

File Naming Conventions

Since we are always working on our testbank, quizbank, and hand-out “bank”, and since some of you work on PCs and others on MACs, and since just about everybody uses a different operating system and software, it is extremely important that we **all use the same conventions when naming a file** to be added to one of the above- mentioned banks on my computer; notice especially the **placement of the dashes, and no “periods”!**

Therefore:

Final exams will be named as follows:

2A-Final-F07 “2A” being the level, and “F07” the quarter for which the final was created.

Unit tests will be named as follows:

2A-T3-F07 “2A” being the level, “T” indicating that it is a test, “3” indicating the **chapter number** (in case a test covers two chapters, like for the Spanish 1 series, put both chapter numbers together, for example **1C-T1718-F07**), and “F07” the quarter for which the test was written.

Quizzes will be named as follows:

2A-Q1-jk “2A” being the level, and “jk” the initials of the person by whom the quiz was written.

Hand-outs / PowerPoints will be named as follows:

Por-para-jk “por-para” being the subject of the hand-out / PowerPoint, and “jk” the initials of the person by whom the hand-out was written. The filenames should be descriptive and reflect the content of the file.

If you should have any questions or suggestions, please don’t hesitate to let me know.

Thank you for your cooperation.