

# Procedures

## Adding Files

Ideally, you will not have to create many new files from scratch. You would instead just follow these steps:

1. Make a copy of a [TEMPLATE] or [SAMPLE] file
2. Rename the file according to the Naming Conventions
3. Move file to its respective semester or subcategory folder

## Deleting/Archiving Files

In most cases you should not delete files, unless they were created by accident or have nothing to do with Blueprint at all. Instead, you should check with the rest of the team to see if its important, and if not, archive it.

## Moving Files to the Wiki

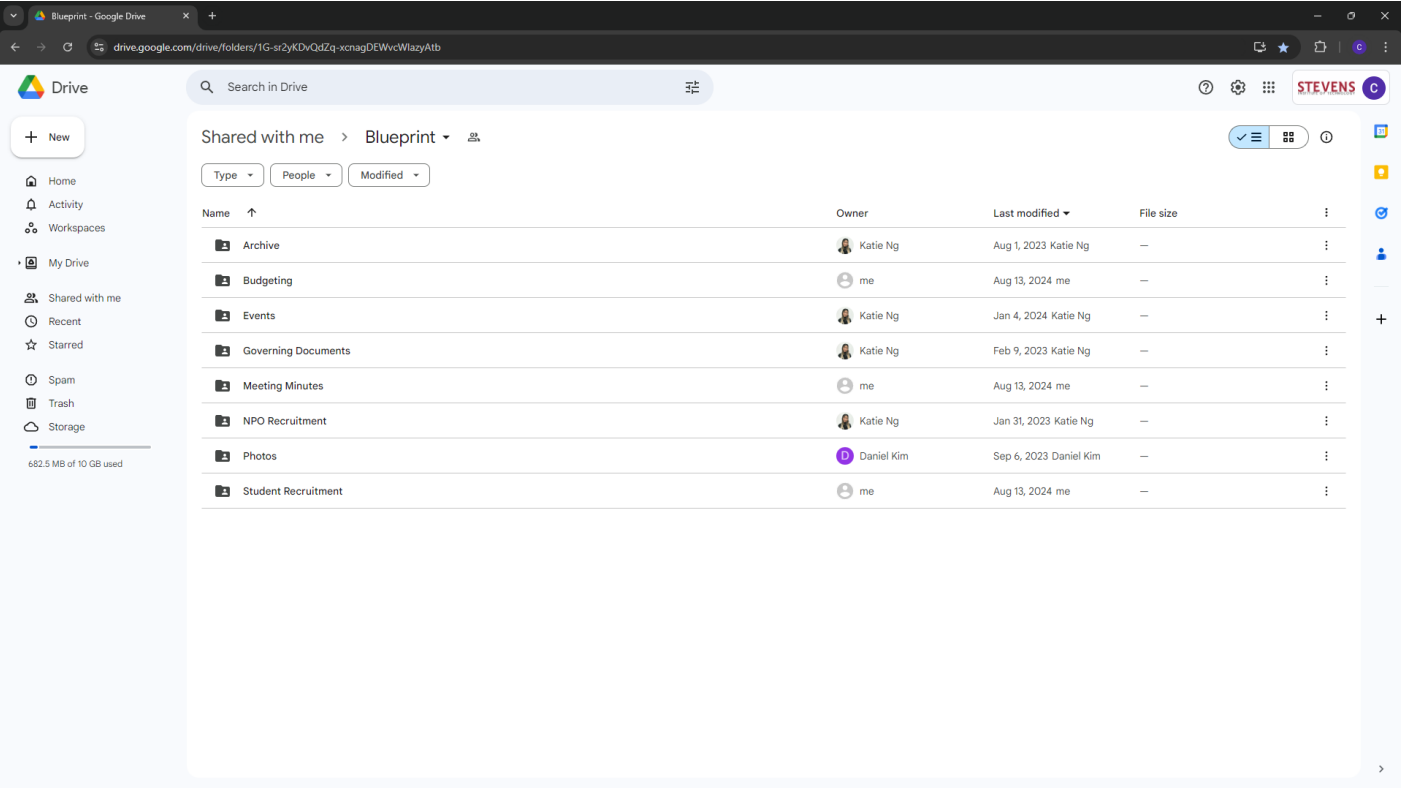
We are in the process of moving some content to the Wiki to encourage usage. A lof of this is TBD, but some general rules of when to move files to the wiki are:

- The file should be available to the general body and not just the Executive Board
- The file does not require multiple collaborators - multiple people cannot work concurrently on Wiki files

## Other Things

- Make sure to share the drive with new E-board members
- If you are working on a file in your personal drive pertaining to Blueprint, you should move it over to the shared drive so that others can view and provide feedback on your work

Recommend Switching to List View to make it easier to view things since some have long titles that aren't fully visible:



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