LESSON 7 · THE RULE FOR THE YEAR

Folders and names

FOLDER	WHAT BELONGS THERE
`01_Lessons`	Classwork, organised by week
`02_Assessments`	Assessed work only
`03_Resources`	Files supplied by the teacher

File names

`L##_Surname_Topic_v#`

GOOD	BAD	WHY
`L07_Aung_Report_v2.odt`	`final final.docx`	No owner, no version, no topic
`L08_Su_Data_v1.ods`	`work (2).ods`	Spaces and brackets break links

> **Renaming a file does not convert it.** Use *File → Export As* to make a PDF.