



File Namer Pro

User Manual



Written in collaboration with Worcester Polytechnic Institute



WPI



**UniversitätsSpital
Zürich**

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Chapter 1: Introduction

File Namer Pro is a Java application that generates standardized file names. Descriptive file naming is highly important when conducting research, and clear and detailed file names allow for the quick and easy identification of data files. Furthermore, file names that are standard across projects and research groups can facilitate greater clarity in research.

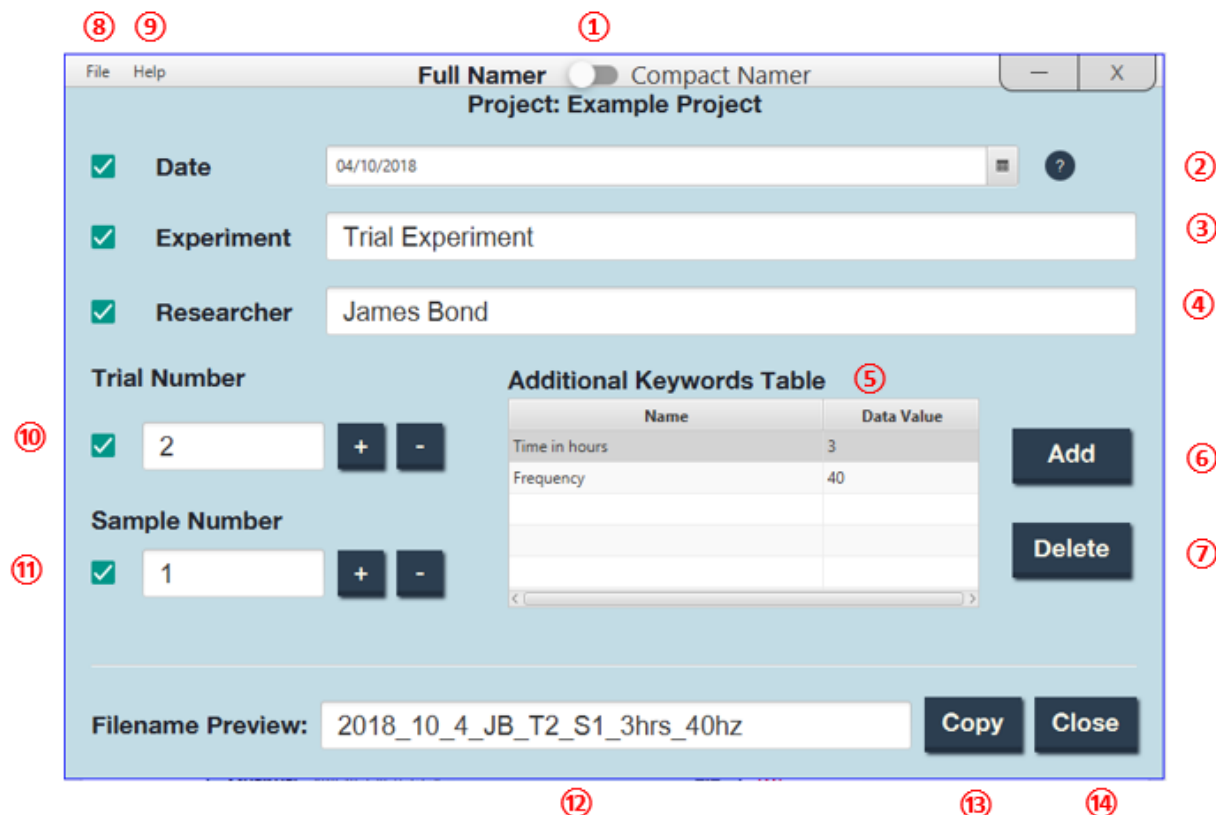
The purpose of this manual is to provide step-by-step instructions on how to download, launch, and use *File Namer Pro*.

Chapter 2: Features

Full Namer

As the main window of *File Namer Pro*, Full Namer allows you to fill out a few fields and generate detailed and standardized file names that can be copied onto your clipboard.

