Filename Standards

Filenames should be easily identifiable, short and concise.

If other people need to see or update them at any time, it is important to use some type of identifier, e.g. a date or a version number to avoid the use of the wrong version.

The names should be as short as possible, while conveying the subject.

If you have a file which, after you have changed it several times, is now called 'v9', or has a date such as '5 Sept' and is ready to be sent to others (e.g. for review), they don't need to know about your versions. Just give the file a sensible name, with either a date (e.g. 050920), or 'v1.0' to identify it. (The version number should be 11-point italic and be positioned at the right of the footer.)

For Excel files, when they are sent, the words 'Copy of …' are automatically added. These must be removed before sending.

Here are some examples of poor filenames and improved versions with file extensions.

Poor Names	Better Names
Copy of Start Budget Reporting 2018 PDF(Oct18)	Budget Rpt_191118.pdf
Building Cttee 1118	Buildings_Agenda_080119.docx
Board of Management Agenda 1118_v2	Board Mtg_Agenda_191118.docx
Strategy Group Update November 2018	SWG Mtg_Mins_191118.docx
Board Report DRAFT 14.11.18	GM_Rpt_191118.docx
Management CtteeMinutes_0918_V1	Board Mtg Mins_190918.docx
Copy of Copy of Quality_Rpt_V9	Quality Rpt_191118.xlsx
Budget 2019.Board Report	Finance_Rpt_191118.docx
CQAMinutes1118255644	CQA Mtg Mins_071118.docx
Knellwood Board of Management Terms of Reference_V1	Board TOR_191118.docx