

WRIT 101 – 13

Organizing Computer Files

Adapted from *The Curious Writer*, pg. 27

In a writing class, you typically have lots of documents and frequently multiple versions of the same document. How do you make sure than you can find them?

Take a little time to establish conventions for naming your files. Start by establishing a folder for your class, then decide on what might be helpful naming categories to apply to each document. For example,

- Genre (e.g. essay, exercise, letter, response, and so on)
- Title of document
- Version or draft number
- Date

Name your file by linking together the elements. Avoid most punctuation marks and special characters, as many computer applications will not read files encoded this way. Feel free to abbreviate to keep file names manageable and legible. For example, *Exer WhatsMyProc 2012-08-29.docx*.

When placing files in Google Drive (Docs), convert the file to a Google Drive format by uploading, then choosing the “Convert to Google Format” item under the “File” menu.