STAYING ORGANIZED

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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.

Getting Started	
◐	📄 WELCOME! ---> START HERE
○	📄 Ask Questions & Get Help
○	📄 Private Facebook Group -- Forever Access
○	📄 Facebook Group Access Code
○	📄 Small Downloads & All-in-One Download

Pre-Class Information	
○	📄 Installing Your Class Brushes

Working with Color	
○	▶ Lesson 1: Introduction (2:38)
○	▶ Lesson 2: Basic Color Theory (5:23)
○	▶ Lesson 3: Color Wheel (3:32)
○	▶ Lesson 4: Creating Color Swatches (3:19)
○	▶ Lesson 5: Choosing a Direction & Creating a Mood Board (6:51)
○	▶ Lesson 6: Style & Theme Assignment (3:13)

Basic Patterns	
○	▶ Lesson 1: Basic Pattern Intro (2:39)
○	▶ Lesson 2: Dots (7:57)
○	▶ Lesson 3: Stripes (5:17)
○	▶ Lesson 4: Diagonal Stripes (4:22)
○	▶ Lesson 5: Chevron (5:07)
○	▶ Lesson 6: Starburst (3:13)
○	▶ 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
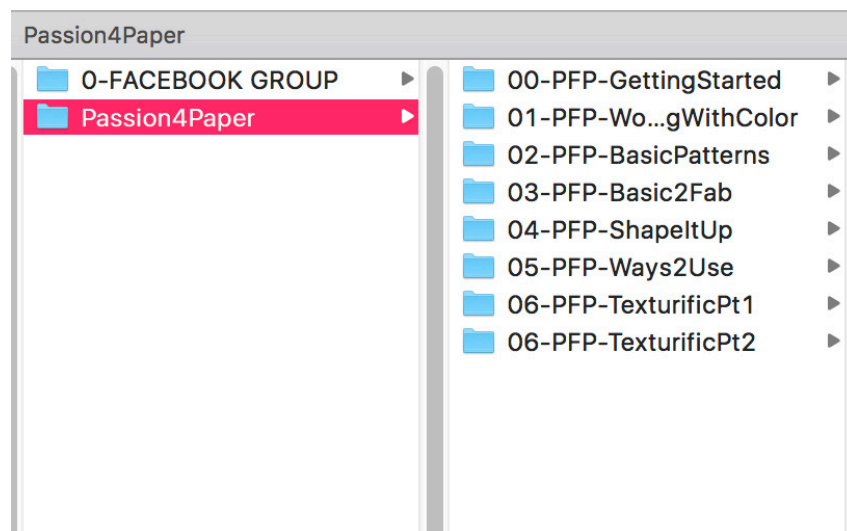**Working with Color - Section Name**

