

YOUR FILES



The Build Your Book Course



with Angela Treat Lyon

SET UP YOUR FILES

Set your files up so you have quick and easy access.

You might have a different file system, but here is how I do it:

MY BOOKS

TITLE OF CURRENT BOOK

ARTWORK FOR BOOK

COVERS

DRAWINGS

PHOTOS

LICENSES FOR ART

EMAILS

MARKETING

THE BOOK

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GLOSSARY

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RESEARCH

WEBSITE