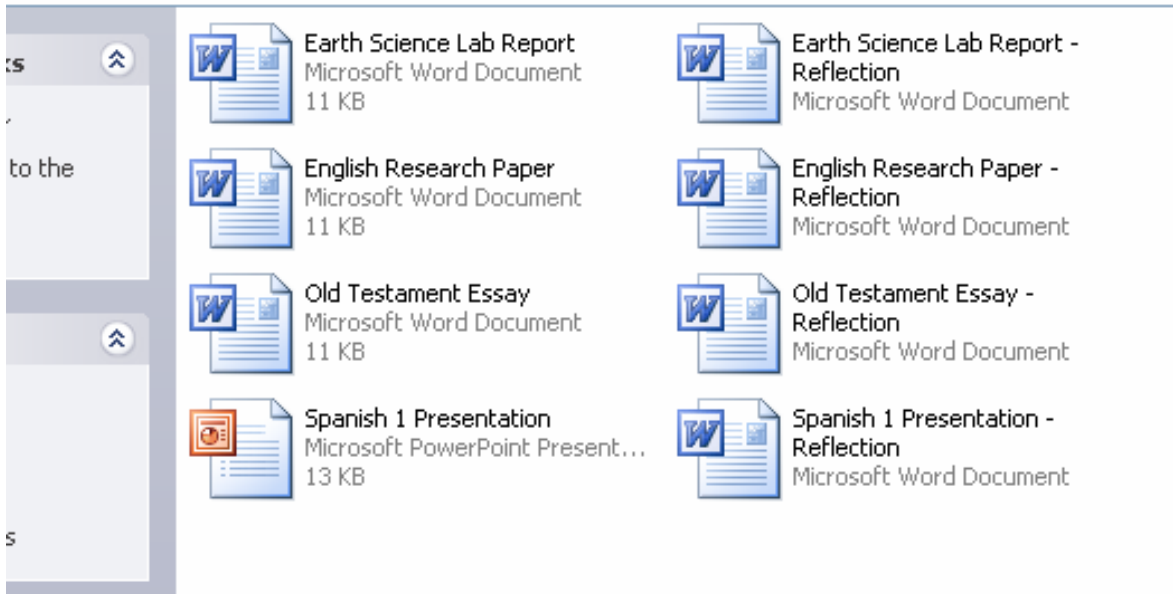


Saving Documents to Your Folders

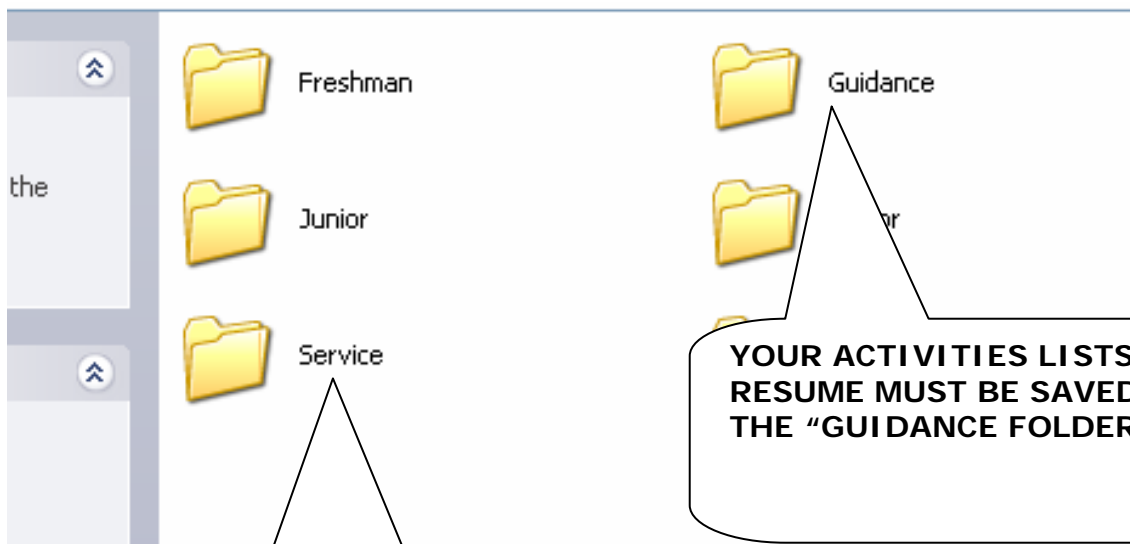
Documents should be saved using a consistent, logical, and clear filename. Do not use general names like "project 1" or "English." The filename should identify the document.

Reflections should be saved using the same filename as the artifact with addition of the word **reflection**.

EXAMPLES OF CONSISTENT FILE NAMES



WHERE SHOULD EVERYTHING ELSE BE SAVED?



ALL SERVICE PROJECTS SHOULD BE SAVED TO THE "SERVICE FOLDER."

YOUR ACTIVITIES LISTS & RESUME MUST BE SAVED TO THE "GUIDANCE FOLDER"