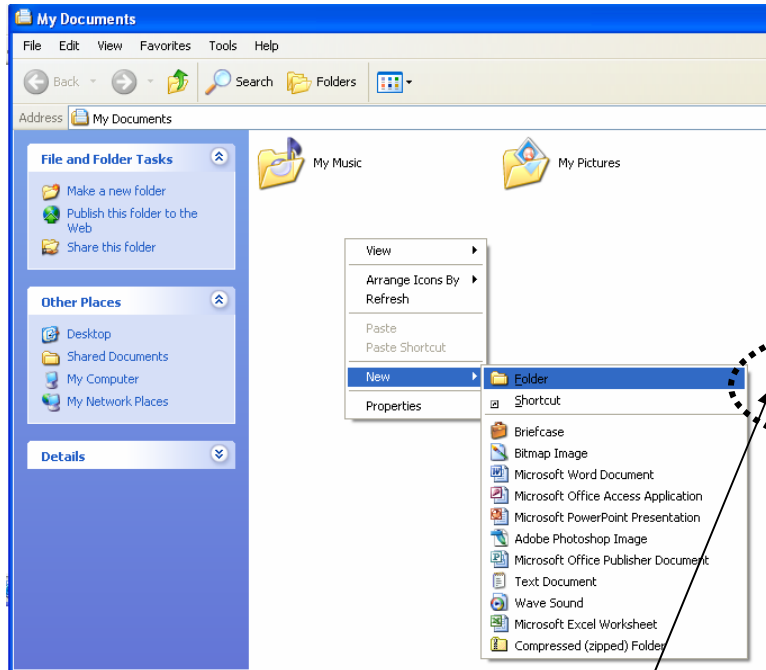


File Management

Making Folders & Naming



1. Make your Class Folder

A. Go into MyDocuments > right click > New > Folder

B. Add your name and subject as you see in the example below.

Use the following subject names:

P3 Digital_Photo
P4 & 6 Cpu_Graphics
P5 Animation

Yes, you may have been given other “file naming” instructions earlier in the project – this exercise gives you another opportunity to practice naming your folders and files.

If you need to **change your file names** to meet this requirement it is easy to change them.

Right click on the file name > Rename > type in the required name > left click away from the name you

changed to deselect. (*Shortcut:* left click on the file name one time and then left click on the file name again (do not do a fast double click or you may open the folder which is not needed here)).

2. Make a Project Folder *inside* your class folder

A. Open your class folder by doing a fast “double left click” on the icon of your class folder.

B. Now you are inside your class folder > make your Project Folder (repeat the steps you used above in creating your class folder).

C. Name it:

P3, 4 & 6 you are doing the WITM_Proj

P5 you are doing the FAC_Proj

Bill_Smith_WITM_Proj - *Or* - Rocio_Hernandez_FAC_Proj

3. Park your Support Data

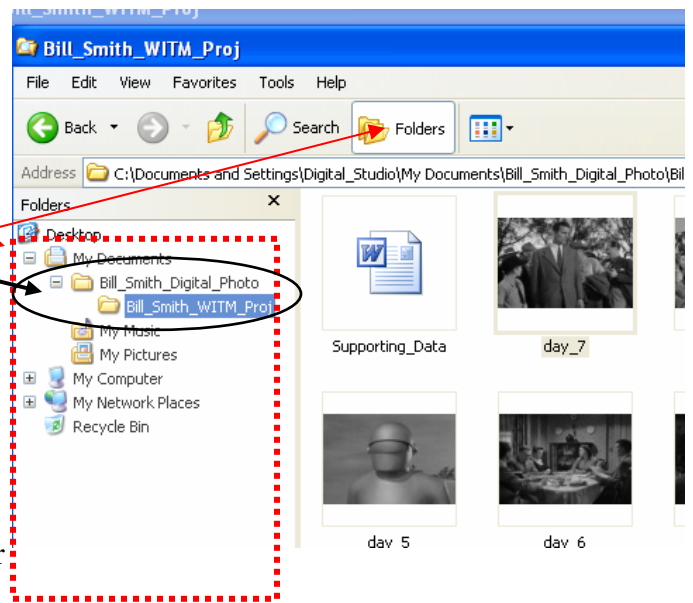
Your File Hierarchy

looks like this.

If you can not see your file Hierarchy click on the **Folders** icon.

A. Move your Microsoft WORD file named Support_Data into your project folder. This file contains your quotes and sources.

B. Move your images into your project folder. Do not keep your images in MyPhotos. (Make a folder in your class folder for misc. images and name is Misc_Images)



Folders & Contents

Your **Class Folder**: (Name will change depending on your class name)

Jill_Scanmacher_Cpu_Graphics

Your **Project Folder**: (Name will change depending on your class name)

Jill_Scanmacher_WITM_Proj

Part 1

1. Digitized (scanned/photographed) images of your sketch/s (.jpg file format)
2. Photo images from web or elsewhere used in # 7
3. Photoshop file with image/s of your sketch/s (#1) with layers - histogram and tones adjusted – named: FIRST_LAST_WITM_Proj_Masking1 or FAC(.psd)
4. Photoshop - #3 flattened and saved as a .jpeg image named FIRST_LAST_WITM_Proj_Masking_Flat1 (.jpg)
5. WORD document – quotes and sources named Support_Data
6. WORD document w/inserted scanned .jpg (#4) and text boxes with word art titles (words and/or images present two ways of looking at your subject) named FIRST_LAST_WITM_Proj_Masking_FINAL1

Part 2

7. Photoshop file with images from #2 use DETAILED masked layers - histogram and tones adjusted (on at least one ADJUSTMENT Layer) - named Masked_Collage2 (.psd)
8. Photoshop - Masked_Collage (images from #7) flattened and saved as a .jpeg image named Flat_Masked_Collage2 (.jpg)
9. WORD document w/inserted masked and flattened Photoshop collage (#8) and re-arranged text boxes and titles from #6. (words and/or images present two ways of looking at your subject) named: FIRST_LAST_WITM_Proj_Masking_FINAL2