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:
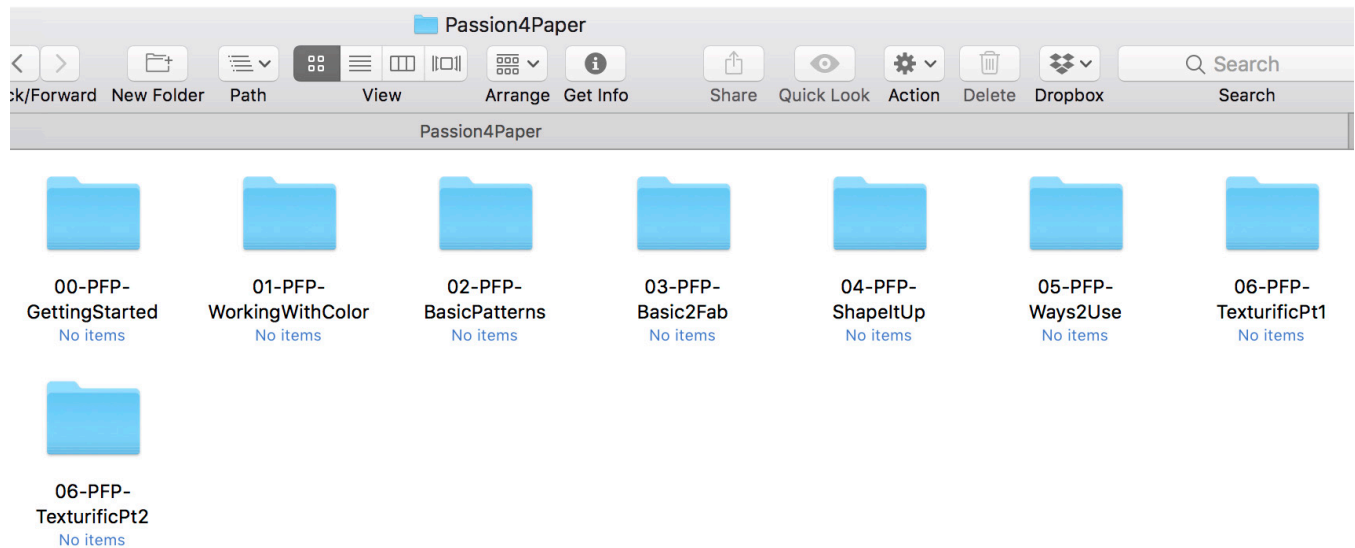**00-PFP-GettingStarted**
I also include the Installing Your Class Brushes from the Pre-Class section in this file since it really doesn't need it's own folder.
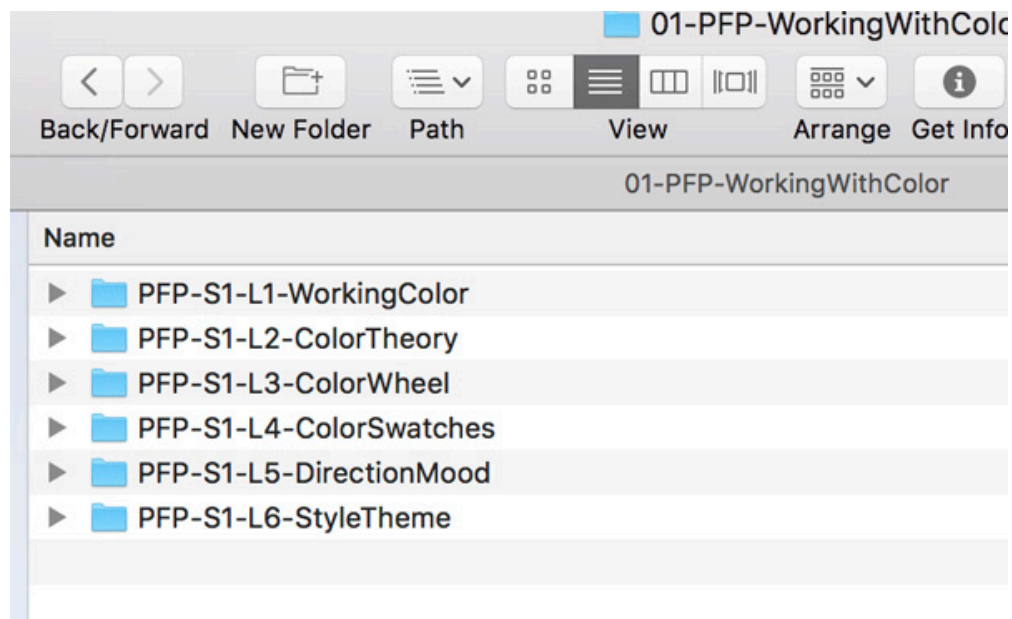
List view:

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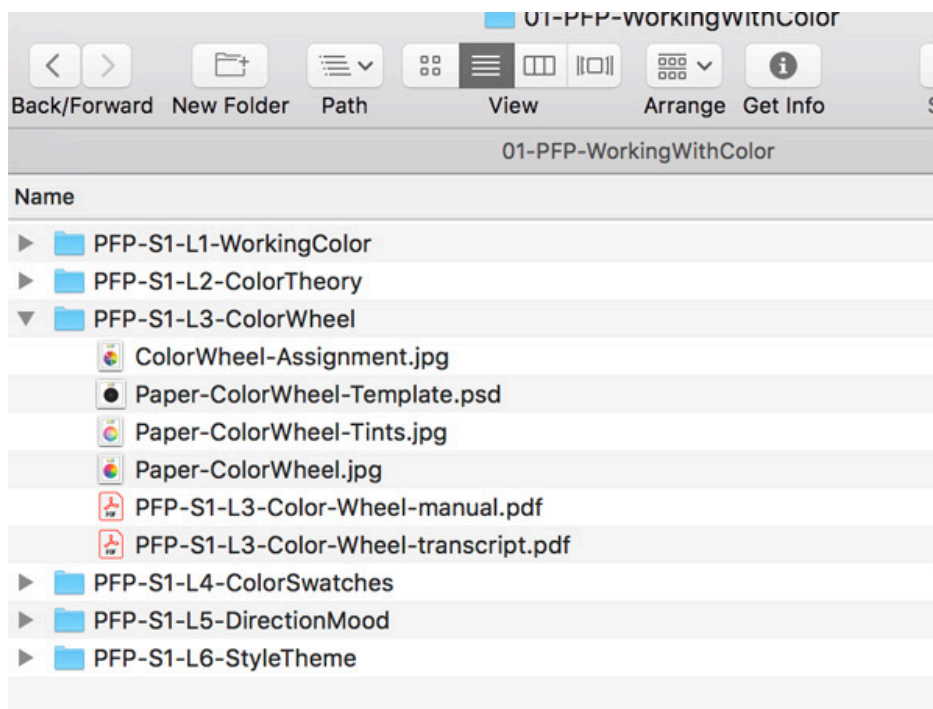For example inside the 01-PFP-WorkingWithColor folder looks like this:
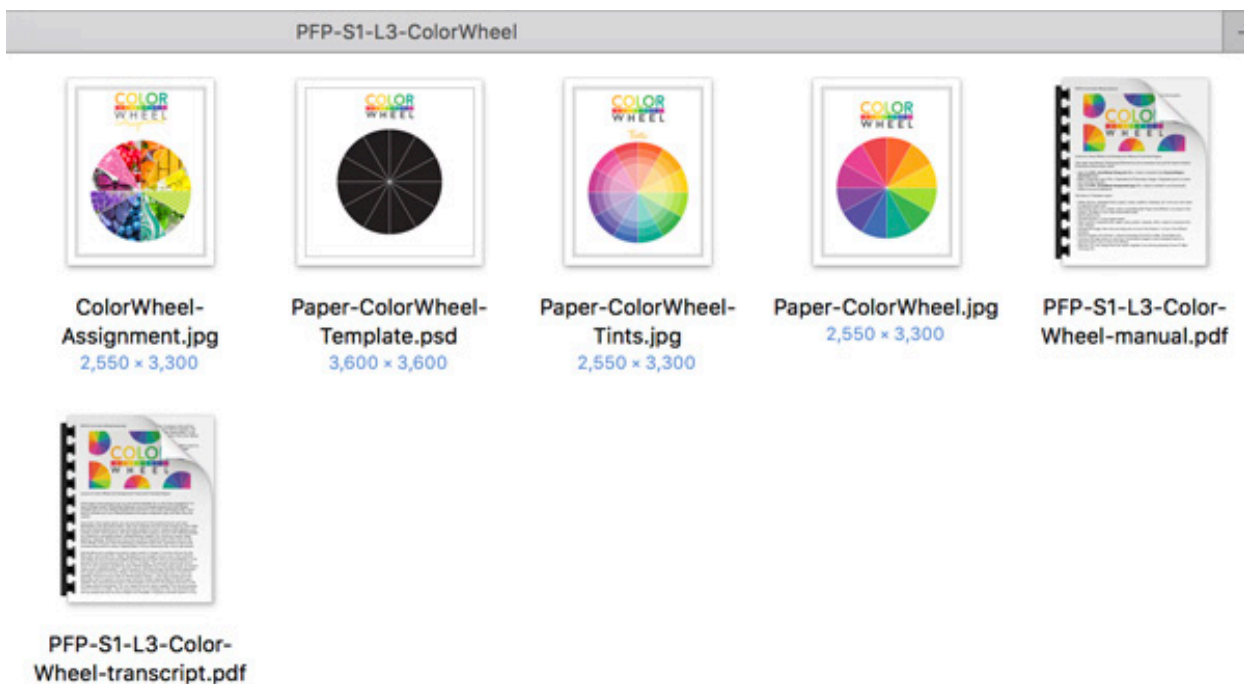

