

# Digital Room-Folder Setup Guide

*A matching digital home for photographs, links, specifications, receipts, and working files.*

Match digital room names to your binder tabs. The goal is to find a paint formula, receipt, product link, or final photograph without searching through texts, email, and camera rolls.

## SUGGESTED FOLDER STRUCTURE

- 00 Whole Home - palette, master budget, floor plans, and house-wide rules
- 01 Entry
- 02 Living Room
- 03 Dining Room
- 04 Kitchen
- 05 Primary Bedroom
- 06 Guest Rooms
- 07 Office
- 08 Baths
- 09 Utility Spaces
- 10 Outdoor Spaces
- 99 Archive - completed or discontinued plans

## INSIDE EACH ROOM FOLDER

- 01 Inspiration
- 02 Measurements + Layouts
- 03 Selections + Samples
- 04 Products + Links
- 05 Orders + Receipts
- 06 Before + Progress Photos
- 07 Final Photos
- 08 Care + Warranties

## Naming Rules That Make Search Work

- Begin important files with YYYY-MM-DD when timing matters.
- Use room + item + brand or source + short detail.
- Include dimensions or color name when that distinguishes similar options.
- Add FINAL only when a decision is truly final; archive earlier versions instead of overwriting them.
- Example: 2026-08-19\_Den\_Sconce\_Brass\_18in\_ProductSpec.pdf
- Example: Kitchen\_WallColor\_SW\_7042\_ShojiWhite\_Eggshell.jpg

### MY CLOUD OR BACKUP LOCATION

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### MY ROOM FOLDER NAMES

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### MY FILE-NAMING PATTERN

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### HOW I WILL SAVE LINKS AND RECEIPTS

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### BACKUP OR MONTHLY REVIEW DATE

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