

Nossal High School File

Naming Conventions

1. Names should be short and relevant
2. For recurring events (meetings, agendas, etc.)
 - a. Start with the date in YYYY-MM-DD format
 - b. Add information after the date

Example

This	Not This
2006-03-24 Agenda	1 Feb 2007 Agenda
2006-03-24 Attachment	24 March 2006 Agenda
2006-03-24 Minutes	24 March 2006 Minutes
2007-02-01 Agenda	February 1, 2007 Minutes
2007-02-01 Minutes	March 24, 2006 Attachment

3. For Teaching/Learning Support materials, start from biggest category to smallest, with leading zeros where required. Order elements in a file name according to the way the file will be retrieved.

Examples

U4 O2 SAC 01 2018

Yr 09 S1 T01 Test 01 2017

This	Not This
<i>/.../Events</i> Awards Ceremony 2006-06-30	<i>/.../Events</i> 2005-10-05 Donor Reception
Donor Reception 2005-10-05	2006-06-30 Awards Ceremony
Japanese Delegation Visit 2007-02	2007-02 Japanese Delegation Visit

4. Do not put in version numbers. Teams does this for us automatically.
5. Avoid descriptive terms regarding format or version
6. Do not include any non-alphanumerical characters except for '-'. That one's fine 😊