File naming convention:

1. Date in DDMMYY
2. First Two of Author’s First and Last, except when initials in original:

beha=Beatrice Hastings

kama=Katharine Mansfield

alor=Alfred Orage

anon=Anonymous

tkl= T.K.L. (Hastings)

almo=Alice Morning

gehi=George Hirst

1. Initials of title

mam=man and manners

ff=feminine fables

raw=readers and writers

1. Number in series if applicable

14=14th installment of Man and Manners

1. Windows warning

win

Examples:

040616.anon.mam.14.win

means

April 6 1916, anonymous, man and manners, 14th in the series, windows notepad