Citation and Digital Asset Management

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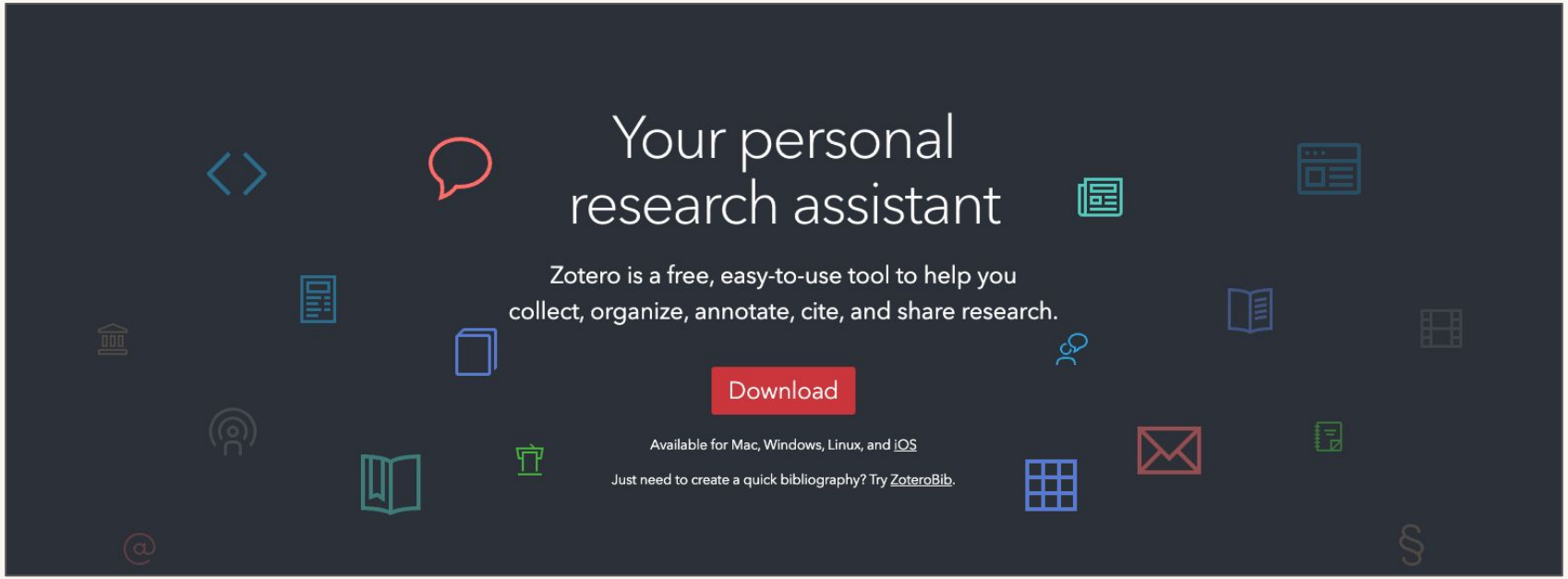
Managing Citations

Why Cite Your Sources?

Citing your sources is important because it...

- Allows you to credit others for their work
- Positions you in the scholarly conversation
- Bolsters your credibility as an author
- Upholds academic integrity

Zotero: Your Personal Research Assistant



Managing Digital “Assets”

Digital Asset

Digital material/ representation owned by an enterprise or individual.

Digital Assets

MOV

PDF

JPG/ JPEG

DOC/ DOCX

XLS/ XLS

PPT/ PPTX

GIF

PNG

WAV

BACK

NEXT

SCHOLARS TOOLKIT

Examples of other file extensions

- **Text and word processing files**. doc, docx, odt, pages, rtf, txt, wpd, wps.
- **Spreadsheet files**. csv, numbers, ods, xls, xlsx.
- **Web-related files**. asp, aspx, css, htm, html, jsp, php, xml.
- **Image files**. bmp, gif, ico, jpeg, jpg, png, raw, tif, tiff.
- **Audio and video files.** aif, mov, mp3, mp4, mpg, wav, wma, wmv.
- **Draw program files.** afdesign, ai, cad, cdr, drw, dwg, eps, odg, svg, vsdx.
- **Page layout files**. afpub, indd, pdf, pdfxml, pmd, pub, qxp.
- **Programming files**. c, cpp, cs, java, js, json, py, sql, swift, vb.
- **Compression and archive files**. 7z, rar, tar, tar.gz, zip.
- **System files**. bak, cfg, conf, ini, msi, sys, tmp.
- **Executable program files**. app, bat, bin, cmd, com, exe, vbs, x86.