Full Namer Feature Breakdown:

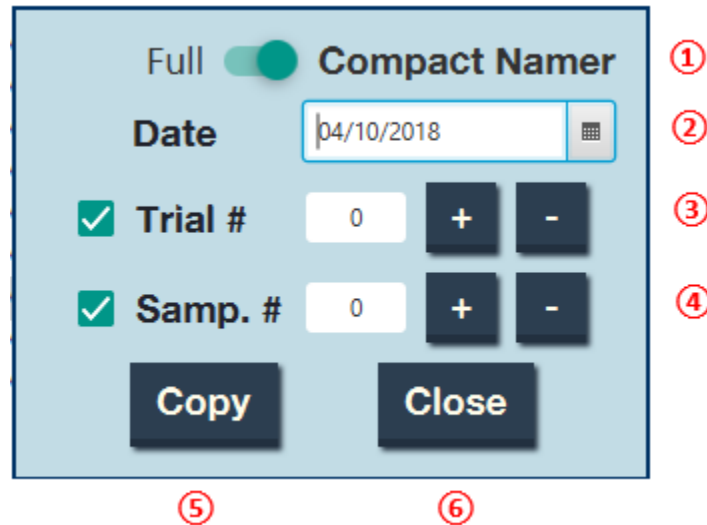


1. Toggle to compact namer
2. Date
3. Experiment name
4. Researcher's name
5. Table of keywords
6. Add a keyword button
7. Delete a keyword button
8. File menu to clear fields, access project preferences, access logger, and access the databases
9. Help menu to access the about page and the getting started page
10. Trial number
11. Sample number
12. Filename preview
13. Copy to clipboard button
14. Close button

Compact Namer

In a hurry to conduct multiple trials or tests on different samples? Compact Namer allows you to quickly change the trial or sample number for file names while living unobtrusively in the corner of your desktop.

Feature Breakdown



1. Toggle to Full Namer
2. Date
3. Sample Number
4. Trial Number
5. Copy Button
6. Close Button

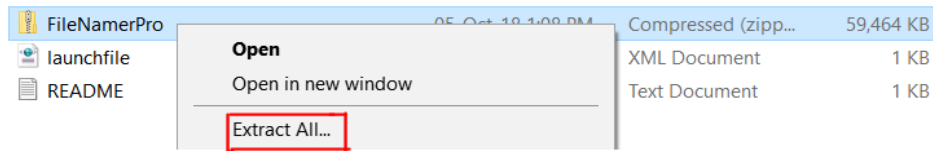
Logger

Want a summary of all of the files you've named? Logger records each file name you've copied and provides a timestamp of each entry.

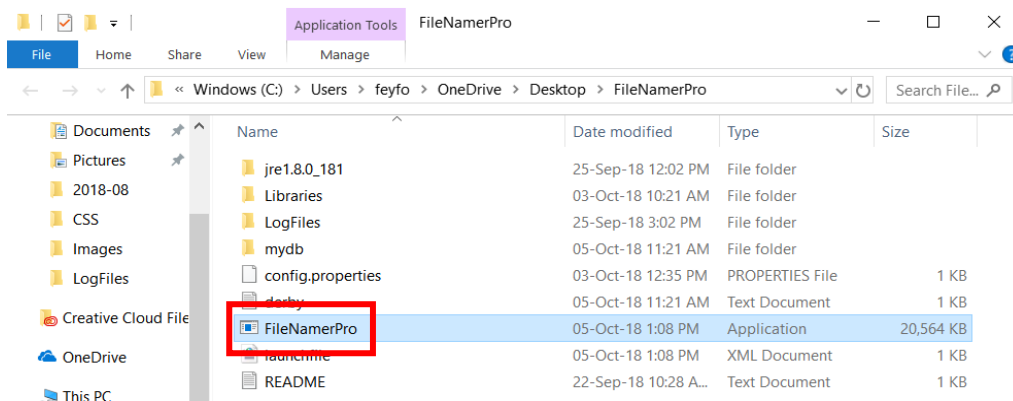
Project Name: Example Project								
Project Description: example project description								
DATE	TIME	RESEARCHER NAME	EXPERIMENT TYPE	TRIAL NUMBER	SAMPLE NUMBER	FILE NAME	COMMENT	
05 10 18	11:30:13.4	John Orr	Generic Experiment	1	1	2018*10*5*GE*JO*T1*S1*3hrs		
05 10 18	11:30:15.797	John Orr	Generic Experiment	2	1	2018*10*5*GE*JO*T2*S1*3hrs		
05 10 18	11:30:17.553	John Orr	Generic Experiment	3	1	2018*10*5*GE*JO*T3*S1*3hrs	This trial had errors.	
05 10 18	11:30:19.085	John Orr	Generic Experiment	4	1	2018*10*5*GE*JO*T4*S1*3hrs		
05 10 18	11:30:20.795	John Orr	Generic Experiment	5	1	2018*10*5*GE*JO*T5*S1*3hrs		
05 10 18	11:30:24.235	John Orr	Generic Experiment	1	2	2018*10*5*GE*JO*T1*S2*3hrs		
05 10 18	11:30:28.958	John Orr	Generic Experiment	2	2	2018*10*5*GE*JO*T2*S2*3hrs		
05 10 18	11:30:30.614	John Orr	Generic Experiment	3	2	2018*10*5*GE*JO*T3*S2*3hrs		
05 10 18	11:30:32.18	John Orr	Generic Experiment	4	2	2018*10*5*GE*JO*T4*S2*3hrs		
05 10 18	11:30:34.202	John Orr	Generic Experiment	5	2	2018*10*5*GE*JO*T5*S2*3hrs		

