

This document will explain the differences of Proper and Improper file names and any consequence of using “illegal characters” in file names.

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Explanation: Mac OS X is very forgiving about naming rules. The only character that is limited by OS X is the colon (:). Colons are used internally to specify a path of a file for example HD:Applications:Microsoft Office 2004:Word. When a file with any type of characters is saved to a OS X computer no problems will occur. Problems will occur when a file with an illegal name is saved to the Netware server. The issue with these file names lie on the Netware server and the way the volumes interpret the names.

Resolution: The following is a list of acceptable characters for file naming:

1. Any Numbers 0-9 and any combination there of.
2. Any Letter A – Z in any case and any combination.
3. Spaces, Underscores (_), and hyphens (-) are ok
4. Any combination of Letters, numbers, spaces, underscores and hyphens.

Any special character such as the Ampersand (&), brackets, parentheses, tilde (~), accent symbol (`), commas, quotation marks, Exclamation points, equal sign and all other “special” are not to be used as this will cause display issues when viewing a volume (SPREdit1, Editorial1, etc) from a Netware server. Slash symbols \ and / often cause trouble when used since the other Operating Systems (Netware, Windows) interpret these as location points. Periods are also not recommended in file names since other operating systems like Windows use periods to determine a files extension.

The following is an example of a file name that is **ACCEPTABLE:**

Cover_Page-PW 11_01_05.doc

The following is an example of a file name that is not **UNACCEPTABLE:**

Cover Page “PW”, 11/01/05.doc&document.doc