

Sewing Pattern Organization Intake

Sort piles and capture key details

Step 1: Sort piles

Keep and use now

Keep and store

Donate or recycle

Quick notes:

Assign quick categories

Tops

Bottoms

Dresses

Kids

Bags

Home

Accessories

Quilts

Pattern intake fields

Designer

Pattern name/No.

Type

Size range

Format

Paper

PDF

Both

Location

Notes

Paper Filing Setup

Choose system, supplies, and storage

Choose your paper system

- File box & envelopes
- Binder & clear sleeves
- Both

Supplies checklist

- Hanging folders
- Large envelopes
- Acid-free sleeves
- Photo storage boxes
- Comic book sleeves
- Label maker
- Color dots

Storage conditions

- Cool room
- Dry area
- Off the floor
- Away from light

Where stored:

Folder plan (top-level categories)

Folder 1

Folder 2

Folder 3

Folder 4

Folder 5

Folder 6

Folder 7

Folder 8

Folder 9

Folder 10

Folder 11

Folder 12



Choose your cloud service

Google Drive

Dropbox

iCloud

OneDrive

Other:

Folder tree

Root folder name

Dresses

Tops

Bottoms

Kids

Bags

Home

Naming convention

Include fields:

Designer

Pattern Name

Type

Size

Paper Size

Notes

Pattern Index

Track what you own and where it lives



Designer	Pattern	Type	Size	Format	Location	Review Link

Quick start

- Pick box or binder
- Set PDF folder tree
- Use one naming rule
- Print test square first

Weekly 10-minute routine

- File new downloads
- Update index
- Put paper pieces away
- Recycle duplicates