



Document Folder Template + Naming Rules

A simple system for keeping travel documents tidy, searchable, and border-ready — even when you have zero signal.

1) The Goal (keep it boring on purpose)

When someone asks for proof at a check-in desk or border, you should be able to open the right document in 10 seconds. This template prioritizes speed, clarity, and offline access over ‘perfect organisation.’

2) Folder Structure (copy/paste this)

Use a single top-level folder for each trip, with numbered folders so everything sorts in the same order on every device.

```
TRIP_2026-02-WorldTour_Rob/  
  00_BORDER-QUICKSHOW/  
  01_ITINERARY/  
  02_PASSPORT-ID/  
  03_VISA-ENTRY/  
  04_INSURANCE-HEALTH/  
  05_FUNDS-BANKING/  
  06_STAYS/  
  07_TRANSPORT/  
  08_WORK-SCHOOL-LETTERS/ (optional)  
  09_EMERGENCY-CONTACTS/  
  10_DEVICES-2FA-ESIM/  
  11_RECEIPTS/  
  99_ARCHIVE/
```

If you're moving through multiple countries, add a subfolder inside Visa/Entry and Stays for each country code:

```
03_VISA-ENTRY/  
  JP_Japan/  
  FR_France/  
  ZA_SouthAfrica/
```

3) Naming Rules (the part that saves you later)

Standard file name format

Use this pattern. It looks fussy, but it makes files searchable across phone/laptop/cloud:

YYYY-MM-DD_COUNTRYCODE_DOCTYPE_DETAIL_v01

Example:

2026-02-03_JP_Visa_eVisaApproval_v01.pdf

Hard rules (keep it consistent)

- Start with a date (YYYY-MM-DD) if the document has a meaningful date (issue/booking/valid-from).
- Use ISO 2-letter country codes: JP, FR, ZA, US, etc. If it applies to multiple countries, use MULTI.
- Use underscores instead of spaces. Avoid special characters like / \ : * ? " < > |
- Use v01, v02 for versions. Don't use 'final_final2_reallyfinal'.
- If there's an expiry, add it at the end as a tag: EXP2026-05-30 (optional but powerful).

Recommended DocType tags

- Passport, ID, Visa, EntryRules, Insurance, Funds, BankStmt, Booking, Stay, Ticket, Itinerary, Letter, Emergency, 2FA, eSIM, Vaccines

Examples you can copy

2026-01-28_MULTI_Itinerary_Master_v03.pdf

2026-02-01_MULTI_Insurance_PolicyCertificate_v01.pdf

2026-02-02_JP_EntryRules_OfficialPageScreenshot_v01.png

2026-02-02_JP_Funds_BankStmt_Last30Days_v01.pdf

2026-02-03_JP_Stay_Tokyo_HotelBooking_v01.pdf

2026-02-03_JP_Ticket_Onward_OsakaToSeoul_v01.pdf

2026-02-03_MULTI_2FA_BackupCodes_v01.pdf (store securely)

4) What goes in the BORDER-QUICKSHOW folder

This is your 'show it fast' folder. It should be small and ruthlessly curated.

- [] Passport bio page (scan) + one photo backup
- [] Visa / entry authorisation (if needed)
- [] Onward travel proof
- [] Proof of funds (one strong option + one backup)
- [] Insurance certificate
- [] First stay confirmation (or address + host contact)
- [] Simple 1-page itinerary (dates + countries)

Tip: Keep everything here saved OFFLINE as PDFs/screenshot images so weak airport Wi-Fi can't ruin your day.

5) Offline Pack Guide (phone-first, no drama)

A) The 3-layer backup rule

- Layer 1: Your phone (offline files saved).
- Layer 2: Cloud + email to yourself (easy re-download).
- Layer 3: One 'oh no' backup (second device, USB, or 2–3 printed pages).

B) Make documents truly offline

- Save critical docs as PDFs (preferred) and a screenshot backup for each
- Mark the whole TRIP folder as 'Available offline' in your cloud app (Drive/Dropbox/iCloud files)
- Open each critical file once while online to confirm it is cached
- Store offline copies in one place (avoid scattering across apps)

C) Speed setup (so you can open it in 10 seconds)

- Pin/favourite the TRIP folder and the BORDER-QUICKSHOW folder
- Rename your phone folder exactly: "BORDER" (easy to find under stress)
- Add a home-screen shortcut to the folder (if your phone supports it)
- Do a 10-second drill: lock screen → open folder → open onward ticket PDF

D) Extra offline items people forget

- Offline maps (Google Maps offline areas or Maps.me)
- Emergency numbers + embassy contacts saved as a simple PDF
- eSIM QR code / activation steps saved offline
- 2FA backup codes (stored securely)
- Travel vaccination proof if relevant

6) Security basics (don't be reckless)

- Use a strong phone PIN. Don't rely on swipe patterns.
- Avoid storing raw banking passwords in documents. Use a password manager.
- If you store sensitive items (2FA codes, scans), consider a password-protected PDF or an encrypted vault.
- Don't hand over your phone unlocked unless you must. Show the document; don't offer a tour of your life.

7) Quick 'Pack Night Before' checklist

- Update BORDER-QUICKSHOW with the latest bookings + statements
- Verify visa/entry requirements screenshots are current
- Confirm insurance dates cover the whole stay
- Refresh offline cache: open each critical file once
- Charge devices + pack a cable/power bank
- Email yourself the TRIP folder link + a 1-page itinerary PDF