SCHOLARS TOOLKIT

What are the benefits of managing your digital assets?

Managing your assets is important because it...

- Allows you greater **efficiency and productivity**
- Improves **organization** and **faster retrieval** of information
- Facilitates **collaboration**
- Provides a sense of **order and control**
- **Reduces stress**

Digital Asset Management

1. Location
2. Organization
3. Sharing files
4. Converting Files (images and documents)
5. Downloads

Where can digital assets live?

Computer Based

- Desktop
- Internal Hard Drive

Cloud Based

- Google Drive

External

- Thumb Drive
- Hard Drive

How to organize digital assets?

1. Folders
2. Individual Files
3. Naming Conventions
4. Shortcuts

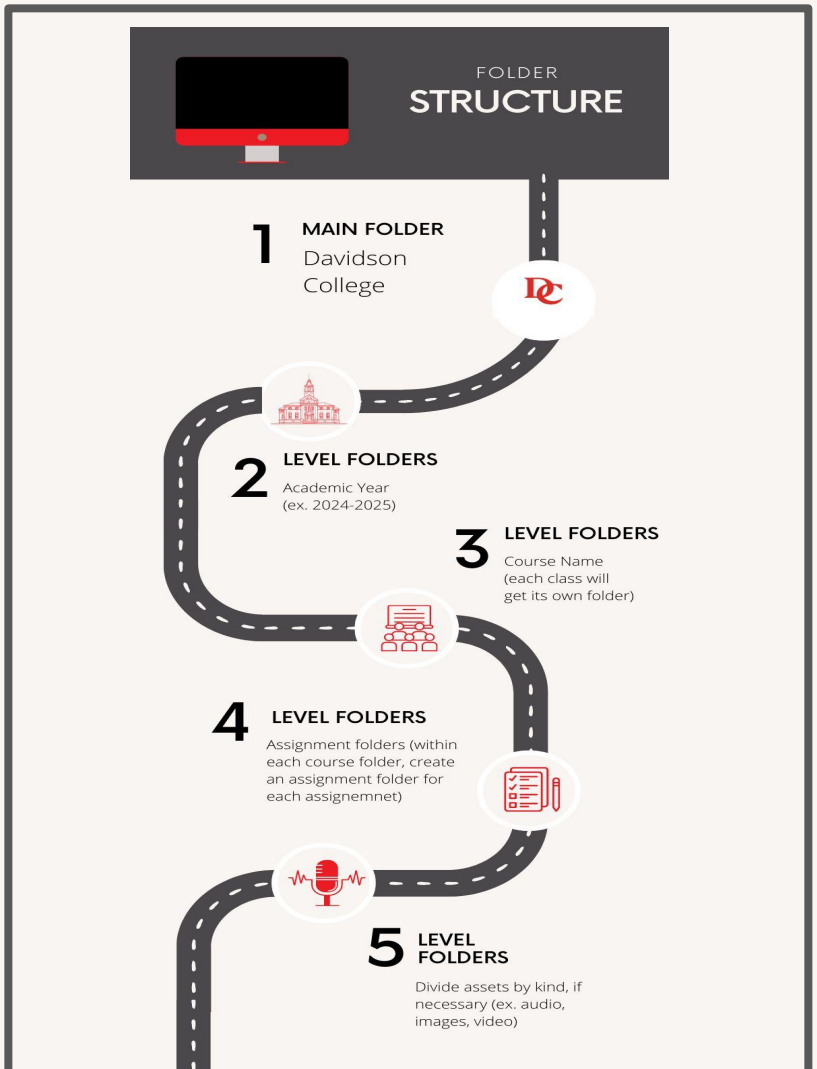
Folder Structure

- A folder structure is a **hierarchical system** you use to organize your files.
- The goal is to have every file (document, image, etc.) **neatly stored** in a designated folder—steering clear of standalone files floating around—for faster access.

