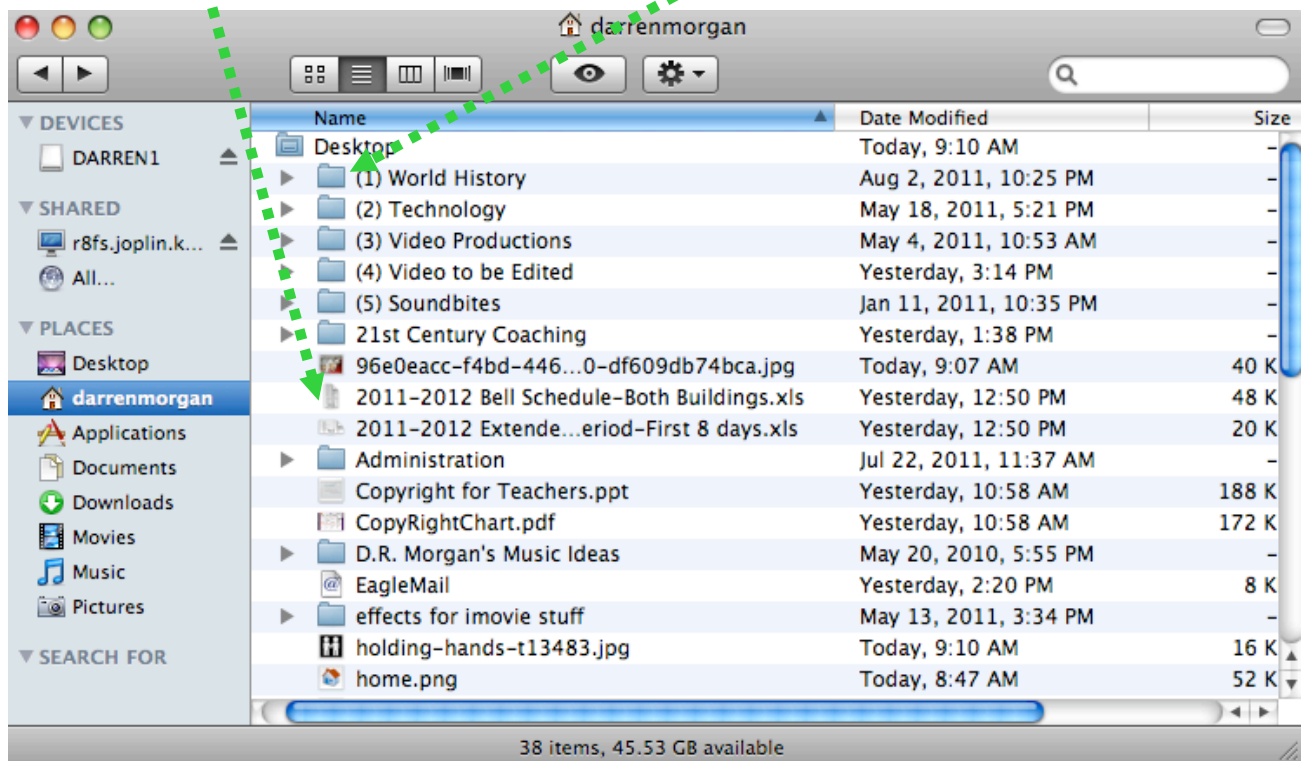# JHS File Naming

Naming your files in a logical format is essential in the 21st Century classroom.
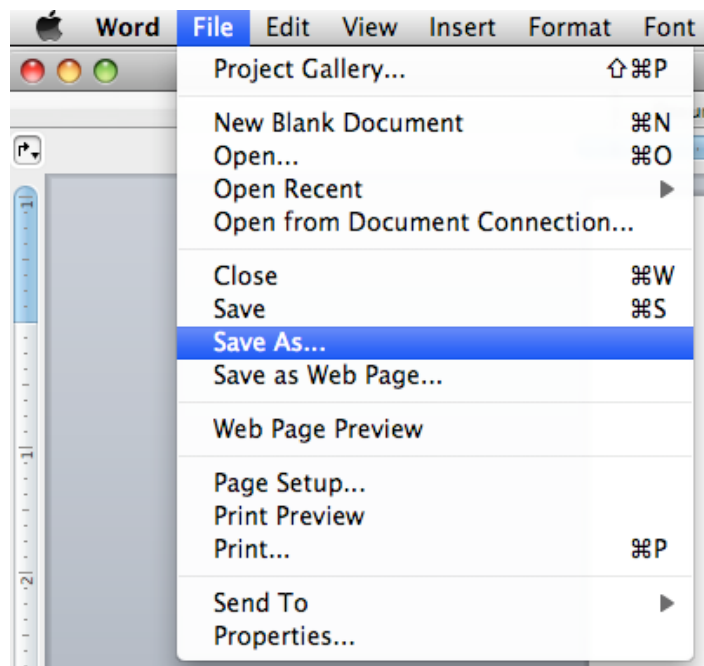
