Organizing Digital Files





DELETE FILES



Duplicate Files
Out-of-Date Files
Multiple Versions

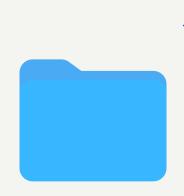
Pro Tip: Search for duplicate files by

Finder > New Smart Folder > Plus > Kind



NAME FOLDERS

Develop Hierachy



My Documents
 Primary Topics
 Categories
 Subforlders

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NAME FILES

Remember to Include:



Title: Be Descriptive

Date: YYYY_MM_DD

Version #: v03

Ex.: 2023_04_Travel_Requistion_v02