

Foundations

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The Computer is Stupid

- It only does what you tell it to
 - How do you tell it to do something?
- It is supremely literal
 - But you have to know how to speak its language

Why take an automated or computational approach

Repetitive tasks!

Why not?

Balance time and effort to automate computationally vs. time saved

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Strategies for Using Computational Methods

- Borrow, Borrow, and Borrow again
 - Using someone else's code is a time-honored tradition!
- There is no 'right' language
 - Legacy, local custom and ease of use for you all factor in
- Include coding in your professional development activities
 - Conferences, workshops, local meetups
- Learn some basic coding, and computational logic.
 - Allows you to evaluate projects and communicate with IT effectively
- Automate tasks to give yourself to do other things
 - Like learn more coding!

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Keyboard shortcuts are your friend

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Plain text formats are your friend

aka Get The Heck Out of Office!

- Agnostic Formats
 - .txt, .csv, .tsv
- The computer doesn't like pretty
- Formatting elements can't be easily found
- If it can't be found with Ctrl-F, it's not machine readable

Useful links!

- Markdown cheat sheet: <https://github.com/adam-p/markdown-here>
- Notepad++: <http://notepad-plus-plus.org/>
- Pandoc: <http://pandoc.org/>

Working with data is made easier by structuring your stuff in a consistent and predictable manner.

URL structure

ROOT/YYYY/MM/DD/words-of-title-separated-by-hyphens

- <http://cradledincaricature.com/2015/07/24/code-control-and-making-the-argument-in-the-humanities/>

ROOT/SUB_ROOT/YYYY/MM/DD/words-describing-content-separated-by-hyphens

- <http://www.theguardian.com/uk-news/2014/feb/20/rebekah-brooks-rupert-murdoch-phone-hacking-trial>

ROOT/record-type/REF

- <http://trove.nla.gov.au/work/6315568>

ROOT/browse.jsp?ref=REF

- <http://www.oldbaileyonline.org/browse.jsp?ref=OA16780417>

In practice, the structure of a good archive might look something like this:

- A base or root directory, perhaps called 'work'.
- A series of sub-directories such as 'events', 'data', ' projects' et cetera
- Within these directories are series of directories for each event, dataset or project. Introducing a naming convention here that includes a date element keeps the information organised without the need for subdirectories by, say, year or month.