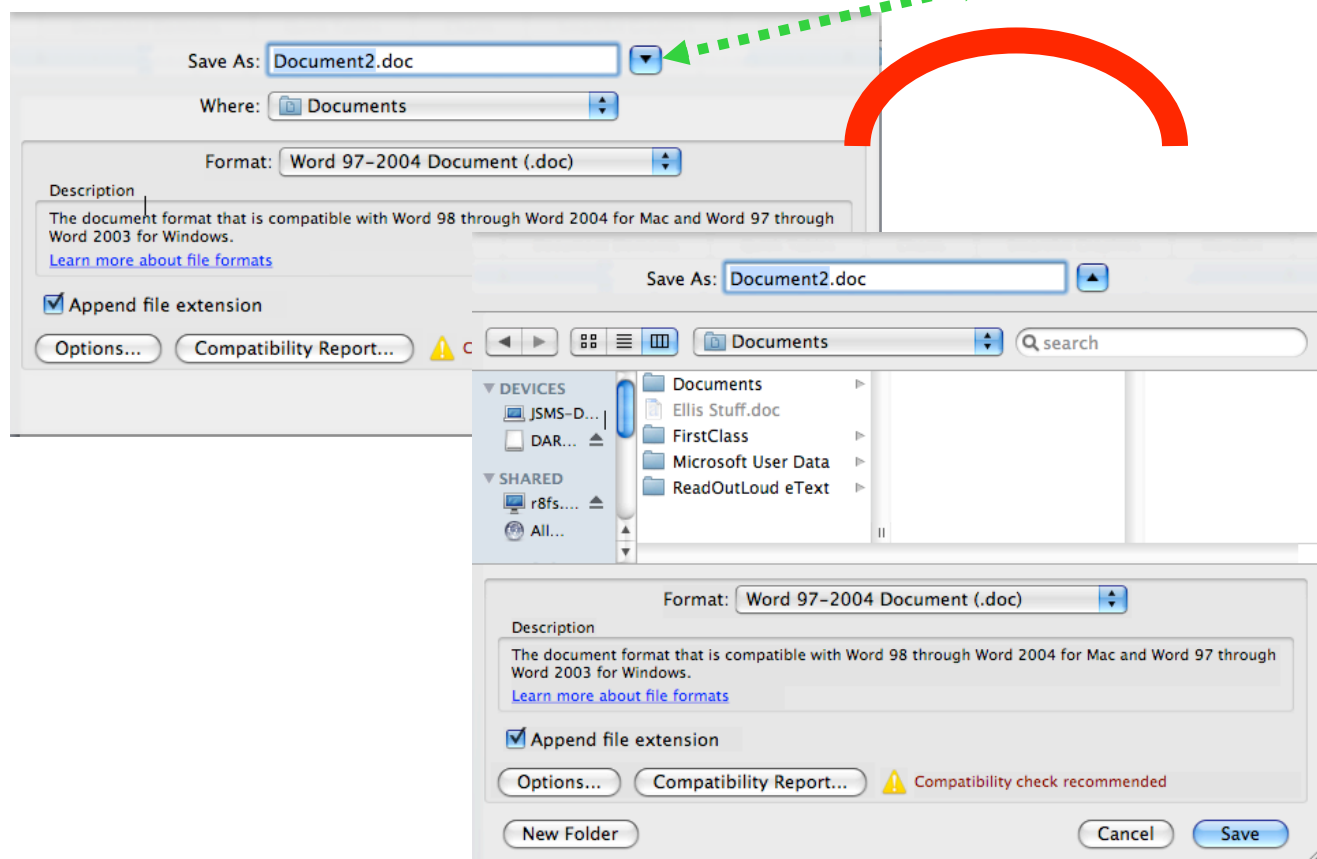In Mac land you will be dealing with lots of files and lots of folders.
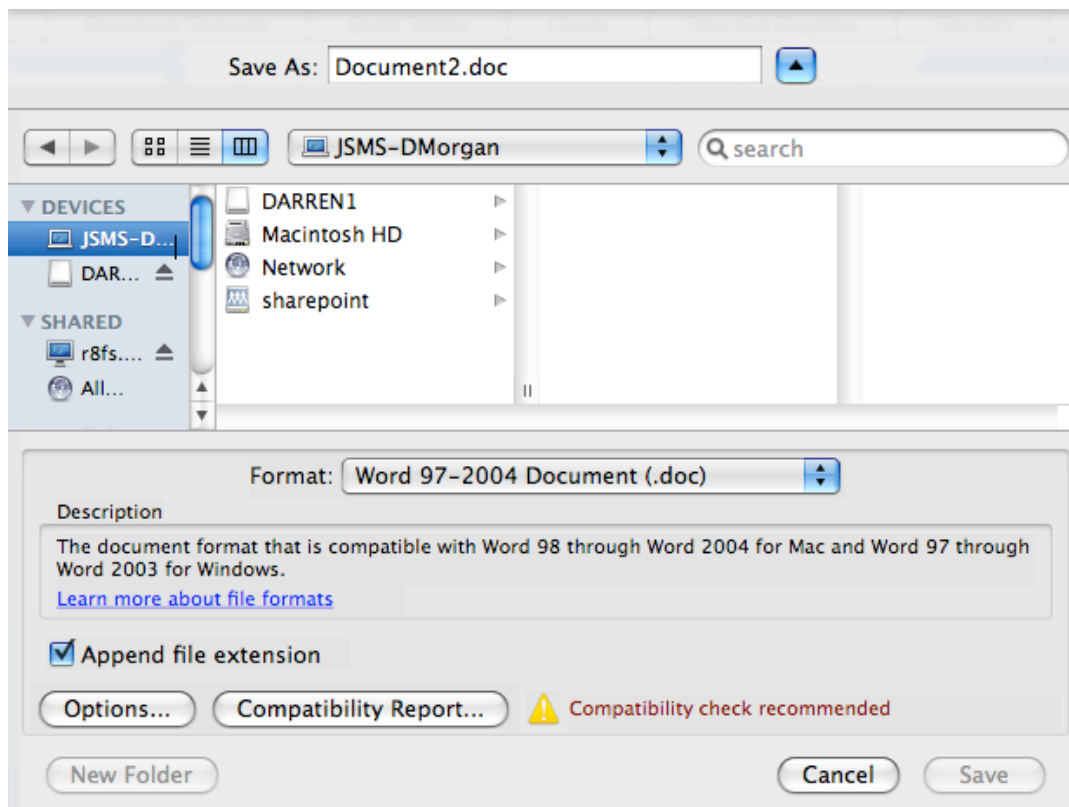
STEP 1: Open Microsoft Word.

