

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 losing 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
4_2013.docx	Yesterday 4:02 PM
Dec transc.docx	Yesterday 4:02 PM
FebSmith13 version 2.docx	Yesterday 4:02 PM
mar2013.docx	Yesterday 4:02 PM
May Interview .docx	Yesterday 4:02 PM
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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.extension
Component 1	Component 2	Component 3	Component N	

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Your Data Directory Structure

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 1	Component 2	Component 3	Component N	