

ARC File Organization Guidelines

Revised 2018-09-07

Summary

Save your files within a local folder called **Projects**. Name each subfolder with a unique project number and description, such as “21416.0000 UNM-G Campus FMP Update.”

Make it easy for your team members to locate and traverse your work.

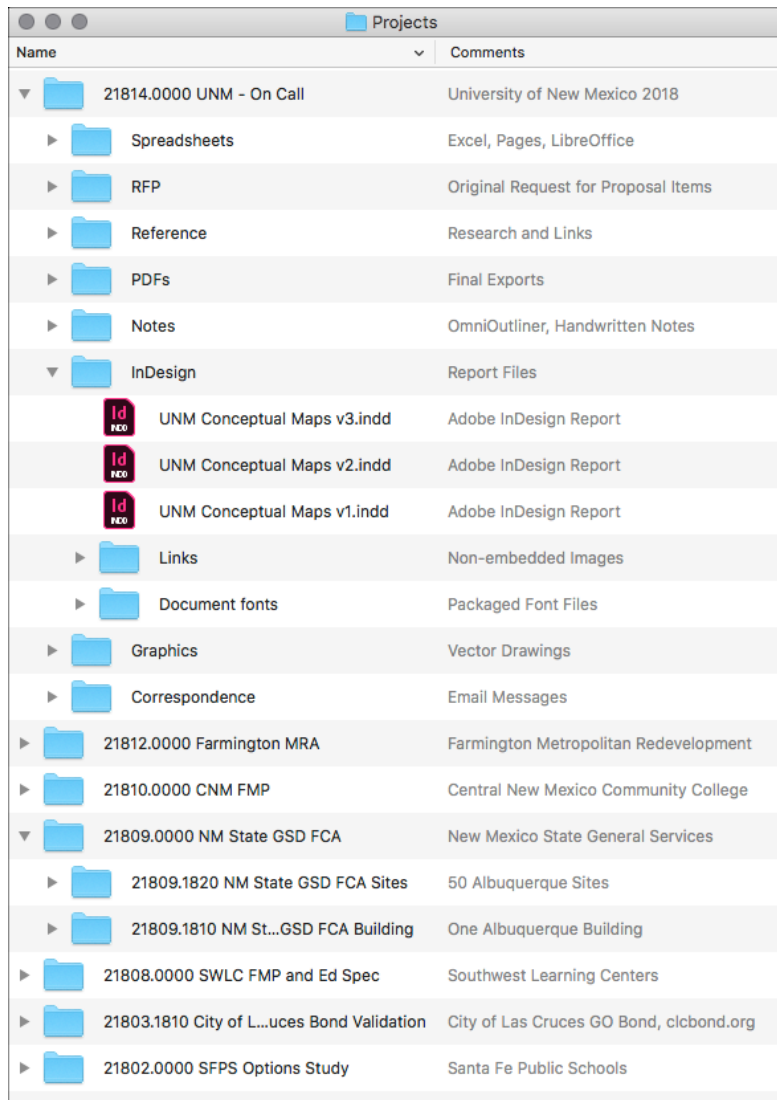
Project Organization

The Projects folder on your computer is the central location in which your work files reside. Name each subfolder with a designated numeric code and descriptive title, available from your project manager or the ARC Time Sheets web application.¹

Ideally, a project folder should be a self-contained root entity with no external dependancies. It may be helpful to group files by category, such as all image files grouped within “Graphics” and all Excel workbooks in “Spreadsheets.”

Avoid editing files directly from a network volume. Instead, maintain local copies on your computer’s hard disk, and move the finals to a central location when complete or ready for sharing.

Don’t store work documents permanently on your computer’s Desktop. Instead, file them within an organized and descriptive folder hierarchy.



Name	Comments
21814.0000 UNM - On Call	University of New Mexico 2018
Spreadsheets	Excel, Pages, LibreOffice
RFP	Original Request for Proposal Items
Reference	Research and Links
PDFs	Final Exports
Notes	OmniOutliner, Handwritten Notes
InDesign	Report Files
UNM Conceptual Maps v3.indd	Adobe InDesign Report
UNM Conceptual Maps v2.indd	Adobe InDesign Report
UNM Conceptual Maps v1.indd	Adobe InDesign Report
Links	Non-embedded Images
Document fonts	Packaged Font Files
Graphics	Vector Drawings
Correspondence	Email Messages
21812.0000 Farmington MRA	Farmington Metropolitan Redevelopment
21810.0000 CNM FMP	Central New Mexico Community College
21809.0000 NM State GSD FCA	New Mexico State General Services
21809.1820 NM State GSD FCA Sites	50 Albuquerque Sites
21809.1810 NM St...GSD FCA Building	One Albuquerque Building
21808.0000 SWLC FMP and Ed Spec	Southwest Learning Centers
21803.1810 City of L...uces Bond Validation	City of Las Cruces GO Bond, clcbond.org
21802.0000 SFPS Options Study	Santa Fe Public Schools

Keep your files organized, making it easy to find your work.

¹ <https://www.arcoffice.com>