



Use folders

Put related files in clearly labelled folders



Name folders meaningfully

Consider how you would make it clear what is in the folder at a glance (*Tip: revisit 5.5.3 and 5.5.4 for more information*).



Be consistent

Once you decide on your file architecture, stick with it. Changes during a project makes it easy to misplace or lose files



Structure folders hierarchically

Start with a limited number of folders, themed broadly and create more specialised sub-folders as required



Keep raw & working data separate

Keep your raw data in a clearly marked and separate folder from your working data to reduce the chance of over-writing your raw data