Folder Structure

- **Choose Hierarchy**: Choose a **logical hierarchy** for your folder system (for example, Davidson College, academic year or semester)

- **Create Folders**: Create a folder for **each broad category** of files/topics and then subdivide those categories into subfolders.
  - If the contents of each of the nested **subfolders** (e.g., assignments) warrant further grouping, you could take it one step further to create **additional subfolders**.(e.g. Assignment 01, Assignment 02)


FOLDER
STRUCTURE
1
MAIN FOLDER
Davidson College
2
LEVEL FOLDERS
Academic Year (ex. 2024-2025)
3
LEVEL FOLDERS
Course Name (each class will get its own folder)
4
LEVEL FOLDERS
Assignment folders (within each course folder, create an assignment folder for each assignemnet)
5
LEVEL FOLDERS
Divide assets by kind, if necessary (ex. audio, images, video)

Naming Conventions

- **Descriptive Names**: Use **descriptive names** for your files, avoiding generic names like "Document1" or "NewFile"
  - If you want to use “Assignment” in the naming convention, you could name it ENG406_Assignment_1 or ART111_Portfolio_1

- **Include Keywords**: Consider what **terms you might search** for to retrieve the file.
  - For example, REL_Timeline_01 or BIO_Assignment_04. If you're sharing the file with a group member, consider using words that make it clear what's inside

Naming Conventions

- **Add Spacing**: Use **underscores** (file_name) or **dashes** (file-name) instead of spaces (file name)

- **Use Pascal Case**: If using compound words, **capitalize the first letter** of each word to make it easier to read
  - For example, Johnson_AssignmentRevision vs. johnsonassignmentrevision

- **Add a Date**: By putting a date (e.g., yymmdd) at the beginning of your file name, it'll automatically be listed in **chronological order**.

Naming Conventions

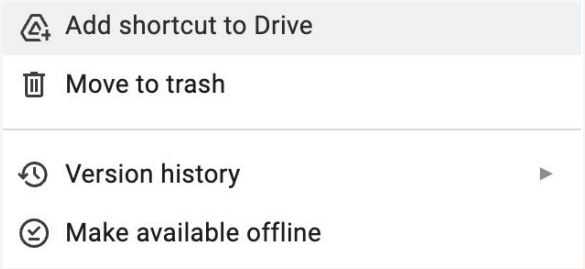
- **Include the Version:** If you're working with **multiple version**s of a file, include the version number (e.g., V3).
  - This will make it easier to identify the most recent version and avoid mix ups if there are multiple iterations of the same file.
  - Tracking file versions protects against data loss.

- **Sequential Numbers**: To arrange your files in a **specific order**, add leading zeros (e.g., 01, 02, and 03) instead of 1, 2, and 3.

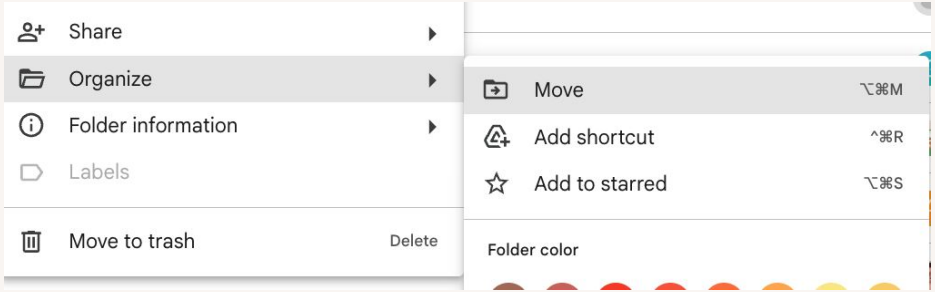
Shortcuts

- Allow you to **move files to another location**, but your original file stays in the same place. That way, you avoid the danger of having different versions of the same file.
  - In Google Docs > File > Add ShortCut to Drive
  - You can also make shortcuts for folders (Three dots > Organize > Add Shortcut

Google Docs

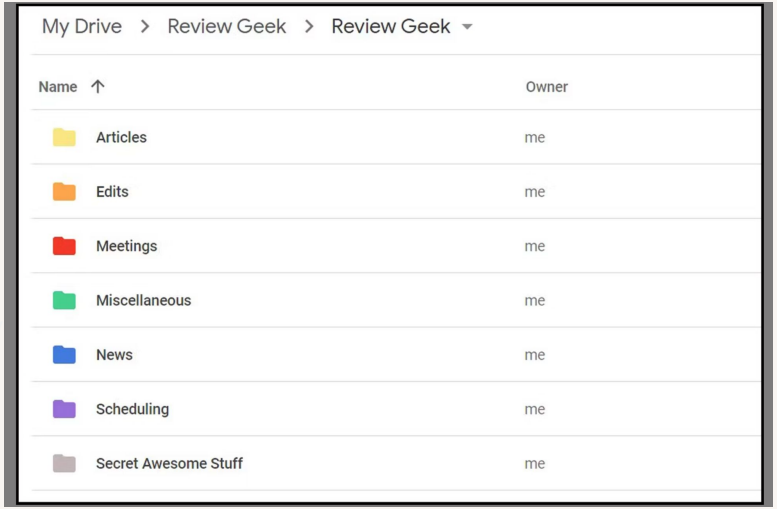


Google Drive Folders



Additional Good Practices

- Develop a **routine** to organize and purge
- Use folder **colors** (Google Drive)
- Apply **labels** (Google Drive)
- Apply **star** (Google Drive)



