

Data management - from chaos to order

Keep the balance

- Keep what you need but keep *only* what you need and discard everything else
- Do not save everything to a common storage area – **think**: will other people have any use for your data?
- Move auxiliary files to archives, create tables of contents
- Try not to exceed the 'magical seven'

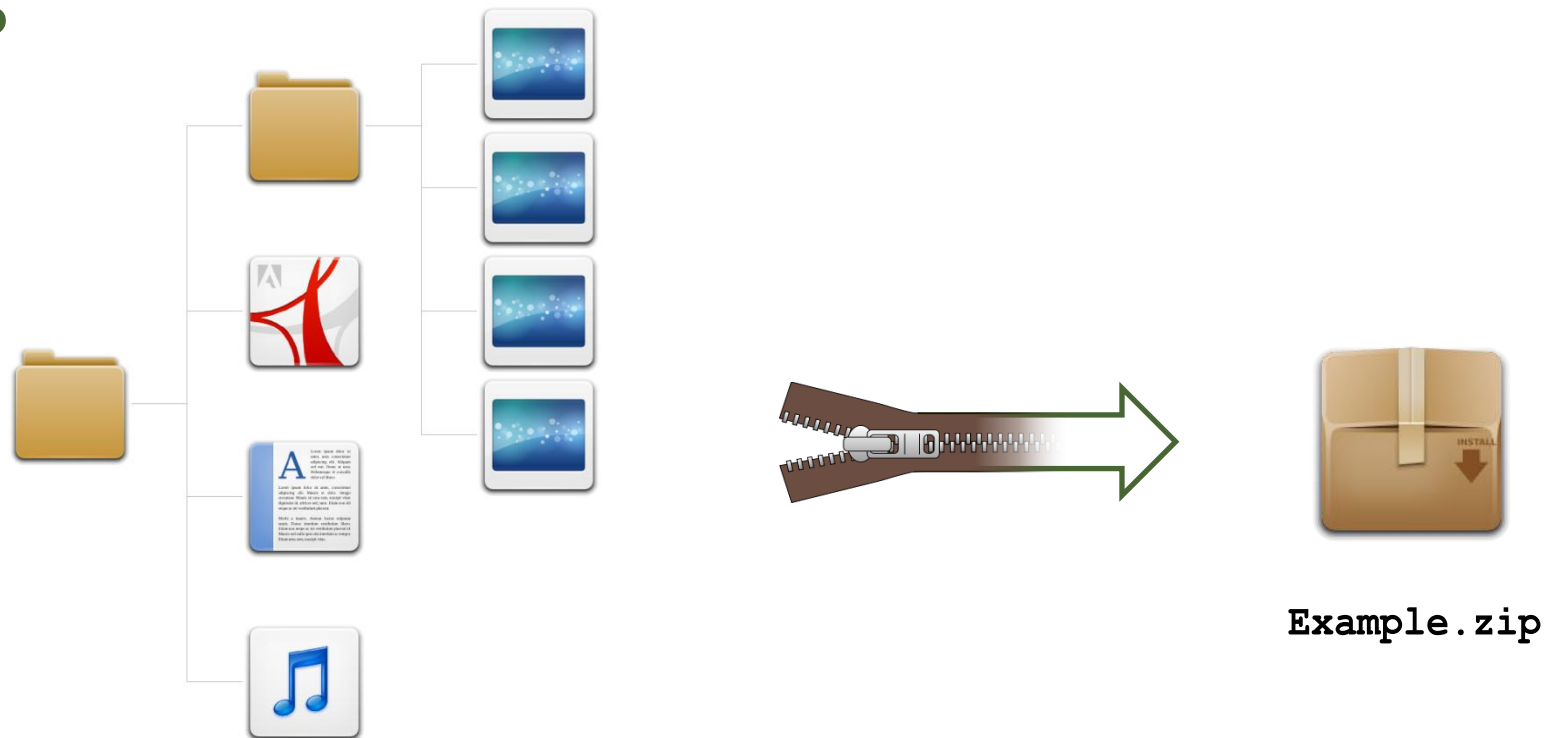
File formats

- When distributing your data: send it in non-editable form like PDF if you don't want people to edit it
- Choose the right format for image files

