

# Naming Files

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## Naming Files

Below is an infographic on best practices to properly name files.



# *Naming Files*

## **BEST PRACTICES TO PROPERLY NAME FILES**

**1**

### **SEARCHABLE**

Use keywords in your file name that make it easily searchable on your desktop

**2**

### **BE DESCRIPTIVE**

A stranger should be able to understand what the file is about

**3**

### **COMMON FILE NAME INFORMATION**

Type of document, date, name of owner/group, class, project name, version #

**4**

### **VERSIONING TIPS**

If your file is significantly updated, use Employee Survey\_v3. If there are minor edits, use Employee Survey\_v2.1, 2.2, and so forth.

**5**

### **OVERALL TIP**

Be consistent. Stick to one format or else it becomes messy with multiple formats

**EX.**

### **EXAMPLE FILE NAME**

Smith\_J\_SRT\_105\_ONLN\_Unit  
3\_Audio Podcast\_About\_Me\_V2

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