



# FILE MANAGEMENT

File management is another term for getting organized. You will enjoy this course *much* better if you are organized.

## GOOGLE@IU

[Google Drive](#) provides a simple and secure way to share and store files and folders online. You can use Drive to consolidate your content in a single location, easily accessible from anywhere, on any device. Drive is a very useful tool for C226. You can use it to save work you create during the lab sessions for this course. You can use it to create files and folders, share them using a direct link, invite others to collaborate, and continue to revise and review your content. And it's limitless!

To learn more about Google@IU, go to <https://one.iu.edu/task/iu/google-iu>

If you prefer, you can use Microsoft OneDrive in a similar fashion. To learn more about this, go to:

<https://one.iu.edu/task/iu/office-365>

If you are concerned about storing your files on your own laptop — and running out of space — you'll want to make use of these options.

## CREATING A FOLDER

In Google Drive, you can create new folders to organize your files, and subfolders within folders.

1. Launch [Google@IU](#) and log in.

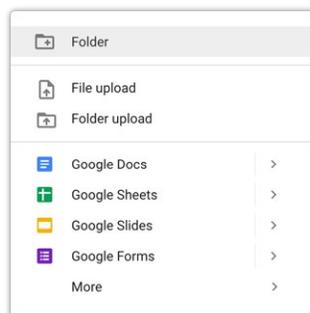
2. Click "Drive" and then "Go to Drive."

3. Click the "New" button at top left, and select "new folder." (Name it "C226.")

4. Double-click that folder to open it.

5. Click "New" again and select either "File upload" or "Folder Upload."

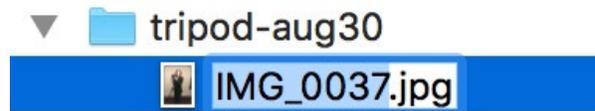
You will submit all your lab work throughout the semester in this manner, week by week.



## FILE NAMING CONVENTIONS

It is vital to give every file and folder you create a meaningful name. Three weeks after you create IMG\_0037.JPG, you will not remember what picture this image file contains. You should rename your images for labs, AND rename the images you shoot for your project.

You can rename your file by clicking once on the file name in the Finder, then clicking again to highlight the name. (Don't double-click, though, since this will open the file, probably in Preview.) You can also use this same technique to rename the file in Adobe Bridge when you are browsing your images.



Choose a name that describes the contents. If you would find it useful to add the date to the file name, we recommend a four-digit approach. For example: *tripod-0830.jpg*

• **DO NOT delete the extensions** that identify the various software or file type: *.jpg*, *.indd*, *.wav*, and so on. Doing so can prevent the file from being viewed properly.



**Work locally, then upload.** Always work on the desktop of your computer while you are in the lab, or in the Computer lab in Franklin Hall, or on your own machine.

## WORK LOCALLY

For each week’s lab, you will save all your work, on your desktop, into a folder with the number of the lab (the first lab would be *Lab-01*).

Be aware that this folder will reside only on the work station you are using — it does not travel with your log-in.

There are several ways to create a folder on your desktop. Which you use is totally up to you:



- From the Finder, right-click (or Control-click) anywhere when and select “New Folder.”
- From the menu at the top, pull down File to “New Folder.”

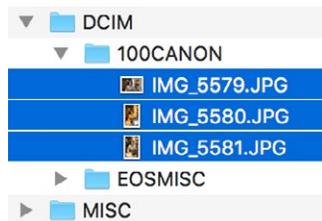
- Use a keyboard shortcut: Command-Shift-N.



Lab-01

You will see your folder on the desktop after you create it; double-click it to open it. It will be empty until you add some files to it, of course.

For shooting exercises, you will drag the contents of your “CANON 100” folder from the



camera’s SD card to your new folder, then review the shots (and rename them) in Adobe Bridge — see the separate Bridge handout for instructions.

## USING COURSE MATERIAL

In some of our labs, we will be providing you with material to use as part of the lab exercise. These files are available on Canvas, in Files > Course Material, numbered by lab number.

When you download files from Canvas like this, they go into your work station’s Downloads folder. If you like, you can drag your files from there to your Desktop, to make them more easily accessible.

Name	Date Created	Date Modified	Modified By	Size
html-css-exercise-day2.zip	Mar 28, 2019	Mar 28, 2019	Stephen Lay...	10.1 MB
html-css-exercise.zip	Mar 26, 2019	Mar 26, 2019	Stephen Lay...	10.1 MB
LAB 04-Cropping.zip	Aug 20, 2018	Aug 20, 2018		43.8 MB
LAB 05-Camera-Raw.zip	Aug 20, 2018	Aug 20, 2018		4.6 MB
LAB 06 - WordPress.zip	Feb 13, 2019	Feb 13, 2019	Stephen Lay...	38.7 MB

The Course Material folders are usually compressed, or “zipped.” To unzip the file, simply double-click it after it downloads, and the folder will be restored. (To compress your own folder, you can right-click or Control-click the folder on your desktop, and pull down to “Compress.”)

## RECOMMENDATIONS

- We strongly recommend you back up all your files in two places: on Google Drive, and on your external hard drive. (The size of your video files later in the semester will make backing up on Drive a little cumbersome, as it will take a long time for the files to write across the network.)
- Beyond your lab work, which is practice, we strongly recommend you create a project folder on Drive for each of your *three major assignments*. Organize it into subfolders, and keep all files related to your project in it.
- Finally, if you should miss a lab — either with an excused or unexcused absence — you should make up the missing work! You can still earn the two Participation points. Be sure to let your AI know, in such a situation, so he or she can amend your Participation grade.