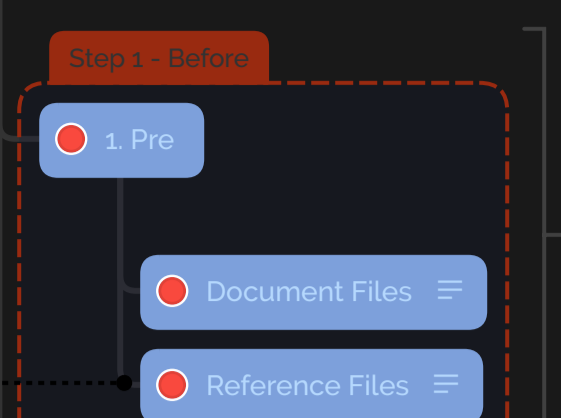


Folder Structure : Design Projects

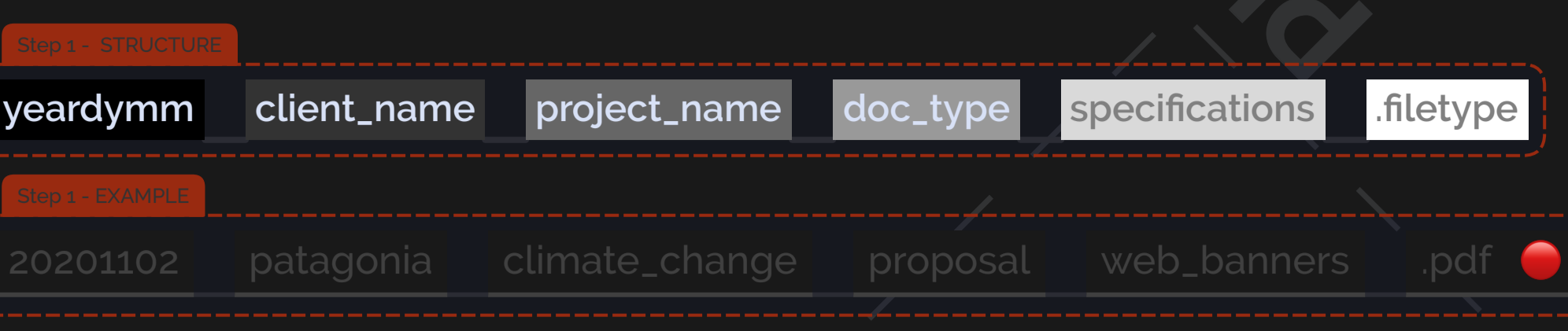
o. Client Name

Project Name

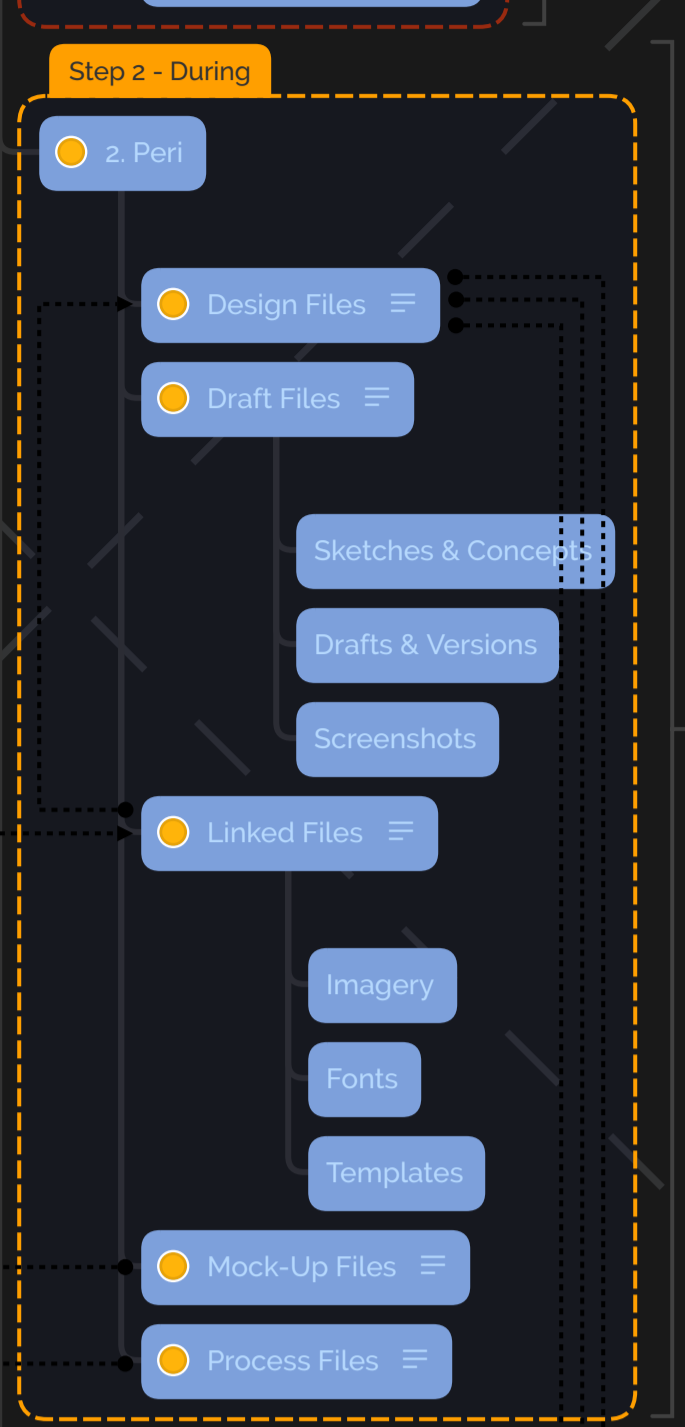


