

Efficient Handling and Organization of Electronic Files

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Introduction to File Management

Electronic File Management is the process of systematically organizing, storing, and managing electronic files on digital devices to ensure easy access, retrieval, and efficient use of information.

Importance:

Saves time and improves efficiency.

Prevents data loss and enhances security.

Types of Digital Files

Common Types:

- Documents: Word, PDF, Excel
- Media Files: Images, Videos, Audio
- Executable Files: Programs and Applications
- Archived Files: ZIP, RAR

Purpose: Understanding file types helps in organizing and handling them correctly.

Folder Structure and Organizatio n

Best Practices:

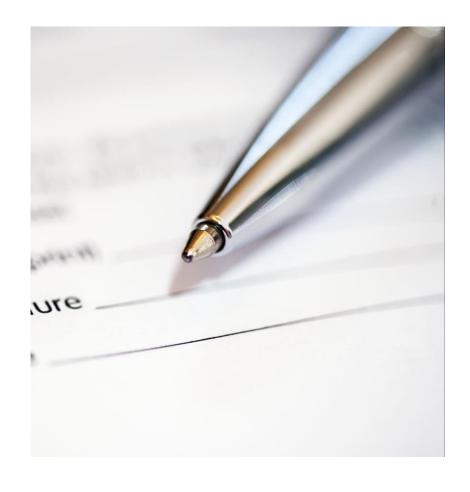
- Use descriptive folder names.
- Organize by project, department, or date.
- Create subfolders for better categorization.
- Avoid over-nesting (too many subfolder levels).

File Naming Conventions

- A file naming convention is a framework for naming your files in a way that describes what they contain and how they relate to other files.
- File naming conventions help you stay organized and quickly identify your files.

Guidelines:

- Keep names short but descriptive.
- Avoid special characters (e.g., \ / : * ?).
- Use consistent date formats (e.g., YYYY-MM-DD).
- Example: "Project_Proposal_2024-10-23.docx"





Examples of File Without Naming Conventions

Files without employing an naming convention:

- Test_data_2013
- Project_Data
- Design for project.doc
- Lab_work_Eric
- Second_test
- Meeting Notes Oct 23

Examples of File Naming Conventions

1. Document Files (Word, PDF, etc.)

- Convention: ProjectName_Version_Date_Author
- MarketAnalysis_V1_2024-10-21 PeaceOlubere.docx

2. Spreadsheets (Excel, CSV, etc.)

- Convention: Category DataType Version Date
- EmployeeSalaryData_2024_Final.csv

3. Presentation Files (PowerPoint, PDF, etc.)

- Convention: PresentationTopic_Version_Date
- MarketingStrategy_V2_2024-06-15.pptx

4. Reports (Word, PDF, etc.)

• Convention:

ReportType ClientName Version Date

ResearchSummary_GrowthAnalysis_2024_Final.pdf

5. Backup Files (ZIP, RAR, etc.)

- Convention: Project Backup Version Date
- Website_Backup_V1_2024-07-10.zip
- DB Backup 2024-09-01 V2.rar

6. Research Data Files (CSV, Excel)

- **Convention:**StudyName_DataType_Version_Date
- CustomerSurvey_Data_2024-10-15_V3.xlsx



File Security and Backup

- Password protection for sensitive files.
- Access control (limit who can view/edit).
- •Encryption for highly sensitive documents.
- •Regularly back up files (weekly or monthly).
- •Use cloud storage (Google Drive, OneDrive) or external hard drives.

ADSR Silent Rules

Make use of the "Document" rather than "Desktop"

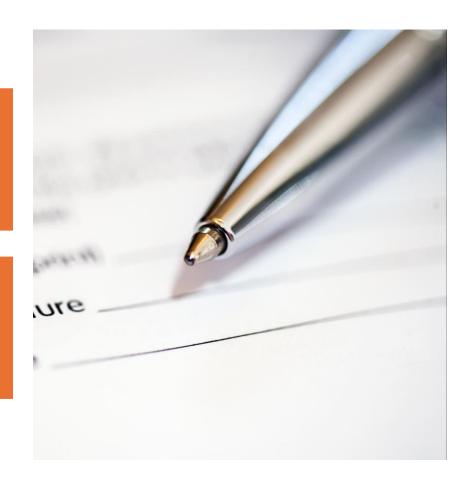
Create a Folder with your Name and Department

All folders created should be in the Main folder

Use clear and consistent naming convention

Have a "Rough"
Folder for every sub
folder

Regularly archive old files and rearrange files.



Key Points:

1

Organize files logically.

2

Follow naming conventions.

3

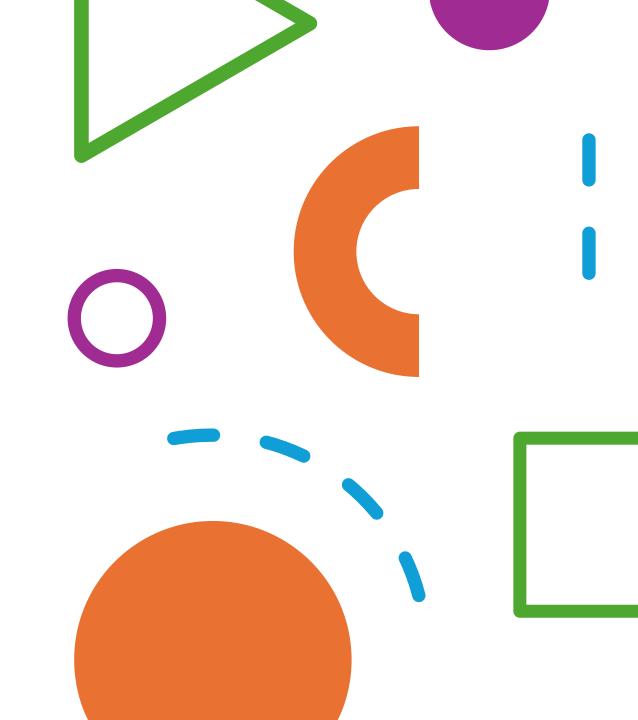
Regularly back up data.

4

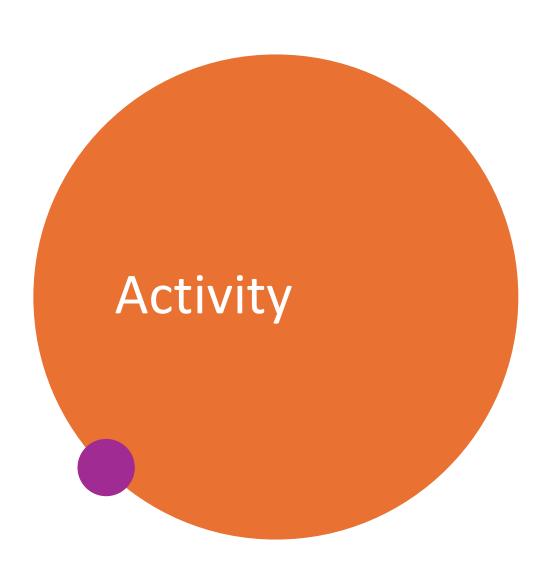
Use security measures.

Take Away

Good file management leads to enhanced productivity, data security, and efficiency.



Thank You



Instructions:

1.Screenshot "Desktop" page on your system

2. Save the Image

3.In the next five minutes, arrange your desktop page appropriately and put files in the appropriate folder