

Naming Convention for Attachment Files

Before you send anyone a file attachment, check to make sure that your filename meets the following criteria. If it does not, resave/rename your file according to these criteria. Incorrect file names may prevent you from being able to post your file and other users from being able to open your attachment.

Does your file name include:

any "illegal" characters?

Your filename **should not contain** any non-alphanumeric characters (for example, ! @ # \$ % ` ` &, meaning that **Assignment#7.rtf** is wrong; **Assignment7.rtf** is correct.)

The only acceptable non-alphanumeric characters are an underscore (_) or a hyphen (-).

any spaces?

Filenames **should not contain** any spaces. For example "Progress Report.rtf" is wrong; "Progress_Report.rtf" or "ProgressReport.rtf" are correct.

enough information to make sense to a recipient once the file has been downloaded to her/his computer?

Try to keep your filenames short but meaningful, and ideally, include your name. For example, "**LSmith_nurs325_assign1.rtf**" would help the recipient to quickly identify that this file had been created by "L. Smith" and probably had something to do with "Assignment #1" for the course "NURS325".

This is particularly important for files you are submitting for your instructor. Remember, you will not be the only one submitting (required) files to your instructor and clear filenames will help your instructor to keep track of everyone's submissions.