

# Basic elements of file management

ME 447/547 Visualizing Data

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# Effective file management begins when the project begins

Plan your directory  
structure

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

Adopt a scheme to consistently  
name your files

Explicitly link files using  
relative file paths



## Planning the structure

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# 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 turn raw data into tidy data
 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 turn raw data into 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	 Tidy data saved here, read by design scripts
 data-raw	
 design	 R scripts that create and save graphs
 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	 Graphs saved here, imported by report scripts
 manage	
 practice	
 reports	 Reports draw from data, graphs and resources
 resources	 Image downloads and bibliography files
 .gitignore	
 .Renviron	
 README.Rmd	
 portfolio.Rproj	














# README creates the main page of your portfolio website

 carpentry	
 data	
 data-raw	
 design	
 figures	
 manage	
 practice	
 reports	 Reports draw from data, graphs and resources
 resources	
 .gitignore	
 .Renviron	
 README.Rmd	 Provides explicit links to every report
 portfolio.Rproj	

# Reduce clutter by excusing some resources from version control

 carpentry	
 data	
 data-raw	 Version control optional
 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	

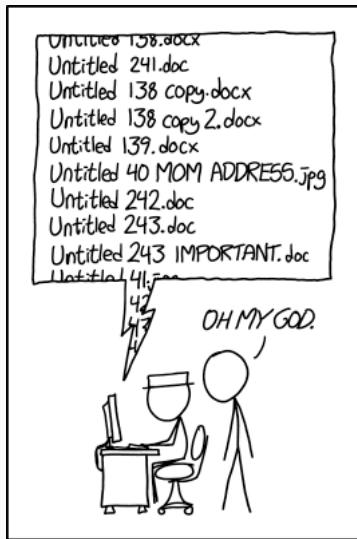
# Summary: Use the given directory structure for the portfolio

 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 (version control optional)
 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
 .Renvirom	◁ 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



## Naming files

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

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

# 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 a sequence number 01, 02, etc., for related files

When related files are run in order


















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

When content is saved in different forms

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

Not version numbers. For version control, use version control (git).

# With a plan for managing files, we can start writing them

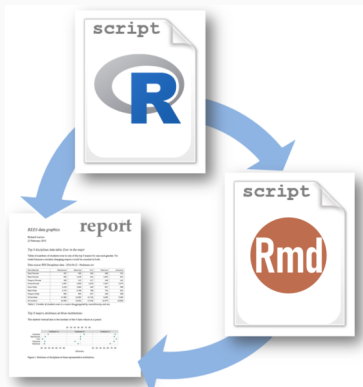
 carpentry	 d7_extract-and-tidy.R
 data	 d7_survey-data.csv
 data-raw	 d7_survey-data-raw.csv
 design	 d7_div-stack-bar.R
 figures	 d7_div-stack-bar.png
 manage	
 practice	 d7_practice-div-stack-bar.R
 reports	 d7_report.Rmd
 resources	 d7_Heiberger-Robbins-2014-Likert.pdf

Icons for csv, pdf, and png by [Freepik](#) from [Flaticon](#) licensed [CC BY 3.0](#).

## Linking files

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# 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**

that reads the raw data, prepares it for graphing,

 **read\_csv("data-raw/d7\_survey-data-raw.csv")**

and writes the tidy dataframe to the data directory.

 **write\_csv(dataframe, "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**

that reads the tidy data, creates the graph,

 **read\_csv("data/d7\_survey-data.csv")**

and writes the image to the figures directory.

 **ggsave("figures/d7\_div-stack-bar.png")**

## The **report script** runs all the files in order

Write an Rmd report script containing the report text

 **reports/d7\_report.Rmd**

interleaved with Rmd code chunks that run every R script,

 **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 figures.

 **include\_graphics("figures/d7\_div-stack-bar.png")**

# The **README script** includes links to each report



README.Rmd

creates the portfolio main webpage

`## Displays and critiques`

Your prose as needed.

`[D1 Title](reports/d1_report.md)`

`[D2 Title](reports/d2_report.md)`

`[D3 Title](reports/d3_report.md)`

`[D4 Title](reports/d4_report.md)`

`[D5 Title](reports/d5_report.md)`

`[D6 Title](reports/d6_report.md)`

`[D7 Title](reports/d7_report.md)`

## Portfolio of data displays

Your name

2018-12-04

(Place an image to illustrate your best work.)

### Introduction

Your prose.

### Displays and critiques

Your prose as needed.

[D1 Title](#) (graph type)

[D2 Title](#) (graph type)

[D3 Title](#) (graph type)

[D4 Title](#) (graph type)

[D5 Title](#) (graph type)

[D6 Title](#) (graph type)

[D7 Title](#) (graph type)

### Discussion notes

Your prose as needed.

[Reading prompts](#)

[Presentation prompts](#)

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# References

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