



Document Repository-Naming-Versioning

Version: Refer to the file name

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1 Sample Document Repository Structure

Here is how the documents are organized in the repository:

- 1.1 Draft**
This directory contains draft versions of the documents.
- 1.2 Approved**
This directory contains final versions of the documents.
- 1.3 Archive**
This directory contains old versions of the documents.

2 File Naming and Versioning Convention

Here is how the documents in the repository should be named.

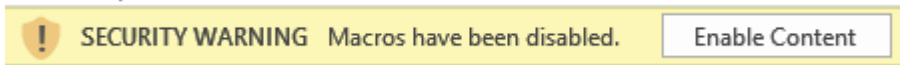
***Note that document titles and file names should be the same.**

- 2.1 Format of file names**
DocumentTitle-Ver mm.nn
mm is the version of the most recently **finalized/approved** document
nn is the version of most recent **draft** document

- 2.2 Examples**
 - a. The title and file name of this document.
 - b. Requirements-Ver 00.01 **(1st draft of requirements document)**
 - c. Requirements-Ver 00.02 **(2nd draft of requirements document)**
 - d. Requirements-Ver 01.00 **(1st approved version of requirements)**
 - e. Requirements-Ver 01.03 **(3rd draft of requirements after it was approved for the first time)**

3 Some Pointers on the Use of this Template

- To protect your document against unwanted **macros**, set its security, at least, to the following:
File → Options → Trust Center → Trust Center Settings → Macro Settings → Disable all macros with notification.
- When you open this template, you should see the following message in the top left corner of your document. Click on “**Enable Content**” to enable the macros embedded in the template.



- Use the embedded macros and styles of the template by clicking on “**ADD-INS**’ tab.
- Use the **same name** for the document title and its respective file name.
- To automatically update the **file name**, which is in the footer of the document, use “Print Preview”: File → Print, Esc.
- To automatically update the **Last Printed date**, which is in the footer of the document, print the document to either a PDF file or a physical printer. Make sure to save the document after printing it as mentioned.