

Think about how you want to sort and search through your files to determine what attribute should appear first in the file name. Default sorting arranges files in order of the file name, moving character by character If date is important, use the ISO 8601 standard for formatted dates (YYYY-

Make sure your file naming convention uses only alphanumeric characters, dashes and underscores. Note that some microscopes will append additional information to a file name, e.g. the image number and file format. Speak with your microscopist during instrument training for more details.

Attribute	Example
Location	anatomical (brain, head); climatic (temperate)
Intervention or Procedure	drug vs. placebo; branching vs. tapering
Microscope Settings	microscope settings (e.g. 10x, 20x)
Function	load vs. non-load bearing; reproductive vs. vegetative