Suzanne Humphries / Review Geek

Naming Conventions

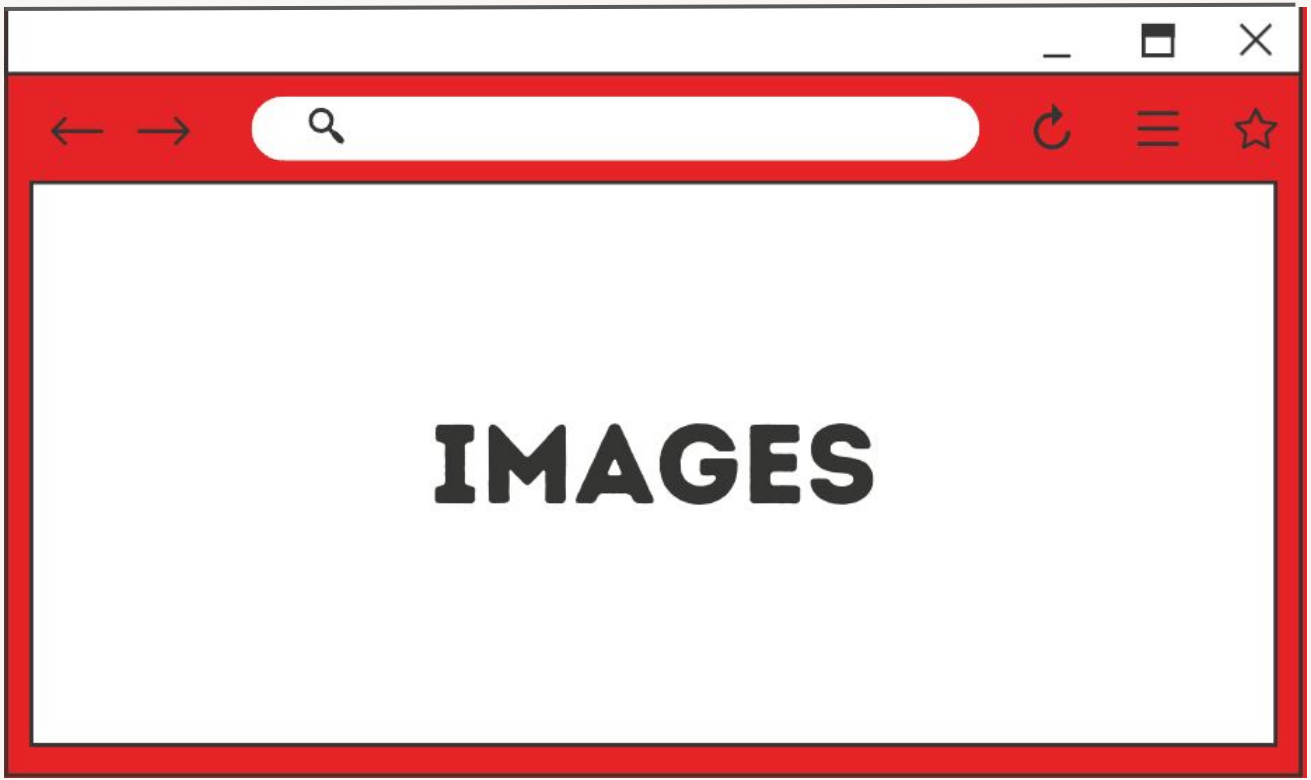
- **Keep it concise**: Some software programs have **character limits** on file names, or **don't allow certain special characters** (e.g., #, @, and &).
- To keep your file and folder names **consistent**—regardless of the program you're using—include only necessary information and cut anything superfluous (e.g., words like "a," "and," and "the").

Sharing Files and Collaboration

Google Drive

- Who can **access**?
- What **role** should they have?
  - Viewer
  - Commenter
  - Editor

[Sample Document]


IMAGES

Converting Images (Apple Mobile Device)

HEIC (High Efficiency Image Container): the file format name Apple has chosen for the new HEIF (High Efficiency Image Format) Standard.

