# Managing your folders

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How to organize you disk drive

- Disks are organised into folders, each folder may contain many files as well as sub folders. E.g. the file test.txt in the folder Giles on drive letter C would be represented as C:\Giles\test.txt

- You cannot have two files with the same name in a folder

- Using folders allows you to organize your files and makes it easier to make backups.
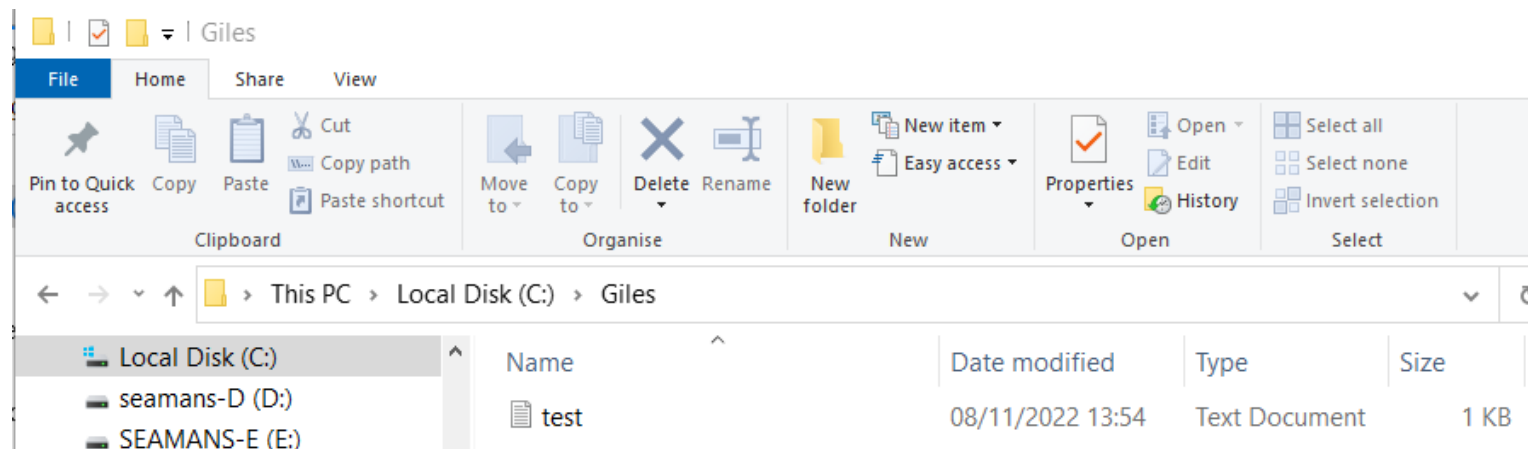
Windows shortcuts

- Windows and Macs come with a few commonly used folders already set up notably;
  - Desktop
  - Documents
  - Pictures (Images on Mac)
  - Music
  - Videos (Movies on Mac)
  - Downloads
- I also create one called temp for files I am currently working on and can delete later.

How do you want your folders to be structured ?

- Its worth spending a little time on this as it will save a lot when you come to find things later.
- There are 2 schools of thought, both are good, its up to you how you like to work.
  - 1) Have lots of folders and sub folders, so you can find stuff by navigating up and down
    e.g. Documents/Private/Tax/2022/return.doc
  - 2) Have a few folders and use a combination of the search facility and contextual file names
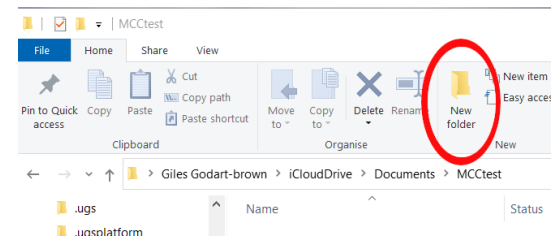   e.g. Documents/2022_tax_return.doc

How to create a folder - Windows

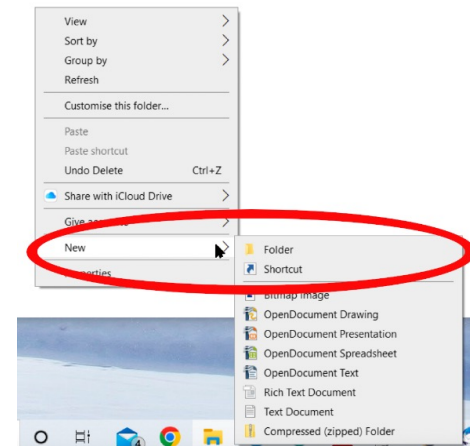- Open up the Windows Explorer Application and navigate to the parent folder
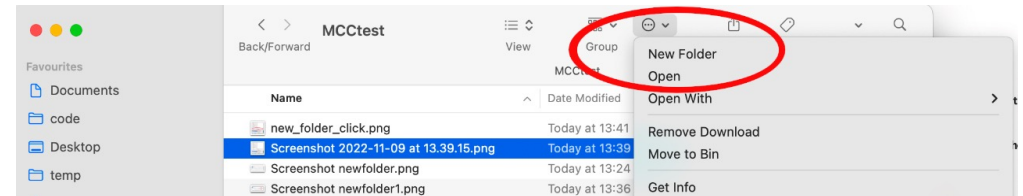
- Either click on the 'New Folder' icon at the top or

- Right click with the mouse on an
  empty space in the folder and select 'New '
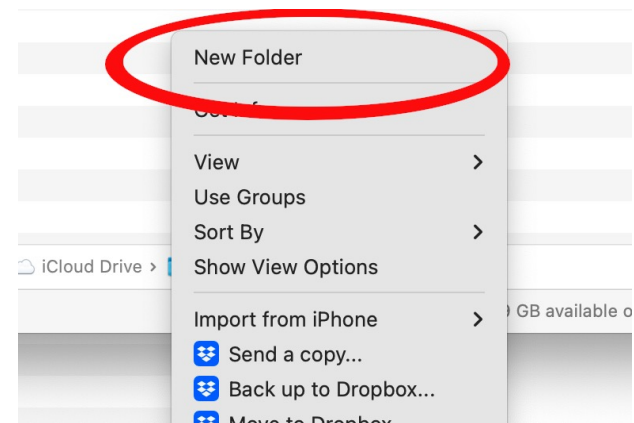 and then 'folder'

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How to create a folder - Mac

- Open up the Finder Application and navigate to the parent folder

- Click on Action and select – 'New Folder' or

- Right click with the mouse on an
empty space in the folder and select 'New Folder'

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Moving files around

- Once you have saved a file you can move it around in the Windows Explorer application   or Finder on a Mac

- You can cut, copy and paste files just like you can with words in a document, even with the keyboard shortcuts.

- You can also 'Drag and Drop' to move files. Select a file with the left mouse, keeping the button down drag the file to the new location and release the button to drop it into the new location. You may want to have 2 Explorer windows open to make this easier. I normally go left to right to avoid mistakes.