# UXG File Naming Conventions

File name = content-type\_Page Title\_version-number (status)

**Version**

* v1 = first version, before any external review or user feedback
* v2 = second version, incorporating feedback from subject matter experts (SME) or users, or reflecting any changes after v1 has gone for review or been finalized.
* v3 = third version, reflecting any changes after v2 has gone for review or been finalized.

With each revision within a version — including edits from SMEs, edits addressing feedback from end users, or other edits — the file number goes up one. For example:

* v1-01
* v1-02
* v1-03

**Status**

A file can be:

* In progress = we are writing or editing the content
* Ready for review = file is ready for SME review
* Approved = content has been approved by HFE team

Examples:

* case-study\_Formative Usability Tests for Design Solution\_v1-01 (in progress)
* video-script\_Common Usability Issues for Clinical Reminders\_v2-02 (approved)