

FOLDER AND FILE NAMING CONVENTIONS

- 1. Avoid creating folder names that are very long or creating complex folder structures.**

Don't do this:

C:\My Documents\Study\ACAP\2016\Term 3\Bachelor of Counselling\BESC1001 Preparation for Academic Study\Assignments\Assignment 1\

Do this: C:\My Documents\ACAP\T316\B_Couns\BESC1001_Prep_Acad_Study\Assign_1\

- 2. When thinking of a file name for your assignment, use the underscore character (_) instead of a space to delimit words.** Don't use characters such as: ~ ` ! @ # \$ % ^ & () + = ' , ; . to delimit words

Don't do this: Julie Field assignment 1.docx

Do this: Field_Julie_Assignment_1.docx

- 3. When naming a file, it is best to use your Family name, Name, Unit name or number, Assignment number, (and due date).** If you choose to use the due date as part of your filename, use ddmmyy. If possible, use abbreviations as long as they are meaningful. Please check with your teacher about her or his preferred assignment naming conventions.

Don't do this: Assignment 1.docx

Any of the following alternatives would be acceptable:

Field_Julie_Prep_Acad_Study_Assign_1.docx

Field_Julie_Prep_Acad_Study_Assign_1_061116.docx

Field_J_BESC1001_Assign_1.docx Preferred as these names are shorter

Field_J_BESC1001_Assign_1_061116.docx

- 4. If you are asked to resubmit your assignment, place the word 'Resubmit' at the end of your filename.** Please check with your teacher about her or his preferred assignment naming conventions.

Don't do this: Julie Field assignment 1.1.docx

Any of these alternatives would be acceptable:

Field_Julie_Prep_Acad_Study_Assign_1_Resubmit.docx

Field_Julie_Prep_Acad_Study_Assign_1_061116_Resubmit.docx

Field_J_BESC1001_Assign_1_Resubmit.docx Preferred as these names are shorter

Field_J_BESC1001_Assign_1_061116_Resubmit.docx