

File Naming

After you scan a group of documents, you will extract the pages from the original scan (PDF) to the original images (JPG). Staff members will assign the final, extended names to the documents, but you will create temporary names to identify the pages.

Structure the temporary names on document category, author, date, and page numbers.

Document categories and name examples include:

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

- Correspondence_AuthorLastName_AuthorFirstName_Date(mo_day_year)_Page_#
- Correspondence_Conrow_John_12_09_1941_Page_4

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

- Reports_AuthorLastName_Date (mo_day_year)_Page_#
- Reports_Summary_Hydrometrics_12_15_1995_Page_5

- **Newsclippings**

- Newsclippings_Source (e.g., Montana_Standard)_Date (mo_day_year)_Page_#
- Newsclippings_Bozeman_Daily_Chronicle_12_08_1992_Page_2

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

- Surveys_Date (mo_day_year)_Page_#
- Surveys_Relocation_Certificate_03_07_1917_Page_4

- **Maps**

- Maps_MapType (e.g. survey, plat, geologic, composite, etc.)_Date (mo_day_year)_Page_#
- Maps_Geologic_Sketch_Workings_10_02_1937
- Maps_Claim_Location_USGS_Bannack_Quad

- **Assays**

- Assays_Lab_SampleNumber_Date (mo_day_year)_Page_#
- Assays_Union_Assay_Office_03567_09_16_1982

- **Notes**

- Notes_AuthorLastName_AuthorFirstName_Date (mo_day_year)_Page_#
- Notes_Knight_Albert_Resurvey_Notes_09_22_1892_Page_9

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

- Forms_Creator (e.g. MBMG, USBOM, etc.)_FormName (e.g., mine status card)_Date (mo_day_year)_Page_#
- Forms_MBMG_Mine_Visit_Summary_01_14_1970_Page_3

- **Photos**

- Photos_BriefDescription_Date (mo_day_year)_Page_#
- Photos_Montana_City_Quarry_Plant_04_13_1957

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

- Miscellaneous_BriefDescription_Date(mo_day_year)_Page_#
- Miscellaneous_Return_Address_Slip
- Miscellaneous_Deposit_Slip_No_367
- Miscellaneous_Sahinen_Uuno_Business_Card_08_06_1963

General Naming Guidelines:

Periods, parentheses, spaces, and other special characters (including &) impede proper communications with our host server. Use underscores between words instead.

Folder Organization:

Each digital file folder contains three sub-folders:

- Jpgs
- Originals
- Pdfs

A full-time staff member will create and name the files in the **Originals** folder from the scanned documents. This folder will contain both the **scanned PDF/As** and your created **JPGs**.

The names full-time staff members assign to objects in the Originals Folder should be the final name of the document. If you think there is a different name that would better reflect the contents of the document, please let a staff member know.

The **Jpgs** folder contains scans that have been corrected, straightened, resized, cleaned, and saved as **jpg2000s or JPFs**.