

File Naming Conventions

This document's File Naming rules that are applied to all documents automatically generated in the PromoMats eCTD Compliance Package Binder. The rules are as follows:

1. The maximum length of a file name is 64 characters, including the file extension (.pdf, .mp4, .mp3, etc.)
2. The naming convention will be <docname>-<doc type abbreviation>.<file extension>.
3. The name must be lower case.
4. For each document type, use the two (2) letter abbreviation of the classification if the type is `ectd_submission_ready_documents__v`. Otherwise, use the two (2) letter abbreviation of the document type. For example:
 - a. cm: Clean Material (`clean_material__v`)
Sample: `whendietandexerciseisnotenough-cm.pdf`
 - b. cl: Clean Label (`clean_label__v`)
Sample: `cholecapprescribinginformation-cl.pdf`
 - c. am: Annotated Material (`annotated_material__v`)
Sample: `whendietandexerciseisnotenough-am.pdf`
 - d. ar: Annotated Reference (`annotated_reference__v`)
Sample: `cholecapclinicalstudy-ar.pdf`
 - e. al: Annotated Label (`annotated_label__v`)
Sample: `cholecapprescribinginformation-al.pdf`
 - f. For any other document type: if it is abbreviated to two (2) characters, uses the first two (2) words in the document name, and is only one (1) word, then use the first letter only.
Sample: `cholecapbrighterlife-w.pdf` for the "website" document type
5. The name must not include the following characters: tilde (~), forward slash (/), backslash (\), colon (:), asterisk (*), question mark (?), single quote ('), double quote (") less than (<), greater than (>), pipe (|), or space ().
6. Append the file name with hyphens (-), and add the document type abbreviation and the file extension.

Note that documents in the binder must named to fit these conventions before the relative PDF links are created, as they will only work if the document name matches the relative PDF link.