**Guidance on File Naming**

This applies to files of all formats (word, excel, pdf,...). Standardized file naming makes it easier to find files, track documents in progress (finding the right version of a document).

Proposed standard file naming structure: YYYYMMDD DocName\_Version

1. Start files names with **Date**: YYYYMMDD (e.g. 20160227)

This way, your files will automatically be ordered by date of creation, making it easier to find documents.

1. **Separators**: to separate different elements of the file name, you can use “\_” (underscore) and “ “. Use separators coherently.
2. After YYYYMMDD you enter the **Document Name** (e.g. SitRep\_7-14Feb)
   1. Document Name: **Organisation** (if applicable) **Document Name/Type** (e.g. SitRep/Rapid Assessment) **Geographic Area** (Darfour\_Khartoum/ Eastern Region/….)

For example: 20160423 UNICEF\_Assessment Report\_Darfour

20160216 UNICEF\_SitRep\_7-14 Feb

For same type of documents (e.g. Situation reports), use the same way of naming (e.g. SitRep\_7-14Feb; SitRep\_15-21Feb; SitRep\_1-6Mar)

1. If you are working on a **document in progress**, you can save it with the number of the **version** (V) at the end: 20160227\_SitRep\_7-14Feb\_V1

V0= first draft ; V1 ; V2; etc. VF= Final Version

If working on a document with several people, V can be replaced with the **initials** of the person who last worked on the document. E.g.:

20160227 SitRep 7-14Feb\_JS

20160227 SitRep 7-14Feb\_JS\_AM

1. **Sharing documents** with third parties

When sharing a **final document**, remember to remove initials.

**Sharing drafts:** If you share a draft, add DRAFT instead of initials or version numbers. You can also add a **watermark** indicating that the document is a draft (this means that even printed documents will be identifiable as drafts (in MS Word go to “Design” 🡪”Watermark”-🡪choose “Draft” from the list of watermark options.

**TIPS: Further guidance on file naming is available on here:**

[http://www.exadox.com/en/articles/file-naming-convention-ten-rules-best-practice](http://www.exadox.com/en/articles/file-naming-convention-ten-rules-best-practice" \t "_blank)