

Recommended File Naming Conventions

- When naming or saving a file, **please use the following naming conventions:**

myassignment1

or

myAssignment1

or

MyAssignment1

- Your file name **should not have**
 - **periods,**
 - **spaces,**
 - **underscores,** or
 - **special characters**
(e.g., single quotes, double quotes, #, \$, %, &, etc.)
- When naming or saving a file, if you are not using Word, or if your intended recipient does not have Word, it is best to save the file as *type* **.rtf** (Rich Text Format).