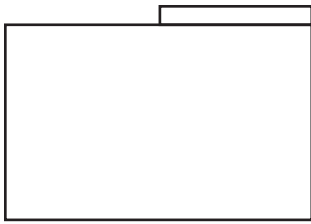
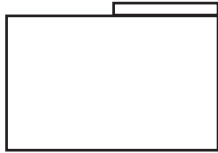


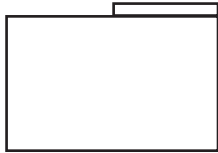
# FILE SET UP



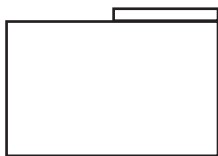
**MAIN FOLDER**  
PHS ART



**IN CLASS EXERCISES (InDesign files)**



**PDF FILES (Files you have exported)**



**RESEARCH FILES (Files you save like a JPG)**

## WHERE DO I SAVE MY FILES?

Desktop, student drive, external thumbdrive, etc.

WHY IS THIS IMPORTANT?

## FEW NOTES ABOUT SAVING, ETC.

- Saving is your BFF (command/ctrl + s)  
USE IT. LIVE IT. LOVE IT.
- Being organized in your filing system will make your life easier. Trust me.
- Name files appropriately. (TIP: use in class exercise names)
- For this class: ALWAYS. ALWAYS. ALWAYS. Export as a PDF. ALWAYS.

Saving documents and file management: is a REAL LIFE thing that applies outside of school and far into your adulthood.



You will email your PDF files of digital projects to:  
timens@sou.edu

