

#1: Beginning of the mass chaos I call my folder system.

Google Docs - My folders - Windows Internet Explorer

http://docs.google.com/?tab=mo#folders

Google Docs - My folders

Google docs

Search Docs Search Templates

Show search options
Browse template gallery

New Upload Share Move to Hide Delete Rename More actions

All items
Owned by me
Opened by me
Starred
Hidden
Trash
Saved searches
My folders
Church
Freshman Year
Junior Year
NORTH STAR 08-09
NORTH STAR 09-10
Senior Year
Sophomore Year
Items by type

My folders

	Name ↑	Folders / Sharing	Date
<input type="checkbox"/>	Church	Not shared	8/4/08 me
<input type="checkbox"/>	Freshman Year	Not shared	7:06 pm me
<input type="checkbox"/>	Junior Year	Not shared	8/4/08 me
<input type="checkbox"/>	NORTH STAR 08-09	Not shared	7:17 pm me
<input type="checkbox"/>	COPY 08-09	Not shared	Jan 22 me
<input type="checkbox"/>	NORTH STAR 09-10	Not shared	7:12 pm me
<input type="checkbox"/>	Senior Year	Not shared	7:05 pm me
<input type="checkbox"/>	Sophomore Year	Not shared	8/4/08 me

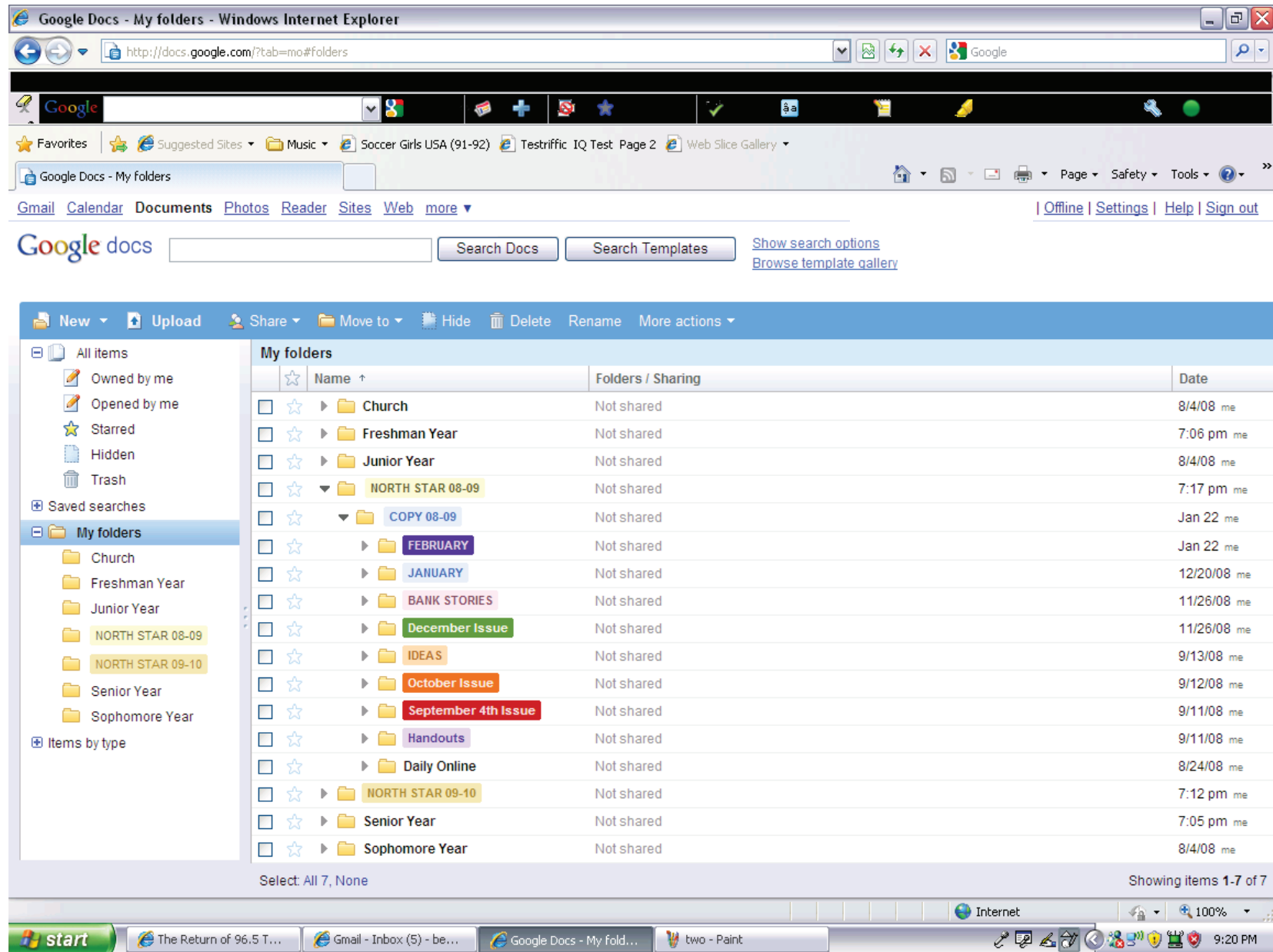
Select: All 7, None

Showing items 1-7 of 7

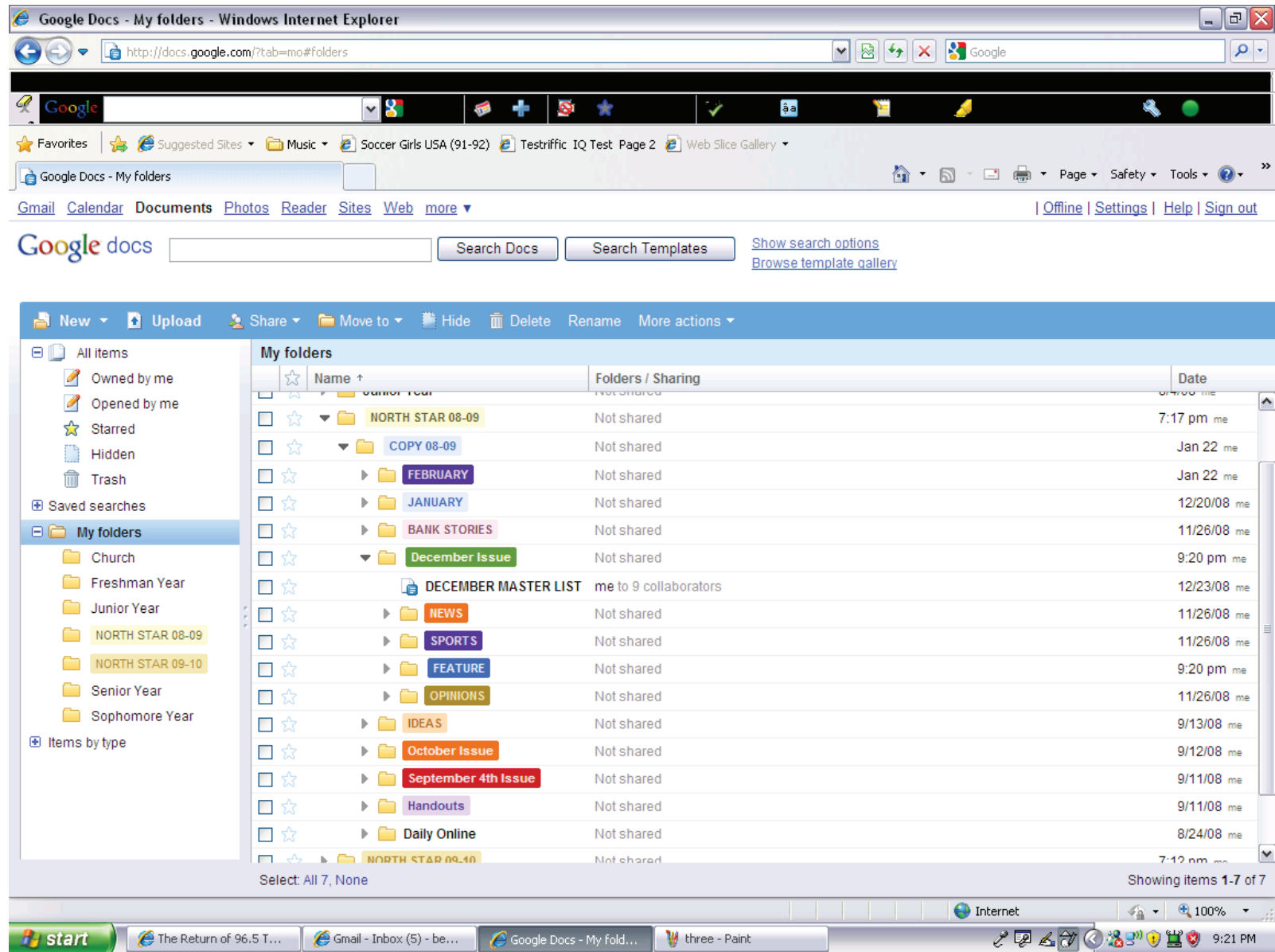
start The Return of 96.5 T... Gmail - Inbox (5) - be... Google Docs - My fold... one - Paint

