

## File & Folder Naming Conventions (FNC)

A File Naming Convention is a framework for naming files and folders in a way that describes and identifies what they contain and how they relate to other files. Files and folders should be consistent and descriptive in naming and organization so that it is clear where to find specific data and what the files contain. This section includes various guidelines and concepts for naming and organizing project documents at the University of Alabama.

### General File Name Concepts

1. Create names that will allow useful sorting.
2. File names cannot be longer than 128 characters. Avoid extra-long file and folder names and complex hierarchical structures but use information rich file names instead.
3. Put sufficient elements in the structure for easy retrieval and identification.
4. Use the capital letters and/or underscores (\_) as a separator or file delimiter.
5. Do not use spaces or other characters such as: !~@\$%^&\*(){}[]+=?><|\*+,-#,'"/";
6. Do not use the period character at the beginning or end of a file name or consecutively in the middle of a file name. For example, "file..name.docx" is invalid.
7. If using a date in the file name always stat the date back to front and in this format:  
**YYYY** or **YYYYMM** or **YYYYMMDD**
8. When using a number in a file name always give it as a two digit number rather than one.
9. Avoid unnecessary repetition and redundancy in file names and file paths.
10. Avoid using initials, abbreviations or codes.
11. Avoid using spaces.

### PDF Documents

1. PDF files must be generated directly from the native file when possible (not scanned).
2. All PDF files must be set to the original size format.
3. All pages in a PDF file must be properly rotated and in the correct order.
4. All pages should have the Optical Character Recognition (OCR) enabled.
5. Disable any security features that prevent full use of the PDF file.
6. If a transmittal is included, it shall be in a single pdf file along with the document being transmitted.
7. Pages of different sizes (11x17 prints, shop drawings, etc.) shall be included in a single pdf file if they are part of the same information being submitted.

### Specifications

1. The table of contents shall be a single PDF file; the title of the file shall be "Table of Contents".
2. Each specification division shall be a single pdf file
3. Files larger than 50 pages and containing multiple products shall be tabbed by product name.
4. The name of each specification set file shall be the project name (abbreviated), "Specifications", and type of set, i.e.  
"Specs - Rose Admin Tenant Improvements - Phase B – 60%"

### Drawings – Review Sets, Bid Documents, Conformance and As-Builts

1. Drawings for each discipline shall be a single pdf file
2. Each file shall be tabbed by discipline (sheet #?)
3. Line types and weights must be the same as the original document
4. The name of each drawing set file shall be the discipline, project name (abbreviated) and type of set, i.e. "Electrical – Rose Admin Tenant Improvements – 60%"

5. Conformance and As-built drawings – in addition to the above, provide an individual pdf file for each drawing. The name of each file shall be the number designation and the name of the sheet, i.e., “M101 – Mechanical Legend”.

### Material Submittals

1. The name of each submittal file shall be the project number, project name (abbreviated), project number, and type of submittal, i.e.  
**“005-12-006 Rose Admin Tenant Improvements – Door Hardware”**
2. Submittal files should be tabbed by current CSI divisions.
3. The name of each submittal file shall be the project number, project name (abbreviated), project number, and type of submittal, i.e.  
**“005-12-006 Rose Admin Tenant Improvements – Door Hardware”**

### Software Applications for Renaming Many Files

1. Bulk Rename Utility (Windows)
2. Renamer (Mac)
3. PSRenamer

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