



## Safe Naming Conventions to Save Files

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### Introduction

=Shortcut =Advice =Caution

To assure that files can be shared between Macintosh and Windows systems, follow the formatting tips below to avoid errors when saving and copying files and folders. Apple and Microsoft Windows computers use different file naming conventions for saving files and folders. Mac and Windows users commonly share files with one another on email and on Towson H:\ and O:\ drives.

#### Summary

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### Illegal Characters You Should NOT Use

The following keyboard characters should not be used when naming files or folders that you save:

?	Question Mark
[ ]	Left and right Brackets
/	Solidus ("forward slash")
\	Reverse Solidus ("back slash")
=	Equals sign
+	Plus sign
<>	Left and right angle brackets
;	Semicolon

:	Colon
"	Quotation mark
'	Single quotation mark
,	Comma
	Pipe
#	Pound or number sign
*	Asterisk
.	Period ( <i>periods should only be used in file extensions, see below</i> )

### Filename Extensions are Important

When you save a Word file, you may notice that it has a .doc after the file name. The .doc is the file in the name extension. Example: studentaffairsmemo.doc.

When saving files it is very important to not alter the filename extension. When applications save files they usually attach an application extension to the filename, preceded with a period. File extensions are required for the computer to identify the application used to open the file. File extensions are assigned to a document automatically the first time you save it, so you do not need to edit the file name extension.

For example:

Microsoft Word files should be saved with a .doc extension (.docx for Word 2007/2008),

Example: *filename.doc* or *filename.docx*

Microsoft Excel files should be saved with an .xls extension. (.xlsx for Excel 2007/2008),

Example: *filename.xls* or *filename.xlsx*