

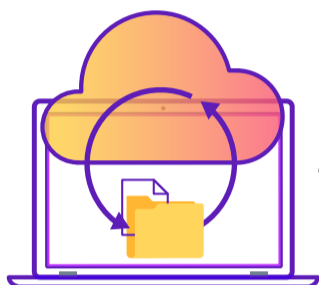
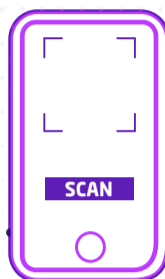
FILE ORGANIZATION TIPS AND TRICKS



To protect your information follow these suggestions:

Digitize your documentation:

- **Scan and archive** your hardcopy documents using the camera of your phone.



Back up:

- **Use multiple repositories** to save your files such as cloud servers and hard discs.

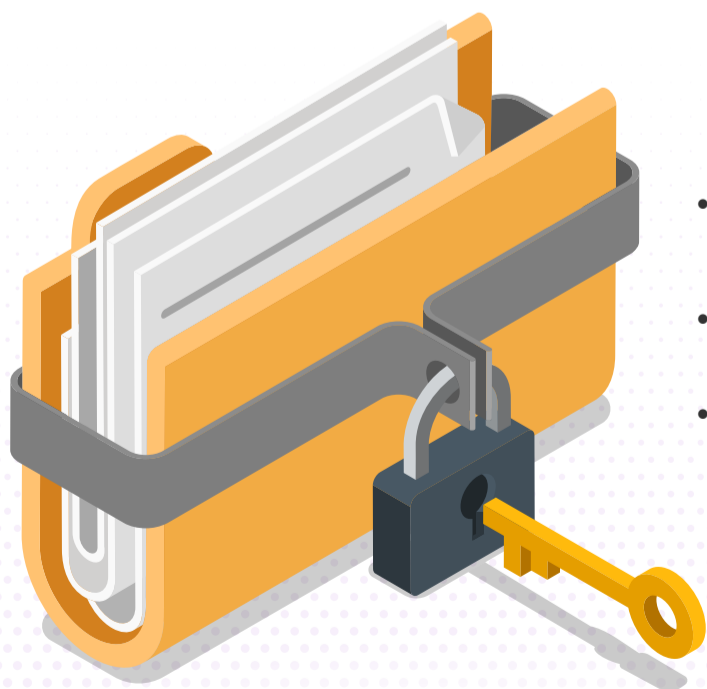
Be organized:

- **Create** short, precise and descriptive file names that include necessary details such as:
 - The date
 - The name of the project
 - The source
 - The collaborators
 - Author of a publishing
- **Omit** using spaces and special characters in your file naming system since not all file storage services can recognize them.
- **Designate** specific places for the files you download based on how you found them or their purpose.
- **Create** subfolders in order to discard repetitive words from your file names.
- **Maintain** the same file structure in all of your devices.



Share your files safely:

- **Share your documents in read only mode** if you don't want recipients to make changes.
- **Encrypt and password protect** your confidential documents so that only the intended recipient can open them.
- **Add digital signature** to mark that you have approved the document as the last reviewer.



Be organized, back up and password protect your files and cloud servers to safely reach your files when needed.



Safe Space
سيف سبيس

Safespace.qa © 2021