

Basic elements of file management

ME 447/547 Visualizing Data









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Effective file management starts at the beginning of a project

Planning the structure

-  carpentry
-  data
-  data-raw
-  design
-  figures
-  reports
-  README.Rmd
-  portfolio.Rproj

Naming files



























-  d7_survey-data-raw.csv
-  d7_div-stack-bar.R
-  d7_div-stack-bar.png
-  d7_report.Rmd

Linking files




























```
source("carpentry/d7_extract-and-tidy.R")  
source("design/d7_div-stack-bar.R")  
source("data/d7_survey-data.csv")  
include_graphics("figures/d7_div-stack-bar.png")
```

Planning the structure



























The portfolio project has a mandatory structure

	carpentry	
	data	
	data-raw	
	design	
	figures	
	manage	
	practice	
	reports	
	resources	
	.gitignore	
	.Renviron	
	README.Rmd	
	portfolio.Rproj	














Open **portfolio.Rproj** to start every work session

	carpentry	
	data	
	data-raw	
	design	
	figures	
	manage	
	practice	
	reports	
	resources	
	.gitignore	
	.Renviron	
	README.Rmd	
	portfolio.Rproj	  Sets the project directory as the working directory



























README introduces your portfolio to the reader

	carpentry	
	data	
	data-raw	
	design	
	figures	
	manage	
	practice	
	reports	
	resources	
	.gitignore	
	.Renviron	
	README.Rmd	 Creates the main page of your portfolio website
	portfolio.Rproj	














Other top-level files perform administrative duties

 carpentry	◀
 data	◀
 data-raw	◀
 design	◀
 figures	◀
 manage	◀
 practice	◀
 reports	◀
 resources	◀
 .gitignore	◀ Directs Git to ignore specific files
 .Renviron	◀ Stores packages in a library separate from base R
 README.Rmd	◀
 portfolio.Rproj	◀



























Raw data are never edited manually

 carpentry	
 data	
 data-raw	 Data in its original form
 design	
 figures	
 manage	
 practice	
 reports	
 resources	
 .gitignore	
 .Renviron	
 README.Rmd	
 portfolio.Rproj	



























Data carpentry converts raw data to tidy data

 carpentry	◁ R scripts that create and save tidy data
 data	◁ Tidy data saved here, read by design scripts
 data-raw	◁
 design	◁
 figures	◁
 manage	◁
 practice	◁
 reports	◁
 resources	◁
 .gitignore	◁
 .Renviron	◁
 README.Rmd	◁
 portfolio.Rproj	◁



























Graph design converts to tidy data to graphs

 carpentry	
 data	
 data-raw	
 design	 R scripts that create and save graphs
 figures	 Graphs saved here, imported by report scripts
 manage	
 practice	
 reports	
 resources	
 .gitignore	
 .Renviron	
 README.Rmd	
 portfolio.Rproj	














Reports commingle data, scripts, graphs, prose, and references

 carpentry	
 data	
 data-raw	
 design	
 figures	
 manage	
 practice	
 reports	 One Rmd report per graph
 resources	
 .gitignore	
 .Renviron	
 README.Rmd	 Provides links to individual reports
 portfolio.Rproj	














Resource files support the portfolio appearance and format

 carpentry	
 data	
 data-raw	
 design	
 figures	
 manage	
 practice	
 reports	 Reports explicitly call on resource files
 resources	 Image downloads and bibliography files
 .gitignore	
 .Renviron	
 README.Rmd	
 portfolio.Rproj	

Reduce clutter by excusing some resources from version control

 carpentry	<
 data	<
 data-raw	<
 design	<
 figures	<
 manage	< Correspondence and project management
 practice	< Scripts for practicing and learning R
 reports	<
 resources	<
 .gitignore	< Directs Git to ignore specific files
 .Renviron	<
 README.Rmd	<
 portfolio.Rproj	<

Summary

 carpentry	◁ R scripts that create and save tidy data
 data	◁ Tidy data saved here, read by design scripts
 data-raw	◁ Data in its original form
 design	◁ R scripts that create and save graphs
 figures	◁ Graphs saved here, imported by report scripts
 manage	◁ Correspondence and project management
 practice	◁ Scripts for practicing and learning R
 reports	◁ One report per display type
 resources	◁ Image downloads and bibliography files
 .gitignore	◁ Directs Git to ignore specific files
 .Renviron	◁ Stores packages in a library separate from base R
 README.Rmd	◁ Creates the main page of your portfolio website
 portfolio.Rproj	◁ Sets the project directory as the working directory

Summary

 carpentry

 data

 data-raw

 design

 figures

 manage

 practice

 reports

 resources

 .gitignore

 .Renviron

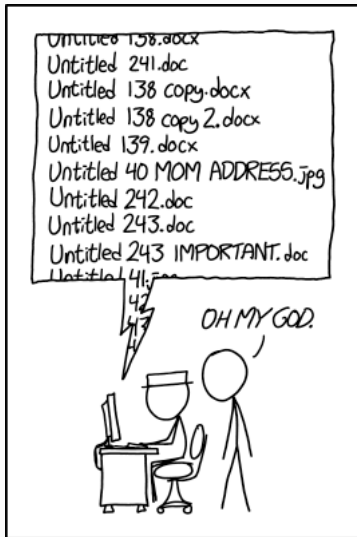
 README.Rmd

 portfolio.Rproj

Use the given directory structure for the portfolio.

