

## How to name a video/photo file for your project

Naming a computer file is easy. Let's make up names for the files you made on your day of filming. Computer file names have several parts just like your name.

Write your full name here: \_\_\_\_\_

Your name has many parts. So does a video or photo file.

The first part of the name should be *what* it was for.

Your video or photo is for One Day on Earth but that is really long. How can we simplify? Let's use the first letter of each word: ODOE, this is an acronym or an abbreviation.

So, part one of the name is: **ODOE**

What is part two of the name? Write that name here: \_\_\_\_\_

The second part of the name is *who* made the film. So it can be your name or your class's name or your teachers name.

What is part three of the name? Part three of the name is *what* is in the picture or the video. So if you decided your topic was birds you could write "birds." Write what your topic is here: \_\_\_\_\_

What is part four of the name? Part four is a description of the *shot*. This describes if it is far away, or a Wide Shot, WS or if it is really close or a Close Up, CU.

Write out all of the parts together, here's an example: ODOE\_yourname\_topic\_shot

Write yours here: \_\_\_\_\_

Now add low dashes between them so you can read it easier like this:

**ODOE\_TEACHER\_BIRDS\_CU**

This is how you name a video or photo file so you can find it easily. With your teachers help, practice making more names, write them here: