BRM-01-01-Keep-it-Tidy-manual

Brushability - Masks
Lesson 1: Keep it Tidy Manual © Syndee Rogers

Staying organized while working through your class lessons will not only help you find your files easily, but also go along way in avoiding frustration! I'm going to share the system that has worked well for me. But feel free to customize it to fit your style and needs.
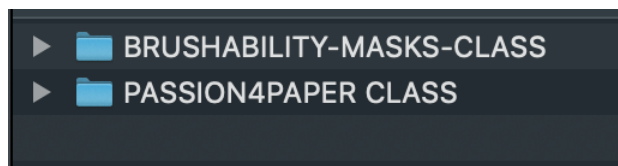
Organize By Section

This class is organized into sections in the QwikLearn classroom. Each section has several Lessons. So it makes a lot of sense to me to organize my files by section and then each lesson within.
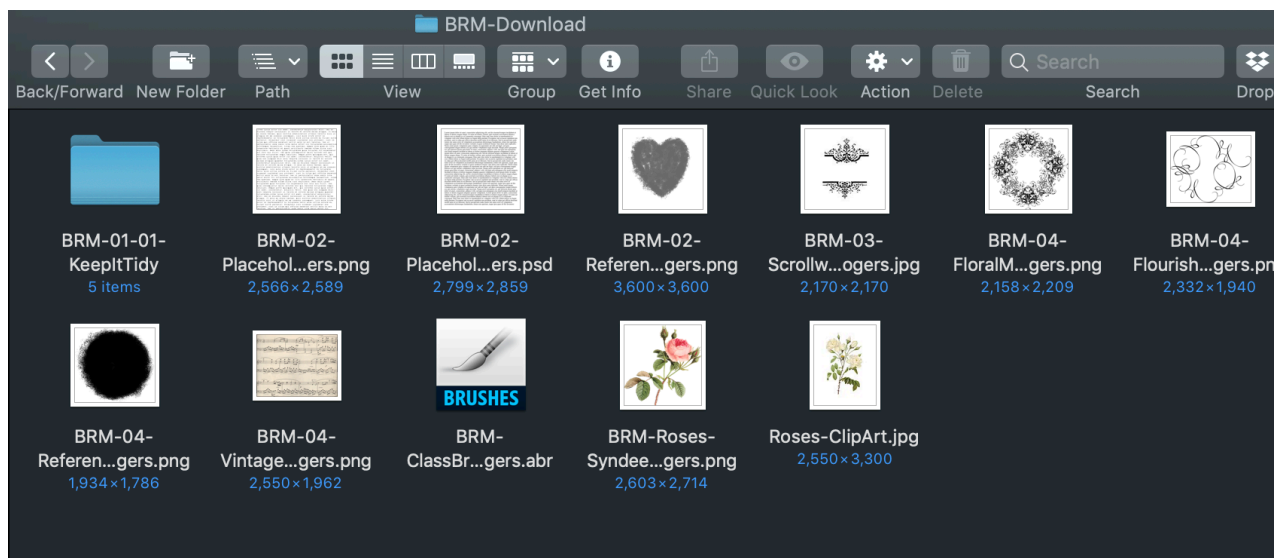
Class Folder

I create a Master file folder on my computer with the name of the class. In this case **Brushability-Masks-Class**. I keep this in a folder with my other Digital Scrapper Classes. I download the class downloads folder right into the class folder.
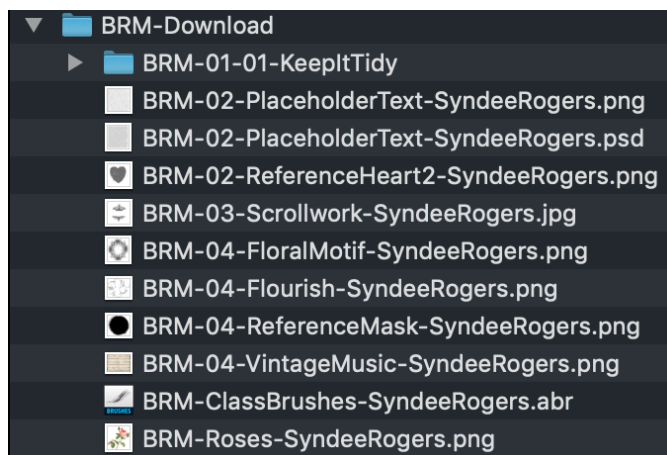

I have created a set of folders that correspond with the lessons in this class and this written lesson. It's up to you whether you use them or not, but they will help keep all your files and manuals together in an organized manner. Which will make it easier for you to find your files as you work through the lessons. Customize them to suit your own style and needs.

Once you download your BRM-Download folder from the classroom you will find the downloads for the class plus the BRM-01-01-KeepItTidy folder:
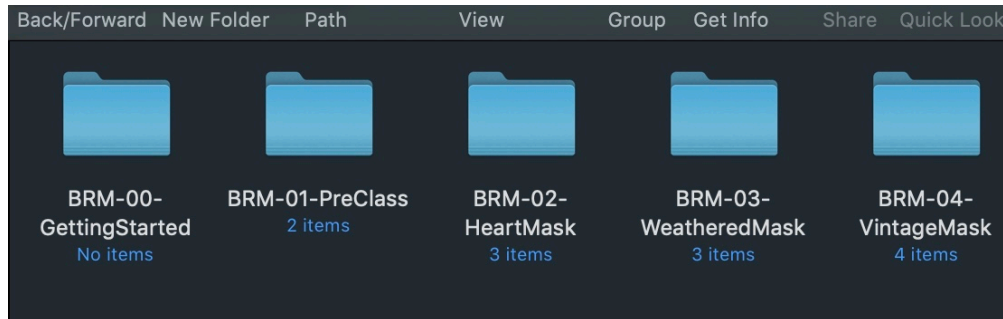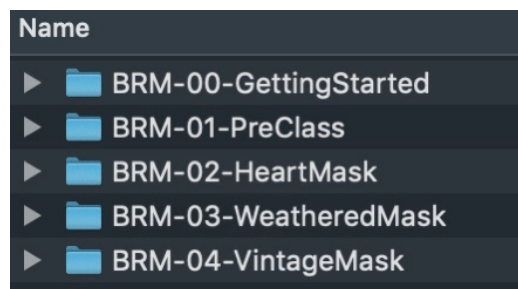
Thumbnail view:

List view:

Inside the BRM-01-01-KeepItTidy folder, (I think of these as (WIP) work in progress folders) there's a folder for each Section in the class. This makes it super easy to find your files.

Thumbnail view:

List view:

File Naming:

The file folder naming I use looks like this: **BRM-01-Pre-class**

Let me break the name down:

BRM-01-Preclass

> **BRM - Class name abbreviation**
> **01 - Section number**
> **Pre-class - Section name**

Or another way to look at it:
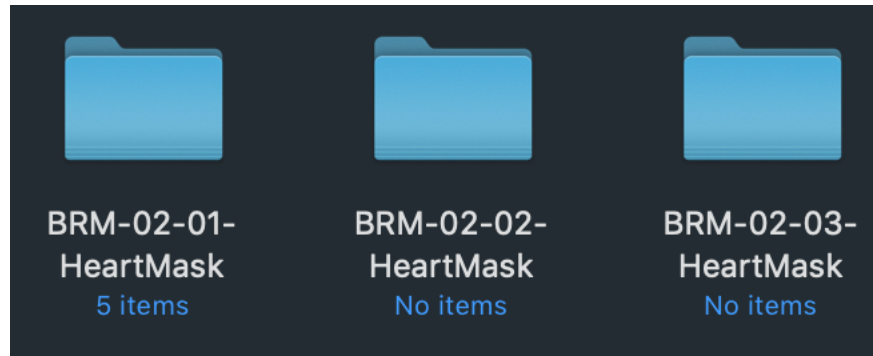
ClassName-Section#-SectionName

The only exception is the Getting Started section. I've created a folder named:
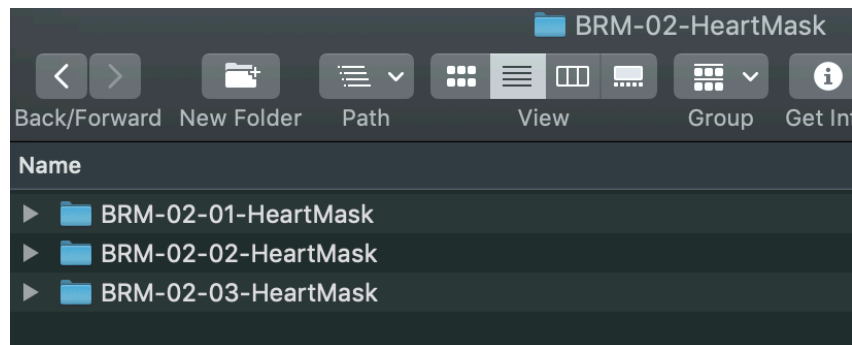**BRM-00-GettingStarted**

Inside each Section folder I've created a folder for each Lesson. These are named so that they correspond with the file names of the videos and manuals.

For example the inside of the **BRM-02-HeartMask** folder looks like this:
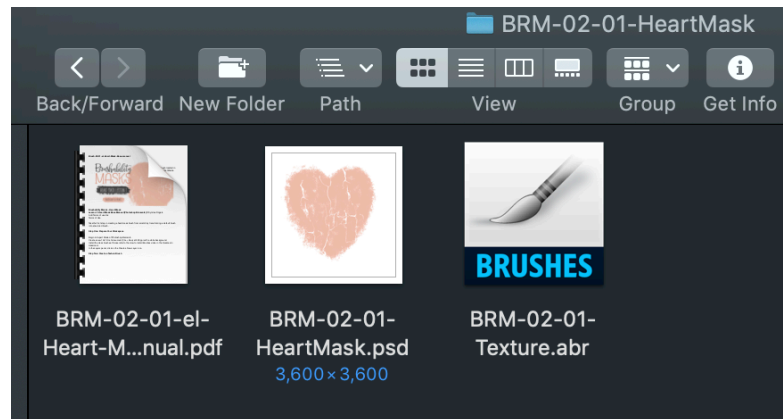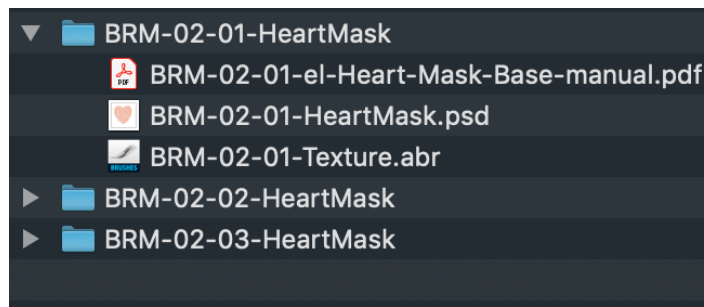
Thumbnail view:

List view:

Inside each Lesson folder I keep:

• Manuals
• Transcripts
• Videos (if you choose to download them)
• Class files created during the lesson
• Assignments
• Anything relevant to that lesson like the brushes we create in class

Thumbnail view:

List view:

I hope this helps you or at least gives you some ideas to help you stay organized during class! Customize it to fit your work flow.