

Document Naming Guidelines

Why are document names important?

- Good document names make it easier for people to find documents
- When browsing through the contents of a folder, the name of a document is the first thing you see
- When searching for documents, you can limit your search to terms only in the document name

Basic principles

- Use terms that accurately describe the subject or topic of the document's contents
- Be specific and concise, but most importantly ensure that it's meaningful for others now and in the future

Do's

- Not too short, and not too long – 25 to 100 characters should be adequate
- Use sentence case and use a capital letter for names and proper nouns
- Put a space between each word
- Use people's full names and type family names in UPPER CASE
- For numbers use digits instead of words
- For dates use the format yymmdd and if just referring to a year always use four digits
- Acronyms can be used, but be consistent in your use of them

Don'ts

- Avoid abbreviations – use the full word instead
- Avoid punctuation – use a space, dash and another space if you want to separate terms.
- The following characters can't be used within your document name: . , ; : = \ / * ? " < > |

Further assistance

Please see the following related guides:

- Naming Conventions for HPE Records Manager