

How to Organize Your Projects

Mendocino College - DAM 110

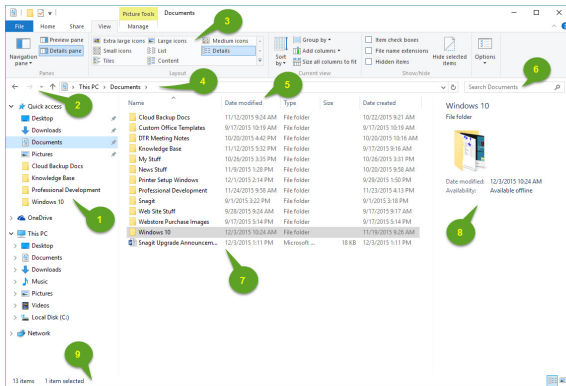


Adobe Photoshop CC

Filters

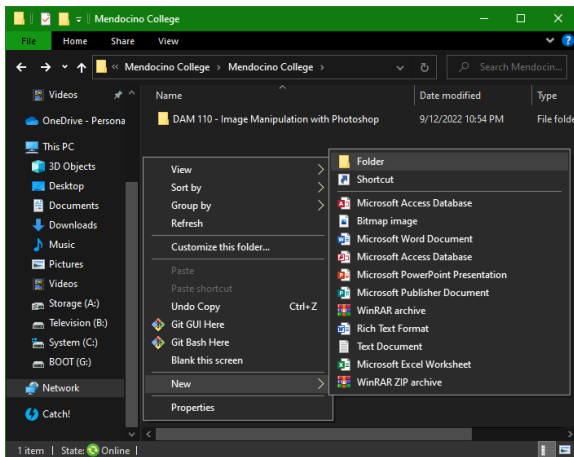


Windows File Explorer



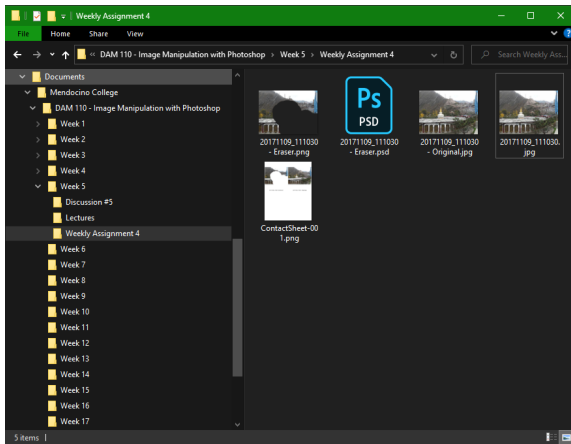
How to Make a new Folder

- Right-Click anywhere within the main area of the Windows Explorer.
 - Hover over New
 - Left-Click "Folder"



Class Folder Structure

- Documents
 - Mendocino College
 - DAM 110 - Image Manipulation with Photoshop
 - Separate by each week, Assignments and Projects.



Google Drive



Google Drive

Keep everything. Share anything.



How to Access your Mendocino College Google Drive - Step 1

- Sign into MyMendocino at:
- <https://my.mendocino.edu/>

How to Access your Mendocino College Google Drive - Step 2

- Go to your google drive at:
- <https://drive.google.com/drive/u/7/my-drive>

Saving your Files to Google Drive

- Drag your class folder into Google Drive

