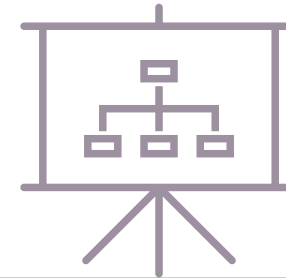


Documentation and Metadata

What is Metadata?

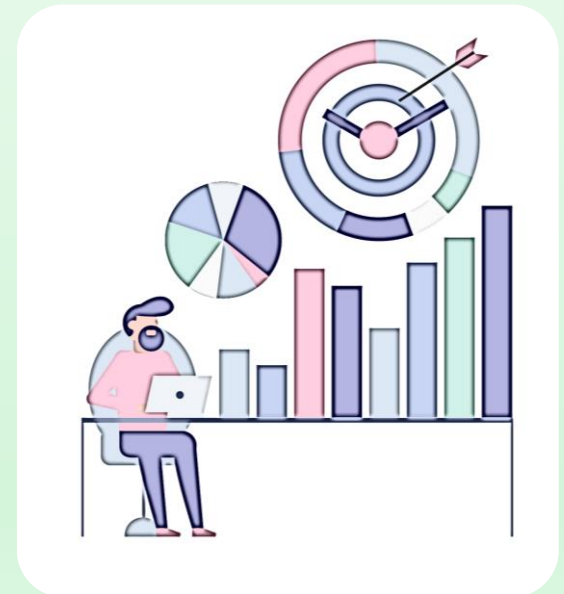




The Metadata

Metadata can be as simple as a text file or a complicated XML file.

- How will metadata accompany your data? ⁴
- What metadata is/can be stored within the chosen file formats?
- Will you edit/enhance/remove built-in metadata?





How will you organize your files?



Do you have a file naming convention and/or structure? ⁵

3

How will you manage data versioning? ⁶ Tip: Never edit the raw data, always make a copy.