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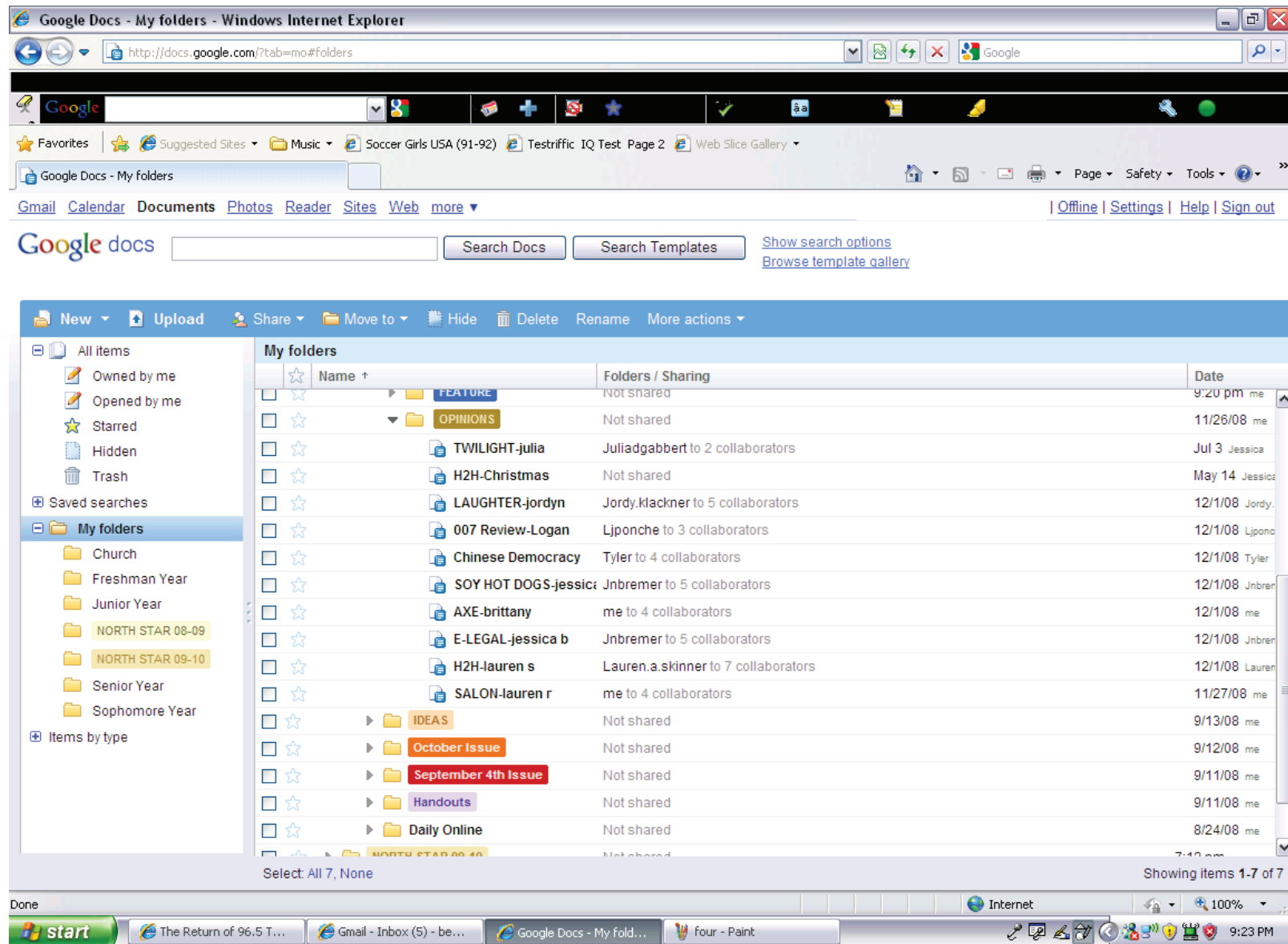
#2: Last year I dealt almost solely with copy, so I created a folder to keep track of it all.



