## File Naming Conventions

File naming conventions are used in Curriculum Services for draft and final files, as explained here.

1. Draft files are those that are in development or production in Curriculum Services.

All draft course files (Word and PDF) are named according to the following example:

ABCD123\_TYPE\_ITEM#\_DATE\_IN\_DRAFT.pdf or .doc (all upper case)

Where:

**ABCD123** is the course code (acronym and number; for example: ADMN487)

**TYPE** is the type of document, as follows:

|  |  |
| --- | --- |
| AK = Answer Key | LKN = Lab Kit Notes |
| AS = Assignments | MP = Major Project |
| CM = Course Manual | PE = Practice Exam |
| CU = Course Units | RD = Readings |
| FE = Final Exam | SG = Study Guide |
| FEG = Final Exam Guide | OLFMG = OLFM Guide |

In the case of multiple files of the same type, a unique identifier can be added to the type—for example, AS\_C for Assignments C or CU\_A for Unit A.

**DATE** is the last date that the file was changed for a draft or the date of sign‐off for the final document—for example, DDMMMYYYY or 12OCT2007 for October 12, 2007.

**IN** is the initials of the person who generated that file.

**Here is a full example:**

ADMN487\_SG\_205611\_02NOV2007\_NK\_DRAFT.pdf is the draft Study Guide with the item number 205611 for course ADMN487, which was last changed on November 2nd 2007 and generated by Nick Kirby.

1. Final files (after sign off by Project Administrator)

Once the work has been completed, the files will be renamed according to the following example:

ABCD123\_TYPE\_ITEM#\_DATE\_FINAL.pdf or .doc (all upper case)

Where:

**DATE** is changed to reflect only the month and year of the final document (e.g., MMMYYYY or OCT2008 for October 2008).

#### Here is a full example:

ADMN487\_SG\_205611\_NOV2008\_FINAL.pdf is the final Study Guide with the item number 205611 for course ADMN487, which was last changed in November 2008.