QALITV®

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Filing Systems/ Naming Standard

Do I need one?

Checklist

Do you look for a file longer than 15 seconds?
- YES
- NO

When you are looking for a file, do you know right away which folder you need to go to?
- ALWAYS
- MOST OF THE TIME
- NO

Do you hesitate how to name your files?
- ALWAYS
- MOST OF THE TIME
- SOMETIMES

Are your files named: '_final / finalfinal / final for sure' or similar?
- YES
- NO

Are you a professional / business / freelancer working with files?
- YES
- NO

Do you send files to clients?
- YES
- NO

Do you have two files with the same name?
- YES
- NO

Do you know which file is the latest one?
- ALWAYS
- SOMETIMES
- NO

Do you create many files?
- YES
- NO

Do you change names of your files after they were created?
- ALWAYS
- SOMETIMES
- NO

Do you know what is in the file before you open it?
- ALWAYS
- MOST OF THE TIME
- NO

Do you collaborate with others using the same files?
- YES
- NO

You need a Naming Standard