Pre-Production

File Naming Structure: Pre Files - Briefing

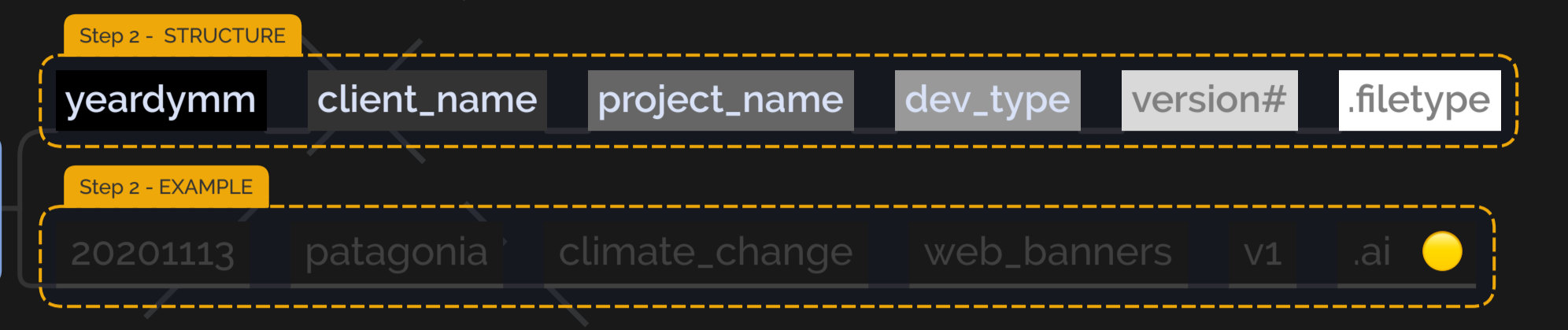


NOTE 1: All file name copy must be 'lowercase'

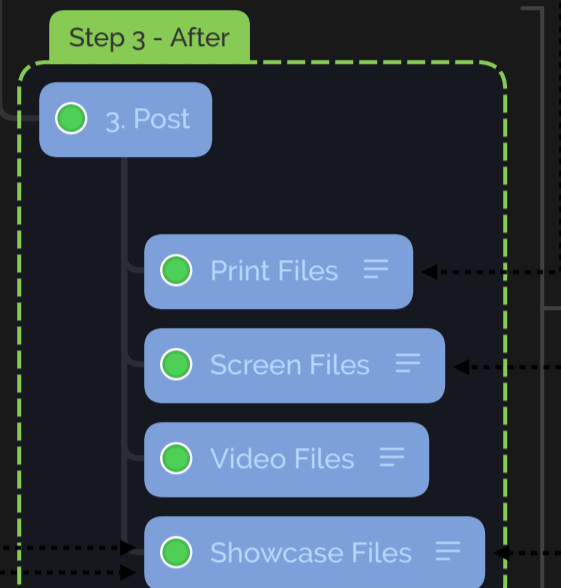


Production

File Naming Structure: Peri Files - Development

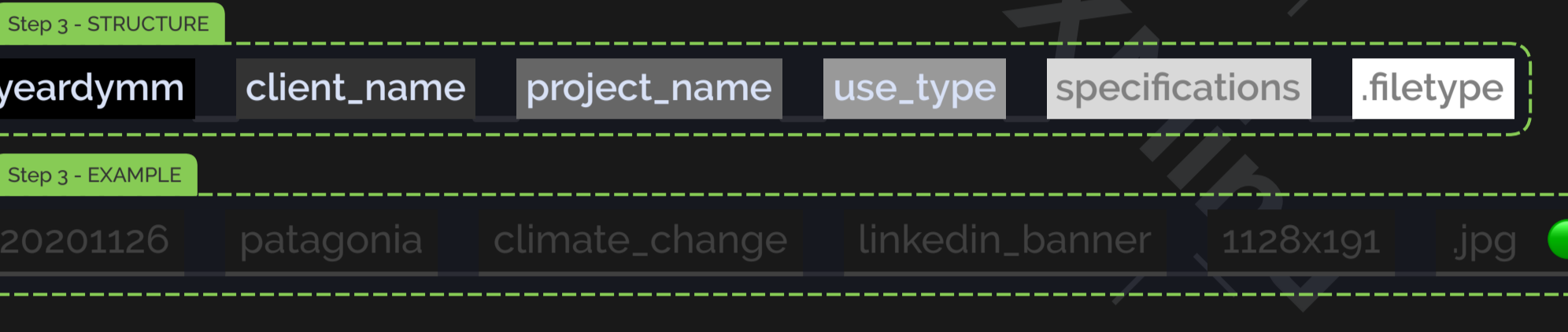


NOTE 2: All spaces between characters must be '_' underscores



Deliverables

File Naming Structure: Post Files - Final

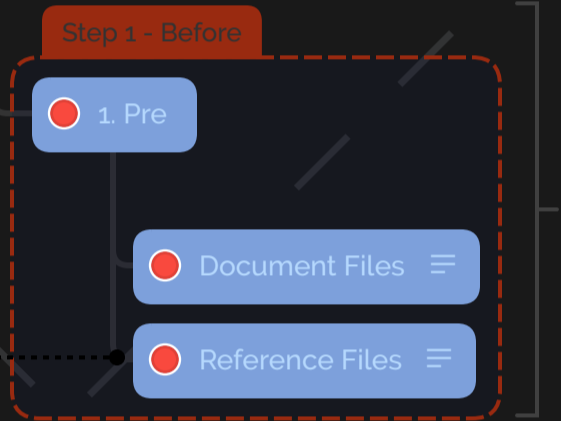


NOTE 3: "color tag" files by pre (red dot) peri (yellow dot) post (green dot) for sorting & archiving

Folder Structure : Photography Projects

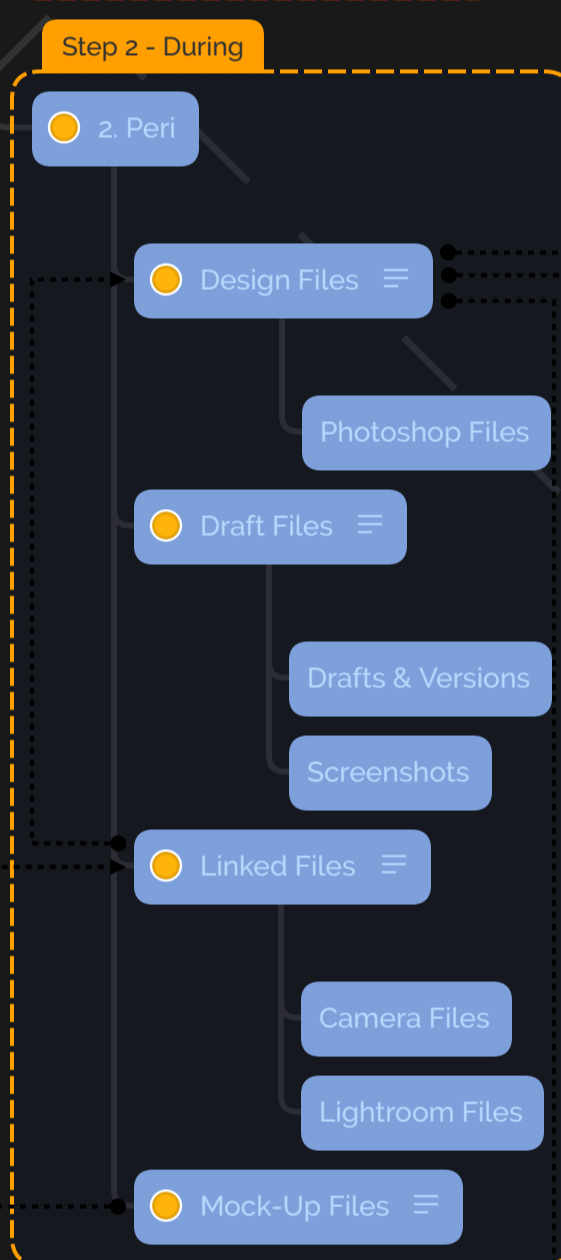
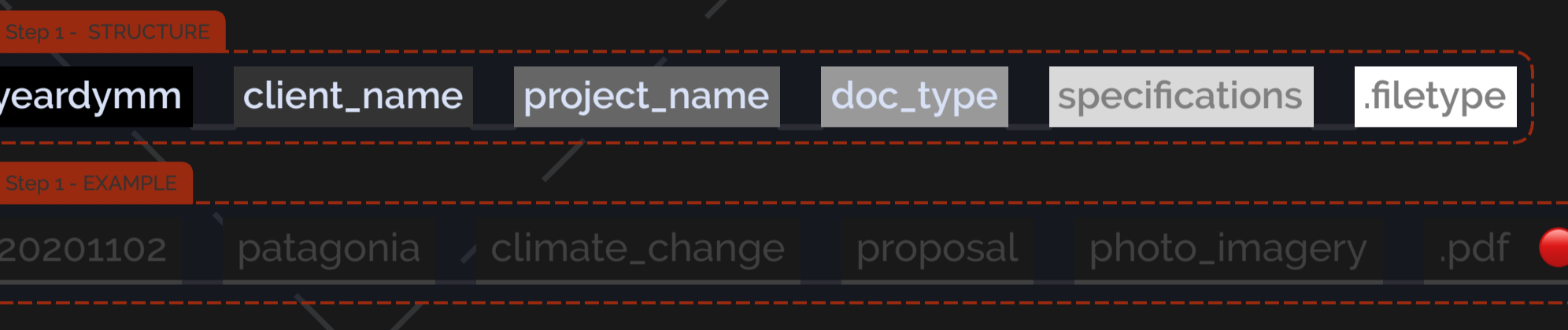
o. Client Name