Image file types

Name	Description	Applications	Compression	Transparency
BMP	Microsoft Bitmap	(outdated)	none	no
GIF	Graphics interchange format	(outdated)	none	yes (fully transparent or fully opaque)
JPEG	Joint photograph experts group	Photographs	lossy	no
PNG	Portable network graphics	Computer graphics	lossless	yes (semi-transparency is possible)
TIFF	Tagged image file format	Maps, also photographs	lossless	no

Archives



- Huge data collections can be handled as single files
- Lossless compression reduces data size
- Optional: Encryption and password protection

File naming

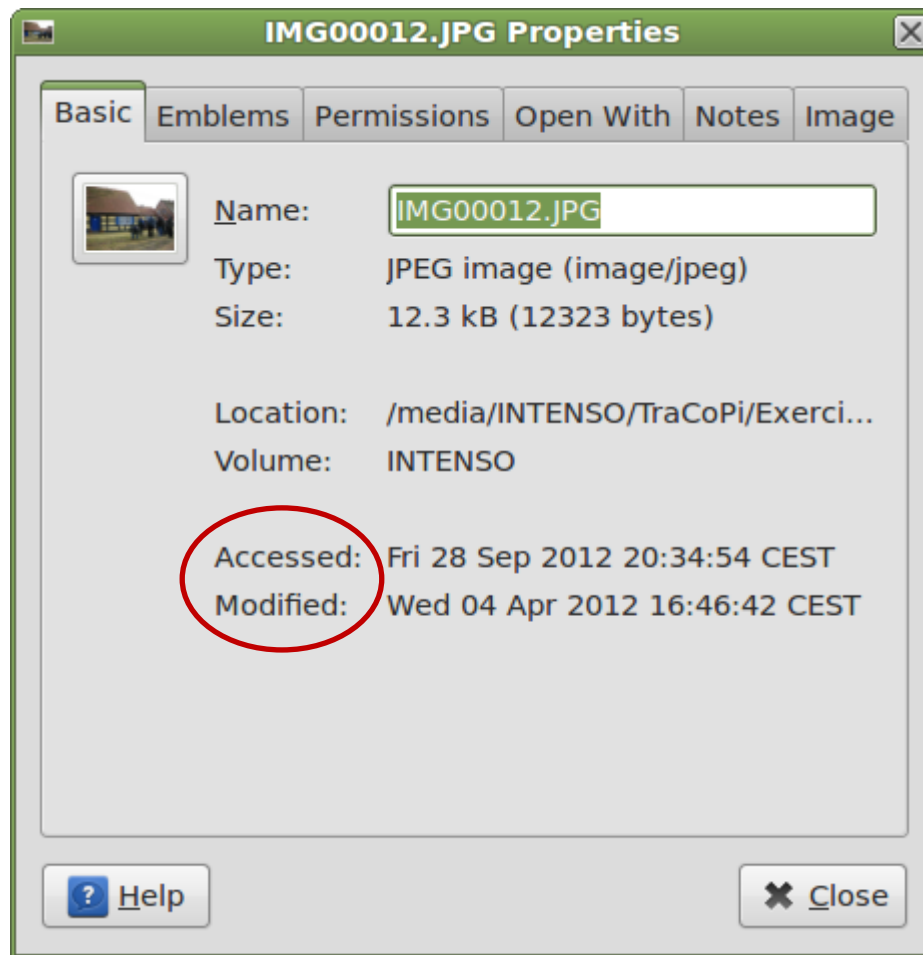
Characters that can be safely used in file names

Character	Sample	Character	Sample
Latin letters	A-z, a-z	Braces	{ [()] }
Numbers	0-9	Hyphen	-
Period	.	Plus sign	+
Comma	,	Equality sign	=
Semicolon	;	Ampersand	&
Underscore	_	Hash	#

