

Naming and Item Saving Instructions

1. Begin by doing a “save as” with the item template.
2. Save it in the folder on flash drive named (for example) “Grade5 NESAs Science Group A”
3. Save as indicated below. Begin each new indicator with “_1” and save each item that follows for that item sequentially.
4. Begin with the original item template with each new indicator
5. A corresponding graphic has the same “save code” except the letter “g” and number is added to the end Example MA3.1.1.a_1g1

Name and save each item as:

The second item for this indicator will end with _2 and so on.

MA3.1.1.a_1

(No spaces)

Name and Save Each Graphic as:

MA3.1.1.a_1g1

MA3.1.1.a_1g2

Upon Group Review (Thursday Afternoon)—

Naming remains the same, but **SAVE IN** folder **INSIDE**

Grade5 NESAs Science Group A

named (for example)

FinalFolderGrade 5. Science.A