Project Name



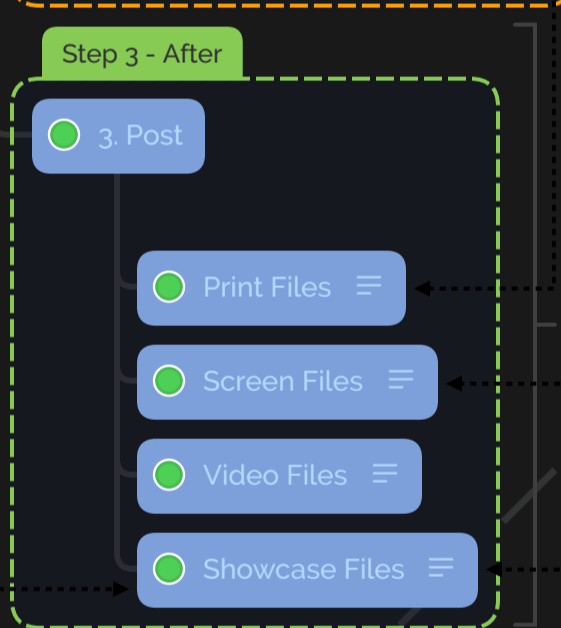
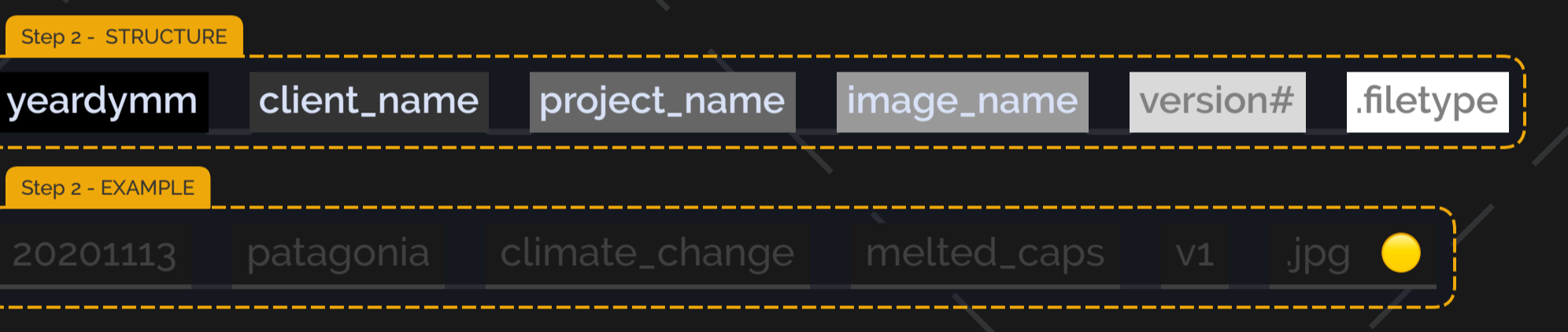
Pre-Production

