

File naming and management

Using good file naming and management means that you can always find the most up to date version of a file you are working on.

There are exam questions on this and it also gets you marks in every portfolio unit.

File naming and management

Ways to do good file management:

1. save work with sensible **file names**
2. use **folders** to organise work
3. use **version control**
4. using the right **file format**

File naming and management

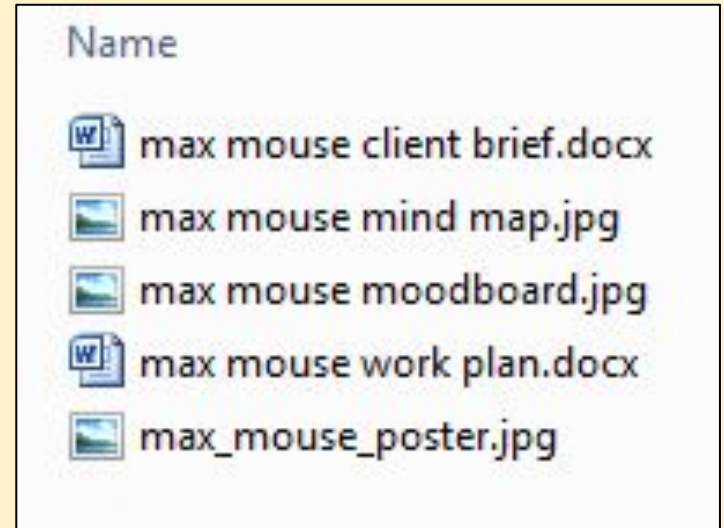
File names:

A professional graphic artist might work on hundreds of posters.

Naming a file **poster.jpg** would be pointless - they would never be able to tell one poster from the next.

A name like **max_mouse_poster.jpg** is much more helpful.

Renaming files you download from the internet is usually a good idea.



Sensible filenames make it easier to work out what each file is for

Use filenames that are specific to the project you're working on

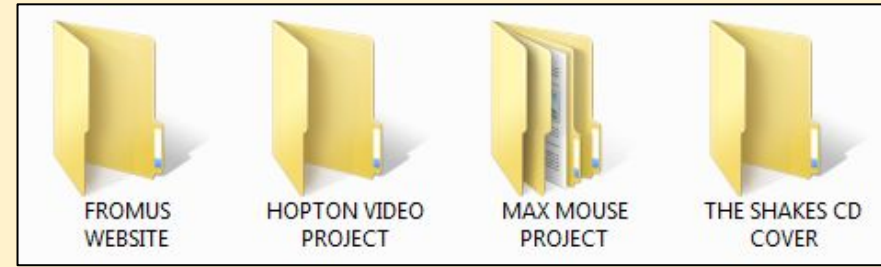
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Use folders:

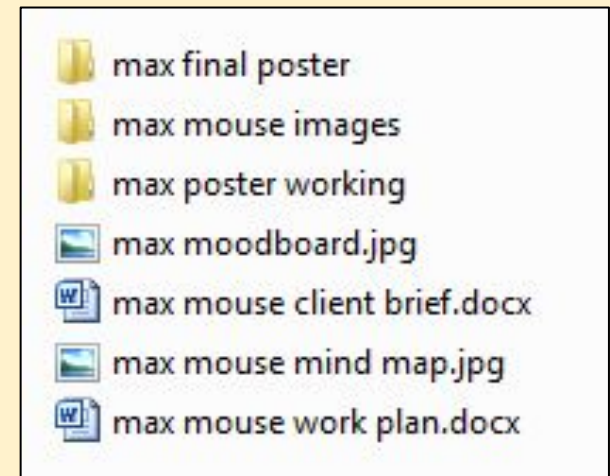
If work is organised in folders it's a lot easier to find the piece you're working on.

Folders for different parts of a project can be helpful.

Folders need to be named properly to help find work.



