EDITS

& VERSIONS

PROCESS

1   Sweep Your Duplicates

Using a duplicate finder software (or by comparing manually), remove all the files you don't need from your folder structure.

☐   Duplicates Removed

2   Define Your Folder Structure

Decide if you are going to keep your edits alongside your core collection, or keep them separately. Write down your folder path, if applicable.

☐   Together   ☐   Separately

Folder Path / Name of Directory : _____

3   Understand Your Edit Preferences

Review your workflow to determine what type of edits you create often, so that you can plan your naming system. Write them down!

My Favorite Edits:

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____

Hint: Number the checkboxes to correspond with the "Affixes to Add" in Step 4!

4 Define / Adjust Your File Naming System

If you don't already have a naming system, create one to fit your needs using a sorting method and the *Prefix + Root + Suffix* structure.

If you already have a file naming system, adjust it to allow for edits.

A Existing File Sorting System

I sort and organize my files:

☐ Chronologically   ☐ Sequentially

☐ Thematically   ☐ Combination

☐ Customized: _____

B Existing File Naming System

My files names are labeled with:

☐ Prefix: _____

☐ Root: _____

☐ Suffix: _____

C Affixes to Add

Based on my edit preferences, I need to add:

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____

☐ _____   ☐ _____   ☐ _____