# **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\_#
  - o 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\_#
  - o 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 #
- o 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 #
- o Miscellaneous Return Address Slip
- Miscellaneous Deposit Slip No 367
- o 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 **jpg2000**s **or JPF**s.