

## Chapter 10 – References

### 10.2.1 NAMING CONVENTIONS

#### A. GENERAL

1. File and Folder names can be divided between those that are 'descriptive' and those that are 'non-descriptive'. A descriptive file name is made up of actual words, abbreviations or numbers that bear some relation to the content. A non-descriptive filename is likely to consist of numbers, or a combination of numbers and characters, that have no significant meaning to the person looking at the name of the file or folder.
  - a. Use descriptive names as often as possible.
2. Do not use spaces in the name. Instead, each 'word' in the name should start with a capital letter
  - a. Examples: SiteVisitLog.doc, Bdc41WorkOrder1.xls, DesignReviewComments.doc, MasterSpec04
  - b. Windows operating systems do allow spaces and even seem to encourage you to use them. However, some of the programs which access the files have problems with spaces.
3. Do not use punctuation marks or other special characters in the name of the file.
  - a. If necessary for clarity, only use hyphens or underscores. Hyphens are preferred because underscores are sometimes hard to see.
  - b. There should only be one period in the file name separating the name from its three letter extension.
4. Rename scanned files from the machine default.
  - a. Files named "Scan001.pdf", "31scan724.tif", etc. are not to be filed 'as is'.
5. Each folder should contain multiple documents. Do not create a series of folders to house one document each.
  - a. Example: The MeetingMinutes folder contains 20070821Minutes.doc, 20070807Minutes.doc, 20070724Minutes.doc, and 20070710IJM.doc

#### B. NAMING FILES AND FOLDERS

1. Keep file and folder names short (under 25 characters) but meaningful.
  - a. Windows limits the path name of a file to 254 characters starting at 'V:\DesignAndConstr\...' Exceeding this limit may make the file inaccessible and prevent it from being 'backed up'.
  - b. 'Title' folders and documents. Do not use a brief description of the file as the file name.
  - c. Having the project number as part of every name is not always necessary since you are working in a folder named for the project.
  - d. Be sure to include the project number in the name of files you plan on sending to non-OGS personnel.

2. When appropriate, add the date to the file name in the form YYYYMMDD.
  - a. When saving emails into the Correspondence folder, precede the file name (which is usually the subject line) with the date. Windows will not allow two identical file names to exist in the same folder and will usually overwrite emails without asking.
  
3. Include the BDC designation as part of the name
  - a. Examples: Bdc41WO50ToS0465.doc, 20071113Bdc83HudsonCF.doc, Bdc41Gilbane20061008.doc, Bdc353Response20040201.doc
  
4. Name Project Manual sections with the CSI section number followed by the section title without any spaces.
  - a. Examples: 093013CeramicTile.doc, 055100MetalStairs.doc
  
5. Name Estimate files with the project number, trade letter and project phase
  - a. Examples: 41111CBudget.xls, 41111HProgram, 41111ERevProgram
  
6. Name drawings (AutoCAD, Microstation, etc.) according to the guidelines set in [Chapter 5.4 Electronic Documentation](#).
  
7. Name drawing images with the project number and drawing number (e.g., 40290A-503.pdf, 43504M-503.tif)

**C. ELECTRONIC MAIL (EMAIL)**

1. Include the project number in the subject line of all project related correspondence.

End of References – File Naming Conventions