Folders for each project help organise work so that it's easy to find



Using folder within a project helps as well

Use folders so that you can find the piece of work you need

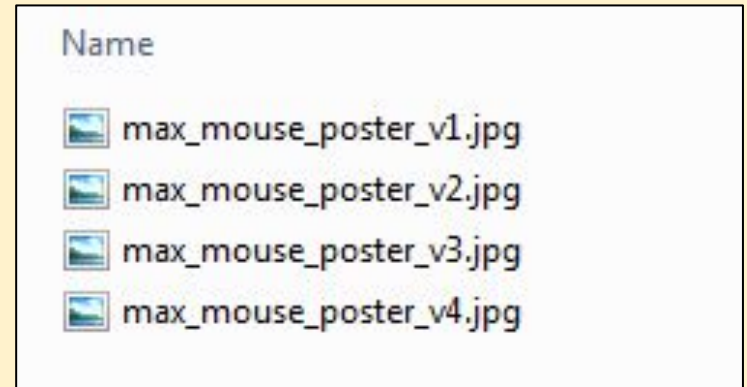
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Version control:

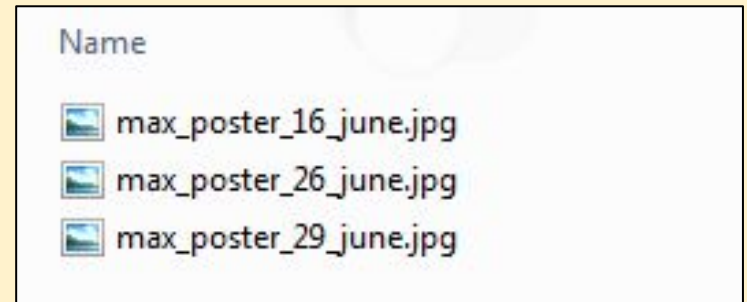
Sometimes you edit a piece of work and realise that you've made a mistake.

Version control means saving different versions of the same piece of work.

This means you can always go back to an earlier version of the file if you need to recover from a mistake.



Version control means I can always go back to an earlier version of the file



Dates can also be used as version control

Version control means you can always go back to an older file

When you see an exam question like these:

As the script is created it is edited by different members of the pre-production team.

(b) State **one** way that the script could be named to keep track of its different edits.

..... [1]

(b) Identify a suitable file naming convention for the draft storyboard.

.....
..... [1]

They want an answer that uses **version control**.

You can write “use version control” or can suggest a file name (e.g. “script_v1” or “draft_storyboard_v1”)

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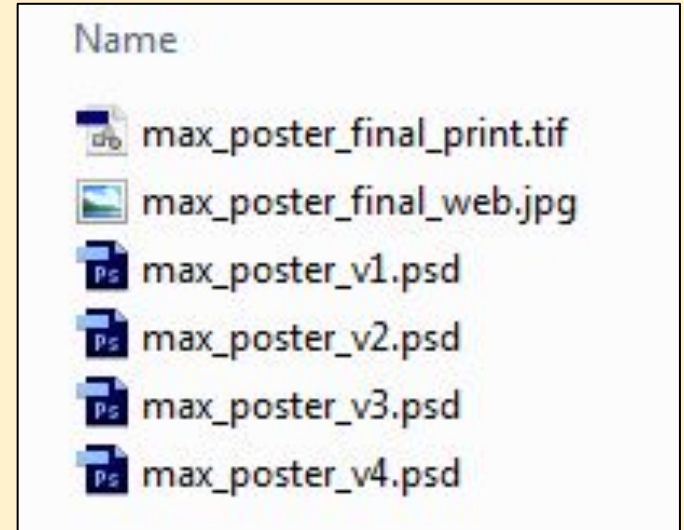
File formats:

A file format is the type of file the work is saved as.

For example:

- a Photoshop file keeps layers so that they can be edited
- a jpg file loses the layers, which is much harder to edit text

There are a whole set of different formats that you need to know a little bit about.



Using the right format for the right job is important

Using the right file format for the right job is crucial

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File formats:

Suitable file formats for pre-production documents are:

- visualisation diagram - any image format (jpg is probably best)
- mindmap - Word (if it needs to be edited) or PDF (if it doesn't need to be edited) or an image format (jpg)
- moodboard - Word or PowerPoint, PDF
- script - Word or PDF
- storyboard - image format (jpg)

The format will depend on how you've produced the document. PDF is a good choice in most cases - assuming the document no longer needs to be edited.

Online tools, such as Google Docs, produce work in different formats but can always be exported as PDF documents.

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Summary:

- use sensible file names and folders to make it easy to find your work
- use version control so that you can recover from mistakes
- use the right file format

In iMedia you always need to be thinking about working in a **professional environment**.

Write your answers referring to a **creative professional** (graphic artist, video editor, web designer etc...) NOT a 16 year old pupil in a school.