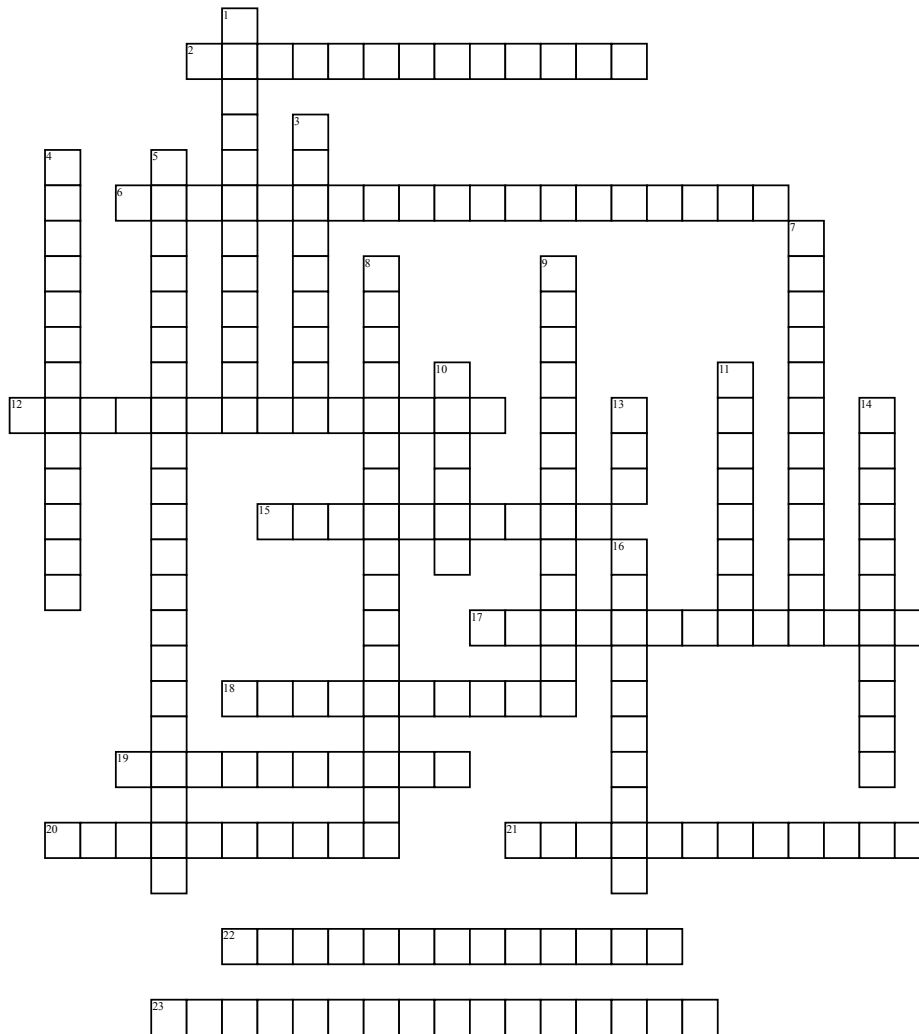


File Management



Across

2. folders that are located under child folders and/or subdirectories
 6. long-term and error-free storage of digital information
 12. Subfolders are also called
 15. top-most folder in a file system
 17. the three or four character suffix that follows a base file name
 18. folders stored in other folders
 19. the way information is encoded in a file
 20. format that is published and available for everyone to read, study, use, and implement

Word Bank

subdirectories	close format	file associations	subfolders	tree structure
proprietary format	period	base file name	file format	Plain text
Digital preservation	directory path	portable files	open format	root folder
Binary format	file name	free format	file extension	child folders
parent folders	File naming conventions	PDF		

21. files in which information is stored in a binary coded form
 22. linear representation of a hierarchical file directory
 23. Files are associated with specific software applications that can open them.

Down

1. name you give a file
 3. file format in which the data is encoded sequentially and is readable as text
 4. hierarchical structure made up of folders
 5. provide a useful way to label and organize files

7. Subfolders are also called
 8. format that is considered to be intellectual property
 9. Files that can be read by various software and hardware
 10. The file extension is separated from the base file name by a
 11. help you identify files without having to open them
 13. an example of highly portable file
 14. unpublished and is considered a trade secret
 16. format that is published and available to everyone