

What Is a File?

A file is a self-contained, single digital object. A file can include many types of information, including a:



- song
- picture
- document



Good File Naming Practices

- File names can include letters, numbers, underscores (_), dashes (-), and periods (.)
- Avoid spaces in file names
- Remember that how you name your files determines how they are ordered in a folder
- Be consistent!
- Be descriptive!

Examples

	
<i>Avoid these</i>	<i>Do this instead</i>
my dog charlie in 2020.jpg	charlie2020.jpg
lots of summer fun with friends!.doc	friends_summer_fun.doc Even better, add a date so you know which summer: friends_summer22.doc
Homework for thursday.pdf	homework_thu.pdf hw_thu.pdf Even better, add a date so you know which Thursday: hw_thu220325.pdf 220325hw.pdf

File Extensions

Can you name the type of file for each extension? Work with a partner to indicate what type of file each extension is for:

Extension	File type
.doc	
.mp4	
.mp3	
.html	
.pdf	
.png	
.jpg	
.prproj	
.md	
.zip	
.avi	

Continue to next page to learn about folders.

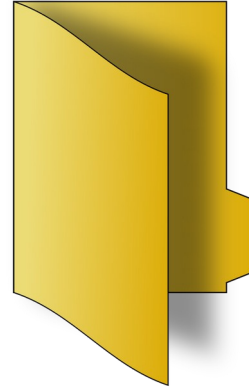
What Is a Folder?

A folder is a container for files. Folders can also contain other folders. Folders are used to organize your files.

Good Folder Naming and Organization Practices

- Folder names can include letters, numbers, underscores (_), and dashes (-)*
- Name folders descriptively
- Keep names short
- Avoid spaces in names
- Names
- Organize your folders according to a **plan**:
 - category (i.e., all pictures go in a picture folder)
 - time (i.e., folders created by date or period)
 - hierarchy

*Periods are sometimes used in folder names for special purposes. We will not be using periods in folder names.



Continue to the next page for the activity.

Activity

Working in groups of no more than three people, complete the following task.

Your family went on a trip this past summer and had a wonderful time. Now, you need to organize all the files about the trip. You have a bunch of pictures, some videos, a couple songs you downloaded that will always remind you of the special trip, and you even started writing a short story and kept a diary, so you have some documents as well.

Yes, you have hundreds of pictures! But for the purposes of this activity, we'll say you only have the following files:

- 10 pictures
- 5 videos
- 5 documents
- 3 songs

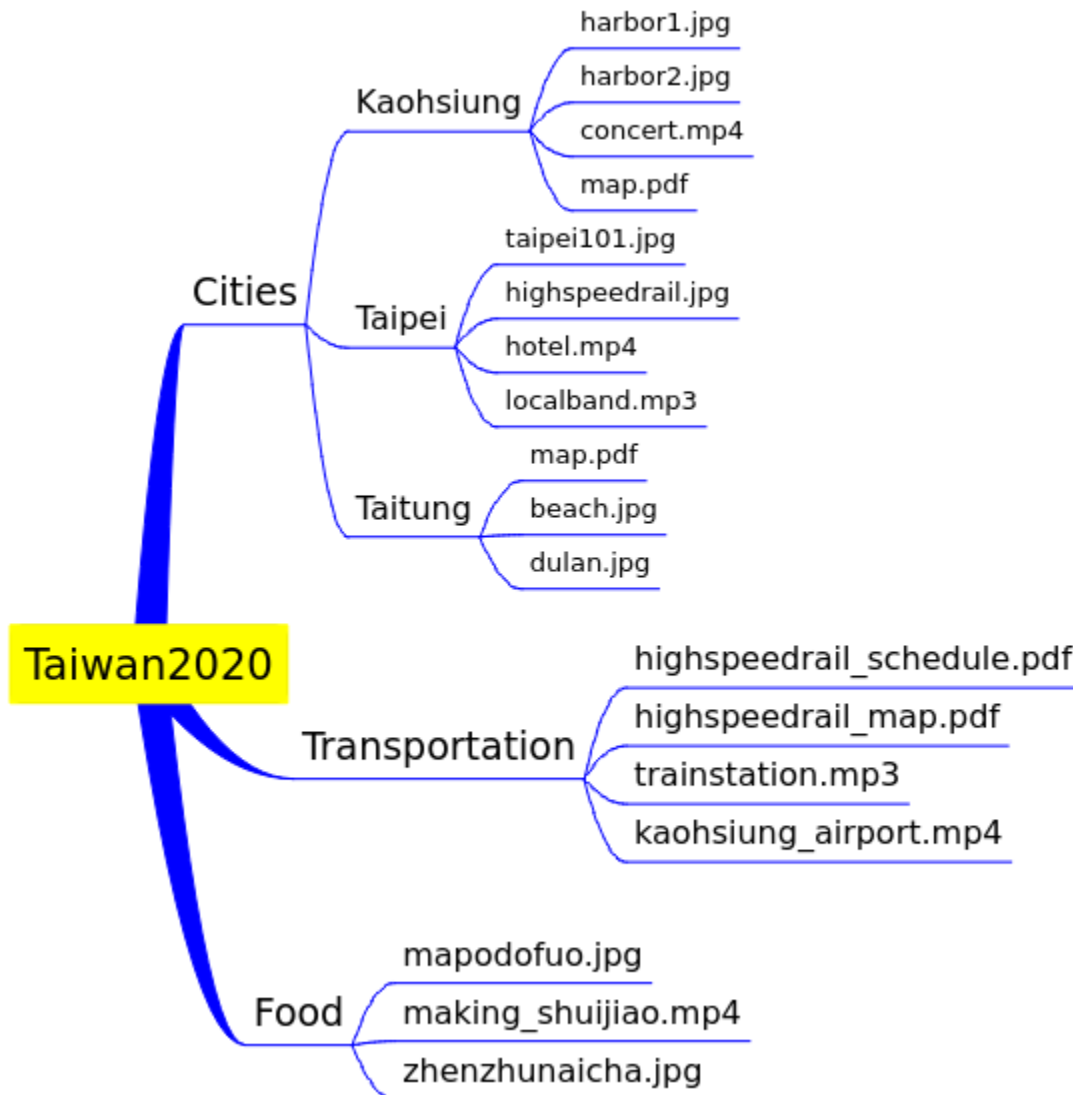
Your task is to:

1. Create folders for your files.
2. Name your files.
3. Indicate which files will be in which folders by using a table, mind map, or some other form of visual representation as demonstrated by the teacher in class.
4. You do not have to actually make files and folders. You can either draw a table or mind map or use a tool like Coggle.it to create a digital mind map.
5. You can organize your content by media type or by subject. The example below is organized by subject.

Continue to the next page for examples of different ways to organize folders and files.

Examples of different folder and file organization

Bob took a trip to Taiwan, and now he wants to organize all his files. Below are two possible strategies. Can you tell how they're different? How is each one organized? Which method would you choose? Can you think of a better strategy?



Continue to next page for how this might be organized differently.

How is this organized differently?

