

**5 Use version numbers.** One of the simplest ways to manage different versions of the same file is to save the file with a new version number each time you make changes. For example, version one of ABC Company's estimate might be named 'v1 ABC Company widget estimate'. Then, if you make changes to the estimate, save the revised file as 'v2 ABC Company widget estimate'. It's often useful to put dates or version numbers in a header or footer in documents such as price lists, catalogues and directories to help identify the current version.



**6 Be consistent.** Once you've set up a system that works for you, follow your own rules. Don't change the way you do things on the spur of the moment or take shortcuts that will mystify you a month later. When you do need to create a new procedure, give it some thought. Try to follow the logic you used when you set up your filing system. If you need to make extensive changes, set aside a specific time to reorganize your computer files.

**7 Backup your files.** Yes, you really need to backup your files. Most people who have lost important files due to hardware failure or other mishap subsequently make a practice of backing up their files. People who haven't ever lost an important file often don't bother with file backup. Just do it. And check your backups regularly to ensure they're working properly.

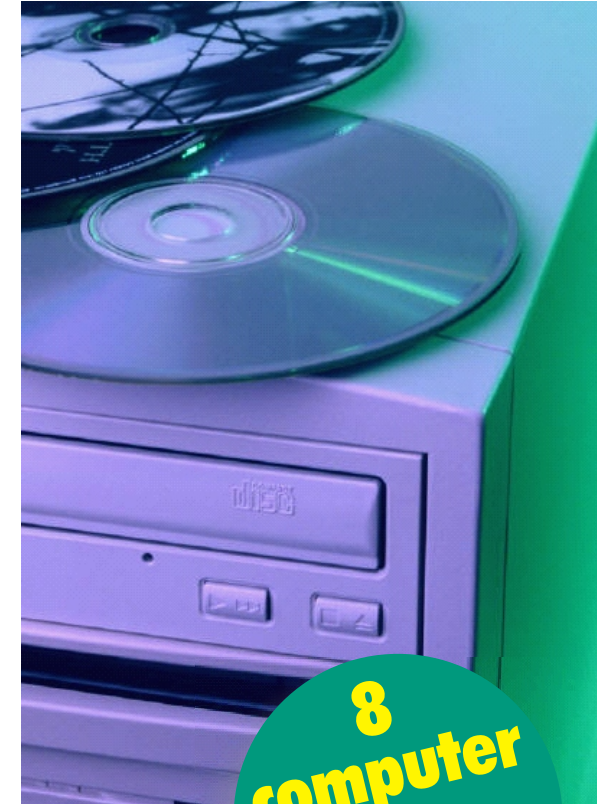


**8 Do your housekeeping.** Computer files accumulate like old newspapers and magazines. From time to time, review the files in your computer and delete unnecessary files. Don't attempt to do all your computer housekeeping on-the-fly. Your computer files are important, and tidying them up deserves your complete attention. This applies to reorganizing your files, too.

*RE:Print maintains thousands of client files on-line and has more than 25 years of digital asset management experience.*

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# MANAGING YOUR COMPUTER FILES



**8  
computer  
file  
tips**

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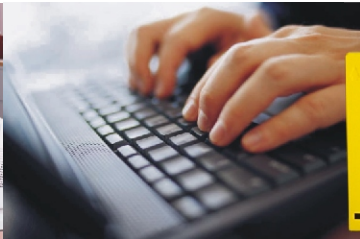
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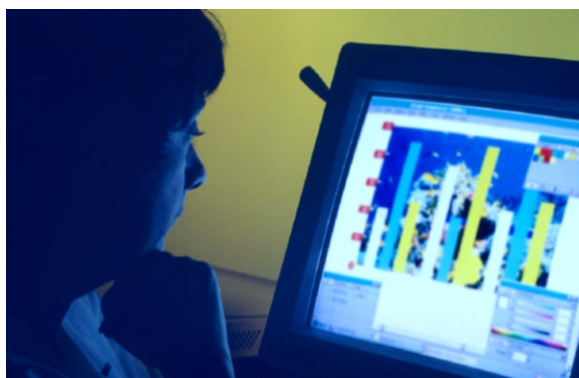
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**H**ave you ever printed the wrong version of a document? Have you had to redo work because you couldn't find the final version of a file in your computer? Perhaps you've been certain that you've saved a file but, although you were confident that "it was in there somewhere", you simply couldn't find your file when you needed it.

Professions such as medicine and law often make substantial investments in specialized systems for filing and retrieving documents and electronic files. Other businesses create their own systems, and these can vary from one department to another, or even from one employee to another.

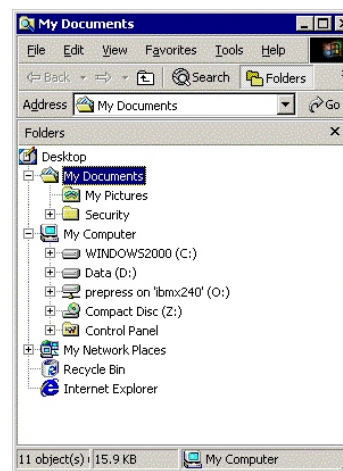


*RE:Print stores and retrieves thousands of client computer files every year. These tips may help you manage your electronic files.*

**1 Give some thought to the basic structure of your filing system.** What categories do you need? Do you need to keep personal files separate from business files? Do you need to share files with other people? The process you use to find a file in your computer can be compared to finding a business in the Yellow Pages – first you find a category, then you find business names listed alphabetically. What categories do you need to set up in your computer?

**2 Choose a specific place to store your files.** Some people save their files in the default directories created by their software. This method puts word processing files in one folder with their word processing software, spreadsheet files in a second folder with their spreadsheet software and graphic files in a third folder with their graphic software. It's usually better to use one disk drive or one directory to store all your files separately from your software. If you use a computer network, you will probably save your files on a file server instead of your personal computer, and your network administrator may have created a specific directory for your files.

**3 Create as many directories (folders) as you need.** Some people save all their files in a folder named 'My Documents'. Eventually there are so many files in the



'My Documents' folder that it's a problem finding any individual file. Establish meaningful categories for your subdirectories. For example, you can create separate directories for each of your clients, and then create more directories within each client's directory to store each project for that client separately. Pause and decide whether you should be creating a new directory when you start work on a new project or a new file.

**4 Use file and folder names that make sense.** Give some thought to the names you use for files and directory folders. Use names that you – and any co-workers – are likely to recognize later. In a few weeks you may not remember that you saved a proposal in a file named 'Wednesday', but you will probably recognize a file named 'ABC Company widget estimate May 10 2004'. Make it a habit to give names to your files when you create them, not when you've finished creating them – and promptly rename a file if the first name you gave it is inappropriate.