Chapter 3: Download and Launch Instructions

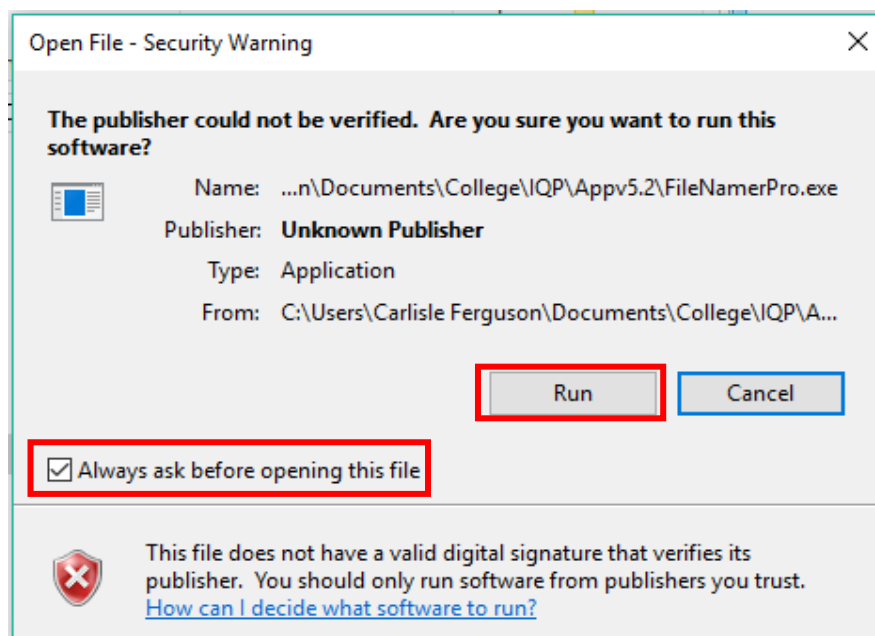
- 1 Download the zip file by clicking on the link here: [Link to zip file](#)
- 2 Unzip the file by right-clicking on the folder and click “Extract All...”. This may take several minutes.



- 3 In the unzipped folder, double-click on the FileNamerPro application.



- 4 If the following screen appears, uncheck “Always ask before opening this file” and click “Run”.



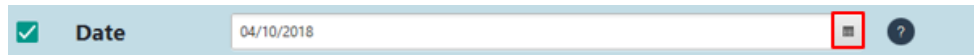
Chapter 4: Quick Start Guide

This section contains general use instructions for File Namer Pro. These instructions can also be found in the “Getting Started” section of the application, which is located under the “Help” menu at the top left corner of Full Namer.

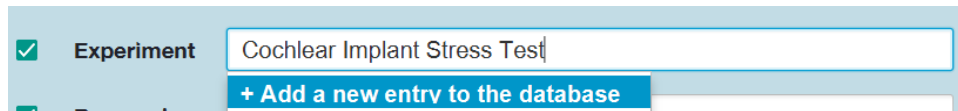
Note: For more information on adding new entries to the Experiment, Researcher, and Keyword databases, please refer to pages 13-18 of the manual.

Using Full Namer

- 1 The “DATE” field will automatically be set to today’s date. To change the date, click on the calendar icon to the right of the date display field. If you do not want to include the date in the filename, uncheck the checkbox to the left.



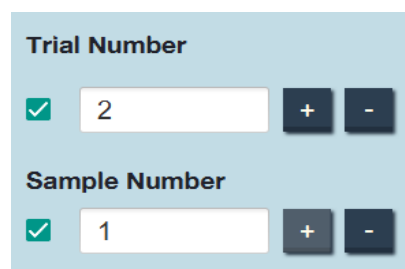
- 2 In the “EXPERIMENT NAME” text field, begin to type. Your entry should autofill. If your entry is not yet in the database, click on the “Add a new entry to the database” button and add the new experiment. If you do not want to include the experiment name in the file name, uncheck the checkbox to the left.



- 3 In the “RESEARCHER NAME” text field, type in your first and last name, and your name should autofill. If your name is not yet in the database, click on the “Add a new entry to the database” button and add the new researcher name. If you do not want to include the experiment name in the file name, uncheck the checkbox to the left.



- 4 In the “TRIAL NUMBER” and “SAMPLE NUMBER” fields, type in your desired trial number and sample numbers. Use the “+” and “-” buttons to increase and decrease the numbers. If you do not want to include the trial number or the sample number in the file name, uncheck the checkbox to the left.



- 5 To include additional keywords in your file name, click the “ADD” button.

Additional Keywords Table

Name	Data Value
Time in hours	3

< >

Add

Delete

Begin typing in the “NAME” field, and your keyword should autofill. If your keyword is not yet in the database, click on the “Add a new entry to the database” button and add the new keyword. Fill in the “DATA VALUE” field if necessary, then click save.

Choose a keyword from the database:

Name Frequency

Data Value N/A

+ Add a new entry to the database

Save **Cancel**

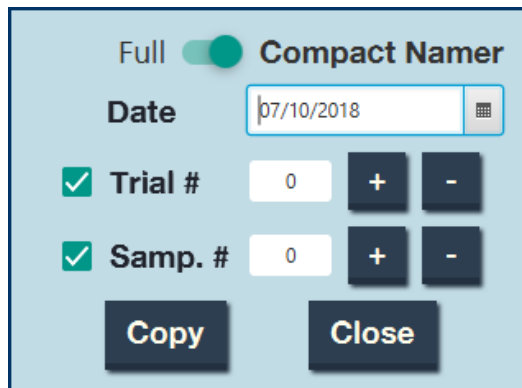
- 6 Click the “COPY” button to copy your generated file name to your clipboard, then paste the file name where necessary. Repeat steps 1-6 and modify text fields as needed.

Filename Preview: 2018_10_4_T2_S1_3hrs

Copy **Close**

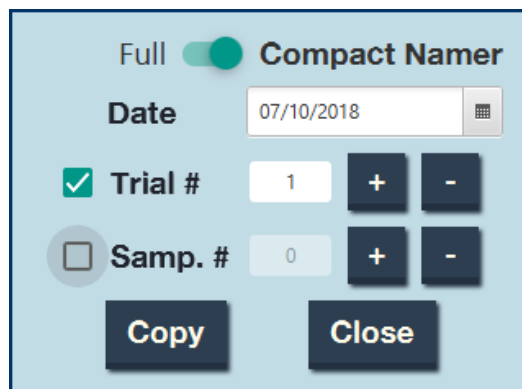
Using Compact Namer

- 1 Click the toggle button at the top of Full Namer to navigate to Compact Namer.

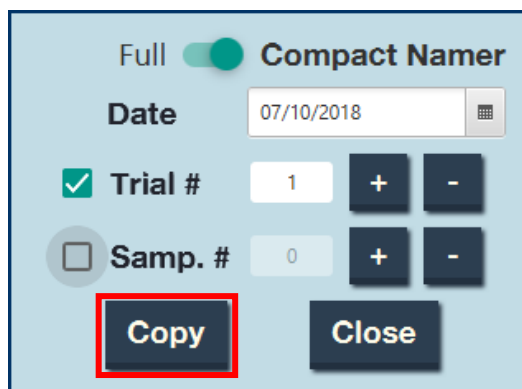


Note: The experiment name, researcher name, any keywords you entered in Full Namer will be included in the file names created by Compact Namer unless you remove them from Full Namer.

- 2 Modify the date, trial number, and sample number as necessary. Uncheck undesired fields.

