

File management guide

This guide provides an overview of effective file management practices. We recommend you to use this guide as a checklist whenever you start the new semester.

Folder structure

Create a main folder on your computer for your academic materials. This folder will serve as the starting point for organizing files from different courses. For example, you call it as "academic_files" or "study" etc.

Subfolders for each course

Within the above folder, create a subfolder for each course you're taking. Name these subfolders with the course name for easy identification.

File naming conventions

Have a consistent file naming convention for documents related to each course. Include the course name, date, and a brief description of the file's content.

Example: CourseName_YYYYMMDD_Description_V1.docx

Consistent file versioning

Apply versioning consistently across all courses. Use version numbers (e.g., V1, V2) for major revisions and brief labels (e.g., Draft, Final) for minor changes.

Organize within course folders

Within each course subfolder, create additional subfolders for different types of materials, such as "Lecture Notes," "Assignments," "Projects," and "Readings."

Use Cloud Storage

Consider using university cloud storage services like Owncloud (<https://cloud.phil.hhu.de/>) or Sciebo (<https://www.zim.hhu.de/servicekatalog/rechnen-und-speichern/sciebo>) to store your academic files. Cloud storage provides easy accessibility from multiple devices. More importantly, using these cloud storages ensures safe backups, if you enable the option for automatic synchronization.

Regular backups

Periodically back up your academic files to an external hard drive or another secure location to ensure data redundancy and accessibility. If you use Owncloud or Sciebo with automatic synchronization option enabled, you will always have backups without further ado.

Regularly document changes

Whenever you make significant changes to a file, add comments or descriptions detailing what modifications were made. This helps you keep track of changes within each version. For example: "Made revisions to the Introduction section".

Delete unnecessary versions

Periodically review and delete old or unnecessary versions of files to reduce clutter and free up storage space.

Communication

If working on group projects, communicate with your team about versioning practices to ensure everyone follows the same guidelines.

Seek help

Before you seek help from the instructors, please consider using a search engine of your choice (example, google search (<https://google.com/>), Microsoft Bing (<https://www.bing.com/>), Duckduckgo (<https://duckduckgo.com/>) etc.) and search for the problem.

If you have still not found the answer, consider asking your peers or group members for help. For more professional guidance, please reach out to your instructors.

File conversions

When you are submitting a project report like an AP or an assignment, you should always have them in **.pdf** format.

On the other hand, if you are collaborating with other students or the instructor, you need to share an editable document, preferably in **.docx** format. Please do not hand in the document as an image file or a screenshot (in .jpeg or .jpg or .png format).

If you are an Apple Macbook user, you can consider downloading Microsoft 365 (<https://bildung365.de/index.en.htm?entityID=https%3A%2F%2Fbildung365.de%2Fshibboleth&return=https%3A%2F%2Fbildung365.de%2FShibboleth.sso%2FLogin%3FSAMLDS%3D1%26target%3Dss%253A%253A04e892dfd0507d654fcf9c08143687c4eba23e9a0cbd6aa646b5e75411d65001>).

You can use Microsoft Word (<https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-office-desktop-apps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>) or Apple Pages (<https://support.apple.com/en-us/HT202227>) to convert a document from **.docx** to **.pdf** format.

Submitting assignments

You should follow a consistent file naming convention when you are submitting an assignment or an AP. The filename should include your full name, assignment number or assignment name, and your student ID. If you are not instructed on what convention to use, please ask the instructor for more information. Make sure that you submit the document in **.pdf** format.

Optional

Here are some optional practices you might find useful to consider:

Use external cloud storage

Consider using an external cloud storage service (e.g., Google Drive, Dropbox) to store your academic files. Cloud storage provides versioning features and easy accessibility from multiple devices.

Collaborative tools

For collaborative assignments, consider using tools like Google Docs or university's HedgeDoc (<https://pad.hhu.de/>). These platforms allow real-time collaboration and live tracking of changes.

Date-based folders

If you have a substantial amount of course-related materials, consider creating date-based folders within each course subfolder to organize files chronologically.