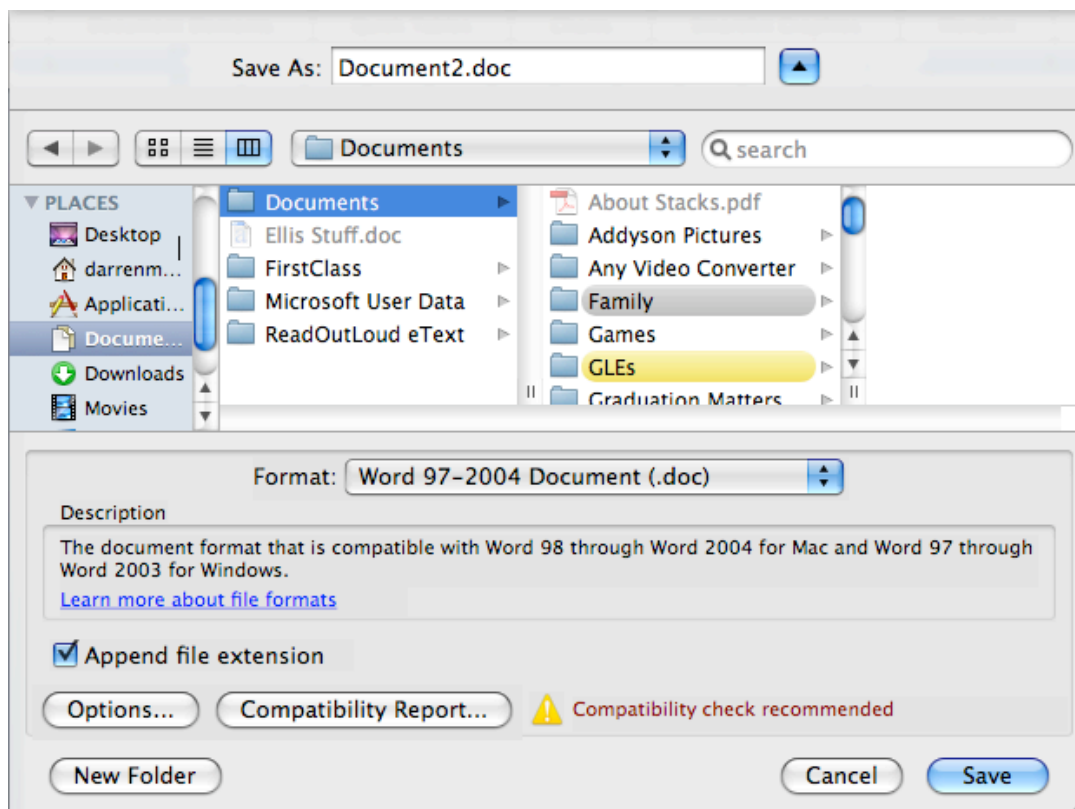STEP 2: Select "File," then "Save As..."

