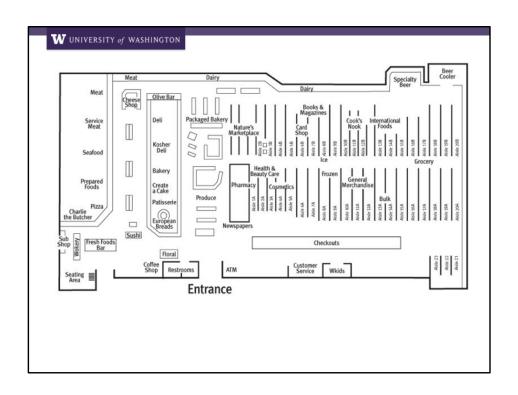


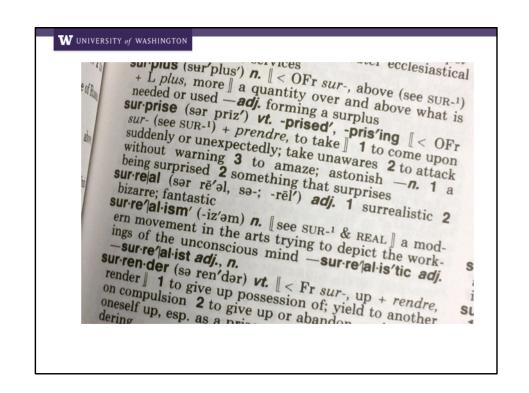
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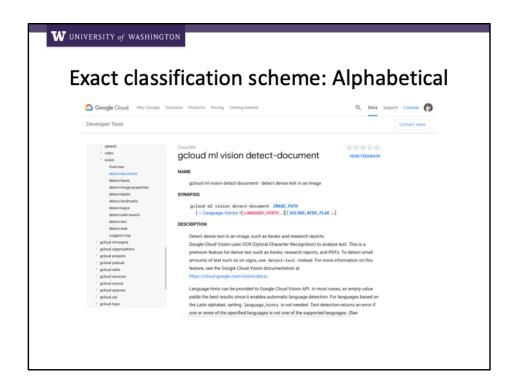
Key Takeaways for You:

- Classification is important, but there isn't one right way to classify or organize information.
- Exact classification schemes include alphabetical, chronological, and geographical.
- Ambiguous classification schemes include topical, taskbased, audience-based, and more.
- Social classification can be a powerful and useful technique when deployed thoughtfully.





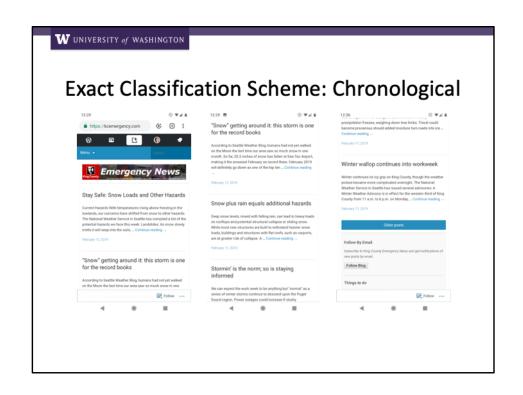


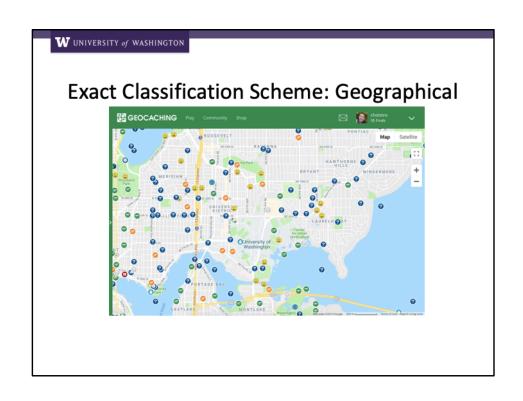


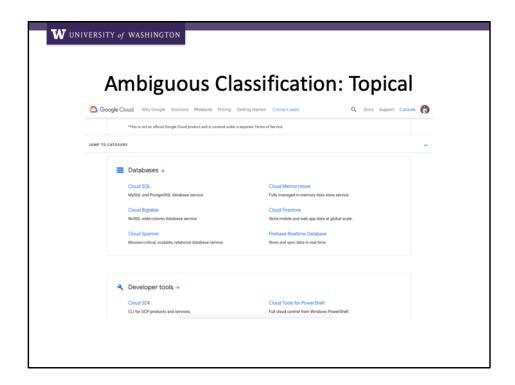
This is reference. Users want to access the info by the name of the method or variable or whatever the reference is about.

Where else?

- Directories where you look for people by name
- Lists where you want to be neutral



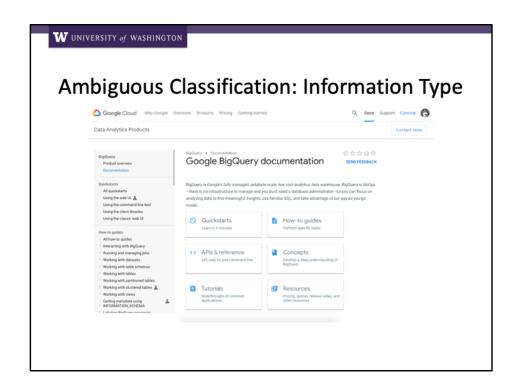


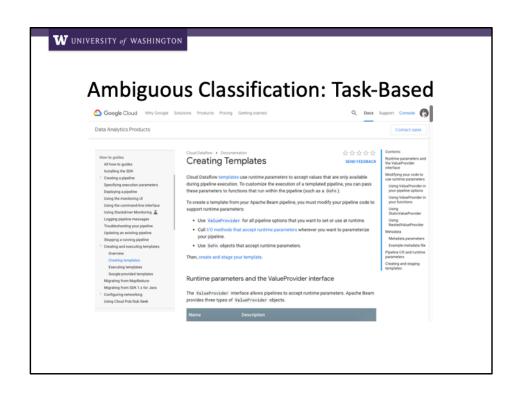


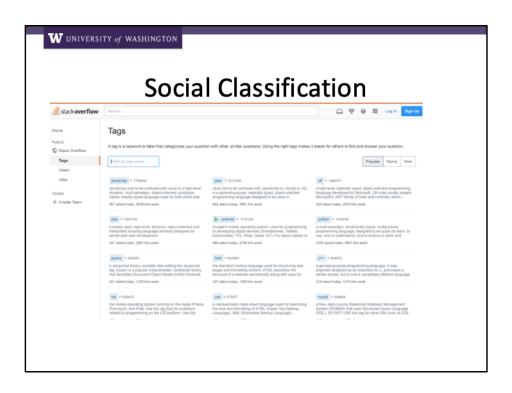
With ambiguous classification schemes, it is important to establish a clear order for the items in each group:

- Sequential or order of use
- Most important to least important
- Most used to least used
- Basic to advanced
- Alphabetical (within groups, not everything alphabetical)











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