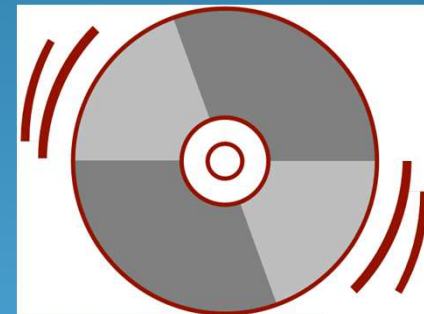
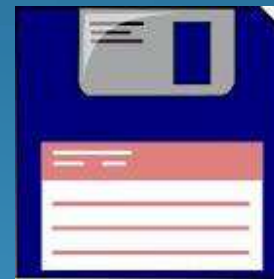
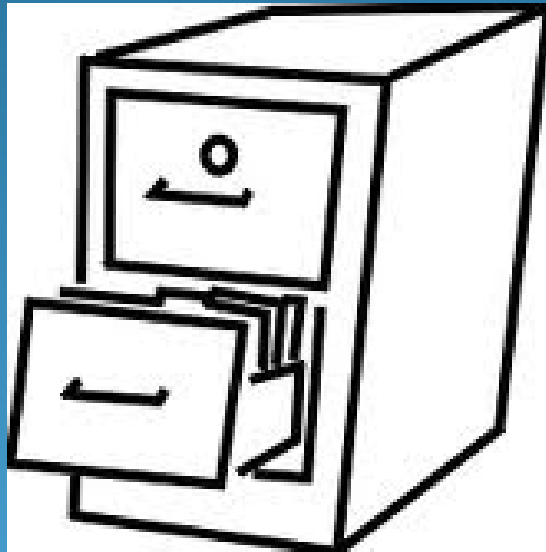
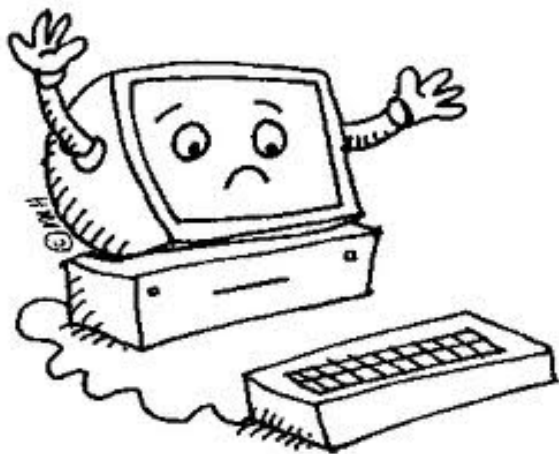
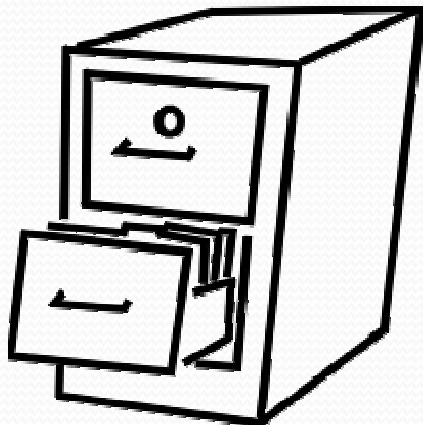


Honey, Where Did I Put That File?



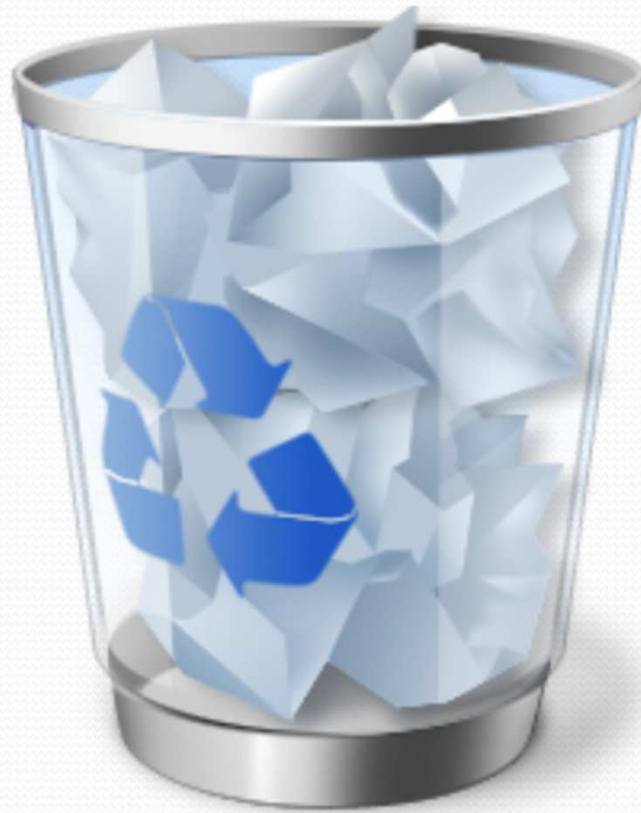
By Jaime Bernard, Tad Twidwell & Andrew Leigh

