THE HOW TO SERIES:

## FILES SUPPLY GUIDE

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THIS DOCUMENT COVERS FILE NAMING AND ORGANISATIONAL STRUCTURE OF SUPPLYING FILES FOR DESIGN AND ARTWORK.

To maintain a high standard of efficiency level at the commencement of a design and artwork job, it is paramount that when supplying materials such as photos, logos, fonts, text and data for any design and artwork, you should adhere to the following guidelines. Please note that this example is specific to Yearbook. Download Files Supply Guide via https://www.worldwide.com.au/how-to-guides

## CORRECT

✓ Clear and concise file name and organisation.
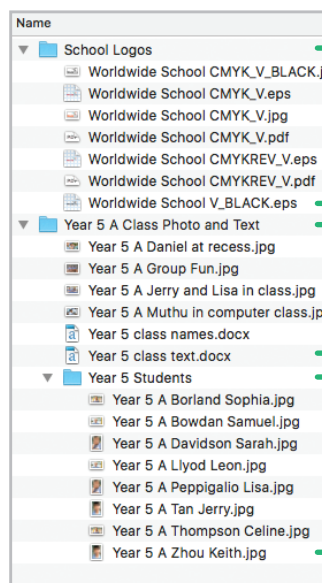
✓ Group common elements in a folder (eg. logos, fonts, graphics, header and footer).

✓ Name files and photos relevant to the subject or content.

✓ Name each photo with class details and full name.

✓ Supply spreadsheet listing of portrait group photos, alphabetically by Last Name. Include names of absentees at the bottom of the main list if required.

INCORRECT

✗ Poor and disorganised file name and organisation.
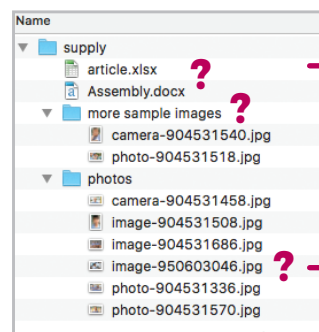
✗ Name files and photos relevant to the subject or content.

✗ Do not abbreviate names.

✗ Do not use special characters (eg. brackets, commas, points).

✓ Name files and photos relevant to the subject or content.