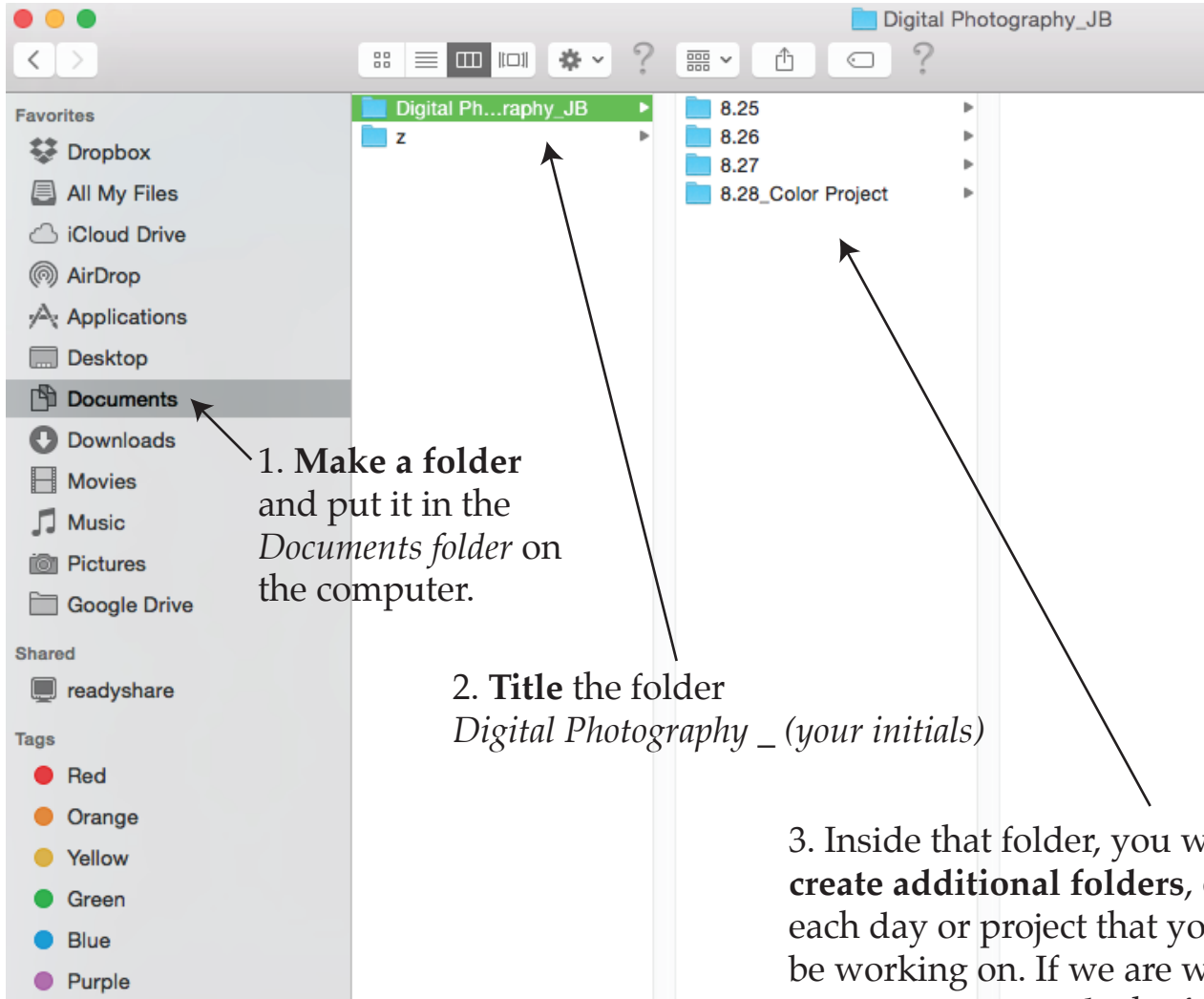


# Organizing your files:



1. **Make a folder** and put it in the *Documents* folder on the computer.

2. **Title** the folder *Digital Photography \_ (your initials)*

3. Inside that folder, you will **create additional folders**, one for each day or project that you will be working on. If we are working on assignments, title the folder with that day. If we are working on a project, use the start date and then put the project name in the folder title as well.