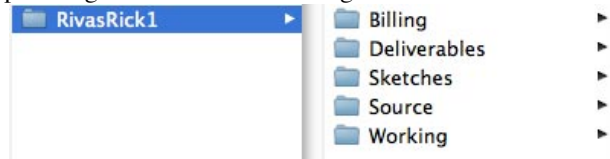# Folder Structure, Naming Conventions, & Deliverables

Folder Structure

Organize your folders as shown in the example below. Students failing to organize their files will lose 10% per assignment for not following directions.

Name the top-level folder **"LastName + First name + Assignment #"**.

Billing

The Billing folder is where you should keep records that pertain to the days you worked on the project, which tasks you addressed, how much time you spent on each task etc.

This is important for your own organization and so that you have an idea of how much time it takes you to complete projects.

Remember, the first thing that is going to happen when you get your first client is that you'll need to provide an estimate. Only you know how much time it takes you to design something---and unless you begin to figure that out you will be lost when you try to create your first budget.

Deliverables

This is the folder where you save the final files in the client-specified format. Typical deliverable files are html files, jpgs, tiffs, eps, pdfs etc. The client may or may not want your layered working files.
This folder should be filled and organized at the end of the project when you're ready to deliver it.

Sketches

Throughout the design process you will be in contact with a client about the progress of a project. This folder is the location for you to save any sketches that you share with them (typically .jpgs).
It usually doesn't make sense to email a client a 150MB file just to get their input. This is also a good record of the way in which the project progressed.

Source

This folder is where all "raw" materials used in the project are stored. Example files are original stock photos, marketing text, company logo, audio files, previous designs etc.

Working

This folder is where all your working files are stored. Working files are the files you use to create the deliverables (ie Photoshop, Illustrator, InDesign, Flash files).

Naming Conventions

File names should be **sortable, searchable, and meaningful.** Therefore, please use the following naming convention:
"Date + Your Last Name + Your First Name + Assignment #"
ex. "1109012RivasRick02"

Other examples of naming conventions:

"Date + Client Initials + Project #"
ex. "110207MNN03.psd" or "110207_MMN_03.psd"

If you are working within a company and/or with other designers you may want to change the naming conventions:
ie "Date + Project Code + Your Initials"

Each day you work on a project you should create a new file with new name based on the date. This is helpful to keep track of the evolution and day-to-day progress of the project. If there were ever any issues over your billing hours, these files demonstrate your work. And if ever a file were to be corrupted or lost the most you could lose is a day's work.

Photoshop Deliverables

Projects not following these instructions will be penalized 10% for not following directions. These are important things that will help keep your documents from being a nightmare for you or someone else to look at.

1. Name all layers
2. Delete all unused layers
3. Use groups to organize related content
4. Use the Notes tool if you need to leave information about the project

There are many more organizational recommendations but this is a good start...

Mission Lab Facilities

Students of Mission College have access to the Mission Tech Lab (located above the MC Bookstore). You will need a student ID to access the lab. They have both Mac and PC with the latest Adobe suite installed.

Disabilities

Mission College makes reasonable accommodations for persons with documented disabilities. Students should notify DISC (Disability Instructional Support Center) located in S2-201 (855-5085) of any special needs.