

# How do I name computer files for the MBRP?

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the MBRP?

# Do Now

- Take out USB thumb drives and composition notebooks.

**How do I name computer files for  
the MBRP?**

# Objectives

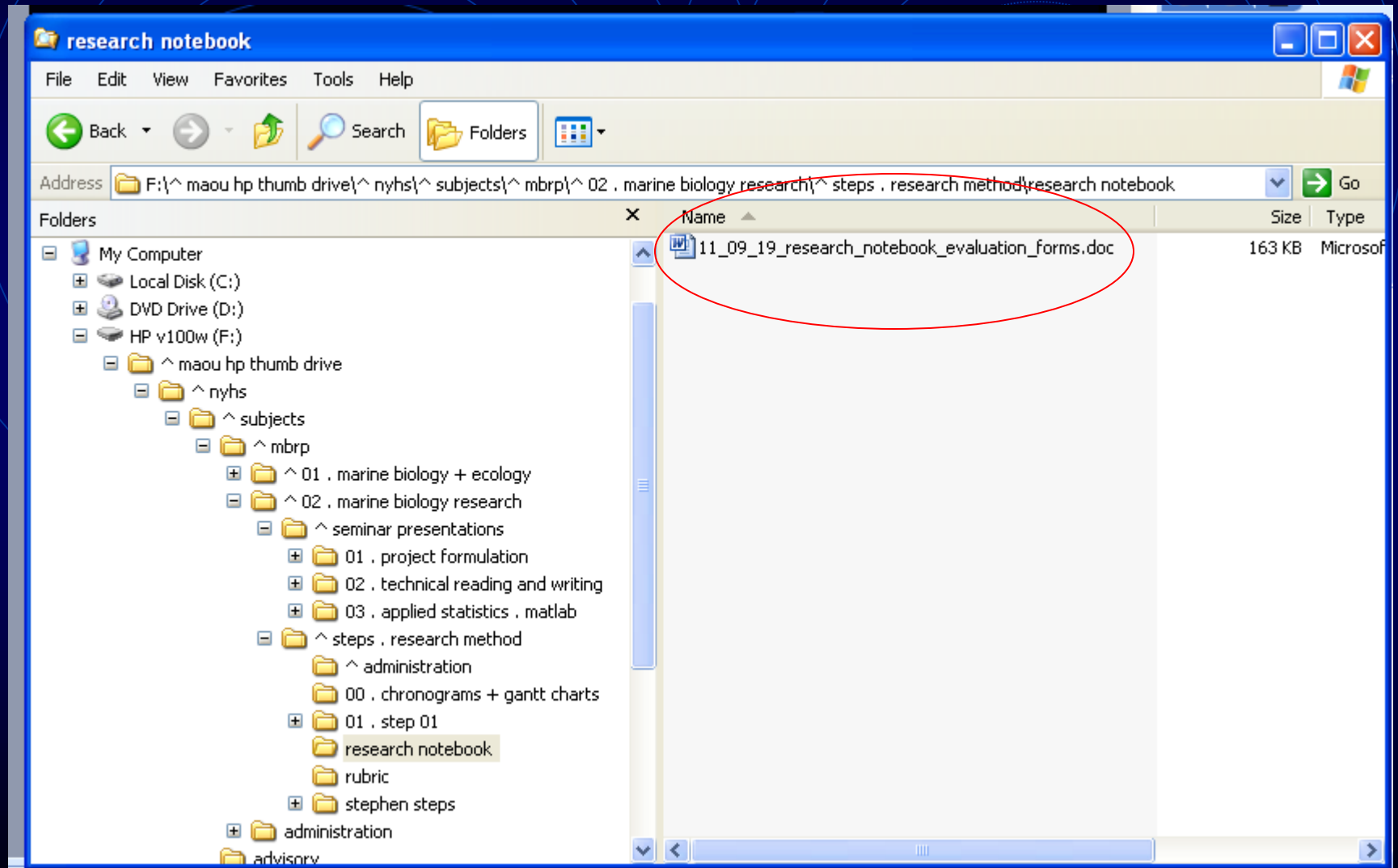
- I can correctly name computer files for the research program?

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# Naming your Computer Files

- Examples:
  - yy\_mm\_dd\_complete\_descriptive\_title\_mauricio\_gonzalez
  - yymmdd\_completedescriptivetitle\_mauriciogonzalez
  - yymmdd\_complete\_descriptive\_title\_mauricio\_gonzalez
- Reason:
  - All popular computer OS will recognize this format including UNIX

# Naming your Computer Files



# Naming your Computer Files

- When you send me an assignment file you must add your name to the original file name.
- Examples:
  - yy\_mm\_dd\_complete\_descriptive\_title\_mauricio\_gonzalez
  - yymmdd\_completdescriptivetitle\_mauriciogonzalez
  - yymmdd\_complete\_descriptive\_title\_mauricio\_gonzalez
- Notice:
  - That I use lower case letters. This generally makes things easier to read.

# Activity

- Open up your Scientific Method Stick lab report you saved on to your thumb drive.

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# Open up Windows explorer

- Right click on the “My Computer” icon on the “Desk Top.”
- Left click on “Explore.”
- Navigate to your thumb drive on the left hand side explorer window.
- It might be called “removable drive e:”
- You should see the file on the right hand side explorer window.



# Activity

- Rename the file using the method I taught you.
  - One way of renaming your file is to “Save as.”
  - Another way is to click on the file once and then press the F2 key.
  - A third way is to click on the file once, wait, then click on it again.
  - A fourth way is to right click on a file and then press “rename.”

# Shutting down

- Shut your computers down completely before closing the screens.
- DO NOT press the power key to shut down.
- DO NOT close the screen to shut down.

# HW

- Rename other files you've created for the MBRP.

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