
Naming Conventions

To ensure our files are organized and easy to access, please use the following naming conventions.

Allowed Characters

Upper Case Letters, Lower Case Letters, Numbers, Dashes -, and Underscores _

Disallowed Characters

~ ! @ # \$ % ^ & * () + = { [] } \ | : ; " ' < , > . ? / (Also spaces at the beginning and end of filename)

Internal Documents

<title>_<document type>_<mmddyyyy>_<your initials>.<document extension

Remember to use underscore (instead of spaces or any other special characters) to ensure URL readability.

For example:

Impact_On_Children_brochure_03152017_mre.pptx

LAP_Stages_Of_Change_PPT_12212016_mre.pptx

Medical_Advocate_Toolkit_10132016_mre.docx

Documents Going Outside of PCADV

When you create a document to go outside of PCADV, replace your initials with PCADV.

For example:

Impact_On_Children_brochure_10152016_PCADV.pptx