

Folder and File Structure



Digital File Naming

- Be as descriptive as possible with the actual file name
- Use lowercase only. Exception may be Proper Names
- Avoid
 - symbols ¢™\$®
 - punctuation marks (. , [] { } () ! ; " ' * ? < > |)
 - file separators : / \
 - white space such as tabs, new lines, embedded returns
- Identify the most current file using either of the following strategies
 - Version
 - Major Revision-significant content change
 - Minor Revision-minor spelling and grammatical corrections
 - Date - If you add dates to a filename, avoid using special characters like a slash (/) to separate date elements, since that may be interpreted as a file separator in some operating systems. Consider using an underline or dash as a separator instead.

Folder and File Structure

- Create clear, simple and logical folders based on categories, such as but not limited to:
 - Subject
 - Project
 - Numerical

Subject

- Arrange folders by a given subject
- Requires choosing a word or phrase to stand for each subject. Example-accounting vs bookkeeping
- Consider folder names that mirror your tax reporting requirements

Project

- Alphabetically according to project type (landscaping, home remodel)
- A project related folder usually contains a combination of file types relating to the projectt such as documents, audio files, video files etc.

























Example of folders for photographs which are labeled according to subject matter

al_Drive1 (E:) ▸ Pictures

- Africa 2008
- Alaska
- Alphabet Photos
- Arizona Roadtrips with Dee
- Beerfest
- Before & After
- Birthdays
- BNA Christmas Party 2011
- Bubble Making
- Cabin
- Cactus Flowers 2003
- Cactus to Clouds
- Camping Photos
- Canada 2011
- Canyon De Chelley 2000
- Carolina's 2003
- Catalina Island 1999
- Cathedral Wash 2003
- Cave Creek House
- Chevron
- Chiricahua's 2000
- Christmas
- Colorado
- Crawfish Extravaganza 2001
- Crawfish Festival 2013
- Deer and Elk
- Derrick Trail-Horton Springs Loop 2013
- Dogs
- Drag Races 2005
- England 2001
- Europe 2005
- Fall Foliage Cruise 2011
- Family
- Fish Pictures
- Flat Stanley 2012
- Florida 2001
- Flowers
- Flowers & Bees
- Flowers & Butterflies 2010
- Flowers & Hummingbirds 2012
- Fly-Ins
- Forest Lakes 2008
- Fossil Springs
- Four Peaks

Numeric

Number folders according to frequency of use if you would like them to be displayed in a particular order

Name	Date Modified	Size	Kind
 1-SPERRY VAN NESS	August 27, 2012 7:50 PM	--	Folder
 2-PROPERTY MANAGEMENT	August 29, 2012 2:05 PM	--	Folder
 3-SYNDICATIONS	June 26, 2012 10:44 PM	--	Folder
 4-ADMINISTRATIVE	September 7, 2012 12:01 PM	--	Folder
 5-COMMUNITY INVOLVEMENT	June 27, 2012 12:07 AM	--	Folder
 6-RESEARCH SPERRY VAN NESS	June 27, 2012 12:29 AM	--	Folder
 7-ARCHIVES SPERRY VAN NESS	September 10, 2012 10:33 AM	--	Folder
 8-ARCHIVES PROPERTY MANAGEMENT	August 31, 2012 8:40 AM	--	Folder
 9 - ARCHIVES SYNDICATIONS	August 31, 2012 9:13 AM	--	Folder
 9-27-12 CEO Webinar	Yesterday 9:39 PM	--	Folder
 10-ARCHIVES ADMINISTRATIVE	August 31, 2012 8:40 AM	--	Folder
 11-ARCHIVED EMAIL FILES	August 31, 2012 8:50 AM	--	Folder
 12-HOW TO FILES	August 31, 2012 8:50 AM	--	Folder
 13-INSUREALL	August 31, 2012 8:50 AM	--	Folder
 14-PLANEASE	August 31, 2012 8:50 AM	--	Folder
 15-PICS	September 14, 2012 8:42 AM	--	Folder
 16-BO BARRON	September 12, 2012 4:22 PM	--	Folder
 17-BARRON HOMEOWNER FOLDER	September 7, 2012 10:37 AM	--	Folder
 18-MASSIMO GROUP	September 9, 2012 5:31 PM	--	Folder
 19 - CAMERA UPLOADS	August 31, 2012 9:14 AM	--	Folder
 20 - APPS	August 31, 2012 9:13 AM	--	Folder
 21 - SVNIC Event Photos	September 6, 2012 12:39 PM	--	Folder
 22 - WP2-Barron (1)	September 14, 2012 10:10 AM	--	Folder
 Camera Uploads	Today 11:03 PM	--	Folder