On future projects, your mileage may vary. You will probably adapt this structure to meet the needs of the new project.

Naming files



PROTIP: NEVER LOOK IN SOMEONE
ELSE'S DOCUMENTS FOLDER.

Source: <https://xkcd.com/1459/>

Fail to plan

A file-naming scheme

And after a time

You are the meme.

Three basic principles should guide your choice of filenames

Filenames should be **machine readable**

- use delimiters “_” and “-” instead of spaces
- avoid symbols, punctuation marks, and case-sensitivity

Filenames should be **human readable**

- include information about the file content

Filenames should be **friendly to default ordering**

- start filenames with a numeric ID
- use leading zeros, e.g., 001, 002, ..., 999

A sample set of portfolio file names illustrates the principles

Numeric display ID starts every file name: **d1, d2, ..., d7**

Hyphenated **content-information** supports human readability

```
carpentry/ d7_extract-and-tidy.R
data/      d7_survey-data.csv
data-raw/  d7_survey-data-raw.csv
design/     d7_div-stack-bar.R
figures/   d7_div-stack-bar.png
reports/   d7_report.Rmd
```

All lowercase, no special symbols, no spaces

Underscores support machine readability

Add logical ordering when a process requires several files

Add a number 01, 02, etc., when related files are run in order

```
carpentry/ d7_01-extract-financials.R  
           d7_02-extract-mortality.R  
           d7_03-tidy-inequality-data.R
```

Add a number 01, 02, etc., when content is saved in different forms

```
data/      d7_01-survey-data.csv  
           d7_02-survey-data-wide.csv
```

Linking files

Explicitly linking files supports reproducibility




Remove all ambiguity about what files are used to create a report


portfolio.Rproj sets the working directory and supports relative file paths

Relative file paths document the **data tidying** workflow

Write an R script for data tidying

 **carpentry**/d7_extract-and-tidy.R

In this R script, read the raw data

 `read_csv("data-raw/d7_survey-data-raw.csv")`

prepare it for graphing and write the dataframe

 `write_csv(dataframe, "data/d7_survey-data.csv")`

to the data directory

 **data**/d7_survey-data.csv

Use your **file-naming** scheme consistently

Write an R script for data tidying

 `carpentry/d7_extract-and-tidy.R`

In this R script, read the raw data

 `read_csv("data-raw/d7_survey-data-raw.csv")`

prepare it for graphing and write the dataframe

 `write_csv(dataframe, "data/d7_survey-data.csv")`

to the data directory


 `data/d7_survey-data.csv`

Relative file paths document the **graph design** workflow


Write an R script for graph design

 **design**/d7_div-stack-bar.R

In this R script, read the tidy data

 `read_csv("data/d7_survey-data.csv")`

create the graph and write the image

 `ggsave("figures/d7_div-stack-bar.png")`

to the figures directory

 **figures**/d7_div-stack-bar.png

Again, note the **file-naming** scheme

Write an R script for graph design

 `design/d7_div-stack-bar.R`

In this R script, read the tidy data

 `read_csv("data/d7_survey-data.csv")`

create the graph and write the image


 `ggsave("figures/d7_div-stack-bar.png")`

to the figures directory

 `figures/d7_div-stack-bar.png`


The **Rmd report** runs all the required files in order

Write an Rmd report

 **reports**/d7_report.Rmd


containing the report text interleaved with code chunks that

run every R script for this display

```
 source("carpentry/d7_extract-and-tidy.R")
```

```
 source("design/d7_div-stack-bar.R")
```

import data to print a data table

```
 read_csv("data/d7_survey-data.csv")
```

and import the figures

```
 include_graphics("figures/d7_div-stack-bar.png")
```

Again, note the **file-naming** scheme

Write an Rmd report

 **reports/d7_report.Rmd**

containing the report text interleaved with code chunks that

run every R script for this display


```
 source("carpentry/d7_extract-and-tidy.R")
```

```
 source("design/d7_div-stack-bar.R")
```

import data to print a data table

```
 read_csv("data/d7_survey-data.csv")
```

and import the figures

```
 include_graphics("figures/d7_div-stack-bar.png")
```

Effective file management summary

Plan your file and directory structure at the start of a project

Adopt a scheme to consistently name your files

Explicitly link files using relative file paths

References

Bryan J (2015) Naming things. <https://speakerdeck.com/jennybc/how-to-name-files>

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Wilson G, Bryan J, Cranston K, Kitzes J, Nederbragt L and Teal TK (2017) Good enough practices in scientific computing. *PLoS Computational Biology* 13(6)
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