



# Blackboard 9.1



## File Naming Rules

When creating electronic documentation it is important to remember certain rules about naming your files. Whether the files are shared in Blackboard or exchanged via email, different computers, PCs vs. Macs, use different operating systems. There are differences in the versions of software like Microsoft Word, Excel and PowerPoint and you should always try to remember these basic rules.

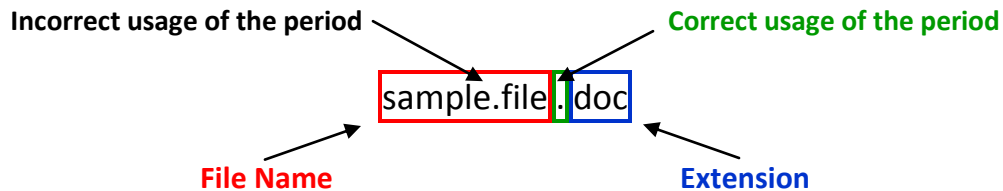
**Rule #1 – Do not** use the following special characters in the file name.

~ ! @ # \$ % ^ & \* ( ) + | \ / = : ; " ' .

These types of characters are often used for specific tasks in the electronic environment. For example a PC uses a forward slash for folder levels, while a Mac uses the colon.

**Rule #2 – Use underscores** instead of extra periods or spaces.

Periods are used in front of file name extensions. Use the period before the extension only. Extra periods in the file name may cause confusion in identifying the file type making it unable to be opened.



Spaces frequently change to **%20** in a Web environment. For example,

**Sample file.doc**

would appear as

**Sample%20file.doc**

correct usage of the underscore

**Sample\_file.doc**

**Rule #3 – Keep your file names short and descriptive.**

Twenty-five characters are enough to capture the description of the file content. Some systems may allow up to 256 characters in a file name while others allow far fewer.