PDF File Management

# File name formats

* General naming format: LAST\_FIRST\_MIDDLE
* If SSN is available: LAST\_FIRST\_MIDDLE\_123456789SSN
* If SSN is not available use SID: LAST\_FIRST\_MIDDLE\_12345SID
* Note:
  + Do **NOT** use any special characters ( ` “ ’ ~ / \ + - \* & ^ % $ # @ ! [ ] { } ( ) , . ; : )
  + Only use underscore ( \_ ) to separate between each name as shown in the file format