

+ File naming

Keep the file name length short

- A good rule of thumb is for each file name to be under 25 characters. Files will not upload or transfer if the file name is too long.

Capitals, Underscores, and Dashes

- Using these is the best way to make file names easy to read when you're quickly scanning for the file you want. Some software doesn't recognize spaces in file names and therefore won't open your file. Consider using dashes or underscores instead of spaces. For example, instead of using File Name.xxx, consider using File-Name.xxx or File_Name.xxx instead. You could also consider using Camel Case to eliminate spaces: FileName.xxx

Do not use Special Characters

- Avoid special characters as these can create confusion with your computer software when opening the files. They can cause files to fail during transfer or not process for print. These special characters include:

~!@#\$%^&*()';<>?,[]{}'“|

Preserve File Type Extensions

- These give you important information about how files can be shared, altered, and preserved. Examples of these are .jpg, .tiff, .txt, .pdf, etc. Lack of file extension can cause the file to be unrecognizable to certain types of software.



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