

ORGANIZING YOUR FILES

An organized person is well on the road to success! In business, and especially information technology, organization is crucial. From the very beginning, you must keep your computer files, and notebook, well organized.



MESS!



ORGANIZE!



SUCCESS!

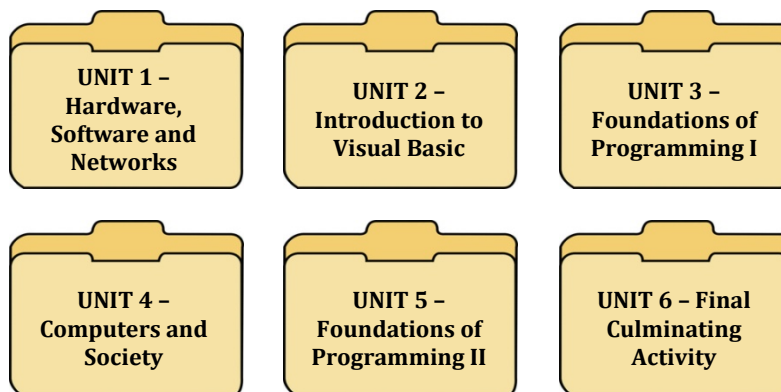
1. COMPUTER FILES

- Always give your files meaningful names.
- Never save files using the default name (**Doc1** or **Presentation1**, etc).
- Never use generic names or titles for your files, such as **My Letter**. Be specific. **Cover Letter** is better, especially since you may do more than one letter.
- Never name your files simply by entering your name, such as **Davidz** or **Brenda F**. You will not know what it is and are likely to overwrite it.
- When handing files in electronically, include your name in the file name. If I get 28 files called **Campion Graph**, I won't know to whom the file belongs and yours may get overwritten by someone else's file. **Pete's Campion Graph** is better.

2. FILE FOLDERS

Set up a separate folder in your **My Documents** folder called **ICS20** and within that folder create a folder for each unit. You will be saving all work that we complete for each unit within the corresponding unit folder.

You will need to create the following folders within your **ICS20** folder:



3. NOTEBOOK

Keeping your **notebook** organized is just as important as keeping your **files** organized.

- (a) Organize your binder using page dividers to separate each of the units we cover this semester.
- (b) Put all handouts, notes, returned assignments and tests in the appropriate section and in order in your binder.
- (c) Do not leave papers loose, or worse yet, scrunched up in the bottom of your bag or locker. There's a reason why I go through the trouble of hole-punching handouts!!