

## Storing Data as You Work

One of the most frustrating things is losing all of your information while you are working. Just as frustrating, though, is being unable to access the information you need. For this reason, it is important to save all of the files relevant to your portfolio in one folder.

For this task, it is best to purchase a Zip disk. Any brand will do, but if you plan to do any work in a MAC lab, it is best to purchase a MAC formatted Zip (Conveniently, this will also work in PC labs). The best storage capacity for this activity is 100 MB.



As you work, save all files with names that contain 8 or fewer characters, and make sure they bear the proper file extension (i.e. a word document should have a .doc or .rtf extension). Save all files (including graphics) to the same folder:

