

How to organise and manage your e-learning/design files - Free template.

by Gil Dekel. DesignToolbox.co.uk

Use this folder structure to manage all your working files in one place. I developed this structure for Articulate Storyline projects, yet you can use it for any other type of design projects, from video and multimedia files to graphic designs for printed materials.

What: This is a guide for using a template of folders-structure, and where to save it. Use this folders-structure to save your Storyline files.

Who: Any staff creating Articulate Storyline projects.

Why: Consistent working flow and structure that all staff involved can understand and use even if the project's creator is away on holiday.

Where: The template folder structure is saved as a ZIP, which you can copy across and use. The ZIP is called 'ZIP Storyline - folder structure template' and is saved in [add the path to the server where you will save the ZIP folder]

How: Copy and then unzip the folder. There will now be two steps to follow:

STEP 1: While you are working on Storyline.

and

STEP 2: Once Storyline is complete and ready to be published (see next page).

STEP 1: Change the name 'ZIP Storyline - folder structure template' to the name of your Storyline project. For example, if you are creating a Storyline about the library catalogue (Webcat) then simply name the folder: 'Webcat'.

Inside the folder you will now see this sub-structure:

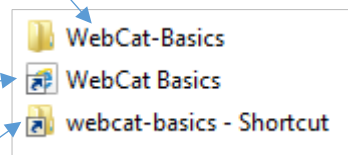
BACKUP: PLEASE COPY YOUR STORYLINE FILE, AND PLACE THE COPY HERE. I DO THIS EACH EVENING, JUST TO MAKE SURE I HAVE A BACKUP FILE IF ORIGINAL FILE BREAKES.

DOCUMENTS: WORD DOCUMENTS (SCRIPTS) OR PP YOU WILL RECEIVE FROM COLLEAGUES.

PICTURES: ALL PICTURES FILES THAT YOU WILL IMPORT INTO STORYLINE.

PUBLISHED: INSIDE THIS FOLDER YOU WILL INCLUDE 3 ITEMS:

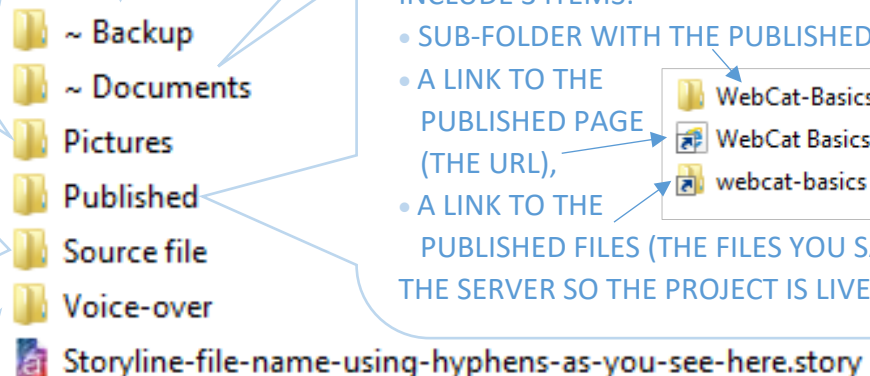
- SUB-FOLDER WITH THE PUBLISHED FILES,
- A LINK TO THE PUBLISHED PAGE (THE URL),
- A LINK TO THE PUBLISHED FILES (THE FILES YOU SAVE TO THE SERVER SO THE PROJECT IS LIVE ONLINE)



SOURCE FILE: THE ORIGINAL STORYLINE TEMPLATE YOU HAVE WORKED FROM. DO NOT DELETE THE ORIGINAL TEMPLATE, RATHER KEEP A COPY OF IT SAFE HERE, SO IN FUTURE WE CAN REFER BACK TO IT IF WE NEED TO.

VOICE-OVER: VOICE AUDIO FILES.

THE STORYLINE FILE: USE HYPHENS IN THE NAME OF THE FILE.



STEP 2: Once the Storyline is complete, add sequential number to the folder and save the folder in [add location of the drive where you want the files saved]. Once the folders are numbered sequentially it will be easy for you in future to refer to the projects.

This is how a few Storyline projects folders (with sequential numbers) would look like:

Name	Date modified
01 Web Cat Basics	23/06/2016 16:22
02 Understanding your reading lists	05/07/2016 16:41
03 DelphiS	23/06/2016 16:42
04 Pre-Sessional	21/07/2016 17:12

You will then need to upload the published folder, so the Storyline can be viewed online. Name the published folder with the same name of the Storyline (use hyphens between words).

Copy the published folder to [add the link to where you will save the published files on your server].

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