

File names for MCC website uploads

BEFORE uploading a file to the MCC website, please name it in this form

YYYY-MM-DD-something.pdf

Example:

2022-02-09-RCD_First_Flush_Water_Quality_Presentation_MCC.pdf

This helps in google searches, and when looking for a file in the Squarespace internal filesystem. It's also helpful for the website maintainers.

In almost all cases, the "something" should have "MCC" in it somewhere. The date should be the date of the meeting, unless the document is an old document, and even then, it's best to put the current date in the name (first!), along with the older original date.

The filename must **not** have spaces in it (use dash or underscore for word separators). There are characters that must not be used: "+" "" (apostrophe), etc. It's best to stick with alphabetical characters, numbers, dash (hyphen), and underscore. UTF-8 characters such as ñ (n sueno) are allowed.

If the file is a presentation, it's useful to have *presentation* or *slides* as part of the filename. If it's a letter, put "Letter" in the name, etc.

If in doubt, look for a filename on a similar topic on a past agenda, or ask.

Files to be uploaded should be Adobe Acrobat (**pdf**) files, with rare exceptions. If you have a Word document, a spreadsheet, or other file formats, save or export it as a pdf before uploading to the website. This allows the greatest number of users to read the document without font or other problems.

It's possible to rename a document after uploading, but that can cause some confusion and sometimes errors if after the fact and other posts or pages have linked to the same file, so it's best to rename prior to uploading.

Finally, if you link to the same file in multiple places, only upload it once, then link to the already uploaded file.

