

### SCLS File Naming/Organization

All files should be saved to the external hard drive. (Usually named My Passport)

**Do not use spaces. The only punctuation used can be underscore ( \_ ) or hyphen ( - ).**

Each (Sub) Collection will have a parent folder of its own.

All items from that collection are housed in that parent folder.

Any item that is multiple pages will have a sub-folder of its own (within the parent folder)

When items are saved into sub-folders, use the same root name for the sub-folder, plus the files. The sequence (####) will then be automatically added to the file name by the software.

Any sequences not included in a sub-folder need to be manually added to the file name.

Multi-paged (files) items will appear in Recollection Wisconsin in the order they are saved, so sort/name accordingly. If by date, place the date at the beginning of the file name (yyyy-mm-dd format). If to be sorted by name, place a brief/descriptive name at the beginning of the file name. If to be sorted by item type/format place Photos\_/Postcards\_/etc. at the beginning of the file name.

**\*\*Write the file name in PENCIL on the original item.**

#### **Examples:**

##### Books/Scrapbooks:

Parent folder=Scrapbook\_Name (Or book name)

File names=     Scrapbook\_Name\_01  
                     Scrapbook\_Name\_02  
                     Scrapbook\_Name\_03, etc

##### Photographs/Postcards (Front Side Only):

Parent folder=Photos\_Library

File names=     Library\_01  
                     Library\_02  
                     Library\_03, etc.

Parents folder=Photos\_Town

File names=     Town\_01  
                     Town\_02, etc.

Instead of OR in addition to \_01/\_02/\_03 a brief description can be included:

Parent folder=Photos\_Library

File names=     Library\_ChildrensGroup  
                  Library\_Staff  
                  Library\_BuildingExterior\_01  
                  Library\_BuildingExterior\_02

Photographs/Postcards-(Front AND Back Side):

Parent folder name=             Postcards\_Poynette

Subfolder name=                 Poynette\_MainSt\_01

File names (Postcard #1)=       Poynette\_MainSt\_01\_A  
                                      Poynette\_MainSt\_01\_B

Subfolder name=                 Poynette\_MainSt\_02

File names (Postcard #2)=       Poynette\_MainSt\_02\_A  
                                      Poynette\_MainSt\_02\_B

Subfolder name=                 Poynette\_Parade

File names (Postcard #3)=       Poynette\_Parade\_A  
                                      Poynette\_Parade\_B

For multiple photos/postcards with the same brief description, add \_01/\_02/etc. for the end of the root file name of the subfolder.

Ex:     Poynette\_MainSt\_01  
          Poynette\_MainSt\_02

**Copy all files to all three hard drives. Keep one of the hard drives off-site in a safe place.**