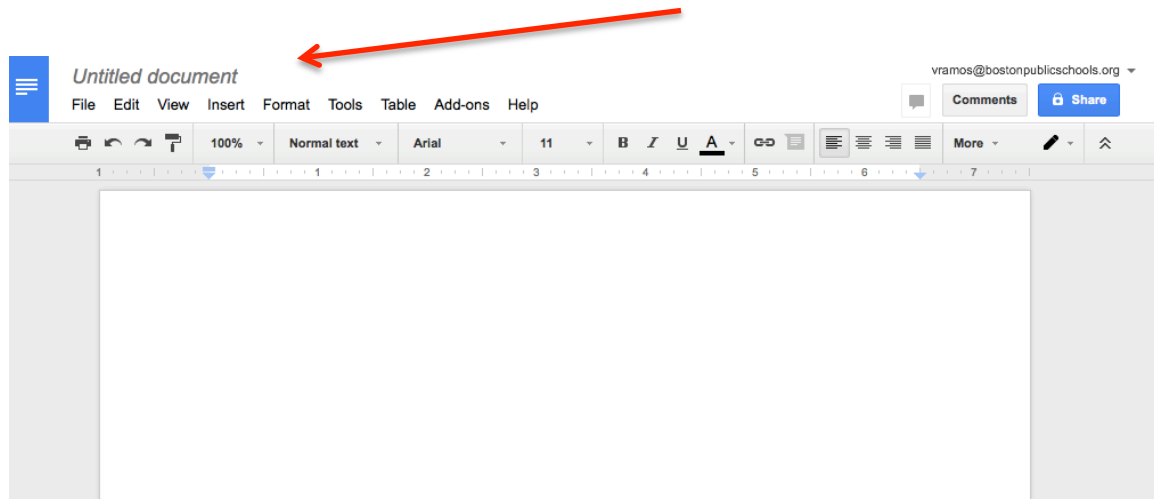


## Naming Conventions

In order to help me keep your papers organized I require that students use particular naming conventions when titling their work. Please carefully review the steps that follow to ensure that your document is titled properly; you will lose points if not!

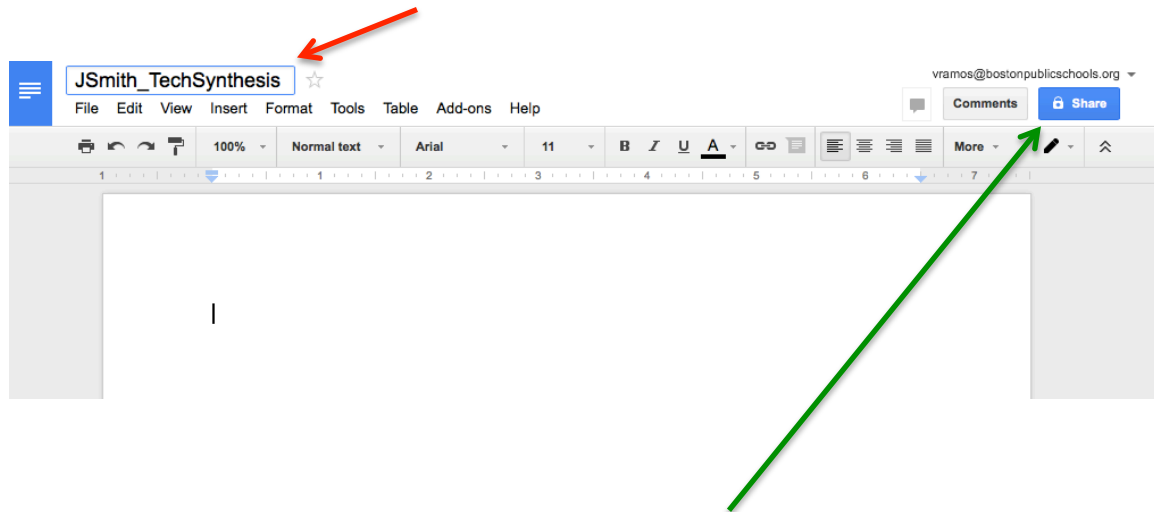
Step 1: Open a new Google Doc. This will be the document that you type directly into. Though you may use Word, you are encouraged to use Google so that you don't lose your work.

Step 2: First, click on the top corner of the page where it says "Untitled document"



Step 3: Name your document. Please use this format: FirstInitialLastName\_TechSynthesis . For example, if your name is John Smith, your file should be named JSmith\_TechSynthesis

Here's what the finished product should look like:



Finally, when you are ALL THE WAY FINISHED click the share button and share it with [mrsrow.ela@gmail.com](mailto:mrsrow.ela@gmail.com) . Make sure the document is set so that I can edit it.