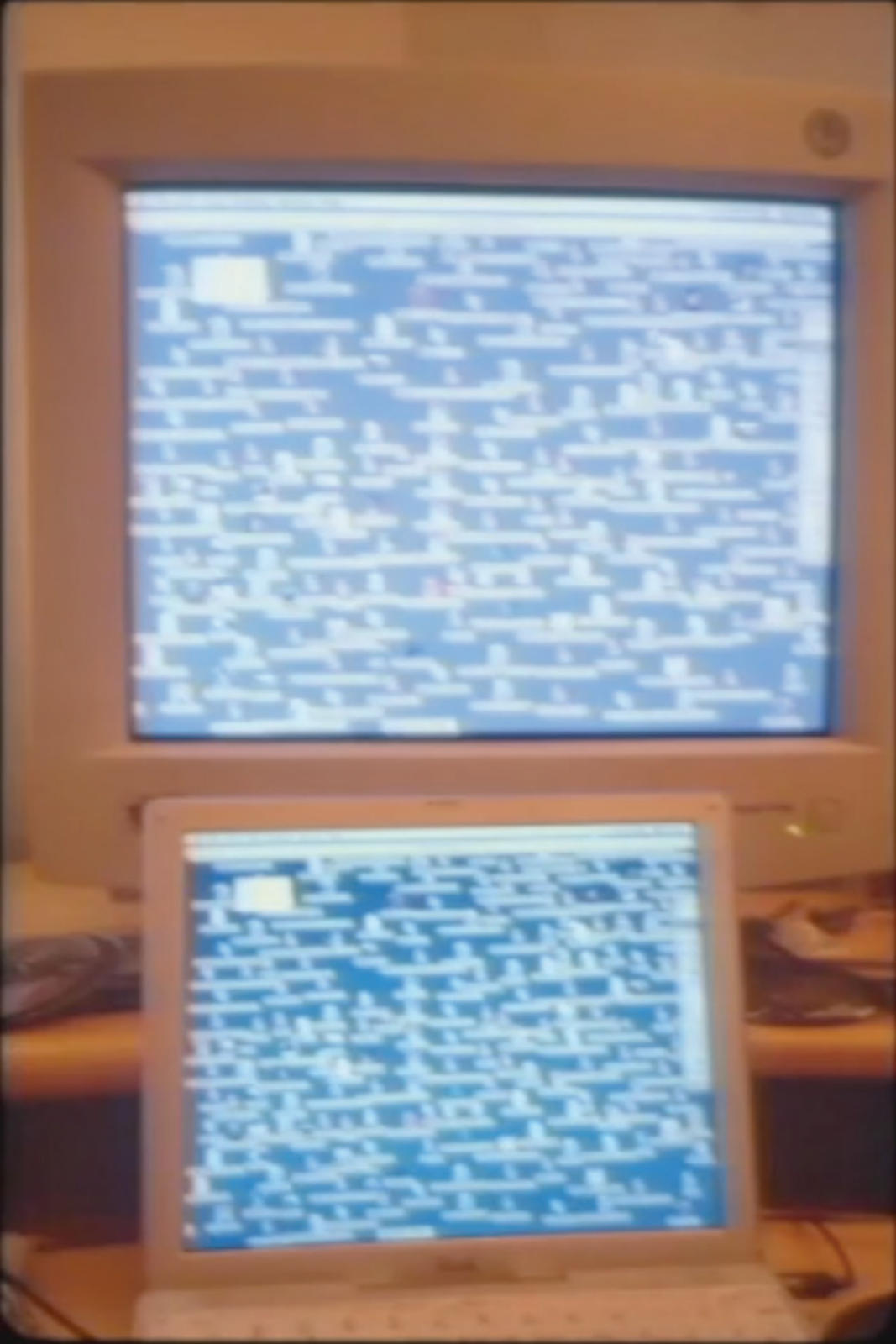


FILE MANAGEMENT



Having a file management system helps keep your work and projects organized and easy to find.

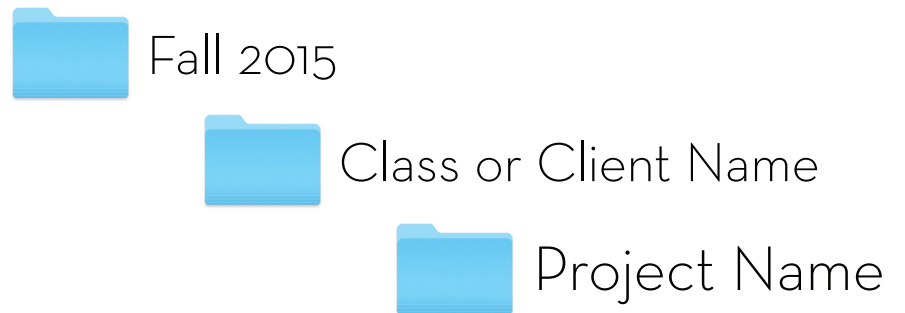
< this is David Carson's desktop

You'll need to figure out how you would best like to organize your system.

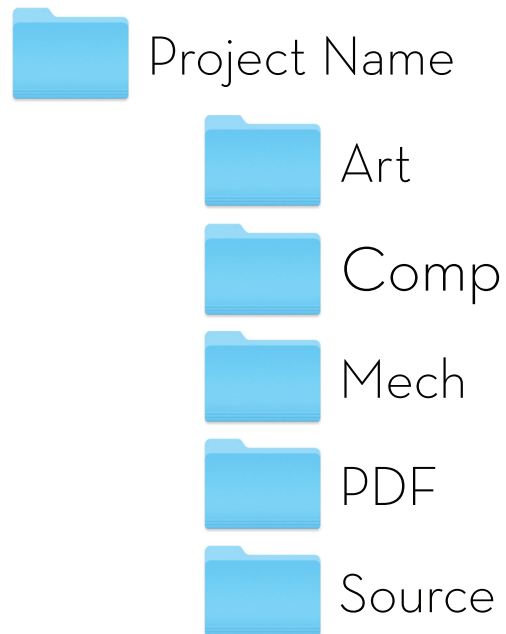
I'm going to share with you mine, which is a combination of some of the places I've worked over the years.



For something like school it is easiest to start with the semester.



Now how I organize Projects have multiple parts since this is where the most of the pieces will be.





Project Name



Art



Comp



Mech



PDF



Source

Art: this is where I put all my image links, fonts, logos...etc. Anything that will be in my design.

Comp: these are roughs that are not finalized, anytime a client sends changes I make another copy of the file and change the name. (example: *ProjectName-C1*, *ProjectName-C2*, *ProjectName-C3...*). You should never save over a previous version of a project because you may need to go back to a previous version.

Mech: this is where I put the approved final with all the necessary set up for proper printing.

PDF: I save PDFs of EVERYTHING because you don't know what can happen, Illustrator, PhotoShop, InDesign files can become corrupted. PDFs tend to state stable.

Source: this is my junk drawer where I save inspiration, research, links to sites, etc.



new.**psd**



newfinal.**psd**



newfinalfinal.**psd**



newfinalestfinal.**psd**



newfinalestfinal
forsure.**psd**



newfinalestf...kthis
s...tfinal.**psd**

Plus having a solid naming convention for your files like “ProjectName-C1” keeps things like this from happening.

