

Folder Structure

Article Number: 5985 | Rating: 1/5 from 1 votes | Last Updated: Mon, Aug 24, 2020 at 7:05 PM

2019



Folder Structure

Below is an infographic on best practices for properly managing folders in order to organize your files.



Folder Structure

HOW TO PROPERLY MANAGE FOLDERS TO ORGANIZE FILES

1
Level

MAIN FOLDER

Montgomery County
Community College

2
Level

2ND LEVEL FOLDERS

Academic Year (ex.
2019-2020)

3
Level

3RD LEVEL FOLDERS

Class Name (each class
you take will get its own
folder)

4
Level

4TH LEVEL FOLDERS

Assignment folders (within each
class folder create a unique
assignment folder for each
assignment)

5
Level

5TH LEVEL FOLDERS

Break down by kind (audio,
video, images, special
effects, etc)

Tip

DON'T MOVE FOLDERS

Folder Organization needs to remain the same because project files point to clips within the organization path. Moving files will break this path and cause an error when working with your project files.

Posted - Thu, Aug 22, 2019 at 1:23 PM. This article has been viewed 2962 times.

Online URL: <https://kb.mc3.edu/article/folder-structure-5985.html>