

Key File Naming Conventions

- **Be Descriptive:** Use clear, relevant names like `Invoice_AcmeCorp_2025-12-17.pdf`.
- **Avoid Spaces:** Replace spaces with underscores (`_`) or hyphens (`-`) (e.g., `My_Document.docx`).
- **No Special Characters:** Steer clear of `!, @, #, $, %, &, *, (, ), ?, /, \`, etc..
- **Use Dates:** Standard date formats (YYYY-MM-DD) help with sorting (e.g., `2025-12-17`).
- **Keep it Short:** Aim for under 35-50 characters to prevent path errors.
- **Lowercase is Safer:** While mixed case is okay, all lowercase or consistent casing (e.g., `Title_Case`) reduces issues.
- **Add Versioning (Optional):** Use `v1, v2` or `_Draft, _Final` if needed, but avoid overly long `_final_version_edited_final`.

Security & Trust Tips

- **Match Content:** A name like `Budget_Q4.xlsx` builds more trust than `File1.xlsx`.
- **Avoid Dangerous Extensions:** Never send `.exe, .scr, .bat, .msi` as they can contain malware; prefer `.pdf, .docx, .xlsx, .jpg`.
- **Prevent Spam Filters:** Clear, relevant names and content help avoid junk folders.

Example Naming

- **Good:** `ClientA_Proposal_20251217.pdf` or `Q4_Sales_Report_v2.xlsx`.
- **Bad:** `Proposal(ClientA)Final_V3_REVISIED!!!.pdf` (too long, symbols, messy).