Portable File Management 101

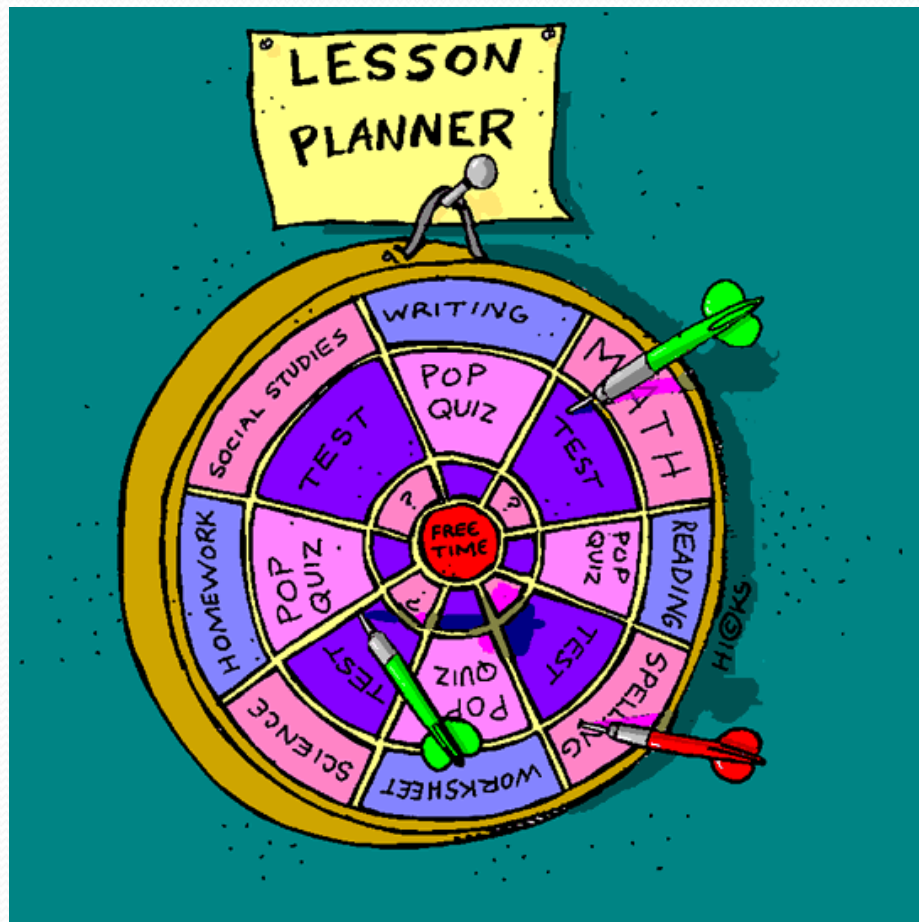


- Understand the most common forms of current media storage
- Understand basic information organization systems
- Understand the proper way to name and sort documents
- Understand a file type/common file extensions
- Demonstrate proficiency in saving documents in a manner they can locate at a later time

Why Portable File Management?



Building a Lesson Plan



Gathering Materials: Scraps & Bytes



- Manila Folders
- Paper Recipes

- Digital Recipes
- Computer Lab
- External Storage Media



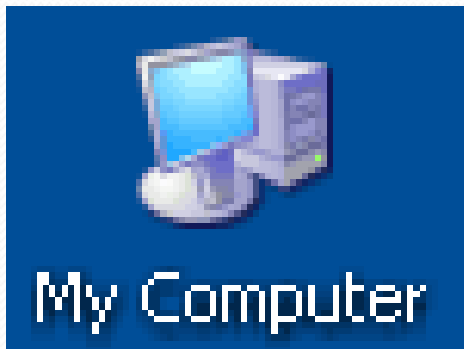
Part I: Organization of Information, Paper Style



Part II: Types of Digital Media Storage



Part III: Digital Systems and File Extensions





References

- LI 804 Spring 2012 Taught By Dr. Ann O'Neill
- Shared Experiences Teaching File Locations
- Common Sense Techniques Based On Personal File Management Systems

Questions?

