A small file-organizing workshop

Fictional practice document - no real event or personal data

Schedule

Date: November 14, 2026

Time: 1:00 p.m. to 3:00 p.m.

Capacity: 12 participants

What to bring

Bring a laptop and three practice files.

Do not bring private documents or account passwords.

Practice checklist

Create folders for documents, photos, and work in progress.

Give files clear names before saving them.

Keep a backup copy and check that it opens.

Registration

Registration closes on November 7, 2026.

The venue has not been decided.