Example: **yyyy-mm-dd.title.author.extension**

File metadata

Linux Mint 12



Microsoft Windows 7

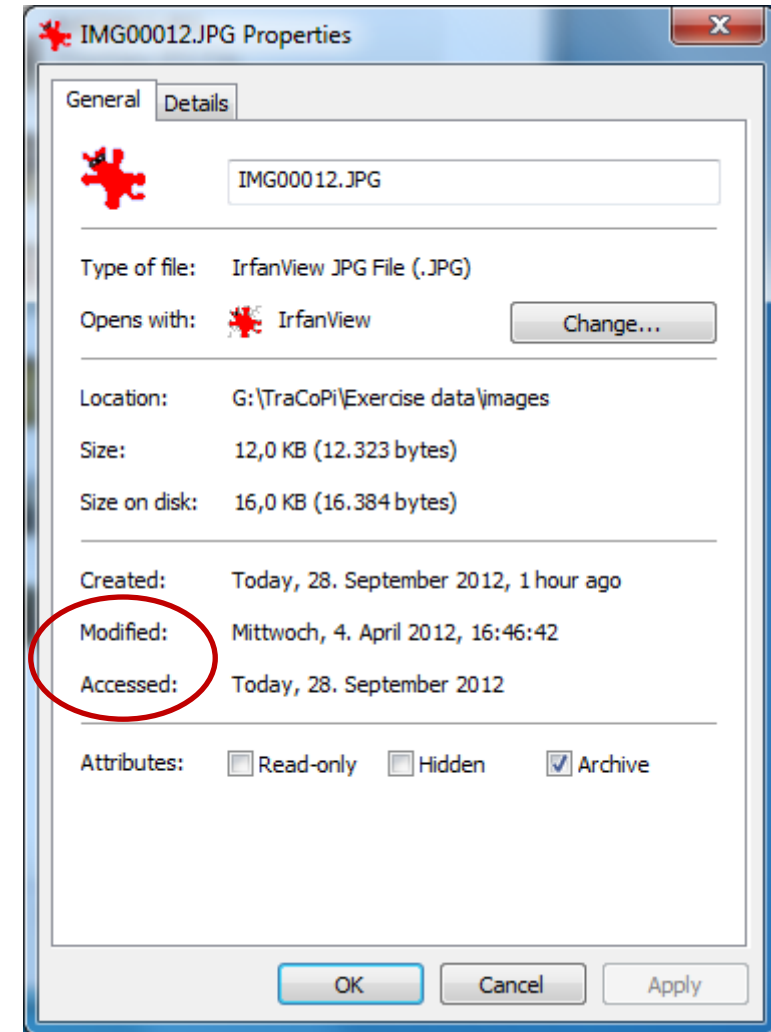
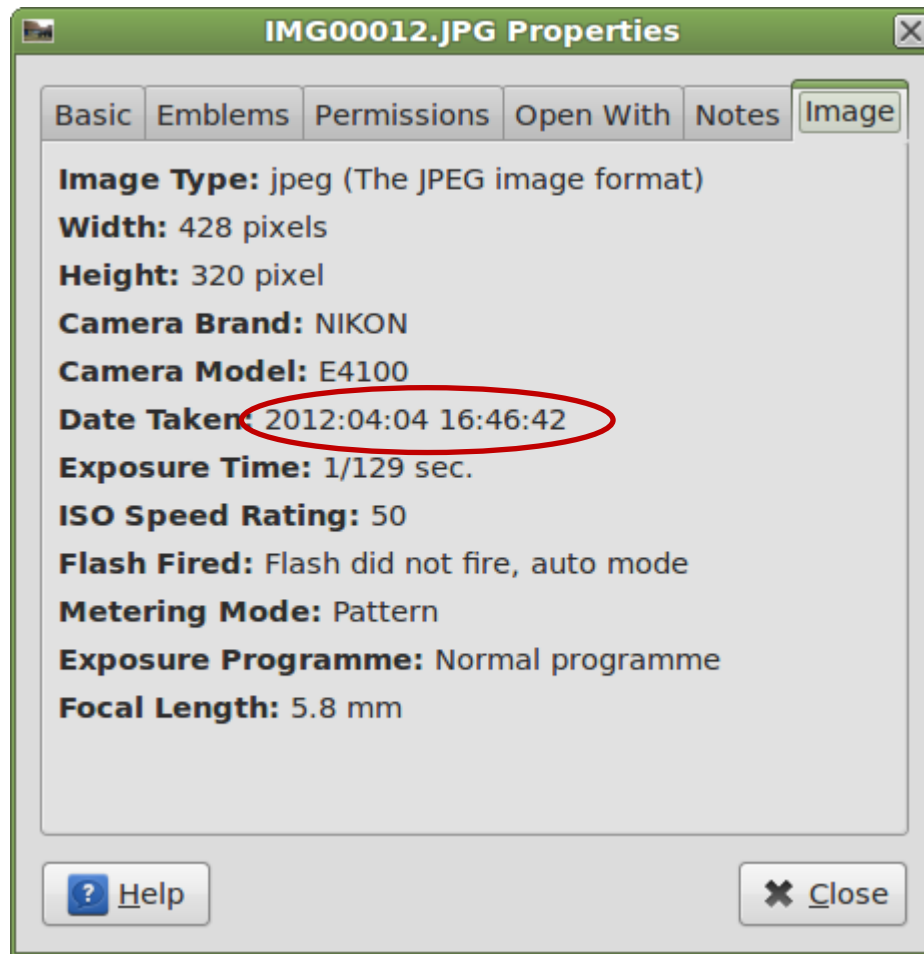
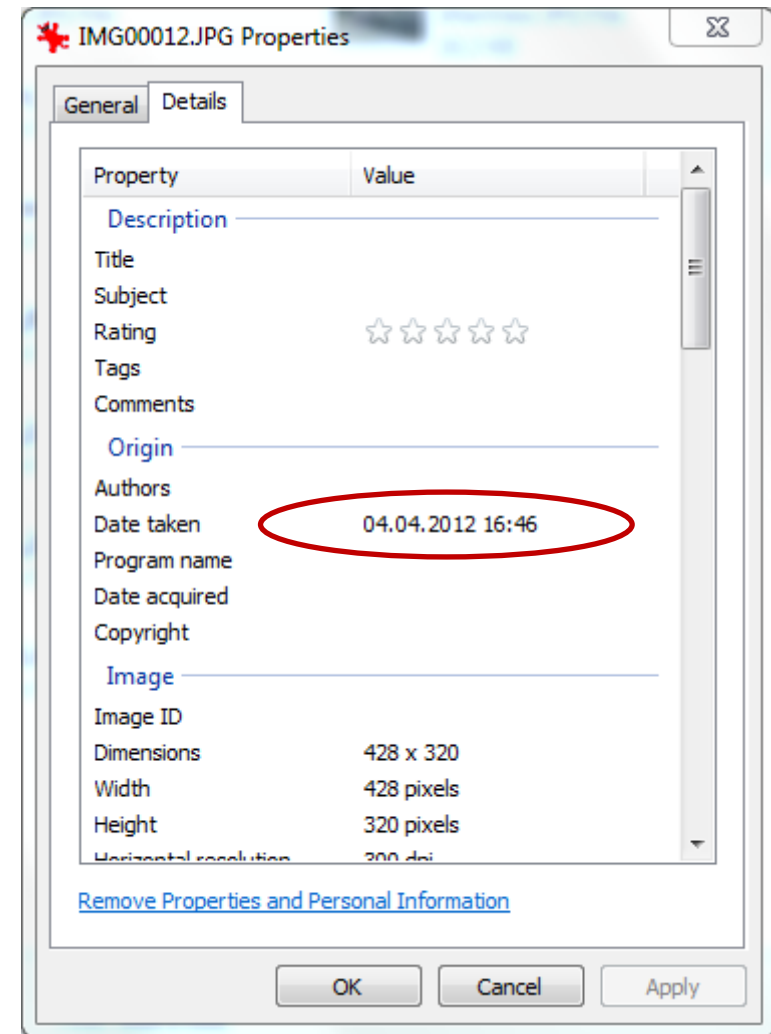


