Name: _____

ID: _____

File Naming

Purpose

To rename your files in the correct way for class. This prepares you to rename photos for clients, contests, and anything else where it is inappropriate to send photos titled **DSC_0908.jpg**, **IMG_4928.jpg**, etc.

Your projects will not be graded if submitted with file names not matching the proper file naming procedures shown below.

Date

First thing to put in your file name is the **date**:

We write out the date for file names in this order: **Year**, **Month**, and **Date**(For this example, we will be using September 5, 2018). We only use two digits for each, so it will show up as **YYMMDD**.

Example:

September 5, 2018 → 2018 09(September) 5 → 18 09 05 → **180905**

Class Period

Then comes the class period, so if you are in the first hour, you will put a 1, if you are in fifth period, you will put a 5, etc.

So now our file name is looking like: **180905-1-**

Class ID Number

After that, you will need your Photo/FILM **Class ID number**(Provided by Mr. Nistas for this specific class only), for this example we will be using 000N.

Now it will look like this: **180905-1-000N-**

Sequence Number

Finally, you will be using a sequence number. Use three digits for this, so you're very first image will start with **001**.

(If you're in Film and turning in a video product, it will be pretty simple since you will typically turn in just one file. For photo students turning in a contact sheet, you will just put in **CS1**, **CS2**, etc)

So the finished result for a file name should look like this: **180905-1-000N-001**

With file format, depending on if it's a photo or video, you will have a different file types at the end(.jpg, .psd, .tif, .mov, .mp4, .pdf, etc).

Examples of Finished Names

Image: **180905-4-000N-059.jpg**

Film: **180905-3-000N-001.mov**

Contact Sheet: **180905-1-000N-CS1.pdf**

Class Period

Sequence Number

180905-1-000N-001.jpg

Date
YYMMDD

ID Number

File Extension