

File Name Standards

It is best to keep file names short and meaningful. Standardized abbreviations are very acceptable, such as 'frm' for 'form' or 'ltr' for 'letter'. It is good practice to use all lowercase and to use the underscore to separate words rather than a space. File names should not begin with a punctuation mark and should not contain the following characters:

ampersand	&
asterisk	*
back slash	\
brace	{ }
bracket	[]
caret	^
colon	:
dollar sign	\$
double quote	"
exclamation point	!
grave accent	`
greater than symbol	>
less than symbol	<
parenthesis	()
percent sign	%
pipe	
question mark	?
semi-colon	;
single quote (apostrophe)	'
slash	/
space	

Examples of acceptable characters in file names:

All letters (upper and lower case) and numbers plus:

dash	-
underscore	_
equal sign	=
plus sign	+
comma	,
period	.
tilde	~