Guidelines for Computer File Structure

Purpose:
To guideline is intended to define a structure for filing information on the Section 205 computer so it is adequately protected and readily available to users. This guideline applies primarily to data files created by Microsoft Office programs (Word, PowerPoint, Excel, etc.). Other application programs may dictate or require a different structure.

General Filing Structure:
An "ASQ" folder has been set up under the "Documents" folder on the "Quick Access" menu on "File Explorer."

The intent is to file all ASQ Section 205 information under this high-level "ASQ" folder. (Additional sub-folders can be set up within the "Documents" folder if necessary for any non-section information… just to keep it separate.)
> NOTE: A second sub-folder "ASQ Photos" has been set up within the "Pictures" folder on the "Quick Access" menu of "File Explorer" to store photographs taken at ASQ events.

The "ASQ" folder is further broken down by a series of second-level folders. Each second-level folder defines a major "category" of information, such as the yearly Quality Day Conferences, Accomplishments, Advertisement Inserts, etc. in the sequence "A" to "Z." Additional folders may be created (or deleted) as necessary.

It is good practice to file <u>every</u> file created or received in an appropriate second-level folder. This helps you more readily find the individual file you are seeking by its category. Review the second-level folder names to become familiar with available folders.

The second-level folders can be further broken down in finer categories as appropriate.

It is important to NOT file the same file name in multiple folders. If the revision level of an individual file changes, all folders would have to be updated… or there could be confusion as to which is the latest version if it is not clearly identified.

File Names:
When naming files, be a specific as possible in order to easily identify the subject when you have to retrieve it.

Sometimes it is important to print out the content of a file. Therefore, it is good practice to include the File Name in the header or footer of the document. In some cases, it may also be important to include a date or revision level of the document so one can readily verify they have the latest hardcopy document available.

It is often helpful to know "Who" created the file. At minimum, in a small organization, you might want to include the initials (or name as space allows) of the person responsible for the document/file.

It is also helpful to include the "File Path" in the header of footer of the document.
EXAMPLE: A MS Word document has a File Name, "Dinner Meeting Minutes – January 2016" and is filed in the second-level folder "Dinner Meetings" and the third-level folder, "Minutes." In this case the file was created by Jim Tregaskis. One way to indicate this in the footer of the document file would be:
> JDT: ASQ > Dinner Meetings > Minutes > Dinner Meeting Minutes – January 2016

Also, note that the "Quick Access" listing shows when the file was last revised and the size of the file.

> NOTE: File Names created prior to July 2016 may NOT be in this recommended format.

File Type:
Each software program assigns a "File Type" when the file is saved. In some cases, you can change the file type. Within a given program, several selections for the file type may be available. For example, a PowerPoint file is automatically assigned the File Type, "ppt." However, you may want to file it as a "pdf" document or a Jpeg photo file. You can do this easily by clicking on "File" menu, selecting "Save As" and clicking on the down arrow at the right side of the "Save As Type" field and selecting the type of file you wish to create. When <u>searching</u> to retrieve a specific file, you may have to select "All Files" in order to view all the files that have been saved, regardless of File Type.

Microsoft used to make all Office programs both "upward compatible" and "downward compatible." But that is not always the case these days. The 1997 version of Word may not allow you to open a file type created on the 2010 version of Word. To ensure anyone receiving a file you created on Office 2000, 2003, 2010, or higher… it is good practice to save the file created on one of those later versions as a Word "97 to 2003" file type.