ORGANIZING DIGITAL FILES

1.DETERMINE ORANIZING STYLE

Do you pile or file?
"Stuff out" person - macro filing system - Simple folder system
"Stuff put away" person - use a macro or micro filing system and add sub folders as needed

2. CREATE CATEGORIES

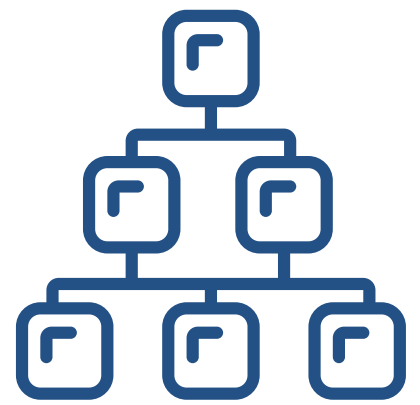What files do you want on your hard drive at all times?
Consider:
Purpose
Value
Frequency of use
Is this available somewhere else?

3. DETERMINE NAMING RULES

This is only an EXAMPLE of how you might name your files. Consult legal advice as needed.
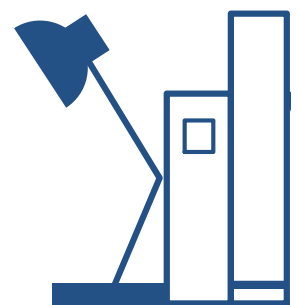Example:
Title_Keywords_Date_Version
EDU_Math5_U1L2_200101_v1.5
Category, date, additional information

4. USE AN ALIAS OR SHORTCUT

Aliases, or shortcuts, allow you to access files quickly. Create aliases for regularly used folders or special projects.

5. DOWNLOAD JUDICIOUSLY

Don't fall into the automatic yes!
RENAME the file using your system
MOVE the file to the proper folder
EMPTY the download folder regularly

6. CURATE MINDFULLY

Where to start?
Begin with your active, incoming files:
Email attachments, important categories on your computer
Set a daily, weekly, monthly, annual routine to make sure files are current