

## FPE-00-01-Keep-it-Tidy-manual



### Lesson 1: Keep it Tidy Manual ©2020 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.

**PLEASE NOTE:** In this manual and video lesson, I have used the files from my Brushability: Making Masks class for demonstration purposes. However, this system will work for any class using this as a guide, just swap out the class and lesson names etc.

For each of my classes I provide pre-named folders that correspond with each lesson which you can also refer to for help with naming your files according to this system.

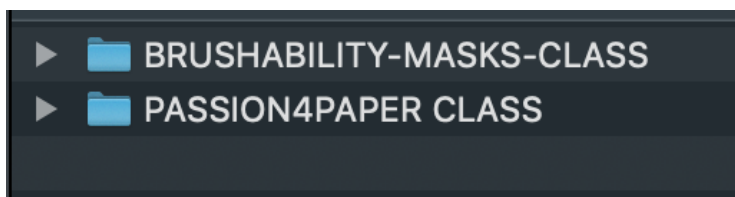
### Organize By Section

The classes are 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.

Welcome		
<input checked="" type="radio"/>	Welcome to Brushability - Making Mask Brushes	Start
<input type="radio"/>	The QwikLearn Secret to Success	Start
<input type="radio"/>	Synde's Tips & Tricks	Start
<input type="radio"/>	Ask Questions & Get Help	Start
<input type="radio"/>	Facebook Group & Access Code (Optional)	Start
<input type="radio"/>	Brushability; Making Mask Brushes Terms of Use	Start
<input type="radio"/>	Additional SAVINGS on Coordinating Class	Start
<input type="radio"/>	Class Download	Start
Pre-Class		
<input type="radio"/>	Keep it Tidy	Start
<input type="radio"/>	Get to Know the Brush Tool	Start
<input type="radio"/>	Installing Brushes	Start
Heart Mask		
<input type="radio"/>	Lesson 1: Heart Mask Base (9:46)	Start
<input type="radio"/>	Lesson 2: Color 2 Black and White (4:11)	Start
<input type="radio"/>	Lesson 3: Grunged Text (13:46)	Start
<input type="radio"/>	Assignment	Start

## Class Folder

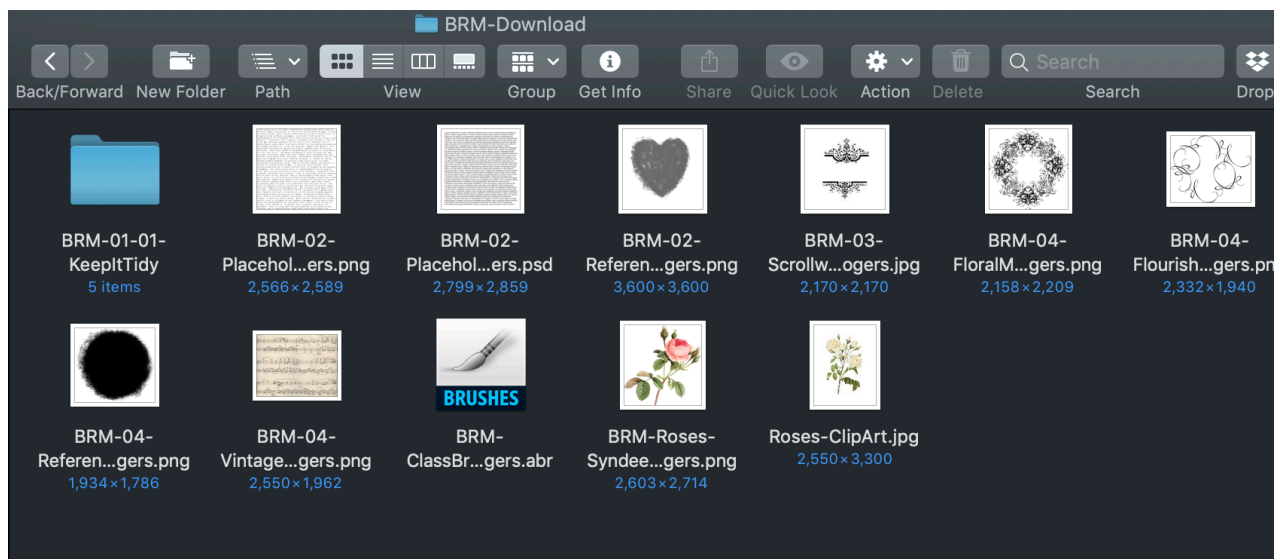
I create a Master file folder on my computer with the name of the class. (For demonstration purposes I will be using images from my Brushability: Making Masks class.) For example I named my file **Brushability-Masks-Class**. I keep this in a folder with my other Digital Scrapper Classes. I download the class downloads folder right into the class folder.



