### STAYING ORGANIZED

#### .....

Stay organized while working through your class lessons to maximize class enjoyment and find your files easily for use in subsequent lessons! I am going to share the system that has worked well for me. Customize to fit your style and needs!

# **Organize By Section**

This class is organized into sections in the classroom. Each section has several Lessons.

Gettin	ig Started								
O	WELCOME!> START HERE								
0	Ask Questions & Get Help								
0	Private Facebook Group Forever Access								
0	Facebook Group Access Code								
0	Small Downloads & All-in-One Download								
Pre-Class Information									
0	Installing Your Class Brushes								
Working with Color									
0	Lesson 1: Introduction (2:38)								
0	Lesson 2: Basic Color Theory (5:23)								
0	Lesson 3: Color Wheel (3:32)								
0	Lesson 4: Creating Color Swatches (3:19)								
0	Lesson 5: Choosing a Direction & Creating a Mood Board (6:51)								
0	Lesson 6: Style & Theme Assignment (3:13)								
Basic	Patterns								
0	Lesson 1: Basic Pattern Intro (2:39)								
0	Lesson 2: Dots (7:57)								
0	Lesson 3: Stripes (5:17)								
0	Lesson 4: Diagonal Stripes (4:22)								
0	Lesson 5: Chevron (5:07)								
0	Lesson 6: Starburst (3:13)								
0	Lesson 7: Color Me Happy & Assignment (4:03)								

I create a Master file folder on my computer called: **Passion4Paper**.

Then inside that folder, I create a folder for each Section.

The file folder naming I use looks like this: 01-PFP-WorkingWithColor

Let me break the name down:

01-PFP-WorkingWithColor

01- Section PFP- Class Name Working with Color - Section Name

Or another way to look at it:

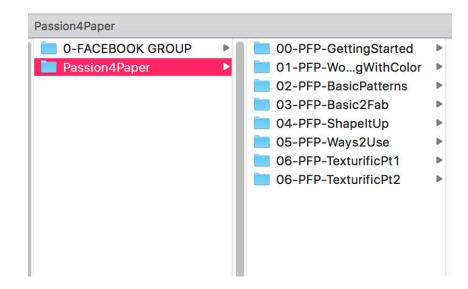
# Section-ClassName-SectionName

The only exception is the Getting Started and Pre-Class sections. I've created a folder named:

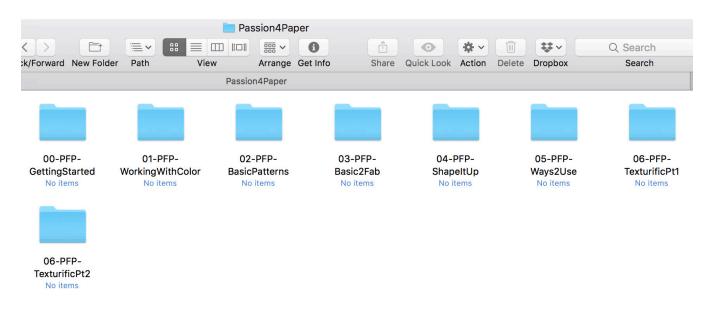
# 00-PFP-GettingStarted

I also include the Installing Your Class Brushes from the Pre-Class section in this file since it really doesn't need it's own folder.

List view:



# Thumbnail view:



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

For example inside the 01-PFP-WorkingWithColor folder looks like this:

<		Ē		<b>~</b>	00			101		0
Back/I	Forward	New Fol	der	Path		Vie	ew		Arrange	e Get Info
01-PFP-WorkingWithColor										Color
Name	-									
Image: A start and a start	PFP-S	61-L1-Wo	rking	gColor						
Image: A start and a start	PFP-S1-L2-ColorTheory									
Þ 📄	PFP-S1-L3-ColorWheel									
Þ 📄	PFP-S1-L4-ColorSwatches									
E E	PFP-S1-L5-DirectionMood									
Image: 1	PFP-S	S1-L6-Sty	leTh	ieme						

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

#### List view:

				<u> </u>	vithColor	thuolor		
<				🔳 📖		0		
Back	k/Forwar	d New Folder	Path	View	Arrange	Get Info	S	
				01-PF	P-WorkingWithC	olor		
Nan	ne							
►	PFP-	-S1-L1-Workin	gColor					
►	PFP-	-S1-L2-ColorT	heory					
▼	PFP-	-S1-L3-ColorV	Vheel					
	ة (	ColorWheel-As	signment.j	ipg				
Paper-ColorWheel-Template.psd								
	ō F	Paper-ColorWI	neel-Tints.j	pg				
	🤞 F	Paper-ColorWI	neel.jpg					
	🛃 F	PFP-S1-L3-Co	lor-Wheel-	manual.pdf				
	🛃 F	PFP-S1-L3-Co	lor-Wheel-	transcript.pdf	f			
►	PFP-	-S1-L4-ColorS	watches					
►	PFP-	-S1-L5-Directi	onMood					
►	PFP-	-S1-L6-StyleT	heme					

#### Thumbnail view:



ColorWheel-Assignment.jpg 2,550 × 3,300



PFP-S1-L3-Color-Wheel-transcript.pdf

PFP-S1-L3-ColorWheel



Paper-ColorWheel-Template.psd 3,600 × 3,600



Paper-ColorWheel-Tints.jpg 2,550 × 3,300

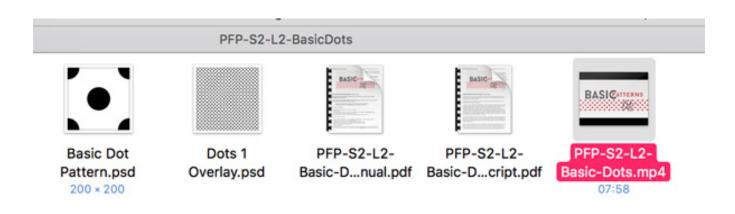


Paper-ColorWheel.jpg 2,550 × 3,300

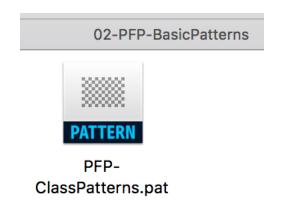


PFP-S1-L3-Color-Wheel-manual.pdf

In the lesson folders for the Pattern Section I also include the Pattern swatches and overlays we create in each lesson.



I also saved the pattern set we create in **PFP-S2-L5-BasicChevron** inside the **02-PFP-Ba-sicPatterns** folder so that I can easily reinstall the basic patterns I created in the Pattern tool incase they disappear.



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