

FILE NAMING:

Standard Filenaming Conventions

For Shapefile or PDF Name.

YYYYMMDD_HHMM_<Name of Incident>_<additional info>

(Use observed date/time wherever possible)

File names need to contain

- Date and Time of observation or map production

- Incident Name

- Further information as the file source or map product

Should also contain

- Size of Map (A4 thru A0)

- Orientation (Landscape or Portrait)

- Scale (25K 50K etc)

- Purpose or Type of Map (Overview, Linescan, Sector, Division, Public Info)

Examples of Above File Naming:

- 20150223_1000_CatherineStation_PlantMap_A3P_100k.pdf
- 20160223_1000_Wye_River_FLIR_Burnt_Area.shp
- 20150219_2200_HarriettevilleAlpineNth_BucklandSthSector_A3P_50k.pdf
- 20160217_1840_HarriettevilleAlpineNth_Linescan_A1P_60k.pdf

Map Titles:

When placing a map title on your map, the name should be clear, logical and accurate. It will not be the same as the naming format of the PDF file output.

[Incident Name][Map Type][Page Size][Date]

Example: Wye River – Overview Map – A3L – 1st January, 2016

Guidelines for Naming for Shapes and Mxds:

When naming shapefiles and mxds, a general rule of thumb should be the following. For a shapefile/GDB, the name should reflect the observed time of the data.

For an MXD, the name should reflect the currency of the information in the map. Eg. what's reflected in the map title, the MXD should be the same.

If you have no information on the observation times, use current time.

- Map Title = Wye River – Overview Map – A3L – 1st JAN 2016.



- PDF Output – Save file on the network. File Name is different from Map Name.
- 20161225_1500_Watchem_BulokeRd_Kellys_Rd_Overview_A3P.pdf

