

FILE NAMING STANDARDS

Using standard filenames makes it much easier to share and sort documents in various directories. I may think that a name like “Vor.doc” makes a lot of sense at the time, but I’m unlikely to remember what it was in three months—and no else will have a clue without actually opening the document. Windows XP, Vista, and Seven all support relatively long filenames that include spaces, commas, and periods.

(Note that Unix does not support such features, and Unix filenames cannot have spaces, commas and periods. It is useful to keep Unix filenames shorter and to use camel-back notation such as: DiodesDmn601wk.pdf. Files hosted on the Redgarden website must have names in Unix format.)

A large number of possibilities make sense for all of the possibilities listed below. However, we have found the following format is especially useful. Redgarden strongly encourages its affiliates to follow these formats. These apply whether your are creating a file from scratch or downloading one.

1. **Date Codes in Filenames:** The dashes make it easier to read. The leading zeros allow filenames to automatically sort.

Format: year-month-day

Example: 2010-08-01

2. **Data Sheet Filenames:**

Format: Manufacturer (short name), Mfg part number, brief description.

Example: Diodes Inc, DMN601WK, N-Ch Mosfet, 60V, 300mA.pdf

3. **Technical Paper Filenames:**

Format: First Author’s Last Name, first author’s first and middle initials, abbreviated title, brief description (optional).

Example: Chen, JH, Low-Voltage CDMA with Digital Envelope.pdf

4. **Application Note and Technical Manual Filenames:**

Format: Mfg, application note or guide number, brief description.

Example: Xilinx, UG332, Spartan-3, 3A, 3e, Configuration Guide.pdf

5. **Invoice Filenames:**

Format: year-month-day, Invoice, your name or your company (short name), for, company being billed, project brief name (optional)

Example: 2010-08-01, Invoice, Redgarden, for Acme, RR Project.pdf

6. **Receipt Filenames:**

Format: year-month-day, Receipt, your initials, vendor (short name), project (short name), brief description (optional)

Example: 2010-08-01, Receipt, Digikey, KAA, RR PCB, LEDs.pdf