File Naming Structure: Pre Files - Briefing



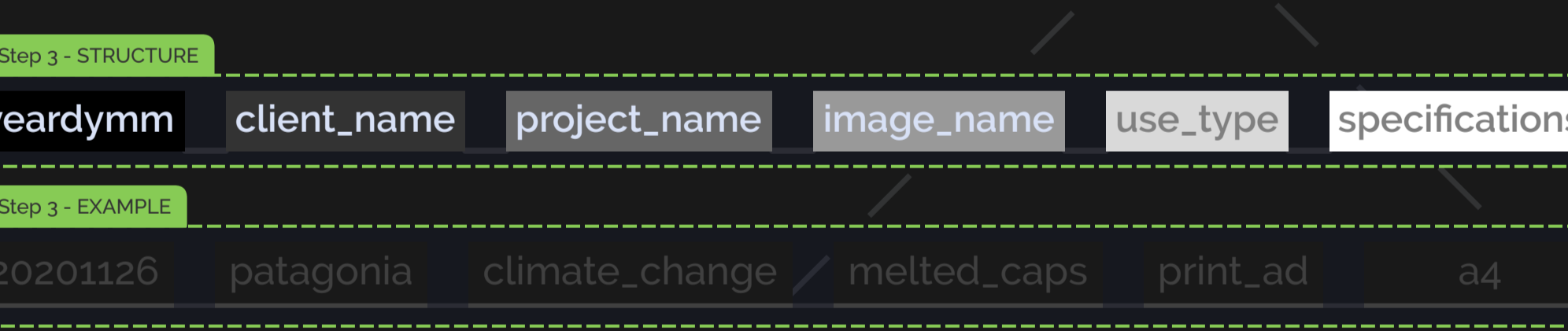
Production

File Naming Structure: Peri Files - Development



Deliverables

File Naming Structure: Post Files - Final

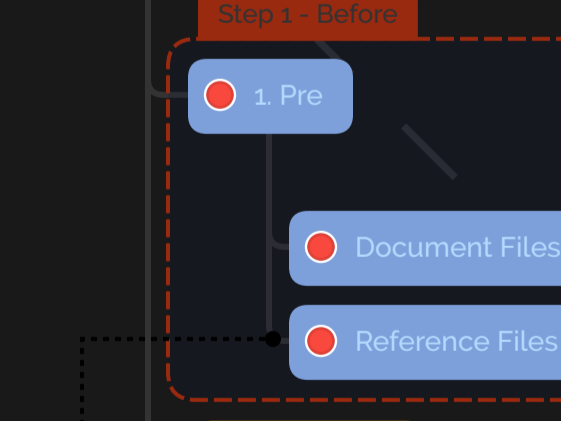


Folder Structure : Course Projects

o. Platform Name

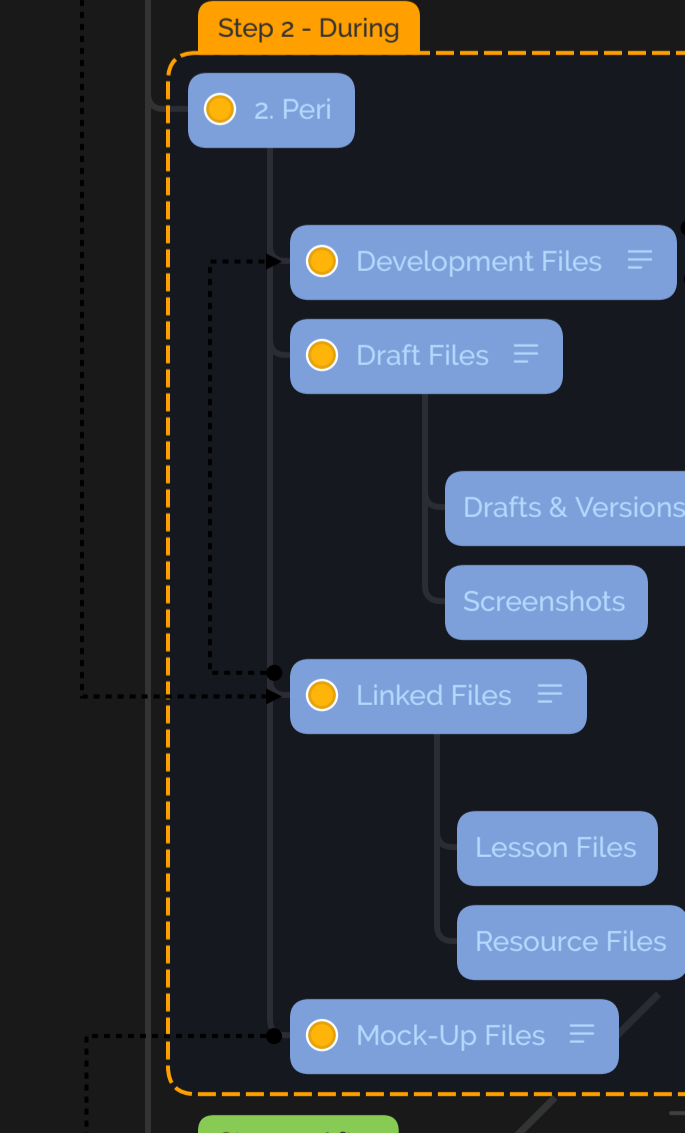
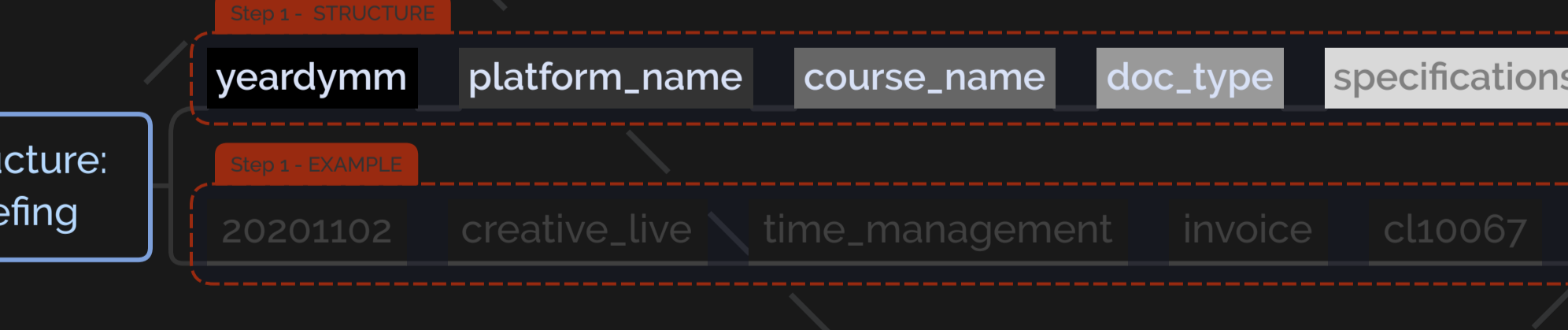
Subject Name

