Naming and Titling Conventions

Be careful when you create the names of files and of SharePoint objects (lists, libraries, pages, etc.).

* SharePoint URLs (addresses) are limited to 256 characters. If you have lengthy file names or deeply nested content, it is easy to accidentally exceed this limit.
* Carefully constructed names also improve the readability of the URL. For example, SharePoint converts spaces into %20 in URLs.

## File Names

Keep file names short and do not use spaces. To make file names easy to read, use hyphens. Users will find it far easier to read **Configure-Default-Column-Value.aspx** than **Configure%20Default%20Column%20Value.aspx.**

File names cannot contain these special characters:

|  |  |  |
| --- | --- | --- |
| Tilde ~  | Braces {} | Question mark ?  |
| Number sign #  | Backslash \  | Slash /  |
| Percent %  | Colon : | Pipe |  |
| Ampersand &  | Angle brackets < > | Quotation mark " |
| Asterisk \* |  |  |

## File Titles

Titles are used by the search engine and appear in the search results, but are not used in the creation of URLs, so you can use longer titles with spaces to create a friendly, easy-to-read name. For example, a file might have a name of **Invalid-File-Name.docx**, but a title of **Why Do I Get a File Name Not Valid Error?**

If you copy a file, remember to update its title.

## Other SharePoint Objects

In most cases, when you name a SharePoint object (list, library, page, etc.), that name is automatically converted into a URL and any spaces in the name are converted into %20. So, if you create a document library with the name **Draft Transportation Planning Documents**, the URL becomes
**Draft%20Transportation%20Planning%20Documents**.

Best practice is to create a short name with no spaces or special characters. Once the object is created, edit its name to create a “friendly name.” For example, name a library **Draft-Transportation-Planning-Documents**, then modify the name to become **Draft Transportation Planning Documents**. This improves readability, but does not change the URL.