

Making File Names That Separate Artifacts Per Site

First you have to assign a number to each site you collect. Keep it simple. Make a list of the sites you collect from and write down directions to that site. Start your site numbers at 001. The second site will be 002. If you make this list on your computer, save it to a file on your hard drive and name that file "Site Numbers".

Second, if you wish to identify artifact types in your file name, make a list of all the artifact types and assign a number to each type. I used Turner/Hester's type book and started at the beginning with Abasolo and assigned it 001. Save this list to your hard drive as well with a file name of "Artifact Types".

Third, if you wish to include a collection number for each artifact, you can add this in at end of each file names.

Your file names will look like this.

Site #1, artifact is Abasolo and is the very first artifact you ever found.

001-001-0001

Continue to add artifacts all in the same file. When you have finished scanning or photographing your artifacts and saving them to the same general file, you can then copy and paste all the artifacts from site #1 to a separate file named "001".

Now, you can go through all your artifacts and copy and paste to a separate file all those displayable artifacts, which you like to show friends. Name this separate file whatever you like. Now you can go back and easily find particular artifacts for show, whole site assemblages, or artifact types.