

More about file names

Specifically, these characters should not be used in file names:

- slash (/)
- backslash (\)
- colon (:)
- asterisk (*)
- question mark (?)
- vertical bar (|)
- quotation marks (")
- greater than (>) and less than (<) symbols.

These symbols all have other purposes in identifying file paths and giving instructions or commands to the computer.

Capitals

Additionally, you should be careful of using a mix of capital and lower case letters in your file names. Some computer operating systems are case sensitive, and some are not. So, in some cases, FSmith_1 would be the same file as fsmith_1 and FSMITH_1, but on other operating systems, these might be three totally different files.

Spaces

Spaces are the other big concern in file names. Again, not all operating systems recognise spaces, but some do. It is safer to remove all spaces. Use an underscore (_) or hyphen (-) instead of a space, or just run all the letters together (although this can get a bit confusing to decode).

Operating systems

Another point to note is that different operating systems allow file names of different lengths. In Windows and newer versions of Mac OS (after Mac NT3.1), you can use approximately 250 characters in file names. However, it is always easier to keep your file names as short as possible. Some people recommend 8 characters maximum, plus the file extension (more on file extensions later).

Want to know more?

To read more about file-naming and the reasons behind some of the protocols, try this site:



[Getting Organized: Great Tips for Better File Names](#)



[File Naming](#)