

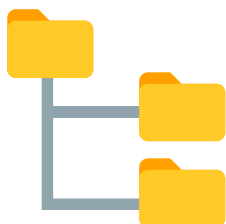
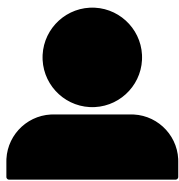


File Management & Collaboration

Save Personal Work Files Properly

Workflow: Use this workflow when working on files that don't yet need to be shared.

Start



Finish




File Management & Collaboration

Save Personal Work Files Properly


- 1 Create a “**Work**” folder in your OneDrive



 This helps you separate personal files from shared content and keeps everything in one spot.


- 2 Save all **personal drafts** and **working files** into this folder



 It's your secure space to work privately before a file is ready to share.


- 3 Organise by **project** or **date**



 Use folders or naming conventions to stay on top of versioning and context.

- 4 Use **version history** if you need to revert



 Accidentally deleted something? You can roll back to earlier versions easily.