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## Author Tip | Special Characters to Avoid Using

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Authors should avoid using the following special characters in **report** or **folder names**.

- **& (ampersand)** - Use the word "and" instead of "&" in report or folder names.
- **' (apostrophe)**
- **- (hyphen)** - You may find using the \_ (underscore) a useful alternative.
- **"" (double quotes)**

These characters are problematic for OIT and cause errors when copying reports and report folders from one environment (i.e. Development, QA, and Production) to another. There are occasions when an OIT Business Intelligence developer must take over a report to help an author with a problem and these characters are particularly troublesome in these cases.