



# **AIMS** Computer Organization System

## **How to create folders and subfolders:**

1. Make a folder for each of your classes (e.g., “American History” or “Science”).
2. Make subfolders for each of your classes. A rule is that you only want 4-6 subfolders. Subfolders might include:
  - Assignments
  - Notes
  - Tests/Quizzes
  - Class Materials (e.g., articles, handouts, study guide)
  - Group Projects
  - Essays
3. File any documents or class materials in the appropriate subfolder.

## **How to Name Files**

- Be consistent and descriptive about how you name your files. Some good rules for naming your files include:
  - Use **keywords** for naming documents
    - To Kill a Mockingbird Book Report
    - Photosynthesis Study Guide
    - Civil War Class Notes
    - Constitution Opinion Essay\_DRAFT
  - Put the date at the end of the document. When writing the date you want to choose a consistent format such as **MM/DD/YY** or **MM/DD/YYYY**.
    - To Kill a Mockingbird Book Report\_092819
    - Civil War Class Notes 10282019