# File Management and File Types

File Management

File Management is the practice of naming and organizing the files on your computer in such a way that they are easy to find later. Good file management can aid in ensuring that you are able to locate the file you wish to submit to your course and that you are submitting the file you intend to submit.

A good practice for managing your course files is to create a specific folder for each of your courses in a place that is easy to locate on your computer, such as the Documents folder.
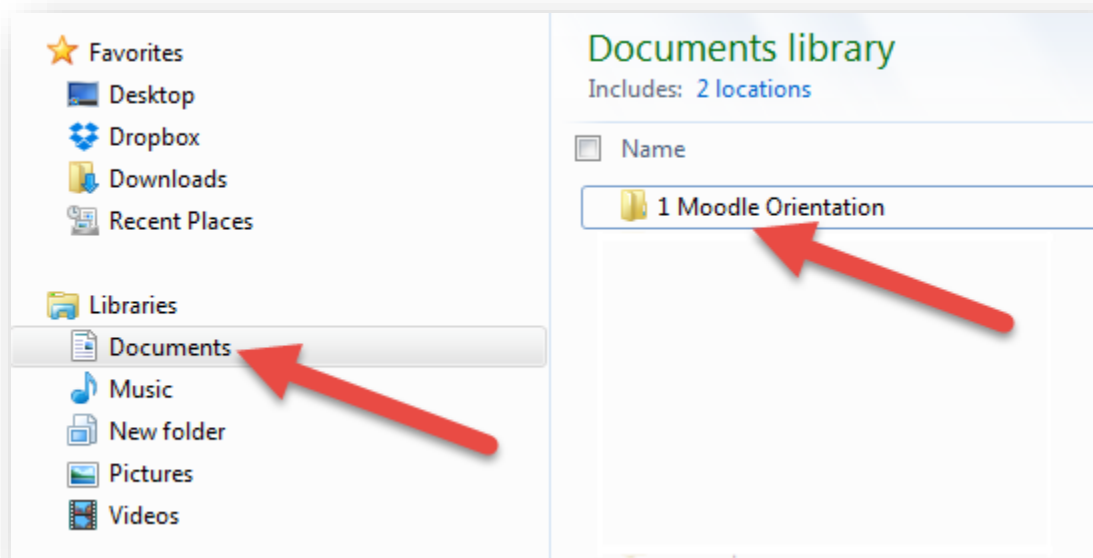

When saving a file, be sure to pick something that you will recognize later. "Assignment_1_MATH1513.PDF" is much more identifiable than "Assignment1.PDF".

File Types

Be sure to read all of the directions in your assignments; often your instructors will request that you submit specific file types to assignments in their course. Generally, these will be **RTF** (rich text format) or **PDF** files, though this may differ from course to course. In most word processing programs such as Word or Open Office, the file type can be selected when saving the file. After selecting **Save as** from the file menu and selecting a location in which to save your file, you will see a **Save as type** menu in the Save window:
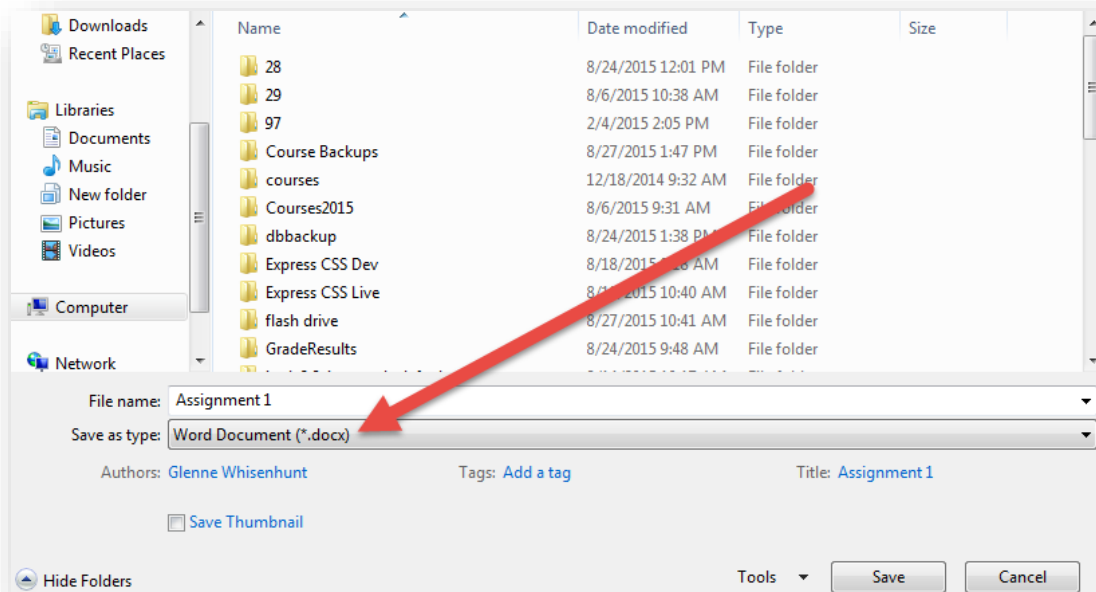
Different types of files, such as **RTF** (or **Rich Text Format**) or **PDF**, can be selected in this menu.
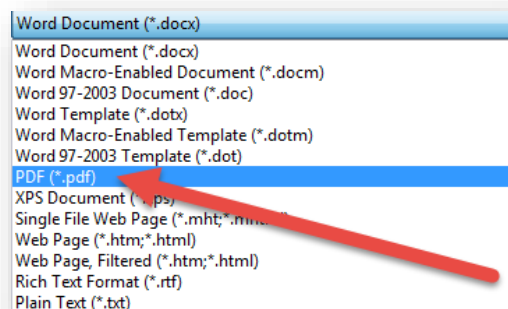
After selecting the desired file type and saving the file, it will be converted and saved as that type.

If you need assistance please contact Moodle Support by email at online@occc.edu, by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.