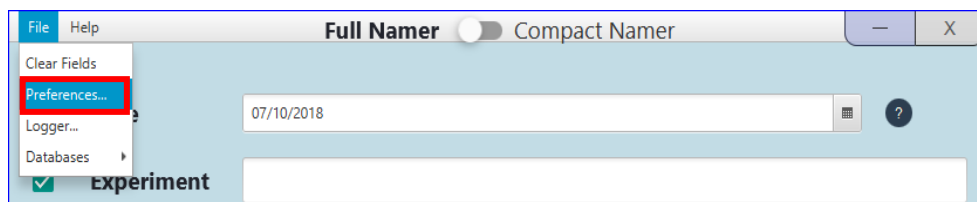


- 3 Click the "COPY" button to copy the file name to your clipboard and paste the file where necessary. Repeat steps 1-3 and modify fields as needed.



Setting Project Preferences

- 1 To save your name, the project name, the project description, and your preferred delimiter, hover over “FILE” in the top left corner of Full Namer, then click “Preferences...”.

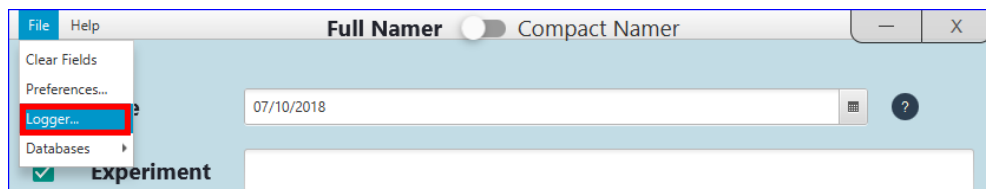


- 2 In the next pop-up, type the researcher name in the “Researcher Name” text field, the project name in the “Project name” text field, and a description of the project in the “Project Description” text field. To change your preferred separation character, or delimiter, select one of the radio buttons. If you would like Full Namer to remember keywords associated with this project, check the “Remember Full Namer Fields” check box. Click “Save”.

A screenshot of the 'Project Preferences' dialog box. It has a light blue background and a dark blue border. The title 'Project Preferences' is centered at the top. Below the title are three text input fields: 'Researcher Name', 'Project Name', and 'Project Description'. Below these fields is a section titled 'Select a separation character:' with three radio buttons: 'Asterisk (*)', 'Hyphen (-)', and 'Underscore (_)'. The 'Underscore (_)' button is selected. Below the radio buttons is a 'Preview:' label and a text field showing 'Example_File_Name'. At the bottom left is a checkbox labeled 'Remember Full Namer fields'. At the bottom right are two buttons: 'Save' and 'Cancel'.

Generating Log Files

- 1 Hover over “FILE” in the top left corner of Full Namer, then click “Logger...”.



The following window will appear:

Current Log History							
Time	Date	Researcher	Experiment	Trial #	Sample #	Filename	Comment
11:27:26.137	05 10 18	John Orr	Generic Experiment	1	1	2018*10*5*GE*JO*T1*S1*3hrs	
11:27:27.72	05 10 18	John Orr	Generic Experiment	2	1	2018*10*5*GE*JO*T2*S1*3hrs	
11:27:29.436	05 10 18	John Orr	Generic Experiment	3	1	2018*10*5*GE*JO*T3*S1*3hrs	This trial had errors
11:27:31.217	05 10 18	John Orr	Generic Experiment	4	1	2018*10*5*GE*JO*T4*S1*3hrs	
11:27:33.301	05 10 18	John Orr	Generic Experiment	5	1	2018*10*5*GE*JO*T5*S1*3hrs	
11:27:39.941	05 10 18	John Orr	Generic Experiment	1	2	2018*10*5*GE*JO*T1*S2*3hrs	
11:27:42.084	05 10 18	John Orr	Generic Experiment	2	2	2018*10*5*GE*JO*T2*S2*3hrs	
11:27:43.883	05 10 18	John Orr	Generic Experiment	3	2	2018*10*5*GE*JO*T3*S2*3hrs	
11:27:45.915	05 10 18	John Orr	Generic Experiment	4	2	2018*10*5*GE*JO*T4*S2*3hrs	
11:27:47.931	05 10 18	John Orr	Generic Experiment	5	2	2018*10*5*GE*JO*T5*S2*3hrs	

Load LogWrite History To Log FileReset LoggerClose

Note: The log history will show all file names you have copied to your clipboard until it is reset by clicking “Reset Logger”.

- 2 This log history can be printed to a new or existing Excel log file.

