



RGE Tech Tips from the Field – Client Edition

Topic: Organizing Your Digital Filing Cabinet

Chip's Weekly Cheat Sheet: Mar-02 📁

Topic: Organizing Your Digital Filing Cabinet

1. The "Z-Archive" Trick

- Create a folder called "Z-Archive" for old files. Putting a "Z" at the start keeps it at the bottom of your list, so it doesn't clutter your view.
- **Chip's Tip: Think of this as your digital basement—keep it out of sight until you need to go looking for something old.**

2. Name it for "Future You."

- Avoid vague names like "Document1." Instead, use specific details like "Electric_Bill_March_2026".
- **Chip's Tip: If you would file it in a physical folder labeled "Taxes," make sure your digital file has the word "Taxes" in the name!**

3. Use the "Downloads" Clearinghouse

- Your "Downloads" folder is meant to be a temporary landing strip, not a permanent home.
- **Chip's Tip: Once a week, move files from "Downloads" into their proper folders (Photos, Documents, etc.) or delete the ones you don't need.**