

Activity 4 – Managing Files

Task 1

What is file management?

File management is the method of arranging files and folders so they have meaningful names and arranged into meaningful folders. When dealing with a lot of files, it is important that they are arranged in a logical sense.

Why is it important?

File management is important because it can help you and other employees find files in the future, therefore saving time and frustration, and time in a company is money.

How might you organise a set of files?

If I was to organise a set of files for a website, all the images would be in an image folder. All sub-folders should have an “index.htm” file in them because browsers search for this file automatically. All the names of files that the web page loads would have no spaces or special characters like & and % in them because browsers and UNIX systems don't like them. Also files should be named logically, rather than “the_shit_page.htm” or “imagehhh_442”. Capital letters should not be used and names of files should not be too long.

It is also good practice to balance good file and folder organisation with web and have pages in an easy to remember URL address for your website visitors. For example you wouldn't have:

<http://www.gooddealing.com/work/products/logo/solutions/solution1/index.htm>

More like:

<http://www.gooddealing.com/logos/bonerparts.htm>

Even though you might have 20,405 files to organise and they fit in nicely where they are categorised, it might be better to just hold some main pages in single root directories, even if it may get crowded with pages.

File Management Strategy

My files will be categorised first into 2 folders: "Unit 1" and "Unit 2". Then in each of these folders will be a folder for each activity from the unit, followed by the name of the activity. Eg. "Activity 2 – Scanning Revised"

This helps me find files because I know which unit, as well as the activity number of each folder. I will also be able to quickly see what each activity was called. This helps me as well as other people find my files.