

Editing and Tracking Your Files

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When changing and renaming a design keep the first part of the name the same as the original so that the designs are listed together in your files and therefore easy to locate.

Example: BambooSm, BambooMed, BambooLrg. By always placing “bamboo” first, you insure that your like files are grouped.

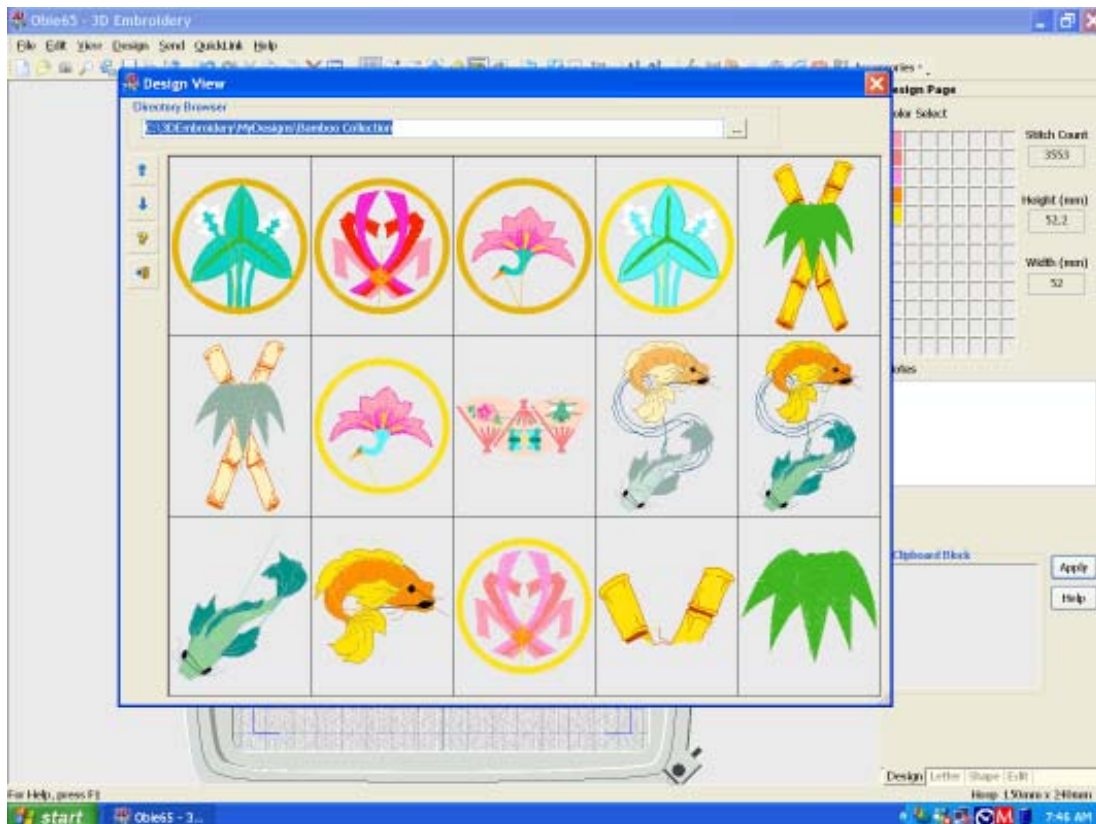
If you have enlarged or reduced by percentages, use the percentages in the naming process.

Example: Bamboo65, Bamboo, Bamboo125. You can instantly see which designs are which size in a file list.

When changing the multiples of designs use the number of the repeat within the name. Use a capital X to indicate that the number is a multiple rather than a size.

Example: Bamboo65X3, BambooX3, Bamboo125X3. This method differentiates between the size of the design and the repeat of the design.

Always select bolder colors for larger sized designs and lighter colors for the littler versions of your designs. Remember “Big and Bold”, “Little and Light”. Consistently using this coloring technique makes it easy to see which design is bigger and which is smaller when viewing thumbnail pictures of your designs.



The bigger designs are easy to select because they are shown in bolder colors.