#3: I created a folder for each month.



#4: Within each month, I had a folder for each section and occasionally some other misc. things, including the master list for the month.



#5: Once I click on a section, I'm able to see the stories for that month for that section.

FEBRUARY MASTER LIST - Google Docs - Windows Internet Explorer

http://docs.google.com/Doc?docid=0ARbLdxinfswwZGd2d10ZD1JfMTASZHB0Z2poZjU8hl=en

File Edit View Favorites Tools Help

Google Search Bookmarks Check Translate AutoFill bETSY....

Favorites Suggested Sites Music Soccer Girls USA (91-92) Testrific IQ Test Page 2 Web Slice Gallery

FEBRUARY MASTER LIST - Google Docs

Google docs betsy.kay.b@gmail.com | Docs Home | Help | Sign out

FEBRUARY MASTER LIST saved on 8/18/09 9:30 PM by Betsy Blanchard Share Save Save & Close

File Edit View Insert Format Table Tools Help

Styles Georgia 24pt B I U A Link

FEBRUARY STORIES

TURNED IN FINALS

NEWS - Betsy B

BRIEF NS COFFEE HOUSE: Mallory (Bethany & Elizabeth's page)
 BRIEF LANGUAGE CLUBS MARDI GRAS: Nicole (Bethany & Elizabeth's page)
 BRIEF NEW CADET SPONSOR: Betsy B, 133 words (Bethany & Elizabeth's page)
 BRIEF CHOIR STATE: Maggie J, 189 words (Bethany & Elizabeth's page) - needs to get a quote from Kaylie
 BRIEF DECA DISTRICTS: Taylor B, 213 words (Bethany & Elizabeth's page) - finding out something for me
 BRIEF BOOK DISCUSSION: Lauren Smith - 5th hour, 172 words (Bethany & Elizabeth's page) - NEEDS ANOTHER SOURCE! GAH
 BRIEF LUNCH TABLES: Monica M - 5th hour, 154 words (Bethany & Elizabeth's page) - is this running?
 BIG CSLP TRIP: Logan P, 260 words (Bethany & Elizabeth's page)
 BIG LITERARY MAGAZINE: Brittany, 246 words (Bethany & Elizabeth's page) - needs to be doubled in size...
 BIG FEA CONVENTION: Bethany B, 290 words - the ending quote does NOT go with the story...
 BIG PROM FASHION SHOW: Morgan V, 345 words - there are a few things I've written on there that she has ignored, but i would like to have them fixed if necessary