- It allows photos to be created in **smaller file sizes** while retaining a higher image quality compared to JPEG/JPG.
- **Not compatible** with all devices.

*To **set your Apple devices** to take photos in JPEG/JPG instead of HEIC:*

1. Go to Settings
2. Search and Select Camera
3. Tap Formats
4. Tap Most Compatible

Converting Images (Apple Mobile Device) Option Two

There is a special mode in Settings that **automatically converts the photos to JPG when sharing to Windows or Mac**, but keeps them as HEIC on iPhone (helping save some storage space).

To enable this feature,

1. Go to Settings
2. Search and Select Photos
3. Select Transfer to Mac or PC
4. Choose the “Automatic” option.

Converting Images (Apple Mobile Device)

For Existing Photos: A quick way to convert HEIC photos to JPG right on your iPhone is to use the **Files app**.

1. Open the Photos app on your iPhone and select the photos that you want to convert. Then, tap the Share icon, and choose the “Copy Photos” option.
2. Go to the Files app, choose the On My iPhone location, then create a new folder.
    a. Tap and hold on an empty space, then tap the “Paste” button. The HEIC photos will now show up in JPG, and you can share them in any app you want. If you want to put them back in the Photos app as JPG files, tap the Share button, and choose “Save Image.”

Converting Images (Mac User) (Individual Photos)

For Existing Images, Use the Finder feature in Mac to convert HEIC to JPG

If you're using a Mac running macOS Monterey or higher, there's a **quick image conversion tool** built into the Finder app that supports multiple images at once.

Select the HEIC photos, right-click, and go to Quick Actions > Convert Image. Here, choose the "JPEG" format, and click the "Convert to JPEG" option.

Converting Images (Mac User) (Large Batch)

1. Batch-select select files
2. Click “Open”
3. Files will open in the Preview app within a single window (all the photos in the left-hand column.
4. Batch-select all the photos in that column (select one, then click command-A for “select all”),
5. Go to “File”
6. Export Selected Images”
7. Select “Show Options” button at the pop up window
8. This allows you to select the format (JPG or other) you want

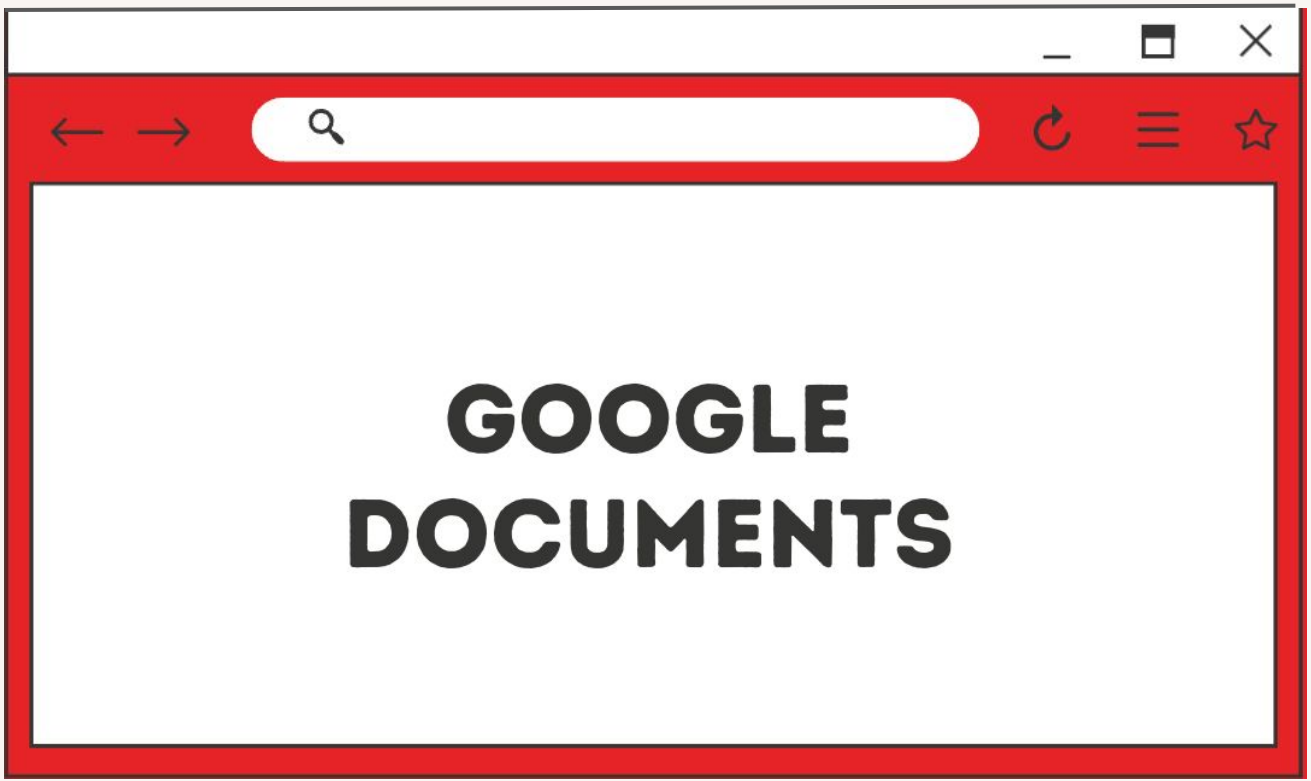
Converting Images (Windows Users)

