

File Naming

Document categories include:

- **Correspondence (letters, memos, etc.)**

- Correspondence_PropertyName_AuthorLastName_AuthorFirstName_RecipientLastName_RecipientFirstName_Date (mo_day_year)_Page_#
- Correspondence_Ajax_Mine_Conrow_John_Thomson_Francis_12_09_1941_Page_1

- **Reports (geologic, engineering, historical, mine summaries and descriptions, journal articles, MBMG publications)**

- Reports_PropertyName_AuthorLastName_AuthorFirstName or organization (MBMG or USBOM)_Date (mo_day_year)_Page_#
- Reports_NWP_Report_Analyses_Summary_Report_Hydrometrics_12_15_1995_Page_5

- **Newsclippings**

- Newsclippings_PropertyName_Source (e.g., Montana_Standard)_Date (mo_day_year)_Page_#
- Newsclippings_NWP_Bozeman_Daily_Chronicle_12_08_1992_Page_2

- **Surveys (filing applications and drafts)**

- Surveys_PropertyName_Date (mo_day_year)_Page_#
- Surveys_White_Owl_Relocation_Certificate_03_07_1917_Page_4

- **Maps**

- Maps_PropertyName_MapType (e.g. survey, plat, geologic, composite, etc.)_Date (mo_day_year)_Page_#
- Maps_Geologic_Alhambra_Sketch_Workings_10_02_1937
- Maps_Kent_Claim_Location_USGS_Bannack_Quad

- **Assays**

- Assays_PropertyName_Lab_SampleNumber_Date (mo_day_year)_Page_#
- Assays_NWP_Union_Assay_Office_09_16_1982

- **Notes**

- Notes_PropertyName_AuthorLastName_AuthorFirstName_NoteType_Date (mo_day_year)_Page_#
- Notes_Riverside_Albert_Knight_Resurvey_Notes_09_22_1892_Page_9

- **Forms (mine visit forms; mine status cards, etc.)**

- Forms_PropertyName_Creator (e.g. MBMG, USBOM, etc.)_FormName (e.g., mine status card)_Date (mo_day_year)_Page_#
- Forms_Jackrabbit_MBMG_Mine_Visit_Summary_01_14_1970_Page_3

- **Photos**

- Photos_PropertyName_BriefDescription_Date (mo_day_year)_Page_#
- Photos_Montana_City_Quarry_Plant

- **Miscellaneous (scraps of information like addresses)**

- Miscellaneous_PropertyName_BriefDescription_Date(mo_day_year)_Page_#
- Miscellaneous_Boulder_Basin_Dist_Return_Address_Slip
- Miscellaneous_Bell_Lode_Deposit_Slip_No_367
- Miscellaneous_NWP_Cost_Summary_08_06_1983

General Naming Guidelines:

File names should be brief but contain the critical information someone would use to search for that document. Please think of the end user; what information would help them find this file?

File names that are too long will not transfer between servers. Include document type, property name, author or researcher, or a specific type of report or map. Omit unnecessary words like “the”, “of”, and “and”.

Examples: Reports_NWP_Draft_Air_Quality_Climatology_Page_5
 Maps_NWP_Geotechnical_Boring_Plan_Daisy_Creek_10_14_1994

Try to determine an **author’s/recipient’s full name** and please use that in file names instead of initials or just last names. This will facilitate searches for specific individuals by our end users.

Page numbers in our naming format do not always correspond to those on the actual document (due to unnumbered title pages, for example). When naming a multiple page document, please start your numbering with Page_1 and continue numerically with Page_2, Page_3, etc.

Page numbers should be used only for multiple page documents. If a single page document has “Page_1” on it, users may look for additional pages. Please omit “Page_1” from single page documents.

Periods, parentheses, spaces, and other special characters (including &) impede proper communications with our host server and end users’ computers. Please do not use them. Underscores between words are acceptable.

File Organization:

Each file contains three folders:

Jpgs
Originals
Pdfs

The **Originals** folder will contain the **scanned pdf/a’s** and the created (regular) **jpgs**.

Original pdf/a scans should be saved as: “Property_Name”_Folder_Name”

Jpgs should be saved as: “Property_Name”_”Folder_Name”_Page_#

The **Jpgs** folder contains scans that have been corrected, straightened, resized, cleaned, and saved as **jpg2000’s**—name these according to the type of document it is.

Within the Jpgs folder, if you have more than one type of file, please create a folder for each type and place the documents in the correct folder. If you have Correspondence, Maps, Reports, and Photos, each would have a separate folder, and documents would be placed in the appropriate one.

The **Pdfs** folder contains the final pdf/a’s created for online publication by the supervisory staff.