



Keep it Tidy By Lesson Manual ©Syndee Rogers

While working through your class lessons, staying organized will not only make it easier to find your files, but it will also help you avoid frustration! In this lesson, I'm going to share the system that has worked well for me. Feel free to customize it to meet your needs and style.

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

Please note that these folders are empty and waiting for you to save your class files into as you work through the lessons.

****PLEASE NOTE:** This class is organized by lesson.

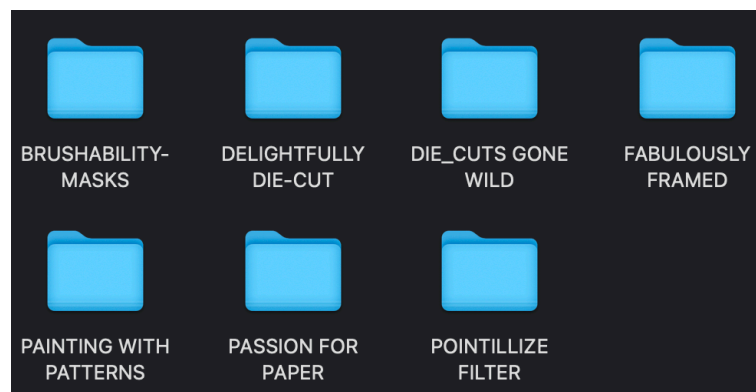
Organize By Lesson

This class is organized by lesson in the Digital Scrapper/QwikLearn classroom. So it makes a lot of sense to organize my files by lesson.

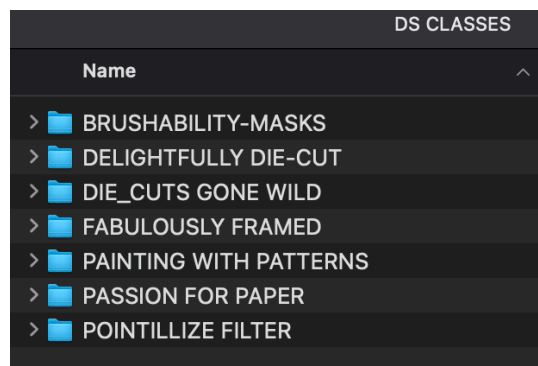
Class Folder

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 Fabulously Framed class.) For example I named my file **FABULOUSLY FRAMED**. I keep this file in a folder with my other Digital Scrapper Classes named **DS CLASSES**.

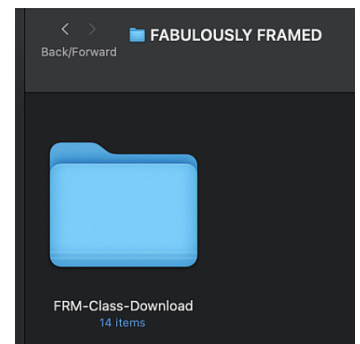
Thumbnail view:



List view:

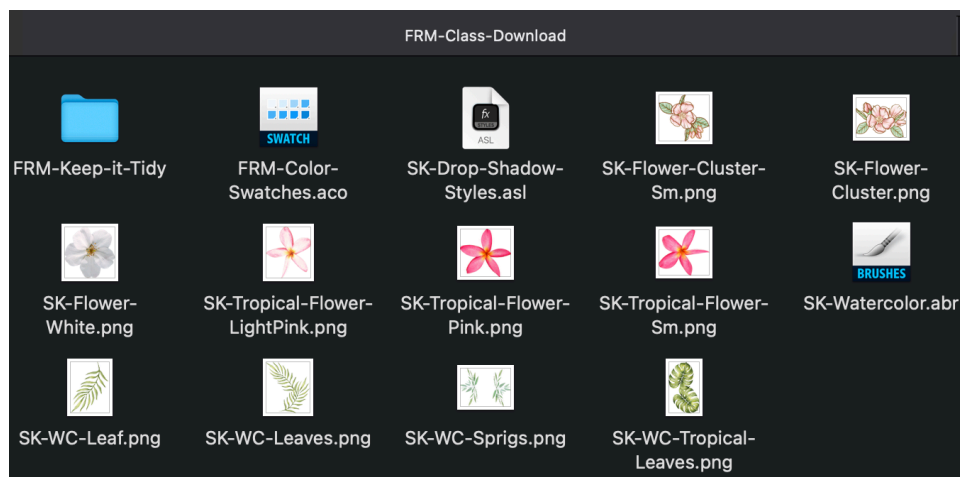


I like to add the class download folder to the class folder to keep all associated files together.

