

## Guidelines for File Naming in the CanAMS system for Postgraduate Programs

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### File Naming

- ❖ Keep it Short!
  - ❖ Use standard abbreviations
  - ❖ Use the underscore `_` to separate word elements
  - ❖ Do not use space or other characters, i.e. # & @ - + ; = ~
  - ❖ Personal names
  - ❖ Date and Version documents
- Filenames should be short, relevant and consistent, containing just enough information to accurately describe its contents for retrieval and sharing
  - Filenames should be ordered from general to specific detail of importance and should be in order of subject with dates suitable for future archiving purposes, e.g.  
Accred\_2018\_PSV3\_Agenda\_18Apr12
  - Avoid certain words as being part of a filename, i.e. - the, at, a, to
  - Use commonly known and standard abbreviations
  - Use University of Manitoba approved abbreviations and acronyms where possible
  - Abbreviations help create concise filenames that are easier to read, recognize, and search, e.g.
    - CBME: Competency Based Medical Education
    - PGME: Postgraduate Medical Education
    - RPC: Residency Program Committee

- ToR: Terms of Reference
- Put sufficient elements in the titling for easy retrieval and identification
- Use the underscore `_` to separate word elements
- PEDS\_RPC\_Minutes\_2017Apr17
- Pediatric General Surgery Residency Program Committee Meeting Minutes 17 Apr 2017
- Use capital letters to delimit words in a file name
- CBME\_FocusGroup\_Notes.doc

**Do not use space or other characters to delimitate file naming, i.e. # & @ - + ; = \* ? ~ [ ] { } ( ) < >**

- DON'T: Smith, John - Progress Notes: January 15, 2017
- DO: SmithJ\_ProgressNotes\_17Jan15
- OR: Smith\_J\_Progress\_Notes\_17Jan15
- Spaces are poor visual delimiters and some search tools do not work with spaces. The underscore is a common delimiter.
- Make sure that the file extension is displayed when saving files (eg. .doc, .docx, .pdf, .jpg)

**Personal names should have family name first followed by first name or initial, e.g.**

- Frank\_Tom\_Remediation\_17Apr22
- FrankT\_Remediation\_17Apr22
- Or, depending where you are filing the document:
- Remediation\_2017\_Frank\_Tom
- Remediation\_2017\_FrankT

**Date and Version of Documents**

- Dates should be ordered: YEAR, MONTH, DAY (e.g. YYYYMMDD or YYYYMM)
- This ensures files are sorted in proper chronological order
- An element for version control should start with V followed by at least 1 digit and should be placed as the last element - V1 to V9, e.g.
- Resident\_Safety\_Policy\_V4

- Time-specific and recurring event titles should have the date, followed by the event. For example, committee minutes and papers are likely to be retrieved on the basis of the meeting date.
- 2017Apr12\_PEDS\_RPC\_Min
- If the event is infrequent, place its name before the date
- PEDS\_RPC\_Min\_2017Apr12
- And, where applicable, identify as “Dft” or “Final”

### Using Hyperlinks

- You can use a hyperlink to documents stored online
- Ensure the documents are current
- Test any links you imbed in your documents to ensure they work
- The hyperlink MUST take the surveyor directly to the actual document (not the site where the document resides)
- Surveyors will not have time to search websites

### PDF Files

- All files uploaded to the AMS must be PDF
- Adobe Reader (free download) does not create PDFs
- PDF software options are available for purchase
- The MedIT recommended software is Adobe
- Create PDF documents, combine documents, or edit PDF documents
- Acrobat Standard lets you create PDFs
- Acrobat Professional lets you,
- Combine multiple PDF documents & bookmark sections
- Edit, add or delete pages

### Appendices

[Appendix 1 – Postgraduate Program Abbreviations](#)

[Appendix 2 – Postgraduate Program Sites](#)

[Appendix 3 – Postgraduate Acronyms Jargon](#)