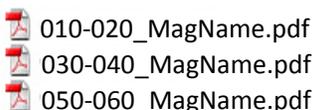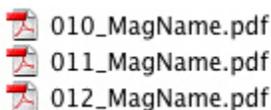# File Naming

Naming your files according to these guidelines will make the upload process easier for you. This will help to insure that the right version of the right page will be in the correct position.

- File names should only include alpha-numeric characters, underscores (used to separate sections of the file name), and periods (used before the suffix ".PDF", ".PS", etc.)

- Special characters, including, asterisks, ampersands, slashes, dollar signs and brackets **should never be used.** These are illegal characters and **should never be used**. (˜ ´ ! @ # $ % ^ & * ( ) + = { } [ ] | \ ; : " ' < > , ? /)

- File names also must not exceed 25 characters.

- The filename should always begin with a three digit page number. This clearly identifies which page a file represents, and allows all pages to appear in order in a list.

010_MagName.pdf
011_MagName.pdf
012_MagName.pdf

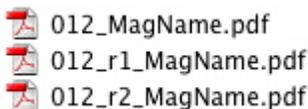010-020_MagName.pdf
030-040_MagName.pdf
050-060_MagName.pdf

- PDFs do not have to be single page PDFs. You can make them multiple page PDFs if you choose.

Revised Files

After uploading a file you may need to make a correction. You should make the necessary correction in the native application and create a new PDF. The revised PDF should include the letter "r1" after the page number, for the first revision.

In this example, page 12 has been revised twice. When submitting revised files, always add "r" after the folio, followed by a number representing the revision level ("r1" for the first revise, "r2" for the second, etc.)

012_MagName.pdf
012_r1_MagName.pdf
012_r2_MagName.pdf

The diagram to the right shows a different naming convention which would also be acceptable.

3 digit #, month, year - 000MR17_001-005

When making multiple pdfs – the system will take on the naming followed by a .p1.pdf
000MR17_001-005.p1
000MR17_001-005.p2

When making a correction – be sure to name your revised file exactly as the original but adding the "r" for revised as in the diagram. The page will then flow right under the rejected one.

000MR00_001-005.p1.pdf
Preflight Completed With Warnings
Last Modified: Thursday, February 02, 2017 2:48:21 PM
File Size: 290459
Path:\\HW33151-39\AraxiVolume_J\Jobs\
The Lion Guard_111FE17\System\
SubPages\000MR00_001-005.p1.pdf
select

000MR00_001-005.p2.pdf
Preflight Completed With Warnings
Last Modified: Thursday, February 02, 2017 2:48:21 PM
File Size: 292468
Path:\\HW33151-39\AraxiVolume_J\Jobs\
The Lion Guard_111FE17\System\
SubPages\000MR00_001-005.p2.pdf
select

000MR00_001-005.p2r.p1.pdf
Preflight Completed With Warnings
Last Modified: Thursday, February 02, 2017 2:49:44 PM
File Size: 285983
Path:\\HW33151-39\AraxiVolume_J\Jobs\
The Lion Guard_111FE17\System\
SubPages\000MR00_001-005.p2r.p1.pdf
select

000MR00_001-005.p3.pdf
Preflight Completed With Warnings
Last Modified: Thursday, February 02, 2017 2:48:21 PM
File Size: 349896
Path:\\HW33151-39\AraxiVolume_J\Jobs\
The Lion Guard_111FE17\System\
SubPages\000MR00_001-005.p3.pdf
select