

# Worksheet for Chapter 2: Organise and Document

---

## Good Practices for Naming Directories and Files

---

Avoid using the following characters in directories (folders) and filenames:

# pound   % percent   & ampersand   \ back slash  
{ left curly bracket   } right curly bracket   \* asterisk   ? question mark  
< left angle bracket   > right angle bracket   / forward slash   blank spaces  
\$ dollar sign   ! exclamation point   ' single quotes   " double quotes  
: colon   @ at sign   + plus sign   ` backtick  
pipe   = equal sign

Also, keep these rules in mind:

- Don't start or end your filename with a space, period, hyphen, or underline.
- Keep your filenames to a reasonable length and be sure they are under 31 characters.
- Most operating systems are case sensitive; try to use lowercase.
- Avoid using spaces; use a hyphen or underscore instead.

## Exercise

---

Improve the following filenames:

F&A Costs.xls \_\_\_\_\_

Mapping the 30years War.docx \_\_\_\_\_

Image.3.png \_\_\_\_\_