Name, Location, File Type:
Tips for Organizing and Sharing Documents

Choose a Good **File Name**

Give files specific names that will be meaningful to a week from now, as 10 weeks from now. Avoid spaces and punctuation, which can cause problems. Hyphens and underscores are generally OK.

- Bad: "EnglishTopic.doc"
- Better: "GlobalWarming.doc"
- Bad: article from U.S.A Today.doc
- Better: GlobalWarming_USAToday.doc

Choose a Logical **Location**

Set up a file structure that makes sense to you.
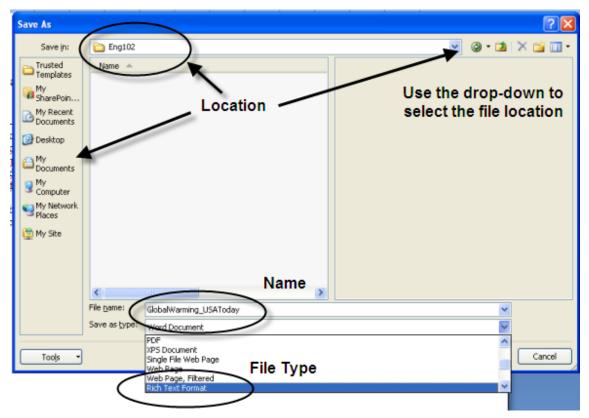Use folders to keep your information organized:

📁Eng102
    📁Articles
        📄GlobalWarming_USAToday.doc
        📄GlobalWarming_NationalGeographic.doc
    📁Websites

Choose an Appropriate **File Type**

If you will be sharing the file with someone (emailing it to your instructor, uploading it to Blackboard, etc.) choose **rich text format**, **.rtf**. This format can be read by most word processing packages, and is also compatible with both Macintosh and Windows platforms.

A Few Online Tools for Managing and Storing Files:

Dropbox:
https://www.dropbox.com/

FileDropper:
http://www.filedropper.com/

ZShare:
http://www.zshare.net/

Also check: Google Documents