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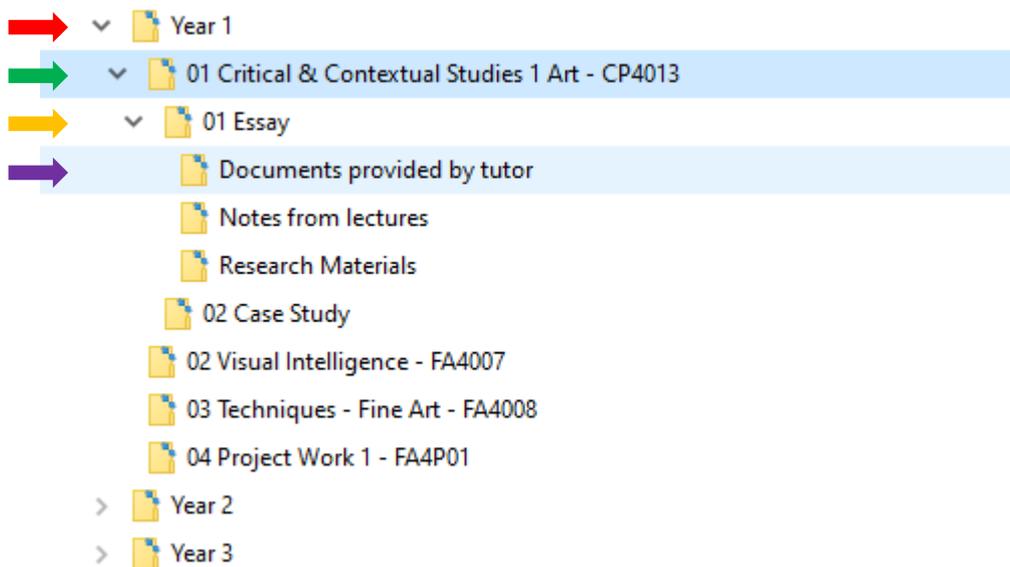


Factsheet 7: Organising digital study materials.

Create folders for your digital study materials.

Over time you will gather a range of digital study resources for your subject. It is important to organise these resources to make it easy to find the information you need when you need it. There are several ways to do this. In the example below information is organised based on the year of study, modules and study tasks as defined by academic tutors.

- Create a master folder for your course.
- Create subfolders for each year of your course (red arrow).
- Create subfolders for course modules (green arrow).
- Create subfolders for module tasks (yellow)
- Create subfolders for specific information types (purple arrow).
- Name your files appropriately when you save them.
- Be consistent in your naming.



Top tips

Always backup your files and folders regularly. Saving them to the cloud means you can access them anywhere from any machine.

If you are working on a file over a period of time, save with a 'version number'. This means you can step back to earlier versions if needed - e.g. 'My file version 01....My file version 02.....etc'.