To print to a new Excel file, click on the “Write History to Log File”. The following pop-up will appear:

CREATE A NEW LOG FILE

Log File Name:

SubmitClose

Type in your desired log name file, then click “Submit”. To view your log file, navigate to the application file folder and click on “LogFiles”. Your log file will be listed in that folder.

To print to an existing Excel file, click on the “Load Log” button. The following pop-up will appear:

LOAD A PREVIOUS LOG FILE

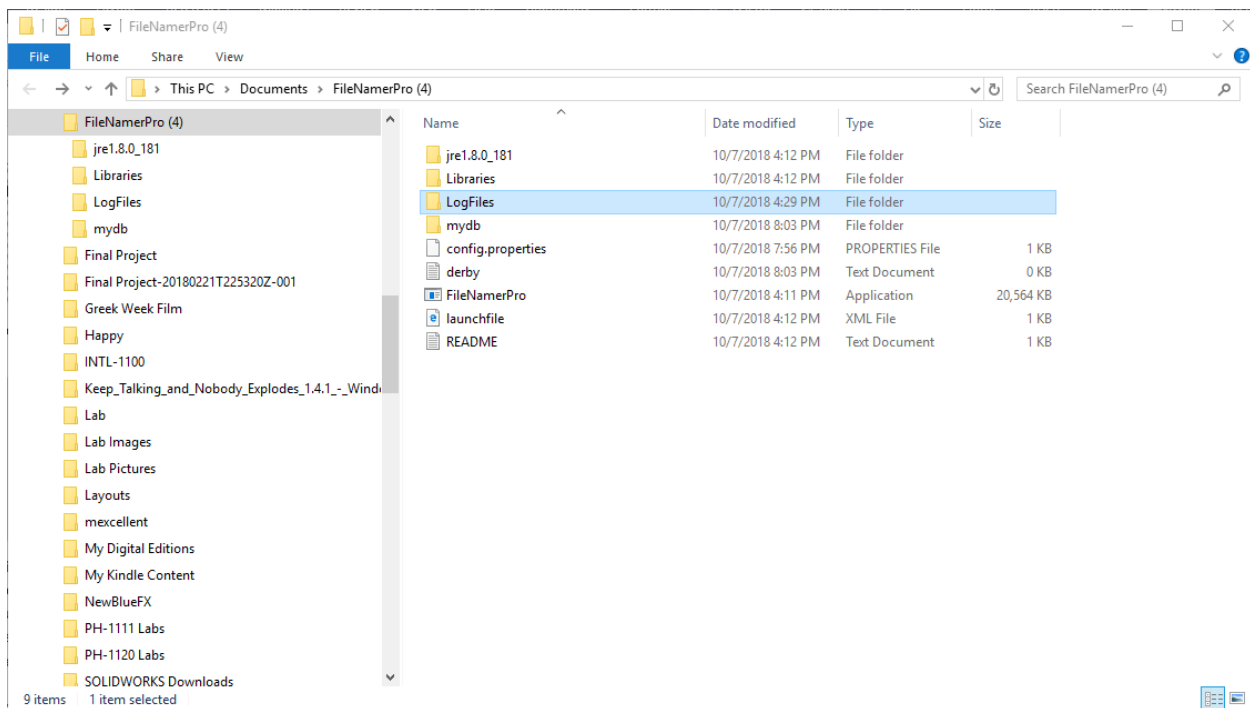
Log File Path:

Browse Files ?

Open Log

Close

Click “Browse Files” to browse for your log file. This will be located in the application folder, within the subfolder “LogFiles”.



Double-click your desired log file, then click “Open Log”.

LOAD A PREVIOUS LOG FILE

Log File Path: C:\Users\caitk\Documents\FileNamerPro

Browse Files ?

Open Log

Close

Click on “Write History To Log File”.

