

# Laserfiche Best Practices Naming Documents

390 David Stefan Thu, Jan 5, 2017 [Laserfiche](#) 1211

Laserfiche does not have a file path character limit but editing a document inside the Laserfiche Repository opens the document locally on the computer. Therefore, the folder path will must follow the Microsoft Windows file path character limits.

So for best practices, a Laserfiche file path should not exceed 255 characters. **Please Note:** This includes the folder name, document name and any spaces. See examples below.

## NOT BEST PRACTICE

The Following is 271 Characters

Heifer-International-Test\* General DocumentsBefore Best Practice FolderInformation Technology Services FolderEnterprise Solutions Team FolderHeifer International- Information Technology Knowledge Base ArticlesLaserfiche ArticlesKey Laserfiche Concepts Document.pdf

## BEST PRACTICE (Example Only)

Heifer-International-Test\* General DocumentsAfter Best Practice~~Information Technology Services Folder~~ ITSEnterprise Solutions ~~Team Folder~~~~Heifer International- Information Technology Knowledge Base~~ KB ArticlesLaserfiche ~~Articles~~Key Laserfiche Concepts ~~Document~~.pdf

## AFTER CHANGES-

The Following is 141 Characters

Heifer-International-Test\* General DocumentsAfter Best PracticeITSEnterprise SolutionsKB ArticlesLaserficheKey Laserfiche Concepts.pdf

Online URL: <https://itskb.heifer.org/article.php?id=390>