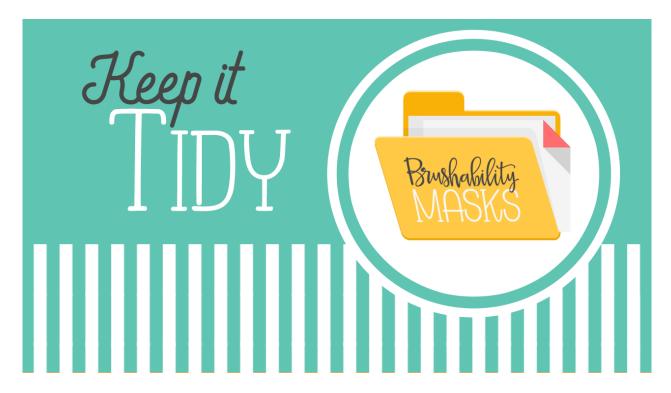**BRM-01-01-KeepItTidy-transcript**

Lesson 1: Keep it Tidy Transcript © 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 am going to share the system that has worked well for me. But feel free to customize to fit your style and needs.

I want to really encourage you to print the PDF out for this lesson, then it will be easy to refer to it as you work through your lessons.

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

The first thing I do is create a master file folder on my computer with the name of the class: in this case BrushabilityMasks-Class. I keep this in a folder with my other Digital Scrapper Classes. And I usually download the class download folder right into this class folder. And that way all the class files I need are together.

I've 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 you 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. Customized them to suit your own style and needs. Once you download your

class downloads (BRM-Download) folder from the classroom you will find the downloads for the class plus the BRM-01-01-KeepItTidy folder. And inside the BRM-01-01-KeepItTidy folder, there's a folder for each Section in the class, I like to think of these as work-in-progress folders. This makes it super easy to find your files.

Let's talk about the file naming. The file folder naming I use looks like this: BRM-01-Pre-class Let me break the name down. BRM is the abbreviation of the class name Brushability Masks. 01 is the Section number, and Pre-class is the Section name. And here's another way to look at it: ClassName-SectionNumber-SectionName. The only exception is the Getting Started Section. For that I've created a folder named BRM-00-GettingStarted.

Now 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. Now inside each Lesson folder I keep manuals, transcripts, videos if you choose to download them, the class files created during the lesson, assignments if any, and anything relevant to the lesson. Like the brushes we create in class.

So I hope this helps you. or at least gives you some ideas to help you stay organized during class. Customize it to fit your workflow. And please share what works for you in the private Facebook group for this class.

I'll see you in the next lesson this is been Syndee Rogers with Brushability Masks