Current Log History

Time	Date	Researcher	Experiment	Trial #	Sample #	Filename	Comment
11:27:26.137	05 10 18	John Orr	Generic Experiment	1	1	2018*10*5*GE*JO*T1*S1*3hrs	
11:27:27.72	05 10 18	John Orr	Generic Experiment	2	1	2018*10*5*GE*JO*T2*S1*3hrs	
11:27:29.436	05 10 18	John Orr	Generic Experiment	3	1	2018*10*5*GE*JO*T3*S1*3hrs	This trial had errors
11:27:31.217	05 10 18	John Orr	Generic Experiment	4	1	2018*10*5*GE*JO*T4*S1*3hrs	
11:27:33.301	05 10 18	John Orr	Generic Experiment	5	1	2018*10*5*GE*JO*T5*S1*3hrs	
11:27:39.941	05 10 18	John Orr	Generic Experiment	1	2	2018*10*5*GE*JO*T1*S2*3hrs	
11:27:42.084	05 10 18	John Orr	Generic Experiment	2	2	2018*10*5*GE*JO*T2*S2*3hrs	
11:27:43.883	05 10 18	John Orr	Generic Experiment	3	2	2018*10*5*GE*JO*T3*S2*3hrs	
11:27:45.915	05 10 18	John Orr	Generic Experiment	4	2	2018*10*5*GE*JO*T4*S2*3hrs	
11:27:47.931	05 10 18	John Orr	Generic Experiment	5	2	2018*10*5*GE*JO*T5*S2*3hrs	

Load Log

Write History To Log File

Reset Logger

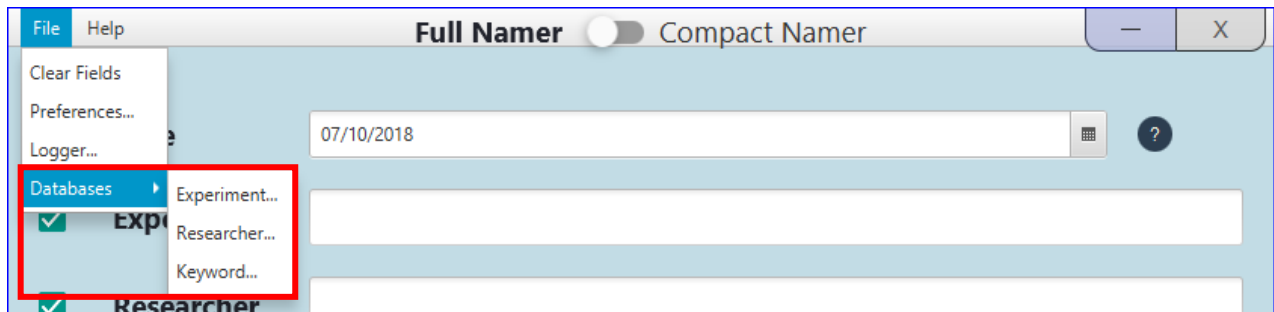
Close

In the pop-up window, type in the name of the existing log file you are trying to print to, then click “Submit”. To view your log file, navigate to the application file folder and click on “LogFiles”. Your log file will be listed in that folder.

Chapter 5: Adding to the Databases

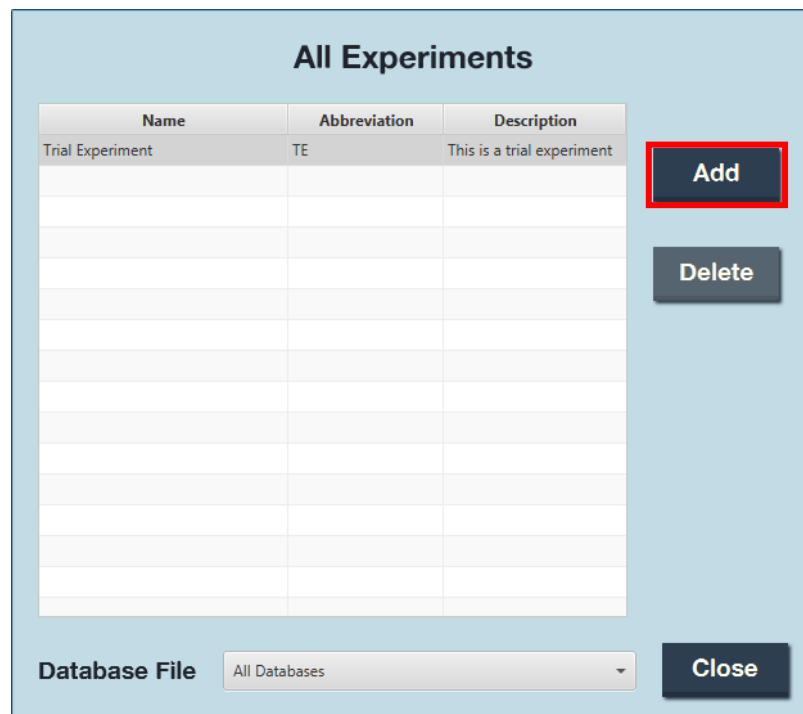
There are three databases in File Namer Pro: experiment names, researcher names, and keywords. This section provides instructions on how to add entries to these databases.

