

# DIGITAL IMAGE FILE MANAGEMENT

Good file management is extremely important as you begin to work with digital images. It helps you to quickly find images, and it also protects you from saving over your original files. There are three steps to good file management:

## 1. PORTABLE STORAGE

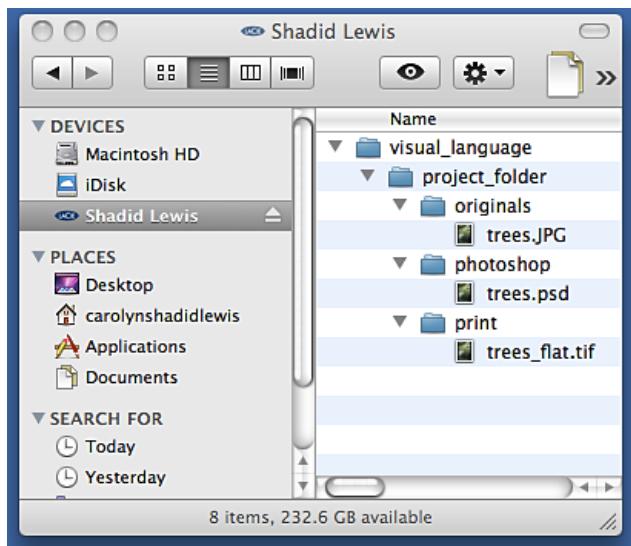
The first step is to purchase a portable storage device (such as a USB Flash Drive or an external Firewire hard drive) in order to store your digital files.

## 2. FOLDER STRUCTURE

The second step is to create a folder structure on your portable drive that you can easily navigate.

## 3. NAMING FILES

The third step is to name your images properly with the correct file extension (such as .jpg or .psd) and to save them in the correct folder.



The folder structure for each project should begin with a project folder named after your project. Within that folder, you should have three additional folders as follows:

### Project Folder

--**Originals** (holds the original, unedited scanned or photographed images usually in .jpg format.)

--**Photoshop** (holds the layered .psd file, known as the working file, used for editing.)

--**Print** (holds the flattened, one-layer .psd or .tif file used for print.)

Make sure to name your storage device with your last name. Create a "Visual Language" folder on your USB Flash Drive or external hard drive. Keep your files on this drive. Lab computers are not to be counted on for storage of your digital media.

Always save all of the work you do for this class in a named project folder within your "Visual Language" folder.

Never have freestanding untitled digital files on your drive, because you will very likely lose track of your work. Instead, always take a few moments to save your files with a name that you will remember in a designated folder. By following these simple steps, you will save yourself headaches later down the road.