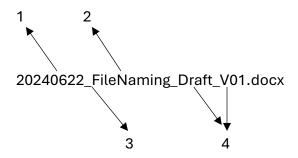


## **File Naming Convention Guide:**



## 1. Use YYYYMMDD for dates:

Insert the date at the beginning of the file name for chronological sorting (e.g. 20240622\_FileNamingGuide.pdf).

2. Capitalize to separate words within file name elements:

Use capitalization to distinguish words within the same element (e.g. FileNamingGuide.docx).

3. Use \_ (underscore) to separate elements:

Divide different parts of the file name with underscores (e.g. FileNamingGuide \_Draft.docx).

4. Indicate status or version:

Include the file's status or version at the end of the file name (e.g. \_draft\_v01, \_signed, \_complete).

5. Avoid special characters and spaces:

Stick to letters, numbers, and underscores to avoid issues with different operating systems.

6. Keep names short but descriptive:

Aim for clarity while keeping the file name concise, ideally around 30 characters long or up to 4 elements.