File Organization and Management

File organisation is a very important part to any project. Files should be named with logical and practical names. They should be easily accessible to you and future people who would work with said data. It should be in a format where the person will know what they are dealing with. Using the format: \*DD/MM/YYYY, File class, version\* it will be very easy for you to sort, organise and deal with your data later once you will need it. Do not use spaces, instead use ‘underscore’ and do not use names that will confuse you.