File Names (really)

Files	How To Organize Them	How To Store them	How to Keep Safe

1

"FINAL".doc

FINAL.doc!

FINAL_rev.2.doc

FINAL_rev.6.COMMENTS.doc

FINAL_rev.8.comments5.CORRECTIONS.doc

track changes

FINAL_rev.18.comments7.corrections9.MORE.30.doc

FINAL_rev.22.comments49.corrections.10.#@$%WHYDID ICOMETOGRADSCHOOL????.doc

WWW.PHDCOMICS.COM

AF_Biodiversity_-_Biotopica_-Review3_Last_FINAL

AF_Biodiversity_-_Biotopica_-Review3_Last_FINAL_EBedits

Drafts
- Bruna_etal_31July.doc
- Bruna_etal_Volatiles –comments HV.doc
- trager rev. Bruna_etal_Volatiles.doc
- Bruna_etal_Volatiles.doc
- Induction - Species EB Comments 4-7.doc
- Induction - Species EB Comments 8-31.doc
- Induction - Species _ROSA 4-18.doc
- Induction - Species 3-11-05.doc
- Induction - Species 3-1-05.doc
- Induction - Species EB 3-1-05.doc
- Trabalho2paraE 12-21 EB comments.doc
- Host plant chemistry.doc
- Trabalho2paraE.doc
- Trabalho2.doc

DO NOT USE-Costa et al MS 1 (Ch2)

argh

2

The first (and easiest) way to get started organizing your data: a simple, clear, consistent system for naming files

- Files will be easier to find

- You won't have to open files to see what they are

- Files are easier to sort

- Files are easier to share with collaborators (and for collaborators to use)

- It helps prevent accidentally overwriting or deleting files

3

Files names should:

1. Tell you about the contents of the file and allow you to uniquely identify it

```
'data 1998'
'survey data'
'survey data 1998'
'mammal survey 1998'
```

2. Be as short as possible `< 25 characters`

3. Avoid using special characters and spaces `$ % ^ & # | :`

4. Start with letters, never numbers

YES: `data_1998`   NO: `1998_data`

4

5. Help you quickly sort files chronologically or numerically.

```
census_data_3-april-2018.csv
census_data_4-april-2018.csv
census_data_5-april-2018.csv
```

```
Name
census_data_20180405.csv
census_data_20180404.csv
census_data_20180403.csv
census_data_20170405.csv
census_data_20170404.csv
census_data_20170403.csv
```

```
census_data_3-april-2017.csv
census_data_4-april-2017.csv
census_data_5-april-2017.csv
```

```
<   >   file names
Back/Forward
    Name
census_data_3-4-2018.csv
```

```
Name
census_data_5-april-2017.csv
census_data_5-april-2018.csv
census_data_4-april-2017.csv
census_data_4-april-2018.csv
census_data_3-april-2017.csv
census_data_3-april-2018.csv
```

```
Name
census_data_20170403.csv
census_data_20170404.csv
census_data_20170405.csv
census_data_20180403.csv
census_data_20180404.csv
census_data_20180405.csv
```

5

6. Use a consistent method of dealing with spaces and letter case.

`'survey responses maria'`

`'survey_responses_maria'`

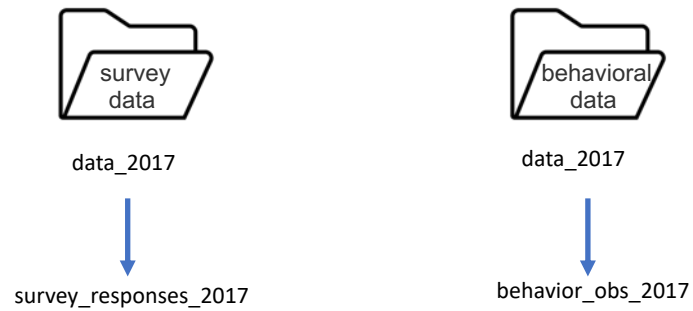`'SurveyResponsesMaria'`

`'survey-responses-maria'`

`'survey_responses_Maria'`

6

Once you have a system, **write it down**

Remember: make the names simple, informative, and unique

survey
data

data_2017

survey_responses_2017

behavioral
data

data_2017

behavior_obs_2017

7

TOOLS

< > 1
Back/Forward
Name
IC1.JPG
IC1a.JPG
IC1b.JPG
IC1c.JPG
IC1d.JPG
IC1e.JPG
IC1f.JPG
IC1g.JPG
IC1h.JPG
IC1i.JPG
IC1j.JPG
IC1k.JPG

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