

## [Managing Your Data: Assign Descriptive File Names](#) [1]

Submitted by superadmin on Wed, 2012-10-31 20:12 **Overview:**

This training module is part of the Federation of Earth Science Information Partners (or ESIP Federation's) Data Management for Scientists Short Course. The subject of this module is "Assign Descriptive File Names." This module was authored by Robert Cook from the Oak Ridge National Laboratory. Besides the ESIP Federation, sponsors of this Data Management for Scientists Short Course are the Data Conservancy and the United States National Oceanic and Atmospheric Administration (NOAA).

In this module we're going to talk about how to construct unique file names that can be readily identified and found. The file names should reflect the contents of each file and include enough information so you can uniquely identify the file. The practices have been written for data files, but we think you'll see that these practices can also be used for other types of files, such as documents, spreadsheets, presentations and even your pictures. The goal is to have you open a directory on your computer, be able to readily identify the contents of each file and get to the file that you need.

[Local Data Management: Managing Your Data File Naming](#) [2] from [ESIPFed](#) [3] on [Vimeo](#) [4].

### Module Leads:

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**Attachments:**  [LDMManagingYourDataFileNamingCook\\_final.pptx](#) [7]

**Media/Video:** [Managing Your Data: Assign Descriptive File Names](#) [8]

**Collaboration Area:** [Data Preservation](#) [9]

[Data Management Training](#) [10]

**DOI /EZid :** doi:10.7269/P3F18WNR

**Target Audience:** Research Scientist

**Educational Purpose:** Online course

**Time Required :** P6m26s

**Learning Mode:** e

**Learning Resource Type:** Online exercise

**Language of Learning Resource:** en-us

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**Contributor:** Video performed by Nancy J. Hoebelheinrich

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**Keywords:** [data management](#) [11]

[online courses](#) [12]

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**Source URL:** <http://commons.esipfed.org/node/702>

### Links:

[1] <http://commons.esipfed.org/node/702>

[2] <http://vimeo.com/53131505>

[3] <http://vimeo.com/esipfed>

[4] <http://vimeo.com>

[5] <http://commons.esipfed.org/node/701>

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[6] <http://commons.esipfed.org/taxonomy/term/423>

[7] [http://commons.esipfed.org/sites/default/files/LDMManagingYourDataFileNamingCook\\_final.pptx](http://commons.esipfed.org/sites/default/files/LDMManagingYourDataFileNamingCook_final.pptx)

[8] <https://vimeo.com/53131505>

[9] <http://commons.esipfed.org/collaboration-area/data-preservation>

[10] <http://commons.esipfed.org/collaboration-area/data-management-training>

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