

Object Naming Conventions

Suggested Prefixes for Controls

Control type	prefix	Example
3D Panel	pnl	pnlGroup
ADO Data	ado	adoBiblio
Animated button	ani	aniMailBox
Check box	chk	chkReadOnly
Combo box, drop-down list box	cbo	cboEnglish
Command button	cmd	cmdExit
Common dialog	dlg	dlgFileOpen
Communications	com	comFax
Control (used within procedures when the specific type is unknown)	ctr	ctrCurrent
Data	dat	datBiblio
Data-bound combo box	dbcbo	dbcboLanguage
Data-bound grid	dbgrd	dbgrdQueryResult
Data-bound list box	dblst	dblstJobType
Data combo	dbc	dbcAuthor
Data grid	dgd	dgdTitles
Data list	dbl	dblPublisher
Data repeater	drp	drpLocation
Date picker	dtp	dtpPublished
Directory list box	dir	dirSource
Drive list box	drv	drvTarget
File list box	fil	filSource
Flat scroll bar	fsb	fsbMove
Form	frm	frmEntry
Frame	fra	fraLanguage
Gauge	gau	gauStatus
Graph	gra	graRevenue
Grid	grd	grdPrices
Hierarchical flexgrid	flex	flexOrders
Horizontal scroll bar	hsb	hsbVolume

Image	img	imgIcon
Image combo	imgcbo	imgcboProduct
ImageList	ils	ilsAllIcons
Label	lbl	lblHelpMessage
Lightweight check box	lwchk	lwchkArchive
Lightweight combo box	lwco	lwcoGerman
Lightweight command button	lwcmbd	lwcmbdRemove
Lightweight frame	lwfra	lwfraSaveOptions
Lightweight horizontal scroll bar	lwhsb	lwhsbVolume
Lightweight list box	lwlst	lwlstCostCenters
Lightweight option button	lwopt	lwoptIncomeLevel
Lightweight text box	lwtxt	lwoptStreet
Lightweight vertical scroll bar	lwvsvb	lwvsvbYear
Line	lin	linVertical
List box	lst	lstPolicyCodes
ListView	lvw	lvwHeadings
MAPI message	mpm	mpmSentMessage
MAPI session	mps	mpsSession
MCI	mci	mciVideo
Menu	mnu	mnuFileOpen
Month view	mvw	mvwPeriod
MS Chart	ch	chSalesbyRegion
MS Flex grid	msg	msgClients
MS Tab	mst	mstFirst
OLE container	ole	oleWorksheet
Option button	opt	optGender
Picture box	pic	picVGA
Picture clip	clp	clpToolbar
ProgressBar	prg	prgLoadFile
Remote Data	rd	rdTitles
RichTextBox	rtf	rtfReport
Shape	shp	shpCircle
Slider	sld	sldScale
Spin	spn	spnPages

StatusBar	sta	staDateTime
SysInfo	sys	sysMonitor
TabStrip	tab	tabOptions
Text box	txt	txtLastName
Timer	tmr	tmrAlarm
Toolbar	tlb	tlbActions
TreeView	tre	treOrganization
UpDown	upd	updDirection
Vertical scroll bar	vsb	vsbRate

Variable Scope Prefixes

Scope	Prefix	Example
Global	g	gstrUserName
Module-level	m	mblnCalcInProgress
Local to procedure	None	dblVelocity

Variable Data Types

Data type	Prefix	Example
Boolean	bln	blnFound
Byte	byt	bytRasterData
Collection object	col	colWidgets
Currency	cur	curRevenue
Date (Time)	dtm	dtmStart
Double	dbl	dblTolerance
Error	err	errOrderNum
Integer	int	intQuantity
Long	lng	lngDistance
Object	obj	objCurrent
Single	sng	sngAverage
String	str	strFName
User-defined type	udt	udtEmployee
Variant	vnt	vntChecksum

Constant and Variable Naming Conventions

Scope	Declaration	Visible in
Procedure-level	'Private' in procedure, sub, or function	The procedure in which it is declared
Module-level	'Private' in the declarations section of a form or code module (.frm, .bas)	Every procedure in the form or code module
Global	'Public' in the declarations section of a code module (.bas)	Everywhere in the application

Code Commenting Conventions

Section heading	Comment description
Purpose	What the procedure does (not how).
Assumptions	List of each external variable, control, open file, or other element that is not obvious.
Effects	List of each affected external variable, control, or file and the effect it has (only if this is not obvious).
Inputs	Each argument that may not be obvious. Arguments are on a separate line with inline comments.
Returns	Explanation of the values returned by functions.