



“Tech in 20” File Management

Resource Page

- **File organization tips: 9 ideas for managing files and folders:** <http://www.microsoft.com/atwork/productivity/files.aspx>
- **The Art of Filing:** http://www.mindtools.com/pages/article/newHTE_85.htm
- **Create good queries in Spotlight:** <http://www.macworld.com/article/1132788/spotlight2.html>
- **Managing Student Work:** <http://tinyurl.com/895zgzx>

