

Illinois Public Media File Naming System

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Keeping track of thousands of digital media files over time is challenging to say the least. A key part of managing content is use of a standard file-naming system.

Each producer should follow this convention when creating audio or video files:

Short name of the program or activity, followed by the date the file is aired or created (formatted as YYYYMMDD). The file extension (like .mp3 or whatever) is added automatically when you create the file.

Examples:

- focus20130129.wav
- ktf20130123.wav
- liveandlocal20130128.mp3
- news20130605_erika_harold.wav
- classicmornings20130122.wav
- midamericangardener20121014.mov
- communitycinema20110405.avi

Please note:

- all lower case
- no spaces
- no characters other than letters, numbers, and dashes

Explanation:

Most everything we produce is going on the internet, which means people getting it through a web browser or mobile device. Characters in file names other than letters, numbers, dashes, or underscores will break the links to the files in many cases. Using lower-case is important for consistency, and makes it easier to look at a folder with thousands of files without going stark raving mad. Using the [name][date] format nicely lines up all related files in exact date order. For things like News where we might have several audio files created on the same date, appending a short slug solves the problem.

The Department of New Media & Innovation is committed to making your job easier, and preserving our media files for the future audiences. By following these simple guidelines, you make that possible.