

Tips, Tricks, & Techniques

File Naming Convention Suggestions and Comments

Let us put the most practical answer right up front.
Use upper and/or lower case letters and numerals
No spaces
Length not to exceed 25 characters including the file extension
Example: FileNamingSuggestions.doc

Need we worry about file names with the capabilities of Windows since 1995 being able to handle very long file names?

Length for files and folders not to exceed 215 characters including extensions for files. The character set includes:

- Numerals
- Upper and lower case letters
- The space
- Symbols: + , ; = [] - _
- Prohibited: symbols: / \ : * ? " < > |

Practical considerations:

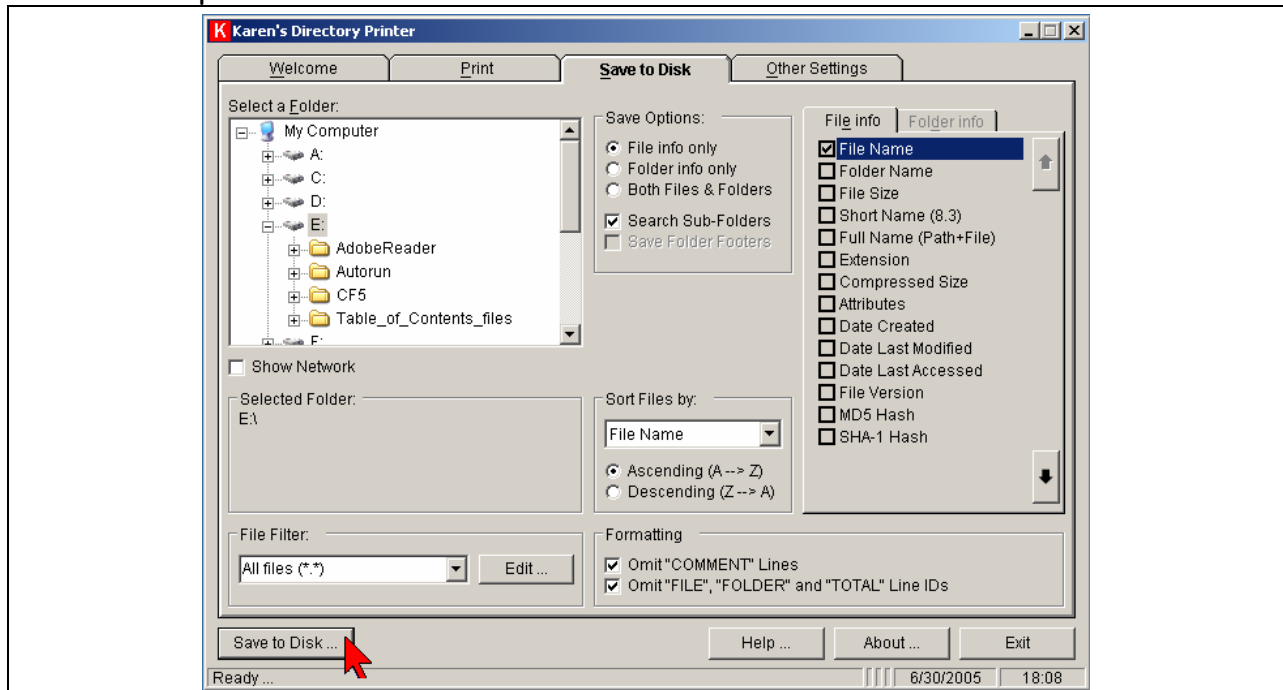
- Macintosh: For a CD-ROM created by a PC, the filenames should:
 - Not exceed 25 characters {see note 1} in length including the extension
 - There should be no spaces
- Use of underscore:
 - May be used in place of a space, however,
 - Hyperlinks may render the underscore not seen, e.g.,
File_Naming_Suggestions.doc appears as
[File_Naming_Suggestions.doc](#) when it becomes a hyperlink
- Title case should be used to make filename readable when spaces are not used, e.g., FileNamingSuggestions.doc.
- Dates: Often it is convenient (or necessary) to date a file as changes are made. This makes it easy to revert to an earlier save should it be necessary. The date should be appended to the name just before the extension using a format of yymmdd {see note 2}.

CD Editors:

- Remove all spaces from folders and filenames
- Use Title Case for clarity
- Limit names of folders and files to not exceed 25 characters including the dot and extension for files.
- Use Directory Printer to check your work

Directory Printer:

- Print the names, and other information, of all folders and files on your computer.
- It is a free software utility described and available at <http://www.karenware.com/powertools/ptdirprn.asp>
- Example follows



Setup of Karen's Directory Printer to capture files

Panel below shows a partial of the Notepad view of output from Karen's Directory Printer.

Next create a row of 25 "Xs", then copy to paste them above long filenames. Any filenames longer than the 25 "Xs" must be shortened.

```
autorun.exe
Table_of_Contents.htm
ufstart.txt
ufstart.uff
AdbeRdr70_distrib_enu.exe
AdbeRdr70_enu_full.dmg
```

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
autorun.exe
Table_of_Contents.htm
ufstart.txt
ufstart.uff
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

autorun.exe ValueLineGuideToVL.ppt CF5107binder.pdf HowToTeachTakeStock.pdf HowToTeachTakeStock.ppt Handout.pdf HowToTeachToolkit5.pdf HowToTeachToolkit5.ppt CF05Mentoring.pdf CF05MentoringColor.pdf	AdbeRdr70_distrib_enu.exe AdbeRdr70_enu_full.dmg autorun.exe ValueLineGuideToVL.ppt CF5107binder.pdf XXXXXXXXXXXXXXXXXXXXXXXX HowToTeachTakeStock.pdf HowToTeachTakeStock.ppt Handout.pdf HowToTeachToolkit5.pdf
Lastly <u>E</u> dit > <u>F</u> ind (or CTRL + F) all occurrences of spaces. Remove (delete) them.	

Notes:

- 1 The maximum number of characters may be as high as 31. To be determined.
- 2 Formats other than yymmdd such as ddmmyy may be used but they will not order the files in true date sequence. Examples:
 - a. FileNamingSuggestions040222.doc
 - b. FileNamingSuggestions050502.doc
 - c. FileNamingSuggestions060615.doc
 - d. FileNamingSuggestions060630.doc