Naming a Page in SharePoint

When naming a page in SharePoint web sites, it is important to **eliminate any blank spaces** and not to use any unusual characters. Web pages do not handle spaces in the page name (URL) the same way that a word processor does. It inserts a special character set that may not be read in all browsers. Therefore a standard naming convention to be used in SharePoint insures that each page displays properly. Please use the following guidelines when creating new pages:

1. **Acceptable characters**
   a. **Lowercase alphanumeric**, numbers and “-” (dash); [a-z, 0-9 and -]
   b. Replace the underscore “_” character with the dash “-” [ _ ]

2. **Unacceptable characters**
   a. Do not use the following; ![, @, #, $, %, &*, or ? ]
   b. Do not use Capital letters [A-Z]
   c. If there are multiple characters that get replaced in a row, do not replace them with multiple dashes “---”

3. Remove all other characters completely

Example: If your page needs to be “Mission and Values” you need to name it “mission-and-values”