- Windows does let you open HEIC images in Photos.
- You will need to download both HEIF Image Extensions (free) and HEVC Video Extensions (fee) from the Microsoft Store
- Once done, you'll be able to open HEIC files in your Photos app, as well as convert them to JPG.

Convert HEIC to JPEG

Websites that will convert HEIC to JPEG:

- HEICO JPG
- CLOUDCONVERT


GOOGLE
DOCUMENTS

Converting Google Docs to PDF

- Open your **Google Docs** file or create new one.
- Ensure document is **finalized**.
- Go the File > Download > PDF.
- Find the PDF file in your desktop **Downloads folder**.
- **Save** the PDF in the folder of your choice.

DOWNLOADS

Download Settings

Default download locations: If you **don’t change your default download location**, then Google Chrome downloads files to the following locations:

- Windows: \Users\<username>\Downloads
- Mac: /Users/<username>/Downloads
- Linux: /home/<username>/Downloads

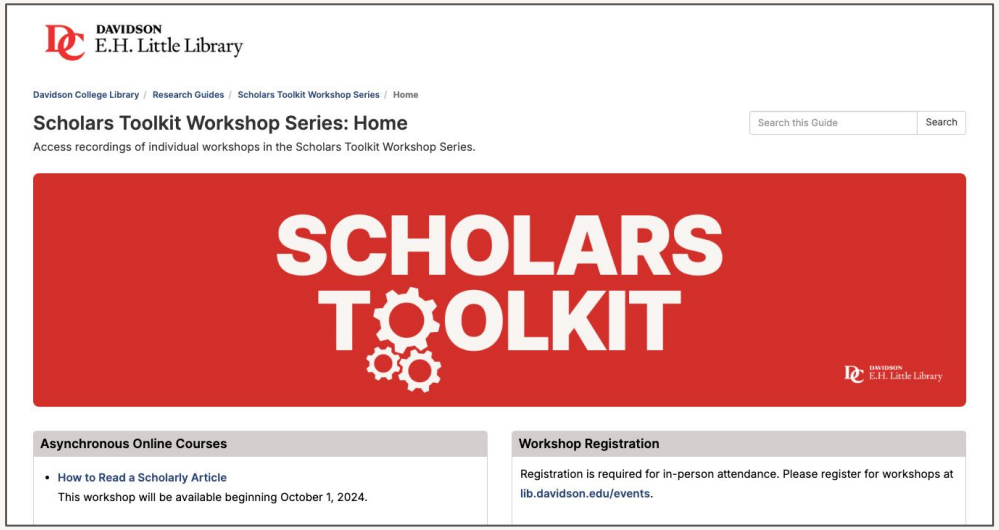
Download Settings

You can **choose a location** on your computer where downloads should be saved **by default** or pick a **specific destination** for each download.

1. On your computer, open Chrome.
2. Click Settings/ More Settings.
3. At the bottom, click Advanced.
4. Under the "Downloads" section, adjust your download settings:
    - To change the default download location, click Change and select where you'd like your files to be saved.
    - If you'd rather choose a specific location for each download, check the box next to "Ask where to save each file before downloading."

Scholars Toolkit Landing Page

https://lib.davidson.edu/scholars-toolkit



SCHOLARS TOOLKIT

Thank you!

Please take a moment to complete our survey.

https://lib.davidson.edu/stw2