



CHECKLIST

Setting up your artwork filing system

- ☐ Create a main Artwork folder on your computer.

- ☐ Within each project folder, create three subfolders: Drafts, Final and Archive.

- ☐ Name files with project, description, date and version number using lowercase and underscores only.

- ☐ Save a new version only when you make a major change or reach a point you want to preserve.

- ☐ Move finished work to the Final folder and keep one copy in Archive.

- ☐ Set up an external drive and copy your entire Artwork folder onto it.

- ☐ Sign up for free cloud storage and upload your Artwork folder there.

- ☐ Update your external drive and cloud backup once a month on the same day.
