To be copied to <http://iwiki.pentaho.com/display/DOC/File+Naming+Standards>

## File Repository Folder Names

Word review documents, checklists, graphics, and any other materials related to JIRA cases must be stored in the Documentation folder located in Box. The file path for this material relates to the current release, writer’s name, and JIRA case number as shown in the following format:

where…

Documentation\*CurrentRelease*\*WritersName*\*JiraCaseNumber*.

The Description property of the folder should contain a summary description of the JIRA case.

For example, files for JIRA case DOC-2878 for the 7.1 release will be stored in Documentation\7.1 Documentation Peer Reviews\*David Coverston*\Doc-2878, with the description *Folder and File naming conventions*.



Store screen capture files in the Box folder in both .snag and .png formats. See <http://iwiki.pentaho.com/display/DOC/2.4+Graphics+Standards> for more information.

## File Extensions

.snag and .png

Titles use SNAG and PNG

## File and Variable Names

### File names

Names of review files must be prefixed with the JIRA case number, followed by a descriptive name of the contents.

[Image names TBD]

### Variable names

Variables must be formatted as italic. Variable names in file paths or in URLs must be formatted as Courier New and italic.

When creating an example URL, list the URL with variable names in italics. For example, <http://HostName:PortNumber/pentaho_integration_examples/ contains> HostName and PortNumber as variables.http://HostName:PortNumber/pentaho\_integration\_examples/ contains HostName and PortNumber as variables.

## File Path Formatting

Inline file paths and file names are formatted using the code button on the MindTouch Edit toolbar. This formats the text as Courier New.

