

Digital Passport Session



**Skills
Centre**

ACCESS+
FURTHER
EDUCATION
SUPPORTS
UCC



Digital Passport Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	



Today's topic: File Management

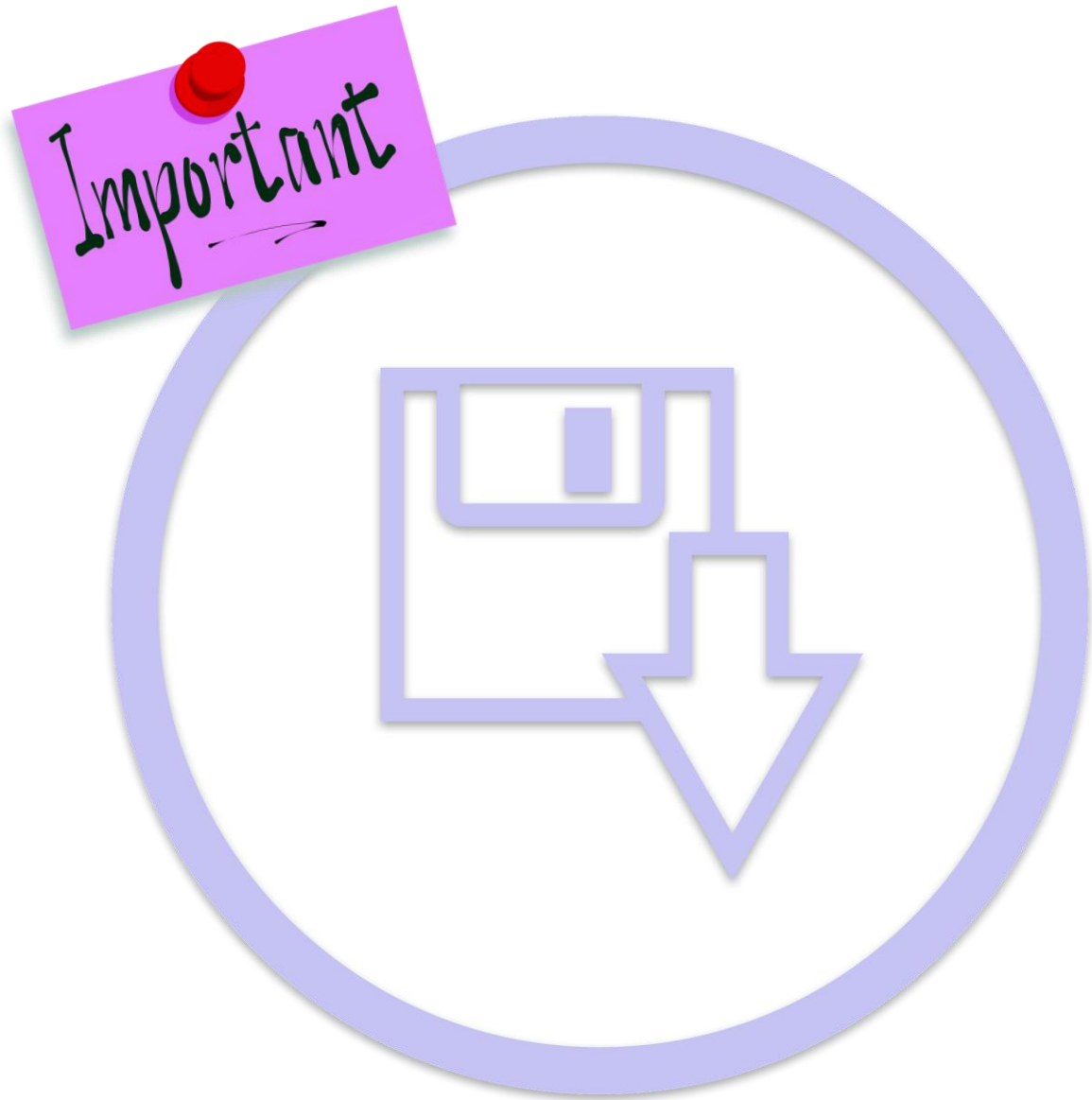
Session Overview

- Introduction to ---
- Information
- Information

What is File Management?

