



## Standard Naming Convention for Digital Images (for Conferences and Presbyteries)

Guidelines adapted from United Church of Canada Records Management Procedures Manual naming conventions for folders and files, Apr 2018

**The following naming conventions should be utilized when sorting digital images into folders, and naming digital images:**

### **Naming Folders**

Photos should be sorted into folders. Folders should have consistent naming to ease searching, finding and identifying photographs. Elements of a folder name might include: 1) subject or name; 2) the term “photos”, 3) date range

Example:

Christmas Concert Photos 2012  
Staff Profile Photos 2013-2017

### **Repetition of Folder Name**

A folder name should not be repeated in the file name.

Example:



Finance Committee 2012  
✓ 20120413\_JohnSmith\_001  
✗ Finance Committee John Smith 2012/04/13

### **Event Name/Acronyms**

Event names or acronyms may be used in naming folders or files. Please ensure there is a master list of acronyms saved in a separate document for reference. Also, be aware of long file names as they are not compatible with some types of software.

### **Dates**

All dates appearing in file names should follow the format YYYYMMDD according to international standards. This ensures file stay in chronological order.

Example:

✓ 20180413  
✗ 13/04/2018

## **Spacing**

Do not use spaces in file names as these are not recognized by some software. Instead, use underscores (i.e. file\_name), dashes (i.e. file-name), no separation (filename) or camel case (FileName)

## **Symbols**

Symbols should not be used in file names.

Example:

✓ PO1234

✗ P.O.#1234

## **Sequential Numbering**

To name files using sequential numbering, use leading zeros to ensure files sort properly.

Example:

✓ 20180413\_001, 20180413\_002

✗ 20180413\_1, 20180413\_2

## **Adjectives**

Descriptive adjectives should follow the main function of the file, so that like objects are sorted together

Example:

✓ Executive\_Speaker

✓ Executive\_Speaker\_1

✗ Presentation 1 Executive

## **EXAMPLES**

### Photos of Church Events:

Folder: 2016 Wesley Congregation Centenary Photos

20180413\_PlanningCommittee\_001

20180413\_Service\_001

20180413\_Service\_002

20180413\_SpecialGuestJaneDoe\_001

Folder: 2018 Annual General Meeting Photos

20180413\_ExecSecJohnDoe\_001

### Photos of Committees:

File: 2015 Pastoral Relations Committee Photos

20180724\_ChairJaneDoe\_001

### Photos of Individuals:

20180725\_JaneDoe\_001