Image metadata

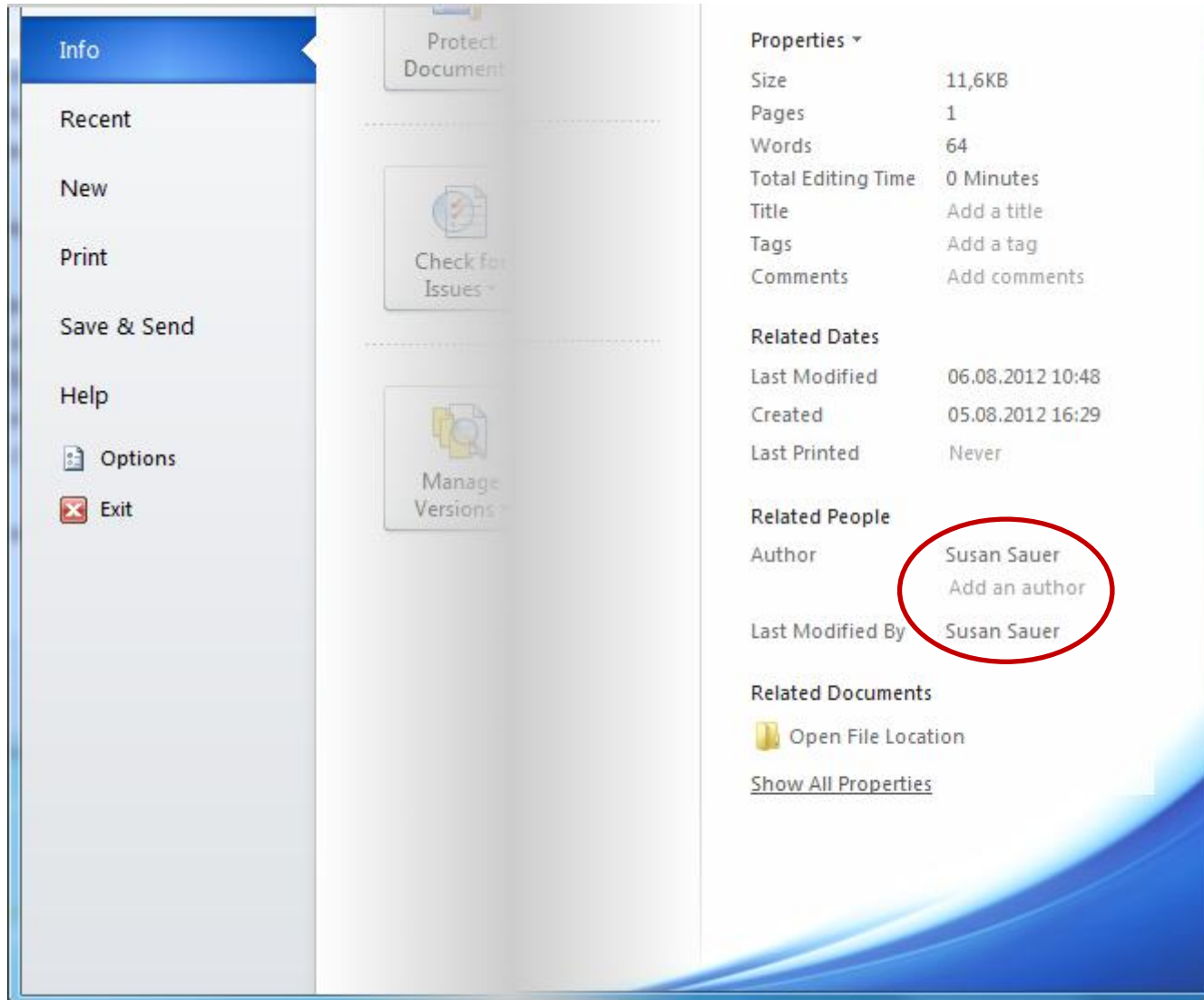
Linux Mint 12




Microsoft Windows 7



Text document metadata (Microsoft Word 2010)



The screenshot displays the 'Info' tab in Microsoft Word 2010. The left sidebar contains navigation options: Info (selected), Recent, New, Print, Save & Send, Help, Options, and Exit. The main area shows document properties under the 'Properties' section. A red circle highlights the 'Author' field, which is set to 'Susan Sauer' with an 'Add an author' link below it. The 'Last Modified By' field also shows 'Susan Sauer'. Other metadata includes document size (11,6KB), page count (1), word count (64), and creation/modification dates.

Properties ▾	
Size	11,6KB
Pages	1
Words	64
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Related Dates	
Last Modified	06.08.2012 10:48
Created	05.08.2012 16:29
Last Printed	Never
Related People	
Author	Susan Sauer Add an author
Last Modified By	Susan Sauer
Related Documents	
 Open File Location	
Show All Properties	

Text document metadata (LibreOffice 3.5)

