Naming Conventions for Files

Naming conventions become necessary as many many versions of a design are made and either shown to a client or stored for future reference.

Also, correctly formatted layouts will be a requirement so they can adapt to every deliverable and device.

This necessitates the need for an organizing structure, a database. Building a database requires data to be sortable by similarities. One way to group items by their similarities is by naming them, hence, the need for a NAMING CONVENTION.

      1. Naming conventions save time in searches for files and layouts. Naming files with a convention and listing its attributes as metadata rather than its name, exponentially increases the speed and narrows the parameter of the search, leading to a more relevant result.

      2. Like an encrypted password, the combination of letters, numbers and underscores makes it easier to name an image uniquely, greatly enlarging the capabilities and storage of file archives.

      3. By accurately naming files by REVISIONS and VERSIONS, you and others can work on projects without overwriting one another's work.

While there are some variables to suit the needs of the individual client, a naming convention provides a formidable organizing structure while remaining highly flexible and meaningful to its users. Extend this method to naming and organizing your files.

Let's say you're designing the Home Depot's online catalog for employee reference. There might be thousands of pages with dozens of items for each section. A naming convention is needed or there's chaos. So, the inventory their plumbing section images could look something like this: The project name, abbreviated, the

date, the section, and the page or item number followed by the extension.

HMDE_US_2021_PLMB_001.jpg

In your case, you might name your files something like:

COMD1200_Fa20_Icon_001.idd

This takes on enormous meaning if you have 5 Icons that you'd like to hold on to for your portfolio.

COMD1200_Fa20_Icon_001.idd
COMD1200_Fa20_Icon_002.idd
COMD1200_Fa20_Icon_003.idd

Let's say one of the files requires an adjustment—yet, it can't be overwritten. This happens when you're working on projects with a team.

How would you name the revisions you come up with?
Easy. Number them as _r1, _r2, _r3.

COMD1200_Fa20_Icon_002_r1.idd

Icon 3 needs a lot of work. The concept is good, but it needs a total rework. How would you name those versions? Add (Note capital) V1, V2, V3

COMD1200_Fa20_Icon_003_V1.idd

The second version is awesome! But additional changes are needed. You have to name them, too, without throwing out the one where it came from, in case it has to go back::

COMD1200_Fa20_Icon_003_V2r1.idd

This way, you have all your versions and their revisions so you can look at the progress of your work. It also helps with billing the client.

How to rename your files quickly run BRIDGE:

a) Make a folder on your Desktop. Work entirely on your desktop and transfer it to the flash drive when you're done. It saves tons of time.
b) **Copy** all your edited images into the folder
c) **Drag the folder into Bridge,** and open it there by clicking DESKTOP on the right.
d) Open the folder and select all the images.
e) Under **Tools**, go to **Batch Rename (command-shift R)** and a dialog box appears.
f) Destination folder: **First button**: the images will be renamed and go into that folder.
                Second button: the images will be renamed and go to another folder (use this in the near future when you have more images you want to add to this folder).
                Third Button: Copy to other folder means that you still have the original image, unnamed in the original folder. For your purposes this is unnecessary. You'll just bulk up with a lot of material.
 Choose the first button.
g) New Filenames:
Text: Name your project with a general but meaningful title. See **NAMING CONVENTIONS**, above. Hit +.
Date Time, Created, etc: Add it as you wish, Hit +.
Text: If you want more text in a few characters, go ahead:

     Keep it as short as possible. Hit +.
Sequence Number: 1. And, change to three digits. Hit +.

Options: Check the metadata box. Start your image database now!

Look at the Preview. That's how your images in that particular folder will be named. If you don't like it, you can fix it until you do.

Hit Rename and BINGO! They're all renamed. Awesome!