STEP 3: To select where to save a file, click the triangle to view all options (if facing down).

STEP 4: To save your work to "sharepoint/the server" select JSMS..., then "sharepoint."

STEP 5: To save to your computer/hard drive select "Documents."

STEP 6: When naming files, "Document 3" is not a good name. Names should be specific to the class, the assignment, and should have your name in the file name.

Save As: HourAssignmentLastNameFirstInitial.d

Example:

Save As: 1FirstDaySurveyMorganD.doc
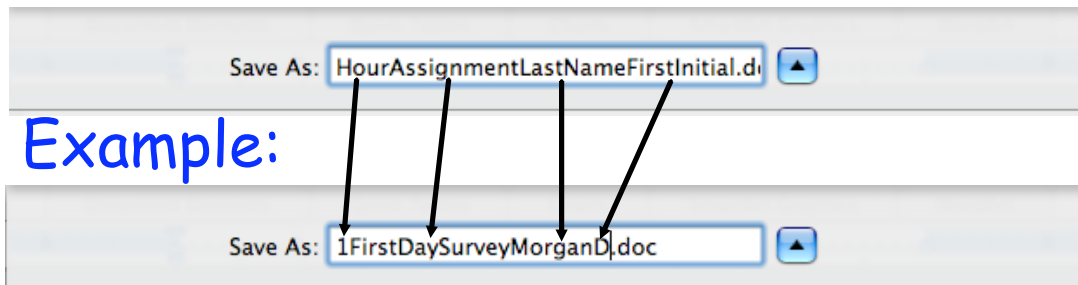
*NOTE: Teachers will receive hundreds of assignments, so it is very important to follow this format.