



Organizing digital elements is a very personal thing. Some like to organize by designer, by theme, or by element. There is no right or wrong way to do this. You just have to find what works best with your own creative process. This handout is a response to the request of many who watched the tutorial on my YouTube Channel on this very topic. You can view it here:

<https://www.youtube.com/watch?v=4IUpaCJG8HA&t=19s>

Just a quick recap of the video: I keep all of my kits intact on my computer organized by designer. The individual products from each kit are COPIED (not moved) from my computer to iCloud Drive and placed in folders by the type of element they are. In addition, the majority of these folders contain subfolders with names of colors or by description of element like numbers, alphas, etc.

The majority of my digital products are by Ali Edwards. Even though her digital kits contain items such as “fabric circles” or “pleather stickers,” the digital versions do not have the texture as their physical counterparts. Even though one cannot tell the difference between a standard sticker and a puffy sticker, I still keep them separated by their textures in iCloud Drive. By doing so, it provides a reminder to try and replicate that texture when working with the elements in Affinity Photo.

As you look through these categories, remember that this is a fluid system. I will add categories as new types of elements are released or I may even combine some folders in the future if I feel it the need to. The important thing is do what feels right for you and your process!

Categories

Please note that the majority of categories have “ROYGBIV” subfolders in them. Instead of typing these folders out in each category for this handout, I will denote they exist in any particular folder by placing an asterisk (*) next to them. Those folders where I do not use ROYGBIV folders will not have an asterisk. Some folders may note have subfolders.

This is how I name my ROYGBIV folders (You need to include the numbers!):

- 0-Pink
- 1-Red
- 2-Orange
- 3-Yellow
- 4-Green
- 5-Blue
- 6-Purple
- 7-White
- 8-Brown
- 9-Black/Gray
- 10-Multicolor

3x4 Filler Cards*

days of the week
months

3x4 Journal Cards*

days of the week
months
lists

4x6 Filler Cards*

days of the week
months

4x6 Journal Cards*

days of the week
months
lists

3x8 Filler Cards*

days of the week
months

3x8 Journal Cards*

days of the week
months
lists

4x4 Filler Cards*

days of the week
months

4x4 Journal Cards*

days of the week
months
lists

Papers

6x8*
12x12*

Chipboard Shapes*

alphas
numbers
punctuation

Diecuts***Foil Embellishments****Label Stickers***

blank
numbers
words

Notepads**Overlays**

3x4
4x6
6x8

3x4 Journal Cards*

days of the week
months
lists

Plastics-Printed*

multi-colored alphas
multi-colored numbers

Plastics-Solid**Rubber Shapes*****Stamps**

alphas
days of the week
journal
numbers
objects
patterns
punctuation
sentiment/messy circles
shapes
words

Stickers*

alphas
numbers
objects
pattern/print
phrase sticker sheet
puffy
punctuation
transparent circles
words

Story Cards***Tags****Templates**

4x6
3x8
6x8
12x12

Textured Objects

cork arrows
cork banners
cork circles
cork hearts
cork music notes
cork numbers
fabric circles
felt hearts
felt stars
leather shapes/stickers
patches

Transparencies

3x4 cards
3x8
6x8
alphas
phrases
printed
shaped

Veneer Wood**Washi Tape**