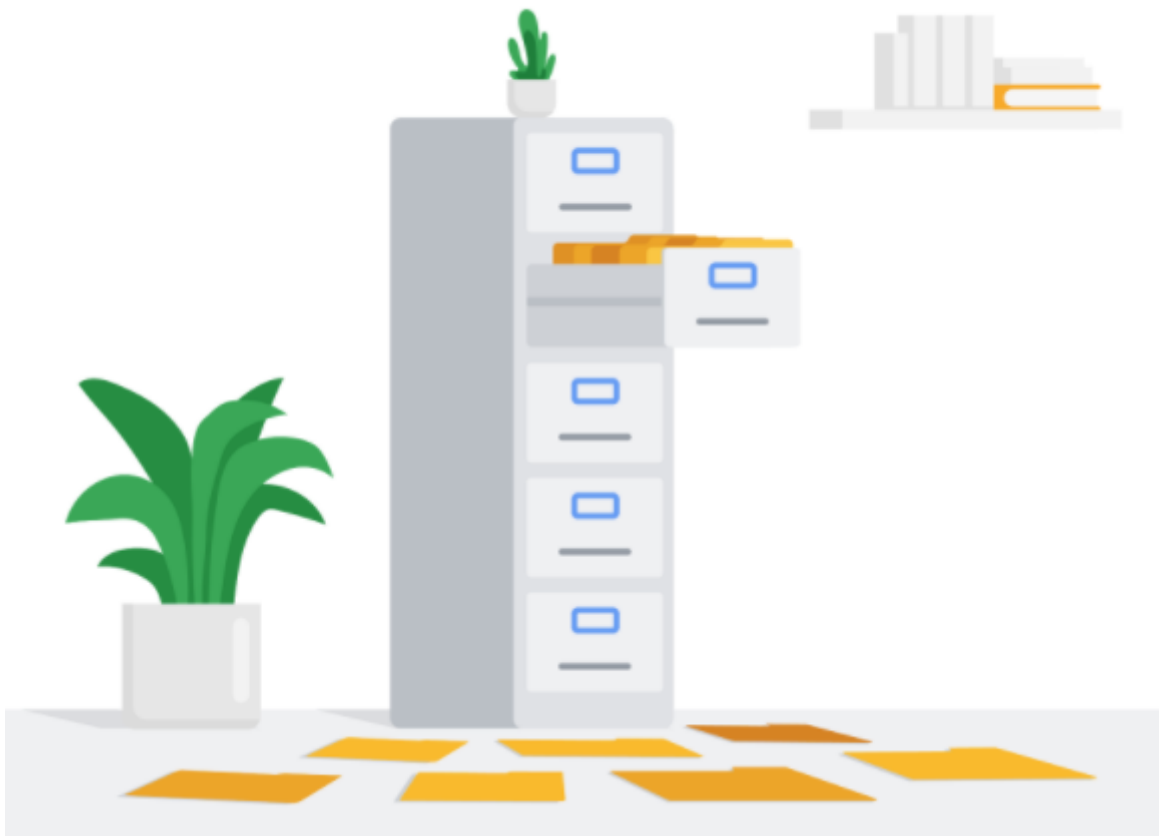coursera

☰ **Item Navigation**

File-naming conventions

An important part of cleaning data is making sure that all of your files are accurately named. Although individual preferences will vary a bit, most analysts generally agree that file names should be accurate, consistent, and easy to read. This reading provides some general guidelines for you to follow when naming or renaming your data files.

What's in a (file)name?

When you first start working with R (or any other programming language, analysis tool, or platform, for that matter), you or your company should establish naming conventions for your files. This helps ensure that anyone reviewing your analysis–yourself included–can quickly and easily find what they need. Next are some helpful "do's" and "don'ts" to keep in mind when naming your files.

Do

- Keep your filenames to a reasonable length