

From: dopmannouncement

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To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week -- How to avoid "file path (or file name) is too long" problems

How to avoid "file path (or file name) is too long" problems

Brought to you by
David
Clabough
- System Admin
(now in MT-403)



SITUATION:

When trying to delete, move or copy file you get error "file name" is too long or "file path is too long".

When this occurs you might ask yourself, "How can that be, the file name is less than 25 characters long?"

Why does this happen?

Microsoft has a limit of 260 characters in a file name. However, the "file name" includes all of the directory names above it. For example:

H:\These are the files Ive downloaded\2016 files\research papers\Research Papers Supporting my hypothesis\This is the most important one.docx (138 characters)

This problem is even more evident if you save a web page to your "H" drive. All of the images (pictures, icons, etc.) that are displayed as part of the webpage are stored on your computer. If you stored it at the "root" of your "H" drive—H:\ then it might not be an issue. But most people create a filing system on their "H" drive so they can find things easily. That means there are one or more directory levels above where you're trying to store your webpage. Here's a real-example of a JAMA article webpage: "H:\These are the files Ive downloaded\2016 files\research papers\Research Papers Supporting my hypothesis\Prevalence of and Trends in Diabetes Among US Adults _ Cardiology _ JAMA _ The JAMA Network_files\864352215001_4461400998001_150908-jama-jai-joi150096-en.mp4"

SOLUTION:

Use descriptive names for your files and folders and incorporate shortened names when you can i.e. "application" → "appl", "important papers" → "imp paprs". Don't get too creative or that can cause its own challenges. Leave out "a, an, the" and other helper words and drop vowels to shorten names.

To delete the file, right click on the file name and choose "RENAME" and shorten the name. Once you do that you should be able to copy, move or delete the file.

Remember: Use short descriptive name for files and folders.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>