The databases can be accessed via the “FILE” menu in the top left corner of Full Namer or by clicking the “Add a new entry to the database” option in the drop-down menu of the text fields.



Adding to the Experiment Name Database

- 1 In the “FILE” menu in the top left corner of Full Namer, hover over “Databases” and click “Experiment...”. In the pop-up shown below, click “Add”.



- 2 In the next pop-up, enter in the full name of the experiment in the “Full Name” text field, your desired abbreviation for the experiment name in the “Abbreviation” text field, and a description or any comments in the “Experiment Description” text field. Click “Save”.

ADD NEW EXPERIMENT TO DATABASE

Full Name

Abbreviation

Database

Save **Cancel**

- 3 Your new experiment entry will now appear in the “All Experiments” screen and will be usable in Full Namer when you start typing in the “Experiment” text field.

All Experiments

Name	Abbreviation	Description
Trial Experiment	TE	This is a trial experiment
Depth Measurement	DM	This experiment will tes...

Add
Delete

Database File

Close

Adding to the Researcher Name Database

- 1 In the “FILE” menu in the top left corner of Full Namer, hover over “Databases” and click “Researcher...”. In the pop-up shown below, click “Add”.

Name	Abbreviation
James Bond	JB
John Orr	JO
Caitlin Kyaw	CK

Add

Delete

Database File All Databases **Close**

- 2 In the next pop-up, enter the researcher’s full name in the “Full Name” text field and the desired abbreviation in the “Abbreviation” text field. Then, click “Save”.

ADD NEW RESEARCHER TO DATABASE

Full Name John A Smith

Abbreviation JAS

Database defaultResearchers.csv

Save **Cancel**

- 3 Your new researcher name entry will now appear in the “All Researchers” screen and will be usable in Full Namer when you start typing in the “Researcher” text field.

All Researchers

Name	Abbreviation
James Bond	JB
John A Smith	JAS
John Orr	JO
Caitlin Kyaw	CK

Add

Delete

Database File

All Databases

Close

Adding to the Keywords Database

- 1 In the “FILE” menu in the top left corner of Full Namer, hover over “Databases” and click “Keyword...”. In the pop-up shown below, click “Add”.

Name	Abbreviation	Affix	Data Type
Well number, 364-well plate	364WP	suffix	alphanumeric
Well number, 96-well plate	96WP	suffix	alphanumeric
Time in hours	hrs	suffix	numeric
Daytime	day		no data
Time in minutes	mins	suffix	numeric
Frequency	Hz	suffix	numeric
Nighttime	night		no data

- 2 In the next pop-up, enter the keyword’s full name in the “Full Name” text field and the desired abbreviation in the “Abbreviation” text field. Select the data type and indicate whether the abbreviation is a prefix or suffix, if applicable. Then, click “Save”.

Note: Here, “Data Type” indicates the type of values that accompany the keyword. For example, frequency would need a numeric data type, such as “40”, to be 40Hz. To indicate a well position, you may select an alphanumeric data type, like “A3”.

Note: Here, “Abbreviation Affix” indicates the position of the keyword in relation to the data type. For example, a dollar sign, “\$” would be positioned before the numeric data type, and would therefore be a prefix. Hertz, “Hz”, would be positioned after the numeric data type, and would therefore be a suffix.

- 3 Your new keyword entry will now appear in the “All Keywords” screen and will be usable in Full Namer when you add keywords to the table.

All Keywords

Name	Abbreviation	Affix	Data Type
Well number, 364-well plate	364WP	suffix	alphanumeric
Well number, 96-well plate	96WP	suffix	alphanumeric
Time in hours	hrs	suffix	numeric
Daytime	day		no data
Time in minutes	mins	suffix	numeric
Depth (millimeters, mm)	mmD	suffix	numeric
Frequency	Hz	suffix	numeric
Nighttime	night		no data

Add

Delete

Database File

All Databases

Close

Chapter 6: Modifying the Code

The code repository can be found on GitHub at <https://github.com/jyxiao1/filenamerpro>. In order to successfully modify the code, a working knowledge of Git, Java, and Gradle is recommended.

To make modifications, you will need the following software:

- Git
- Gradle
- SceneBuilder
- Java SE Development Kit 8 (JDK 1.8.0)