- Proper file management is essential for digital work!
- Understanding file management ensures that you never lose important work
- Good file management habits can save lots of time!





Saving Your Files

- Store all your files in **one place**
- Make sure you have a **backup!** (One is none, two is one!)
- Create folders for your subjects with a **logical order**
- Have folders within folders!
- **Name** your files specifically & logically

Naming Your Files



Best practices

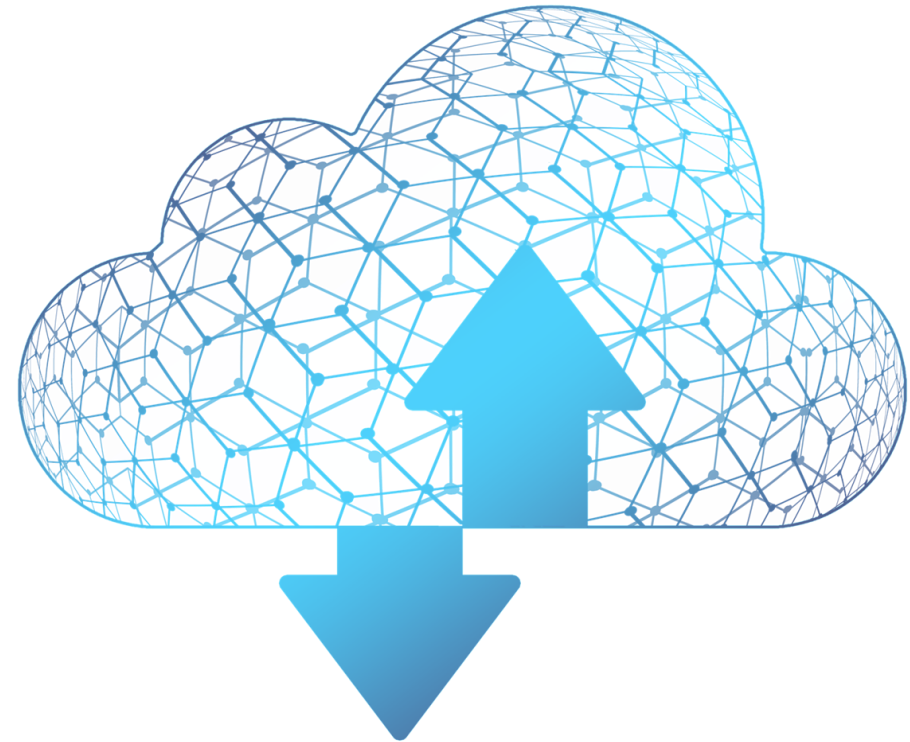
- Files should be named **consistently**
- Names should be **short** but **descriptive**
- Avoid special characters (e.g. / \ * ?)
- Use the YYYYMMDD date format
- Include a **version number** (e.g., "V2")

Important elements to consider

- **Date** of creation
- Short **description** (under 25 characters)
- **Subject**
- Work **type** (Essay, Exam Question, Group Work)

Cloud Storage

- Save your files locally on a single machine, but be aware: **you're vulnerable if anything happens to your device!**
- Consider using some kind of cloud storage (**safer & more efficient**)
- Cloud Storage: you always have a backup & access the files from **anywhere!**





OneDrive

- A powerful cloud storage solution
- Available through Microsoft 365
- Available **free** to UCC students during their time at UCC
- Set up your computer to automatically sync your files between your computer and OneDrive
- Remember: Lots of tutorials are available online!

Google Drive

- A free cloud storage solution
- Part of G-Suite
- Free forever, but limited to 15 GB
- No auto-syncing
- Has its own word processor: Google Docs
- There is also Google Sheets, Google Forms





Any Questions?



Contact the Skills Centre for a Presentation Practice or if you need other help with your academic communication!

Email: skillscentre@ucc.ie

