

File-Name Superpower

Choose real or fictional examples. Skip private details; never include passwords, medical information or contact details.

Learning goal: Create consistent file names that reveal date, subject, project and version.

“FinalFINAL2” can be difficult to find later. A useful file name tells future-you what the file contains. Practice with invented files and a repeatable pattern; do not include your full name or private information.

Your steps

1. Compare unclear names with useful names.
2. Choose a pattern using date, subject, project and version.
3. Rename five pretend files.
4. Check whether someone could identify the newest version.

1. Decode the name

What does each useful name tell you that the old one does not?

Old → useful name	Information I can find
stuff → 2026-10-22_Science_Bridge_v1	
final2 → 2026-10-23_Writing_Poem_v2	

2. Five rename missions

Use Date_Subject_Project_Version. Dates may be invented; keep the subject and project clear.

Pretend file + details	My useful file name
doc1 · math fractions · version 1	
picture · art pattern · version 2	
final · science habitat · version 3	
notes · history interview · version 1	
thing · coding song · version 4	

File-Name Superpower · Practice & next steps

Continue your ideas from page 1. Write, draw, use symbols or ask someone to scribe. Share only what you choose.

3. My naming rule

Decide what stays consistent so files sort and search well.

My repeatable pattern	How I show a new version
How I recognize the newest file	One name I improved + why

My next step

Next time I save a file, I will...

Optional stretch · Grades 6–8

Compare date-first and subject-first sorting. Choose a standard date format and explain its advantage.

Optional teacher / parent follow-up: Model one invented file; leave the main practice blank. Do not request actual file paths or identifying information.