

## File Naming

A file naming plan can help you stay organized by making it easy to identify the file based on its unique and meaningful filename.

- A good format for date designations is YYYYMMDD.
- Try not to make filenames too long
- Avoid special characters such as ~ ! @ # \$ % ^ & \* ( ) ` ; < > ? , [ ] { } ' "
- Use leading zeros when using sequential numbers
  - For example, use "001, 002, ...010, 011 ... 100, 101, etc." instead of "1, 2, ...10, 11 ... 100, 101, etc."
- Do not use spaces. Other options include
  - Underscores, e.g. file\_name.xxx
  - Dashes, e.g. file-name.xxx
  - No separation, e.g. filename.xxx
  - Camel case, where the first letter of each section of text is capitalized, e.g. FileName.xxx

## File naming with VueScan

VueScan has several way you can name your files. You may either type the filename in directly or VueScan can provide methods to automate the dates and numbers.

### Auto-numbering

VueScan provides an auto-numbering feature that allows you to create unique filenames automatically. Depending on the task you are doing, VueScan can use the next number in a series creating a new filename. If the "@" symbol is used in the file name, file names in the form "Scan-YYMMDD-0001+" are used (where YY is the year, MM is the month, and DD is the day). The last digits are increased until an unused file name is found.

### Serial numbering with +

Insert a plus sign (+) anywhere in the filename in order to instruct VueScan to add a number in that place if needed to create a new unique filename in the folder. If you put one or more digits before the plus sign, VueScan will start counting from that number. VueScan finds the next available number by looking for files matching the pattern specified; one by one it adds one to the digit(s) in the name until it finds an unused filename. So if the pattern is "crop0001+.tif" and the folder is empty, the first file will be "crop0001.tif", the second "crop0002.tif" and so on. You can start at any number (e.g. "crop1001+.tif").