Name:

Date: Section:

File Naming Conventions and Standards

File naming conventions should be adopted to allow for easy identification and organization on your computer. All corporations today have enforced standards for naming of files and folders for the ease of identification and organization of information. Standards like these make companies and personal more effective and efficient when doing their job. These files may also need to be accessed by others on a network and therefore must have enough information for the user to know the basic information about that file.

This standard only takes a moment do and once done, you will save yourself a lot of problems in the future. The following is a standard naming convention sample explanation:

company_course&level_teacher_your-name_project_yyyy-mm-dd_program_v01.ext

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!! _!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!_!!!!!_!!!!!.\\\\\ *Extension*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_\\\\ *Version # of file*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!_\\\\\\\\\\\ *Program name & version*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!! _\\\\\\\\\\\\\\\ *Year-month-day include leading zero's*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!_\\\\\\\\ *Project and/or title-sub-title of assignment*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!_\\\\\\\\\\\\\\\ *Your name in the form of last initial-first name*

!!!!!!!!!!!!!!!!_!!!!!!!!!!!!!!!!!!!!!!!!_\\\\\\\\\\ *Your teachers last name: Fra*

!!!!!!!!!!!!!!!!_\\\\\\\\\\\\\\\\ *Your course code and section number*

\\\\\\\\\\\\\ *Name of your school: wt*

an example:

wt_tti108-01_fra_d-joe_title-page_2006-02-13_corel-draw-11_v01.cld

Some points to keep in mind when working with files:

- Use underscore to advance to the next major piece of information in file name
- Use dash to connect each piece of information
- Use previously named files to save typing of file when saving
- Save separate chronological versions ("Save As" Command) of your file for back-up purposes
- Save your current working file in at least two different locations for back-up purposes
- Use only appropriate related names, i.e. no swearing, slang, code names, etc
- Keep file name size to a minimum
- Use a Header and Footer, with the footer having auto file naming and page numbering (template)
- Working with web file naming, files must be short, simple, lower case with no spaces

Folder Conventions and Standards

Folder names should organize a group of files into specific related areas. Some examples of what folder titles could be: tutorials, projects, exams, tests-quizzes, and fun stuff. If you are in a public area you would want to put the initial folder as your name, so that everyone else knows who it is and not to snoop unless they have been invited to review your folders. A little thought and planning will result in an easy and quick way to find your information as it builds over time. By keeping all of your "critical files" in one area, they will be easy to find, back-up, move, etc.