



**ETIM**  
*International*

# ETIM MC

*Nota about Folder structures*

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**Folder structure**

For creating an easy overview and searchability of the media, grouping all modelling class related files into one folder will be a necessity. The folder name should start with the modelling class id, optionally followed by – and a class name in English. This allows for searching by using the file explorer while typing the mc code.

MC##### - class name (optional)

As the collection of files grows, further hierarchy levels may be considered, but as it stands now, that would not be wise and necessary.

Draft versions or temporary files should not exist longer than necessary, preferably outside this file and folder structure in order to keep things tidy.