Creating Digital File Name Conventions

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Instructions

Here is what we want you to do:

Create a file naming standard for a group of digital images your group has collected for a digital exhibit. Then share the choices you made and the rationale behind them with the class. Your file names should align with file naming best practices introduced before class.

Here is why we want you to do it:

The goal of this exercise is to give you experience creating a file naming standard for a group of digital image files that were collected from different sources on the Internet. Having an agreed upon and documented file naming standard will help your keep your collection organized, and help others understand the files if you share them later. Good file naming practices are transferrable to everyday life as well! Standardizing file names will improve the organization of any project you work on.

Here is how to do it:

- You have 15 minutes for this activity.
- Get into a group of 3 people.
- Use the portion of this worksheet below assigned to your group to document your decisions and file names.
- Identify someone in your group to facilitate conversation, take notes in the worksheet, and report out to the class.
- Copy the website address for the digital image you selected as part of your homework. Paste the address in the "Web Address" column of your group's table.
- With your partners, develop a file naming convention that will help you to organize digital resources for your digital exhibit project.
- Once you have completed this activity, we will take 20 minutes to discuss.

Questions to Consider While Constructing a File Name Standard

- Collectively, what is the most important information about the digital images that should be captured through a file naming convention?
- Describe how you think someone who knows nothing about your file would determine its context and meaning from the file name.
- How have you structured the file name for computer interpretation and representation within your digital exhibit construction workflows?
- What should the (maximum) length of your file name be?

Creating a Digital File Name Standard: Collaborative Worksheet

What is the name or title of the digital item?	Web Address
Kids State Dinner Guests Wait to Meet First Lady Michelle Obama	https://dp.la/item/2492b31272eedf99afc3386fbb640dfa
Another image associated with Michelle Obama	https://anotherarchive.edu/item/uniquehexadecimals

What digital file naming standard will you use?

Our file naming standard will follow the convention nameofexhibit_year_titleofobject_number.jpg

Explain what each part of the filename means.

*nameofexhibit_* is the shortened name of the exhibit, without spaces or capitalization.

*year_* is the year the 4-digit year the exhibit was mounted (not the year the image was created). *Note: if you choose instead to mark the date the image was created, think about where in the file name you would like this to appear in order to create the desired file name sort order.*

*titleofobject_* is the shortened title of the file image. Short titles will be based on the name of the famous person associated with the photograph, so both "Kids State Dinner Guests Wait to Meet First Lady Michelle Obama" and "Another image associated with Michelle Obama" would be shortened to *michelleobama_.*

*number_* is the three-digit number of objects in the collection with the same title, starting with 001. The two images above would be numbered 001.jpg and 002.jpg

Creating a Digital File Name Standard: Collaborative Worksheet

Group 1

What is the name or title of the digital item?	Web Address

What digital file naming standard will you use?

Explain what each part of the filename means.

Creating a Digital File Name Standard: Collaborative Worksheet

Group 2

What is the name or title of the digital item?	Web Address

What digital file naming standard will you use?

Explain what each part of the filename means.

Creating a Digital File Name Standard: Collaborative Worksheet

Group 3

What is the name or title of the digital item?	Web Address

What digital file naming standard will you use?

Explain what each part of the filename means.

Creating a Digital File Name Standard: Collaborative Worksheet

Group 4

What is the name or title of the digital item?	Web Address

What digital file naming standard will you use?

Explain what each part of the filename means.

Creating a Digital File Name Standard: Collaborative Worksheet

Group 5

What is the name or title of the digital item?	Web Address

What digital file naming standard will you use?

Explain what each part of the filename means.