



# **ORGANIZATION** is the Key. . .

## **A GUIDE TO DESKTOP ORGANIZATION**

### **Ideas for File and Digital Photography Organization**

- Designate a folder on your desktop labeled “Yearbook” that contains all yearbook related files.
- Organize subfolders within your yearbook folder.
  - Working Pages
  - Finished Pages
  - Shipped to Plant
  - Indexed Pages
  - Images
- Create subfolders within your “Images” folder for each section in your book.
  - Examples: Sports, Academics, Clubs, People, etc.
- Then create folders within these subfolders: Sports—football, basketball, etc.; Academics—English, Science, etc.; People—Seniors, juniors, etc.
- The fewer pictures within each folder, the more efficient the process of choosing pictures will be.
- When you have designated what pictures will be used on what page, create a folder for each page and save the pictures in the “Job#–Pg#–Pg#–XX” format.
- Within the “Working Pages” folder, new folders should be created corresponding to your deadlines.
- Inside each deadline folder, create one folder for each spread that will be sent on that deadline. This folder is where the PageMaker or InDesign file will be saved.
- Once the pages are completed, move to the “Finished Pages” folder. When submitted to plant, move to “Shipped to Plant” folder.
- Use the Indexed Pages folder to save copies of layouts once they’ve been indexed.