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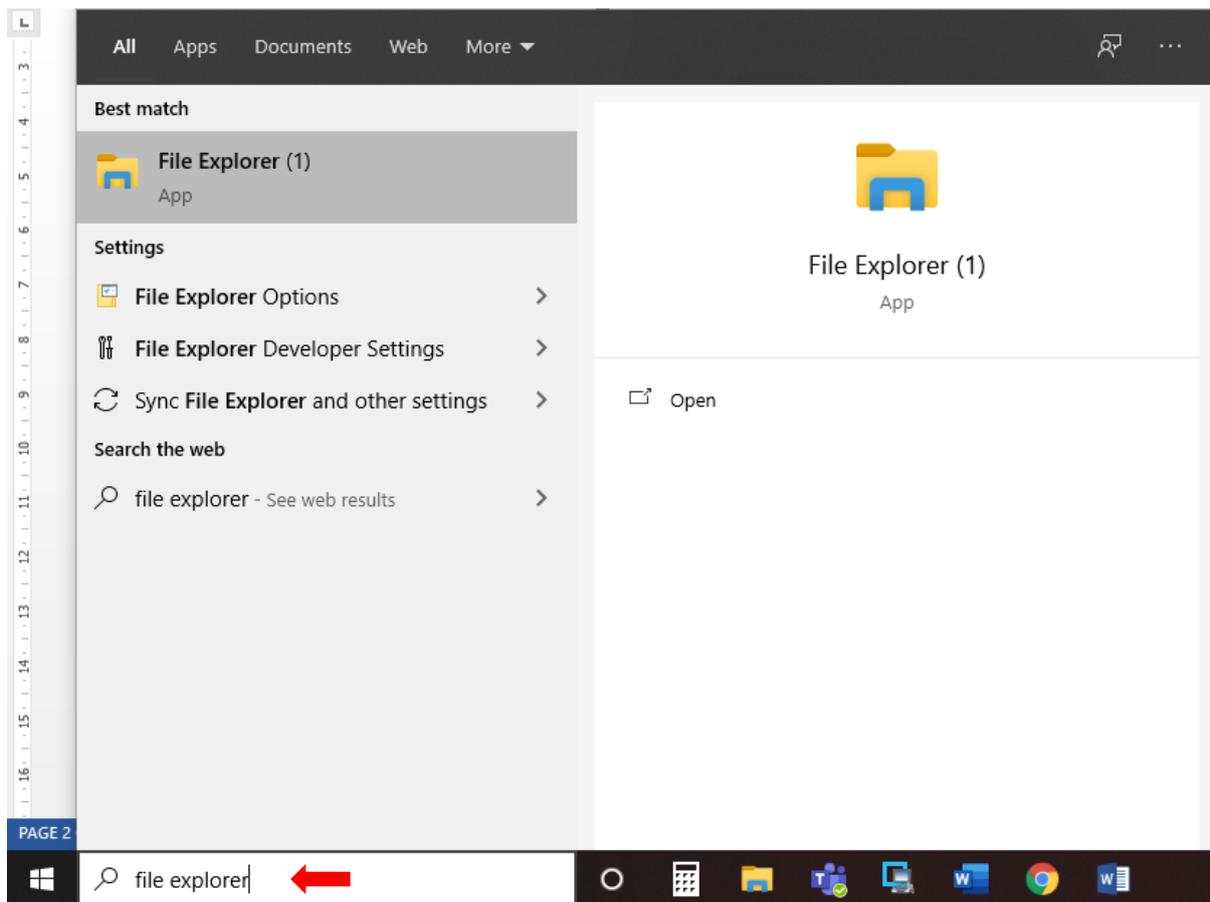


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Creating a new folder in Windows.

- Open the Windows 'File explorer': Hold down the Windows key on your keyboard and press 'e'.
- Alternatively, type 'File explorer' in the search box next to the Windows icon on your screen (red arrow).



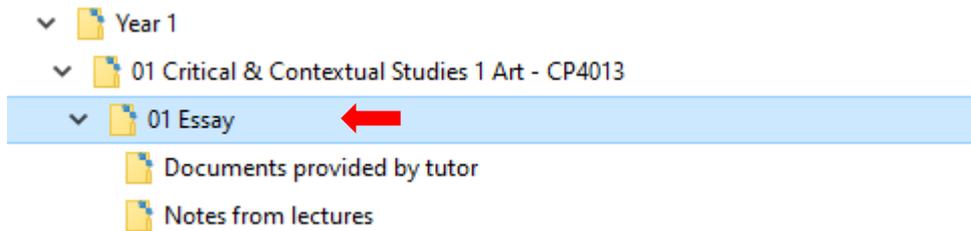
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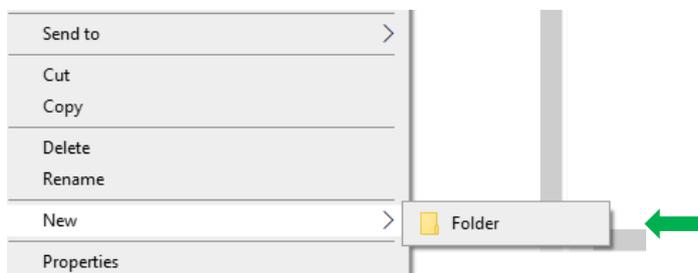
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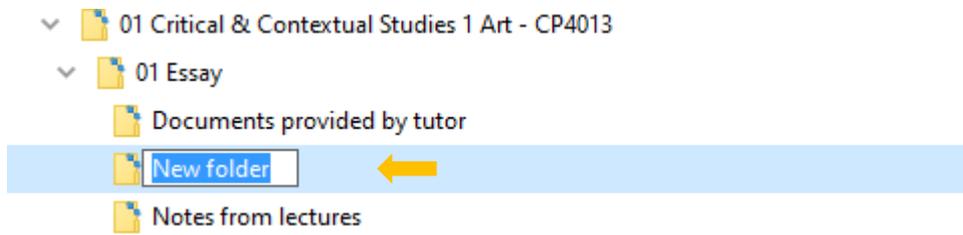
- Navigate to the folder within which you would like to create a new subfolder (red arrow).



- Right click and select 'New' and then 'Folder' (green arrow).



- Name your folder appropriately (yellow arrow).



Press 'Enter' and your new folder is created and named (purple arrow).

