

# IYRP File Naming & Archiving Guide

Consistent file naming and archiving practices make it easier to store, find, and share materials across IYRP projects. This guide provides conventions and examples for naming files and organizing archives.

## File Naming Conventions

Use a clear, standardized structure for all files:

**[Location/Program]\_[Event/Subject]\_[YYYYMMDD]\_[CreatorInitials].[filetype]**

Examples:

OlympiaWashington\_HerderInterview\_20250820\_JD.mp3

HelenaMontana\_PosterWorkshop\_20260715\_AB.jpg

WSUWesternSARE\_AnimalsGrazing\_20250901\_KL.mp4

## General Tips

- Avoid spaces and special characters in file names (use underscores instead).
- Use YYYYMMDD format for dates for easy sorting.
- Keep file names short but descriptive.
- Always include creator initials if there are multiple contributors.

## Folder Structure

Organize files into folders by project or event:

### IYRP\_Archive

HelenaMontana\_PosterWorkshop

└── Photos

└── Audio

└── Metadata

HelenaMontana\_KioskLaunch

└── Photos

└── Videos

└── Metadata

## Archiving Platforms

Recommended platforms:

- Google Drive (easy collaboration)
- Dropbox (secure backup)
- Wikimedia Commons (for public sharing)
- External hard drives (local backup)

Always store metadata intake sheets in the same folder as the files.