



Organize It: Find Information Instantly

File Structure



- Highest Level: main department functions
- 2nd Level: different years/projects/topics
- Lower Levels: use sparingly
- No "miscellaneous" folder

File Naming

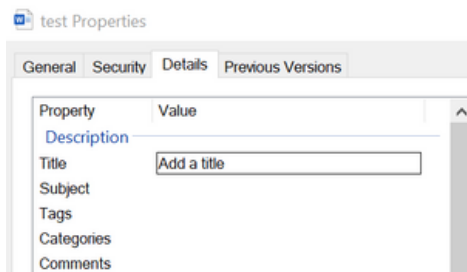


- Be consistent with file name formation
- Include terms that aid in searching
- Avoid using employee names as folder titles
- Document procedures

Metadata



- Mirror data from file name
- Add keywords/tags to aid in searching
- Be consistent with use of fields



Word
Right click,
Properties,
Details

PDFs File, Properties, Details, Description

