## **Data Management Workshop Series**

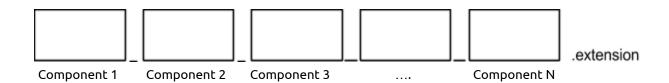
### Session 2: How to Create Data That You (and Others) Can Understand

Exercise #1: Create a file naming convention for Dr. Psi's files so they might be archived in one layer of directory structure called, "Monorail Project" without loosing information.

Name	Date Modified
Dr. Psi's Research	Today 4:46 PM
▼ 🛅 Monorail Project	Today 8:40 AM
Harris Interview Data	Yesterday 4:35 PM
Jones Interviews	Yesterday 4:35 PM
Results_blockC_combined	Yesterday 3:30 PM
Smith Materials	Today 4:14 PM
Audio Files (Raw Data)	Yesterday 3:25 PM
▼ Interview Transcripts	Today 4:13 PM
a 4_2013.docx	Yesterday 4:02 PM
a Dec transc.docx	Yesterday 4:02 PM
FebSmith13 version 2.docx	Yesterday 4:02 PM
a mar2013.docx	Yesterday 4:02 PM
May Interview .docx	Yesterday 4:02 PM
a Smith_2013jan.docx	Yesterday 4:02 PM
Processed (Coded) Interview Transcripts	Yesterday 3:25 PM

## File naming convention

Place a single component of the name in each box (eg. date). Think about how the file names will sort when you determine the order.



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Session 2: How to Create Data That You (and Others) Can Understand

Your Data	Directory	Structure
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Component 1

Component 2

Take a few minutes to list out 2-3 different types of data that you produce and think of a way to organize your folders that will be easy to navigate.

# **Your File Naming Conventions Data Type:** .extension Component 1 Component 2 Component 3 Component N . . . . Data Type:\_ .extension Component 1 Component 2 Component 3 Component N . . . . **Data Type:** .extension

Component N

. . . .

Component 3