Filename Standards/Conventions

As a Partner Training Team curriculum writer or training materials developer, it is important to remember the standards for naming files. All Dry Run, Train the Trainer, and final product files use the following PTT filename convention standards:

1. Filenames never contain spaces. If you want to separate a title in the filename, use an underscore.
   - CS_Essentials_PG_120722
   - W2CM_You_Virtual_TN_083022

2. Dates are used as part of the filename to help keep multiple versions of the training materials organized. The six digit date (MMDDYY) appears at the end of the filename, and separated from the title by an underscore.

3. Do not use special characters (e.g. "+", "$", "()") in the filename, with the exception of the underscore. Only use alphanumeric characters (e.g. a-z, 0-9). **Note**: W-2 appears in a filename written as W2.
   - W2_Final_Assess_FEP_010523.cptx

4. Code abbreviations used for curriculum documents:
   - PG – Participant Guide
   - TN – Trainer's Notes
   - PMT – Project Management Tool
   - HO – Handout
   - WB – Workbook
   - DA – Desk Aid

5. The S:\ Drive Directory Paths are standardized as follows:
   S:\...\Program Name\Project or course name\Title of document_code abbreviation_mmddyy. Remember to put the code at the end as shown below.

   S:\...\ECM\Justice_Involved\Justice_Involved_Webinar_PG_112321.pdf
   S:\...\ECM\Justice_Involved\Justice_Involved_Webinar_TN_112321.pdf

6. Store all final draft materials (documents for review, edited documents from policy reviewers, Dry Run, Train the Trainer, etc.) in the appropriate S:\ drive Curriculum folder.

7. The path name is identified when the PMT is developed.

8. Final versions of NWT and ECM course materials are published to the Trainer's Curriculum website.