Course Name



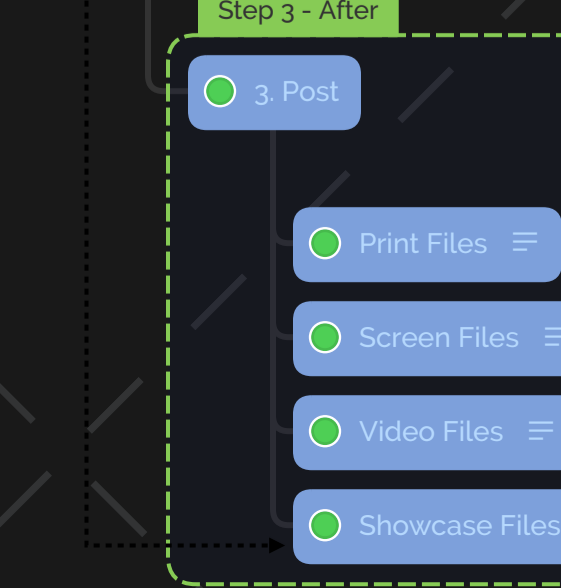
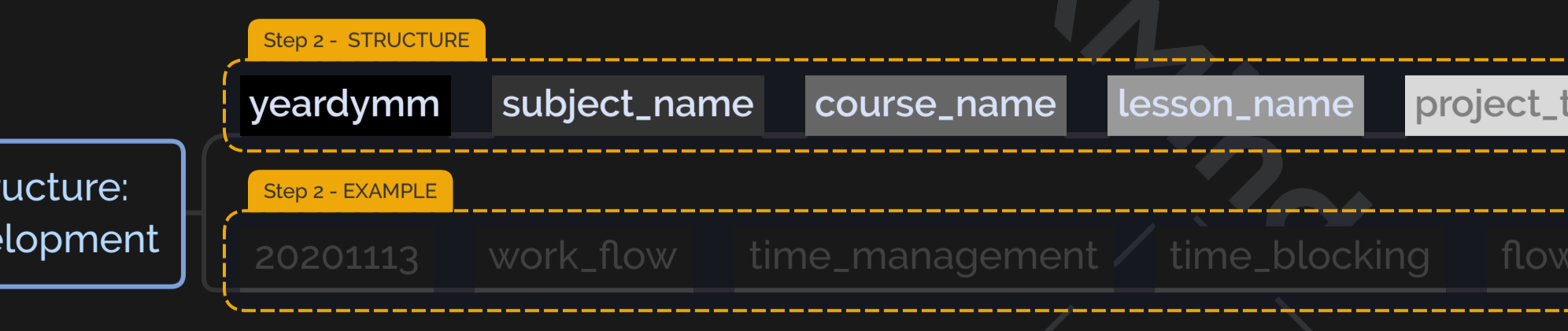
Pre-Production Gather

File Naming Structure: Pre Files - Briefing



Production Develop

File Naming Structure: Peri Files - Development



Deliverables Distribute

File Naming Structure: Post Files - Final

