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 first hour, you will put a 1, if you are in fifth period, you will put a 5, etc.

So now we are looking like: **180905-1-**

ID Number

After that, you will need your ID number(Provided by Mr. Nistas), for this example we will be using 000N.

Now it will look like **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 ContactSheet1, ContactSheet2, 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 type at the end(.jpg, .psd, .tif, .mov, .mp4, etc).

Examples of Finished Names:

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

Film: **180905-2-000N-001.mov**

Contact Sheet example: **180905-1-000N-ContactSheet1.jpg**