

Organizing digital school material

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Part I

Pre-writing

Begin by collecting everything you may need for the assignment in a single folder. Things like instructions, images, etc. (Even entire web pages can be archived in [MHTML](#) format, in case they are taken down). This makes them easier to find and use later on.

Part II

Archiving

Always have your documents arranged in a logical way that makes them easier to find in the future. Once you are done with an assignment, the folder to an hierarchy structured archive.

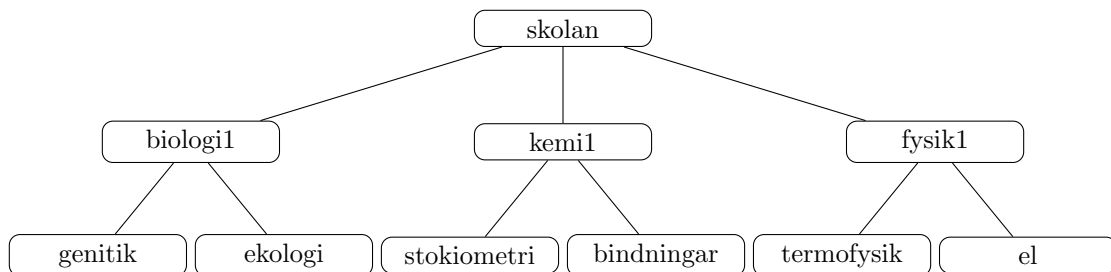


Figure 1: Always have your documents arranged in a logical hierarchy.

For a while, I used to spend a lot of time in tediously sorting every single file in the most logical way. This is always a bad idea, since it will only make it harder to find certain files in the archive as time goes on and your memory of the assignment becomes more distant. (It may even take more time to drill through an overcomplicated directory structure to find what you need.) As I entered high school I realised that a depth of two subdirectories was optimal. (I.e. folders were neither too cluttered nor near empty. Certain assignments were also easy to find)

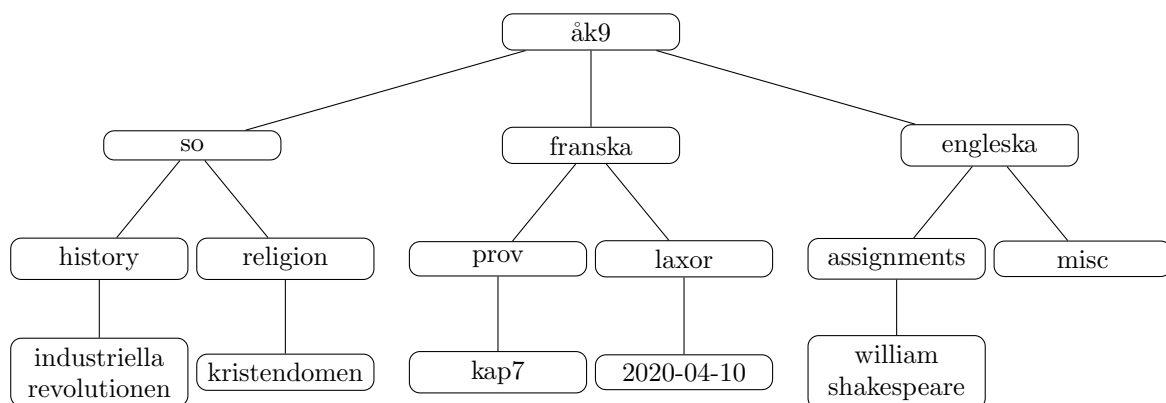


Figure 2: Excessive effort in organising directory is going to fire back. It only increases complexity and time needed to find things.

Part III

Backups

There are countless ways to handle this problem. As a rule of thumb, always keep two or more backups, preferably both local and remote ones.

Cloud storage services usually provide a desktop application that can sync local files to the cloud. I usually recommend avoiding the cloud for unencrypted personal information, but that issue usually irrelevant with regards to school since most schools already force students into using Google or Microsoft services.

As a local backup, a USB drive or external storage is a good choice. If writing documents is most of what you do, a 16 GB USB drive is more than enough for storing your entire school life. If you are dealing with larger files, consider differential backups.