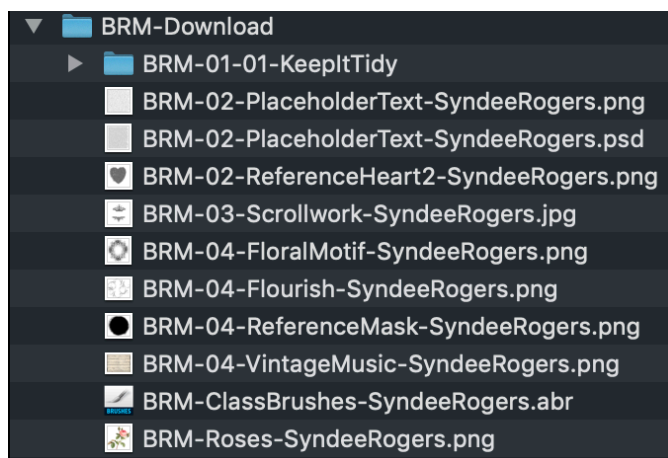
I have created a set of folders that correspond with the lessons in this class. It's up to you whether you use them or not, but they will help keep all your files and manuals together in an organized manner. Which will make it easier for you to find your files as you work through the lessons. Customize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

Once you download your class downloads folder (in this example: BRM-Download folder) from the classroom you will find the downloads for the class plus the Keep It Tidy folder (In this example: BRM-01-01-KeepItTidy):

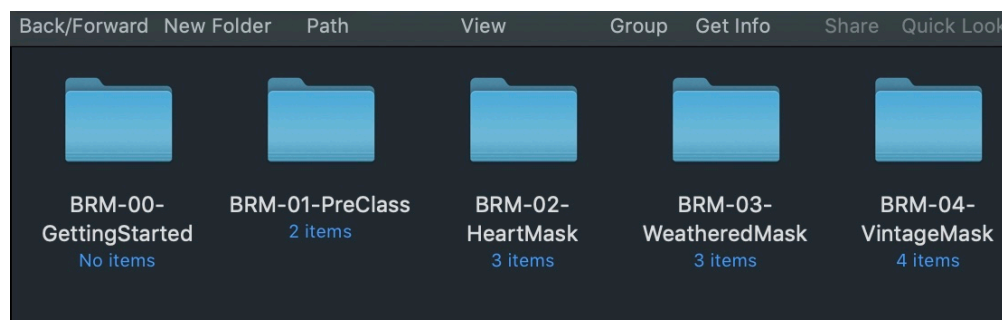
Thumbnail view:

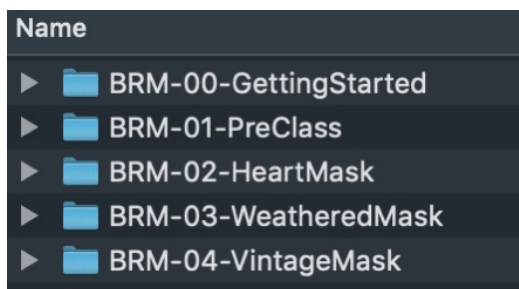


List view:



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**

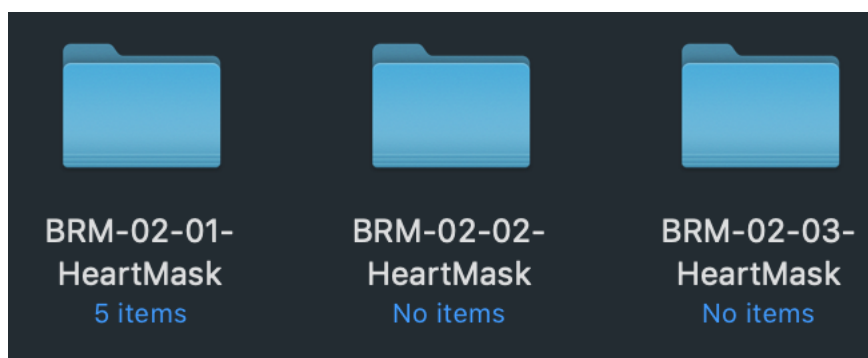
The only exception is the Getting Started section. I've created a folder named:

#### **BRM-00-GettingStarted**

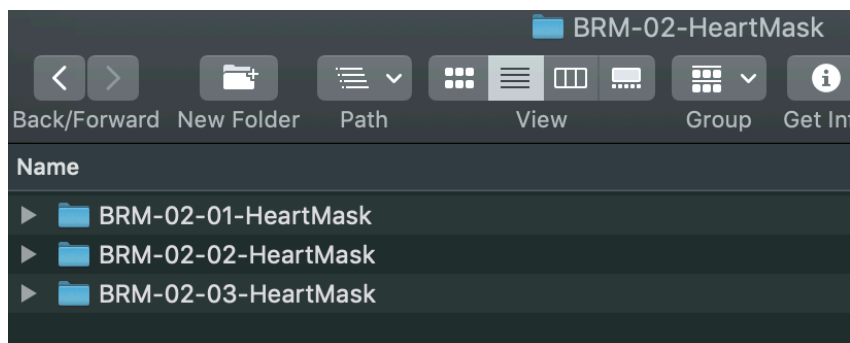
Inside each Section folder I've created a folder for each Lesson. These are named so that they correspond with the file names of the videos and manuals.

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

Thumbnail view:



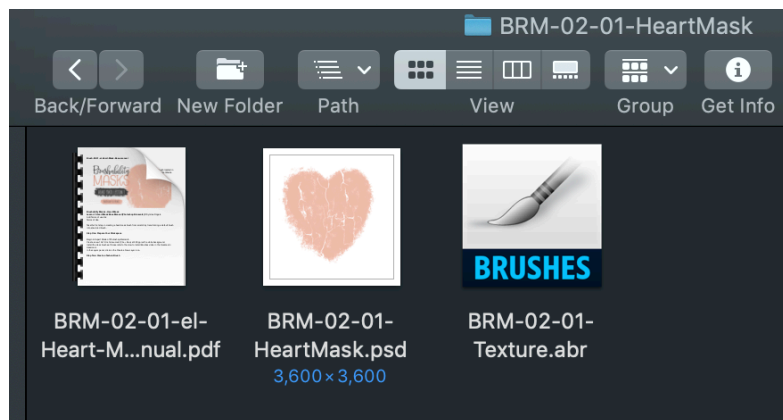
List view:



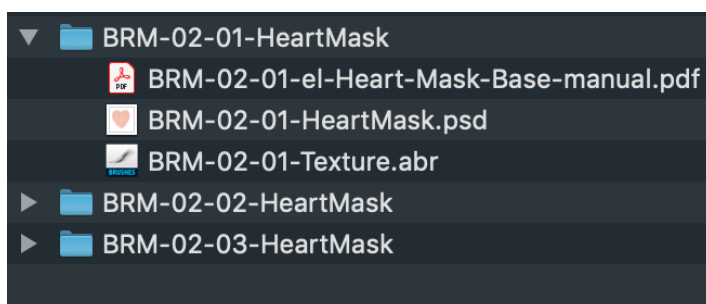
**Inside each Lesson folder I keep:**

- 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 class and work flow.