

ORGANIZING YOUR FOLDERS AND FILES

NAMING FILES AND FOLDERS BY SUBJECT

- My Pictures
 - Family
 - 2012
 - Amy and John
 - Sally and Pete
 - 2013
 - Amy and John
 - Sally and Pete
 - 2014
 - Amy and John
 - Sally and Pete
 - Friends
 - Aprils family
 - John and family
 - Peter Rabbit
 - House Renovation
 - 2012
 - Vacations
 - 2011 Hawaii
 - 2012 Costa Rica
 - 2013 California
 - 2013 Manitoba

- ❖ The computer reads a folder or file name one character at a time from the left to the right.
- ❖ Also, folders and files with numbers at the beginning will come before any words in the name. Example, **2014 Vacation** will always be before **Vacation 2014** and **Trip to Manitoba** will always be before **Vacation in Manitoba**.
- ❖ Never use symbols that the computer would read as a programming command, such as **& * () % .@ /**
- ❖ However, if you want to force a file name to be at the top of a list ahead of every other file name, you can use the underline keystroke. example **_Zebra**s will come ahead of any other alphabetical character, including a file named **AAGeneral**.

NAMING FILES AND FOLDERS USING A YEAR/DATE

- My Pictures
 - 2012
 - Family
 - Friends
 - Vacation in Costa Rica
 - 2013
 - Family
 - Friends
 - Trip to Manitoba
 - Vacation in California

Viewing the files in the navigation section of your screen:

- The triangle symbol that is on the left hand side of some of the folders indicates the hierarchy of the folders and files, in other words, it shows the parent folder with the child folders and files within that folder.
- Clicking once (left mouse) on the symbol expands the list of folders underneath and clicking again collapses the list.
- To see all of the files including those not inside one of the folders, double click on the name of the folder and it will show up on the right hand side of the screen.