

Naming Conventions

This topic describes how to name the files, folders and topics in the Help project.

Whenever naming a file or topic keep these standards in mind:

- keep the names as brief as possible while retaining clarity
- for files that are in the same group, start the file name the same (ie: Customer_Name_Tab, Customer_Phone_Tab, etc..)

Files

The Help topics have two names - a file name and a topic name that appears in the Table of Content. In general try to keep these two names the same. For example:

Screen Name	File Name	Topic Name
Sales Invoice	Sales_Invoice.htm	Sales Invoice
Billing	Billing.htm	Billing
n/a	ABC_Functions.htm	ABC Screen Functions

For topic file that are related or are grouped in a book, have the beginning of the file names be the same or similar so that they are easily found in the RoboHelp Topic List. For example:

Screen Name	File Name	Topic Name
Customer Audit History	Customer_Audit_History.htm	Customer Audit History
Customer Maintenance	Customer_Maintenance.htm	Customer Maintenance
Accounts Payable Detail	AP_Detail.htm	Accounts Payable Detail
Payment Tab	AP_Payment_Tab.htm	Payment Tab

This is a WebHelp example of Help naming convention instructions.

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