

File Management

File management

Think of your disk drive as one big file cabinet in which you will keep your work. In order to find and keep your work you will have to have an organizational structure to your filing system.



Folders provide that organizational structure to a disk drive, just as they do in a file cabinet. A folder may contain files and even more folders that pertain to that project/assignment. You will be turning in an assignment folder for grading for most assignments. In order to be able to find your documents later, you will give each document a descriptive name. Let's create a folder for the first assignment. First you will create a folder, name it the same as your assignment file. Put the labeled folder into your flash drive. All the files that pertain to the your assignment file such as photos that associated with the assignment file, must be included in the assignment folder. It is wise to use the following naming conventions for files:

A file name is made up of three parts: (1) the name of the document (2) a dot and (3) the file extension.



You may name a file anything you wish, but it is preferable to use name you are likely to remember later. File names should be short; the fewer characters the better the file name. Use only all lowercase letters and numbers and no symbols with the exception of the underscore. We use the underscore so that computers (or web browser) will read the file name as one word; this prevents the '20%' that you see in the titles of some web pages. These guidelines will become especially important for anything that will be eventually used on an Internet or intranet.

The second part of a file name is the extension. In the file 'my_great_file.doc', the words *my_great_file* is the file name and the *doc* is the extension. A dot (period) always separates the two. The extension identifies what kind of a document you have and the program associated with the file. Some examples of some of the most common file extensions are:

doc - Microsoft Word Document

gif - image file (Graphic Image File)

jpg - image file (Joint Photographers Expert Group)

ai - Adobe Illustrator file

psd - Adobe Photoshop file

html - Web document (Hyper Text Markup Language)

tif - image file (Tagged Image File)

png - Image file (portable network file)

pdf - Adobe Acrobat file

ppt - PowerPoint Presentation

Naming conventions

A naming convention is a system that you develop to identify your files and folders. Your system will be necessary for organizing files and folders. Each of you will develop your own system of organizing your work, however in this class we will use one system for naming assignment/project folders and files. Basically, it will be assignment number followed by an underscore then the first letter of your first name followed by the four letters of your last name, for example, a1_gugl. Each assignment folder will use the same name as the assignment file. When you view the contents of a disk drive your folders will be listed in the order of the assignment.