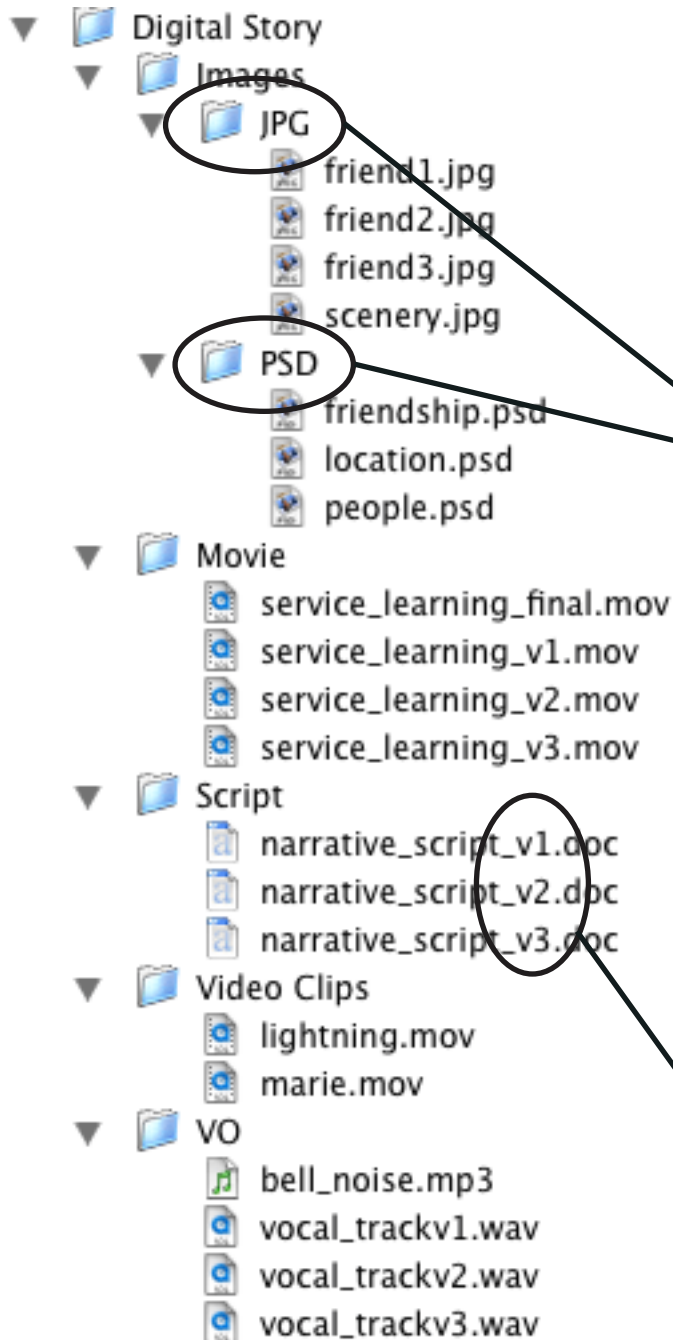


Naming and Organizing Your Files & Folders



Use nested folders to keep your files organized.

Set up folders for each file type.

Name your files without spaces or special characters to ensure maximum compatibility between operating systems.

Keep track of file versions through careful labeling.