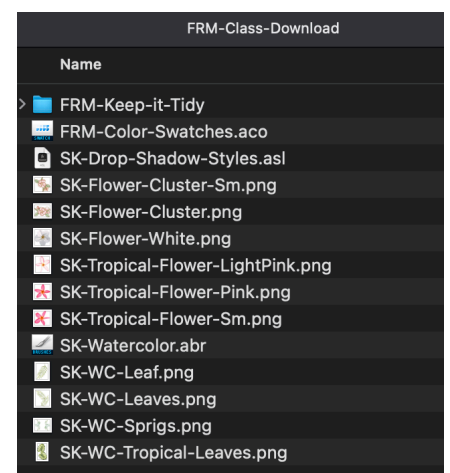


After downloading your class download folder (in this example: FRM-Class-Download), you'll find the files you will need for this class as well as the Keep It Tidy folder (In this example: FRM-Keep-It-Tidy).

Thumbnail view:

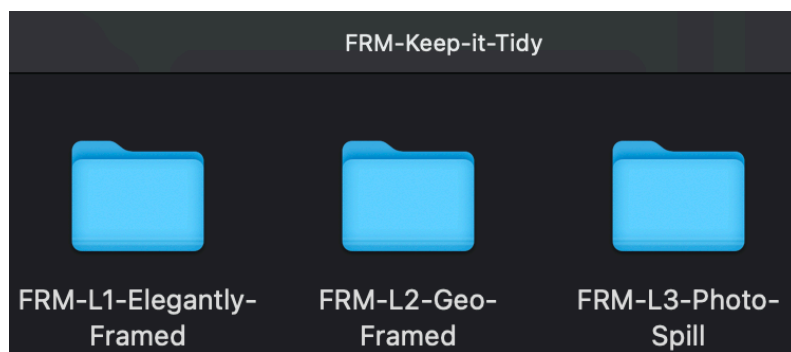


List view:

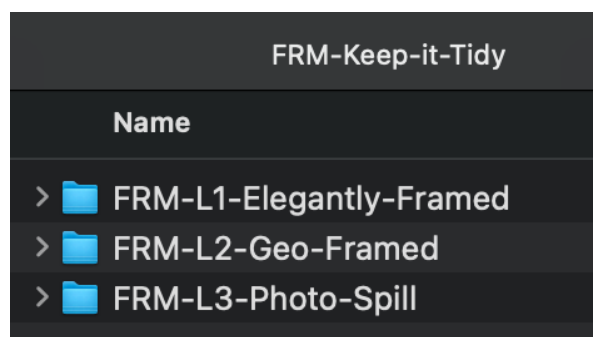


Inside the Keep it Tidy folder, you will find a set of folders that correspond with the lessons in this class, along with the manual for this lesson. It's up to you whether or not you use them, but they will assist you in keeping your files and manuals organized. In addition, you will be able to locate your files much easier as you progress through the lessons.

Thumbnail view:



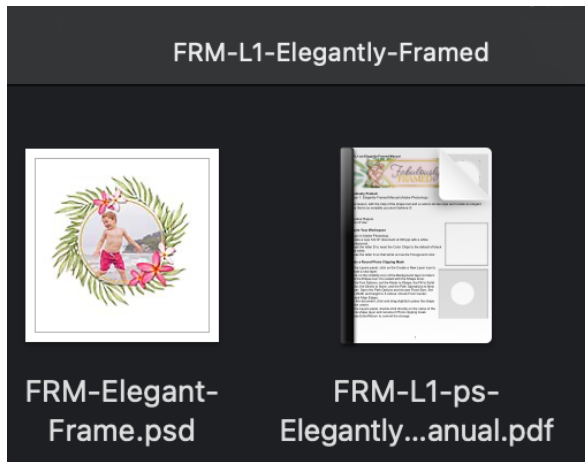
List view:



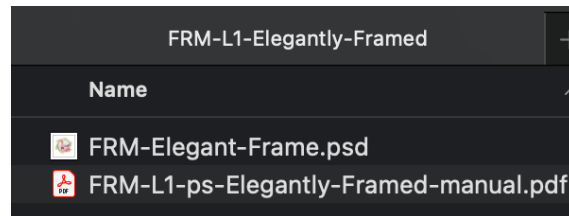
Inside each Lesson folder I keep:

- Manuals
- Videos (if you choose to download them)
- Class files created during the lesson
- Assignments (if applicable)
- Anything relevant to that lesson like extra items created in class. (Example: Modified brushes, textures etc.)

Thumbnail view:



List view:



File Naming:

The file folder naming I use looks like this: **FRM-L1-Elegantly-Framed**

Let's break the name down:

FRM-L1-Elegantly-Framed

FRM - Class name abbreviation

L1 - Lesson number

Elegantly Framed - Lesson name

Or another way to look at it:

ClassName-Lesson#-LessonName

Hope this helps you stay organized during class or at least gives you some ideas! Customize it to fit preferences and work flow.