

Organizing Digital Files



1

DELETE FILES



Duplicate Files
Out-of-Date Files
Multiple Versions

Pro Tip: Search for duplicate files by
Finder > New Smart Folder> Plus > Kind

2

NAME FOLDERS

Develop Hierachy



→ My Documents
→ Primary Topics
→ Categories
→ Subforlders

3

NAME FILES

Remember to Include:



Title: Be Descriptive
Date: YYYY_MM_DD
Version #: v03

Ex.: 2023_04_Travel_Requision_v02