

Graphic Communications

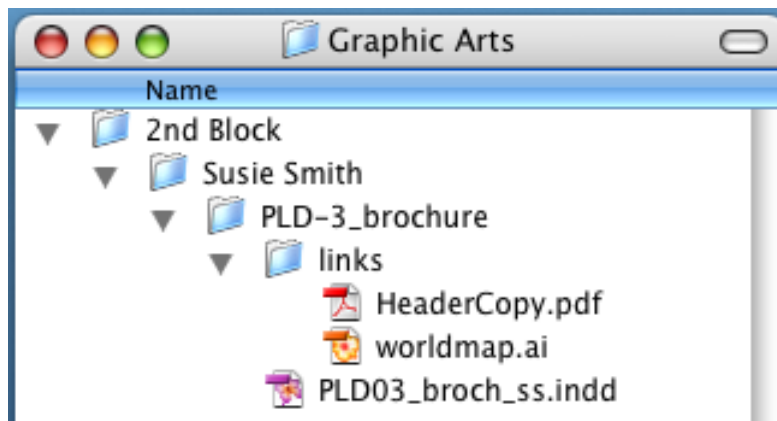
File Management

Standard Operating Procedure (SOP)

All files will be saved on the server. While working in class, the file(s) may be temporarily saved on the desktop during that block. The file(s) must be moved to the server before the end of class. Whatever is left on the computer desktop, can and will be moved to trash. Just like we have to clean our desk work area, we must also clean the work area of our computer desktops. Everyone needs to follow the procedure below:

Team Member Files:

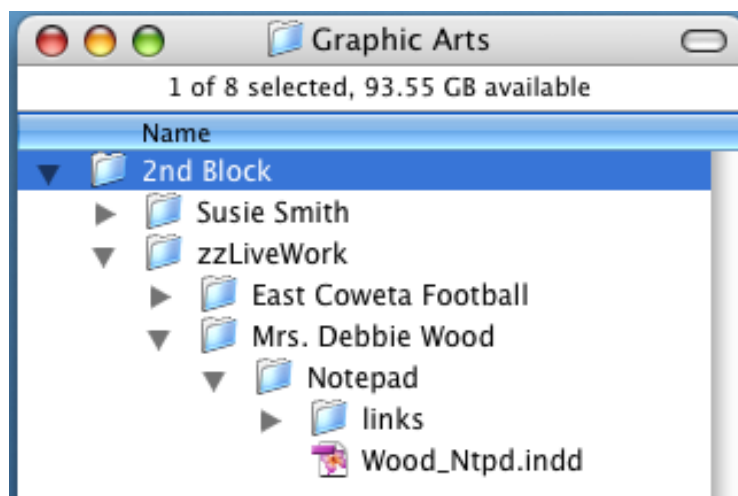
All team member projects will be saved their individual folder. Inside their folder should be a folder with the name of the project. Inside this folder should be all files needed for that project. See the example below:



Live Work Files:

(Do not save live work into your folder, because everyone needs to have access to these files.)

All live work will be saved in the zzLiveWork folder. Inside the zzLiveWork folder will be a folder identifying the name of the customer. Inside the customer folder should be a folder identifying the project. Inside the project folder should be all files needed for that project. See the example below:



Following SOP

Each unit the team members will be graded on following this SOP. It is important that we follow this procedure so that we will not lose any files.