

## PDF Naming Guidelines

*Note: This document will be updated periodically.*

Please follow the general PDF naming guidelines below:

- All file names must be in English alphabet
- No spaces, dashes, hyphens, special characters and do not include dates
- Keep the naming generic, if you want to replace an existing PDF, name the file exactly the same as the existing version
- Please add meta title to your PDF(s) before submission, meta titles should align with the PDF file name

<p><b>Dining PDF naming:</b> (SPIRIT CODE)(Restaurant Name)(Menu Type)</p>	<p><b>Examples:</b> HONHRHugosLunchSetMenu HONHRHugos(Lunch/Dinner)AlacarteMenu HONHRHugosDrinksMenu</p>
<p><b>Weddings PDF naming</b> (SPIRIT CODE)(Weddings Brochure/Package/Menu Type)</p>	<p><b>Examples:</b> BKKPHWeddingBrochure BKKPHSummerWeddingPackage BKKPHWesternWeddingDinnerMenu</p>
<p><b>Meetings PDF naming</b> (SPIRIT CODE)(Meetings Brochure/Package/Menu Type)</p>	<p><b>Examples:</b> TAIGHMeetingBrochure TAIGHExecutiveMeetingPackage TAIGHChineseExecutiveLunchMenu</p>
<p><b>News and Events PDF naming</b> (SPIRIT CODE)(File Name)</p>	<p><b>Example:</b> GUAMHLiveBandSchedule</p>
<p><b>Spa PDF naming</b> (SPIRIT CODE)(Spa Outlet)(File Name)</p>	<p><b>Examples:</b> HKGGHPlateauSpaFacialTreatmentMenu SHAHRMeloSpaTreatmentMenu</p>
<p><b>Room floor plan PDF naming</b> (SPIRIT CODE)(ROOM CODE)(File Name)</p>	<p><b>Example:</b> TYOGHDLXKFloorPlan</p>
<p><b>Other PDFs naming</b> (SPIRIT CODE)(File Name)</p>	<p><b>Examples:</b> MELZEFactSheet MELZEFloorPlan MELZECapacityChart MELZESHuttleBusSchedule</p>
<p><b>Language specific PDFs</b> (SPIRIT CODE)(File Name)(JP/KR/TC/SC)</p> <p><b>Duo-language PDFs</b> <i>Only indicate one of the languages in the file name. This is not required for English.</i></p>	<p><b>Examples:</b> HAKHRLunchSetMenuJP SELRSWeddingBrochureKR HKGGHMeetingBrochureTC GUAMHLiveBandScheduleJP SHAHRMeloSpaTreatmentMenuTC TYOGHDLXKFloorPlanJP SHAHRMeloSpaTreatmentMenuSC</p>