

Mastering File Naming Conventions in Microsoft SharePoint

When establishing naming conventions, consider the following tips:

- **Prioritize Short and Descriptive Names:** Concise names provide clarity and help users understand the contents of a file without needing to open it.
- **Avoid Special Characters and Spaces:** Eliminate any compatibility issues and ensure smooth file uploads and transfers by avoiding special characters and spaces in file names.
- **Limit file path to 400 Characters:** You should also be aware that in SharePoint the entire decoded file path, including the file name, cannot exceed 400 characters. This limitation ensures that file paths remain manageable and compatible within various systems.
- **Watch the file upload size:** There are restrictions on file upload size, with SharePoint Online having a maximum file size limit of 250 GB per file. It is important to note that the limit for sharing items may vary depending on the organization's settings.
- **Valid Characters:** In SharePoint, valid characters that can be used in file names are limited to letters and numbers, as well as some special characters like hyphens, underscores, and a handful of others (though be aware that underscores can visually get lost in the underline that is typically present on hyperlinks). These characters are considered safe and will not cause conflicts or issues within the system.
- **Invalid Special Characters** In SharePoint, there are certain special characters that cannot be used in file names. These characters are:
 1. \ (backslash)
 2. / (forward slash)
 3. : (colon)
 4. * (asterisk)
 5. ? (question mark)
 6. " (double quotation marks)
 7. < (less than)
 8. > (greater than)
 9. | (vertical bar)