Inside each Lesson folder I keep:

• Manuals

- Transcripts
- Videos (if you choose to download them)
- Class files created during the lesson
- Assignments
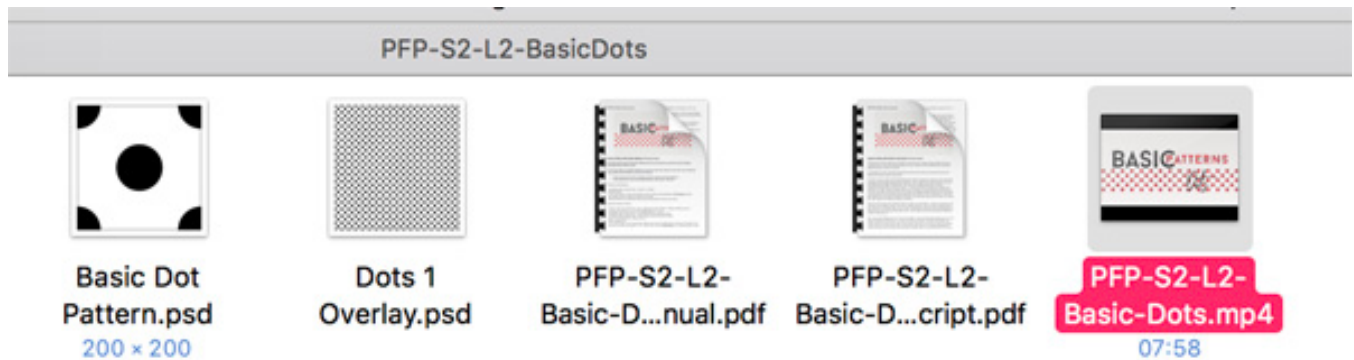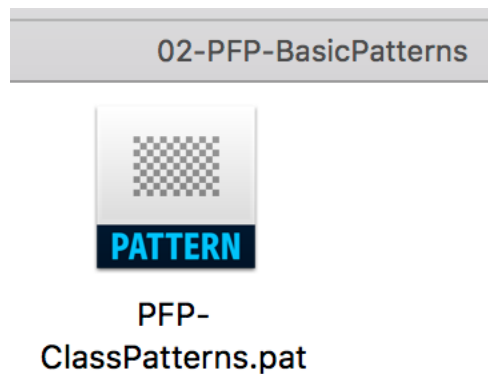- Anything relevant to that lesson

List view:

Thumbnail view:

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-BasicPatterns** 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.