

5 SIMPLE STEPS FOR

JAM

Journalism Archive Management



CREATE

Create your project: video, audio, story, assignment, etc.



LABEL

Name your project with descriptive tags in a proper, consistent format.



STORE

Save your project in 3 places: your computer, an external hard drive and in BOX.



FIND

Finding previously created content is easy if you labeled and stored it properly.



REUSE

Utilizing the JAM steps ensures your projects are safely stored and easily accessible when you need them again.



REPEAT!

Continue using JAM while at the Missouri School of Journalism and beyond.

NAMING YOUR FILES

JAM

Journalism Archive Management

**BE CONSISTENT WHEN
NAMING YOUR FILES!**

JAM naming format:

Class_Name_assignment_
date (yrmoday).extension

TEXT

Save as .PDF:

J1100_Jones_reflection_20160531.pdf

AUDIO

Uncompressed: Save as .WAV:

J2150_Jones_interview_20160531.wav

Compressed: Save file as .MP3:

J2150_Jones_interview_20160531.mp3

PHOTO

Uncompressed: Save as .TIF:

J2150_Jones_localphoto_20160531.tif

Compressed: Save as .JPG:

J2150_Jones_localphoto_20160531.jpg

VIDEO

Uncompressed: Save as .AVI / .MFX:

J2150_Jones_video_20160531.avi

J2150_Jones_video_20160531.mfx

Compressed: Save as .MP4:

J2150_Jones_interview_20160531.mp4

Sign up for your free 50 GB BOX account:

missouri.box.com