## Organize files

**Introduction**

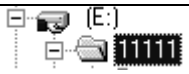
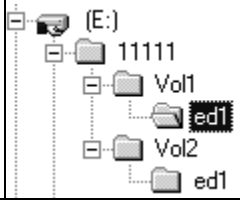
Before you develop or revise a volume or a course, you should take two very important steps:

- Put your course materials in folders using standard naming conventions.
- Make sure your AFIADL Word templates are in the proper folder.

**Create folders with standard names and structure:**

Use standard naming conventions for course folder to avoid overwriting files.

Follow these steps:

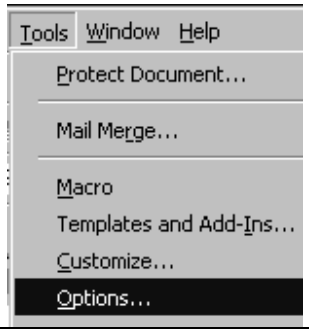
| Step | Action | Result |
|---|---|---|
| **1.** | Create a folder for each CDC. |   |
| **2.** | Create a subfolder for each volume | |
| **3.** | Create a further subfolder for each volume edition |   |

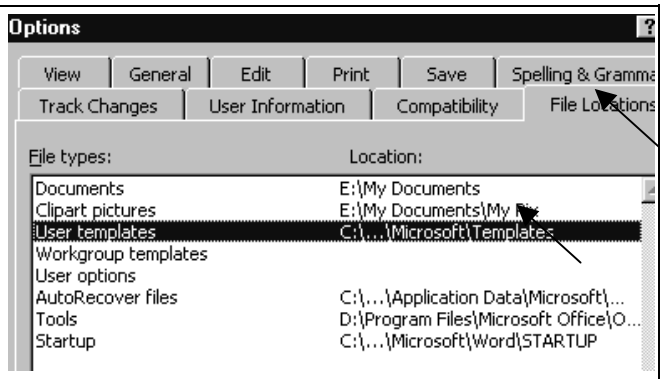
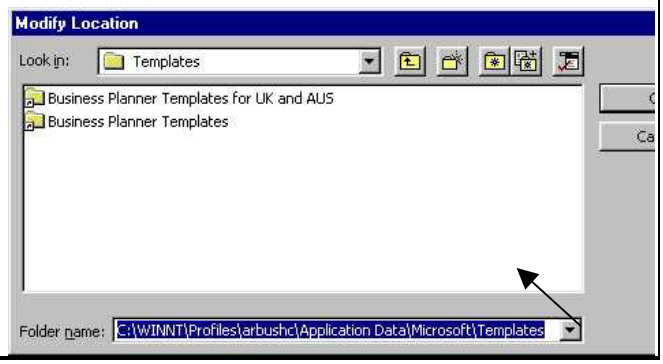
**NOTE:** AFIADL uses this structure, with all files stored in “ed” subfolders.

**Make sure the AFIADL templates are in the proper folder.**

Save your AFIADL Word templates within your template folder. The template folder is where Office or Word Setup installed your standard templates. Different computers are set up differently, and the location of the folder for “user” templates on your computer may differ from that of other computers.

To find the proper folder for AFIADL Word templates, follow these steps while you have a file open in Word:

| Step | Action | Result |
|---|---|---|
| 1. | On the menu bar, click Tools. |   |
| 2. | In the resulting drop-down menu, click Options… | |

| | | |
|---|---|---|
| 3. | Click the “File Locations” tab. |  |
| 4. | Under “File types:” you will find the name of the folder just to the right of the words “User templates.” | |
| 5. | Click on “Modify…” to see the full path |  |

**For Help** Please call your Curriculum team at AFIADL if you have questions.