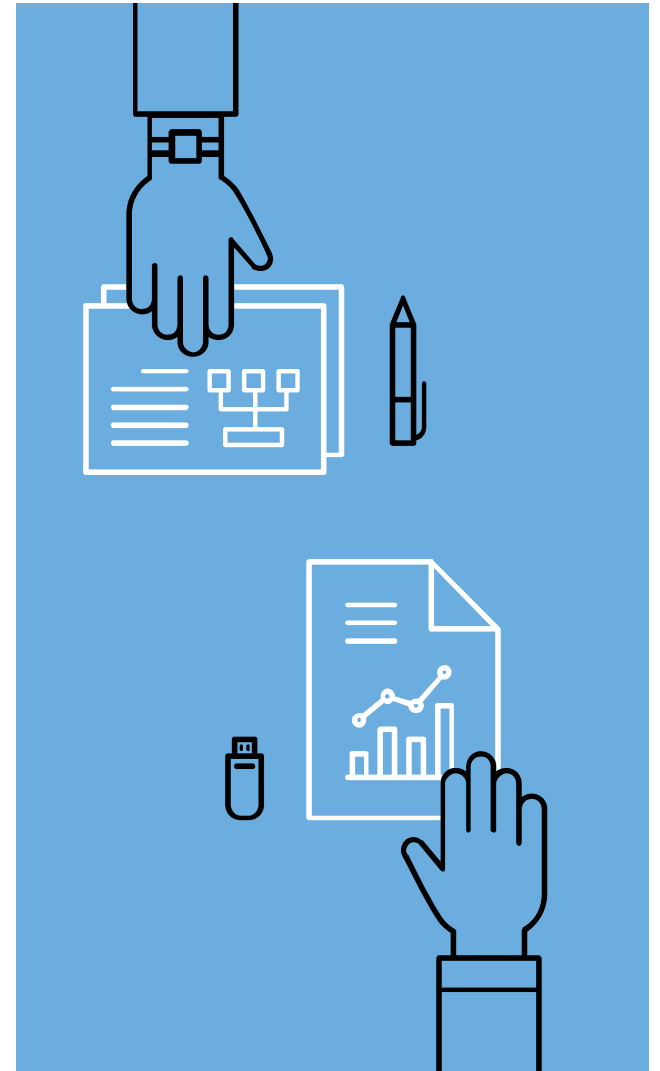
## Machine-Friendly

- ▶ Special characters are good for strong passwords, but not for file names. Avoid > < " / \ | ? \* : ^ \$.
- ▶ Use hyphens instead of periods, underscores or spaces (File-Name)



## Dates & Numbers

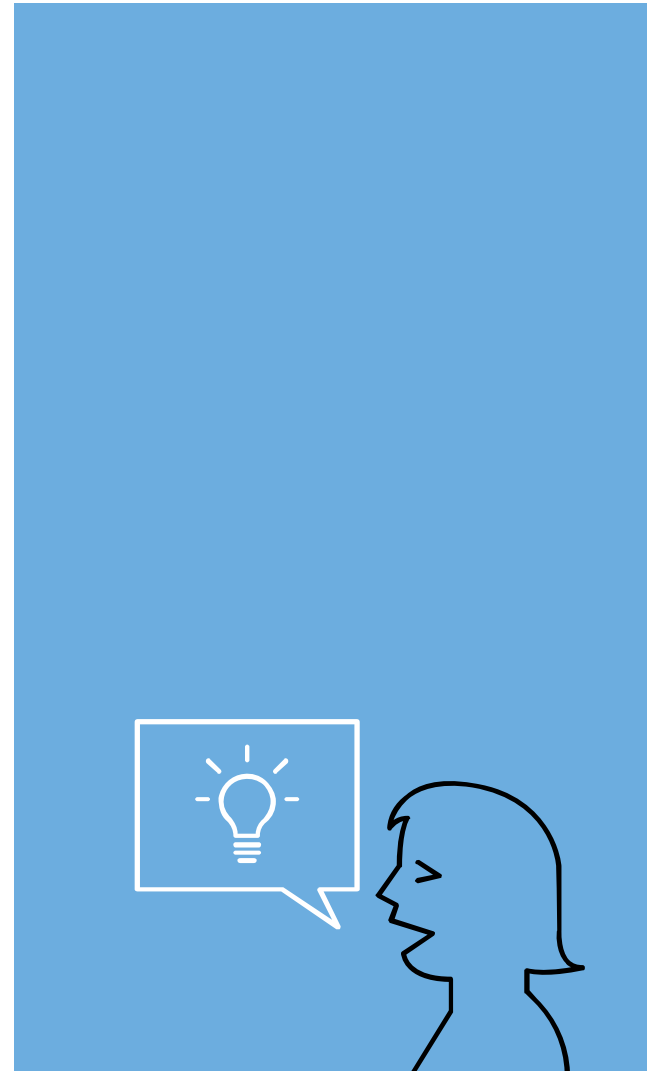
- ▶ For file names with dates to sort correctly, use year-month-date (YYYYMMDD or YYYY-MM-DD).
- ▶ For file names with numbers to sort correctly, use preceding 0s.
  - (01, 02, 10 will sort in order; 1, 2, 10 will sort as 1, 10, 2).





## Write it down

- ▶ Make a list of agreed upon names, abbreviations, acronyms and your team's agreed practices.
- ▶ Think of this as a "cheat sheet" for anyone new joining the team: the office shorthand at a glance.



# Questions?

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Columbia Lace Cup Hydrangea, June 2016. Photo by Jessica Raimi.  
Historical photograph collection, University Archives