SPORTS - Logan P

GIRLS SWIM: Rachel H, 423 words (p.36)
 WRESTLING: Pat F
 BOYS BBALL: David, 216 words (p.36)
 KNIGHTLINE: Vicki V, 192 words (Ryan and Brent's page) DUE AFTER NATIONALS
 CHEER: Lauren S
 HOCKEY: Rebecca - 5th hour, 136 words (Ryan and Brent's page) - wish i could tell you
 BOWLING: R.J., 192 words
 FEATURE CASSETTA BROTHERS: Journalism student, 513 words
 COLUMN KURT WARNER: Ryan F, 292 words (p.41) - he's working to make it more about him, and less about Warner

Done

start The Return of ... Gmail - ? - bets... Google Docs - ... FEBRUARY MA... five - Paint aaaascreen shots 9:31 PM

#6: A sample master list. My brain for the month. I would use it to keep track of which stories were finished/not finished and what each story needed to become finished. Sometimes I would add extra information on here; for example, for this particular month I included the names of the page designers for each story so I would know in case I was asked.

Google Docs - All items - Windows Internet Explorer

http://docs.google.com/?tab=mo#all

Google

Google Docs - All items

Gmail Calendar Documents Photos Reader Sites Web more

Google docs

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New Upload Share Move to Hide Delete Rename More actions

All items

- Owned by me
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- Trash
- Saved searches
- My folders
 - Church
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 - Junior Year
 - NORTH STAR 08-09
 - NORTH STAR 09-10
 - Senior Year
 - Sophomore Year
- Items by type

Name	Folders / Sharing	Date
north street coffee house brief	NEWS Elizabeth.diggs to 3 collaborators	12/3/08 Elizabeth.d
Kick Boxing	FEATURE Krissy.torkelson to 3 collaborators	12/3/08 Krissy.tork
wrestling brief	SPORTS Patflynn68 to 3 collaborators	12/2/08 Patflynn68
Girls BBall	SPORTS B.schulze.09 to 4 collaborators	12/1/08 B.schulze.i
LAUGHTER-jordyn	OPINIONS Jordy.klackner to 5 collaborators	12/1/08 Jordy.kla
007 Review-Logan	OPINIONS Ljponche to 3 collaborators	12/1/08 Ljponche
KEEPING FRIENDS-lauren s	Lauren.a.skinner to 5 collaborators	12/1/08 Lauren.a.s
science rooms	NEWS Lukechristisen to 3 collaborators	12/1/08 Lukechrist
thespian conference	NEWS Lukechristisen to 3 collaborators	12/1/08 Lukechrist
Choir Fest	FINALS Sam.dulaney to 5 collaborators	12/1/08 Sam.dulan
Bond issue	News Lukechristisen to 5 collaborators	12/1/08 Lukechrist
Chinese Democracy	OPINIONS Tyler to 4 collaborators	12/1/08 Tyler
SOY HOT DOGS-jessica b	OPINIONS Jnbremer to 5 collaborators	12/1/08 Jnbremer
AXE-brittany	OPINIONS me to 4 collaborators	12/1/08 me
homecoming 4th draft	September 4th Issue me to 2 collaborators	12/1/08 me
SENIOR CLASS - taylor r	News FINALS me to 4 collaborators	12/1/08 me
JA SHIRTS - Lauren Reiche	FINALS me to 3 collaborators	12/1/08 me
Powderpuff story FINALS	September 4th Issue Jnbremer to 3 collaborators	12/1/08 Jnbremer

Select: All 447, None Showing items 1-447 of 447

start The Return of 96.5 T... Lauren says... - Wind... Google Docs - All item... aaaaascreen shots

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#7: Look how pretty!