

Worksheet: Order and structure

Which of these examples follow a good naming convention?

Olga_170413_probe17k
Naturepaper karl britta james finished!
Vm4520132Schmidt.pdf
647749157.pdf
170413_sample17k_olga
Naturepaper+karl+britta+james &nal
Olga170413sample17k
Krst_765_spct_1203
Naturepaper+karl+britta+james finished! reworked
Cristal_765_spectr_20161203
Nature_karlbrittajames_endendversion
28q8QGfHKwrRw.pdf
Conference_Digital_Science.pdf

Please design a naming convention for your files and give some examples:

Please design a structure for your storage in form of a directory tree: