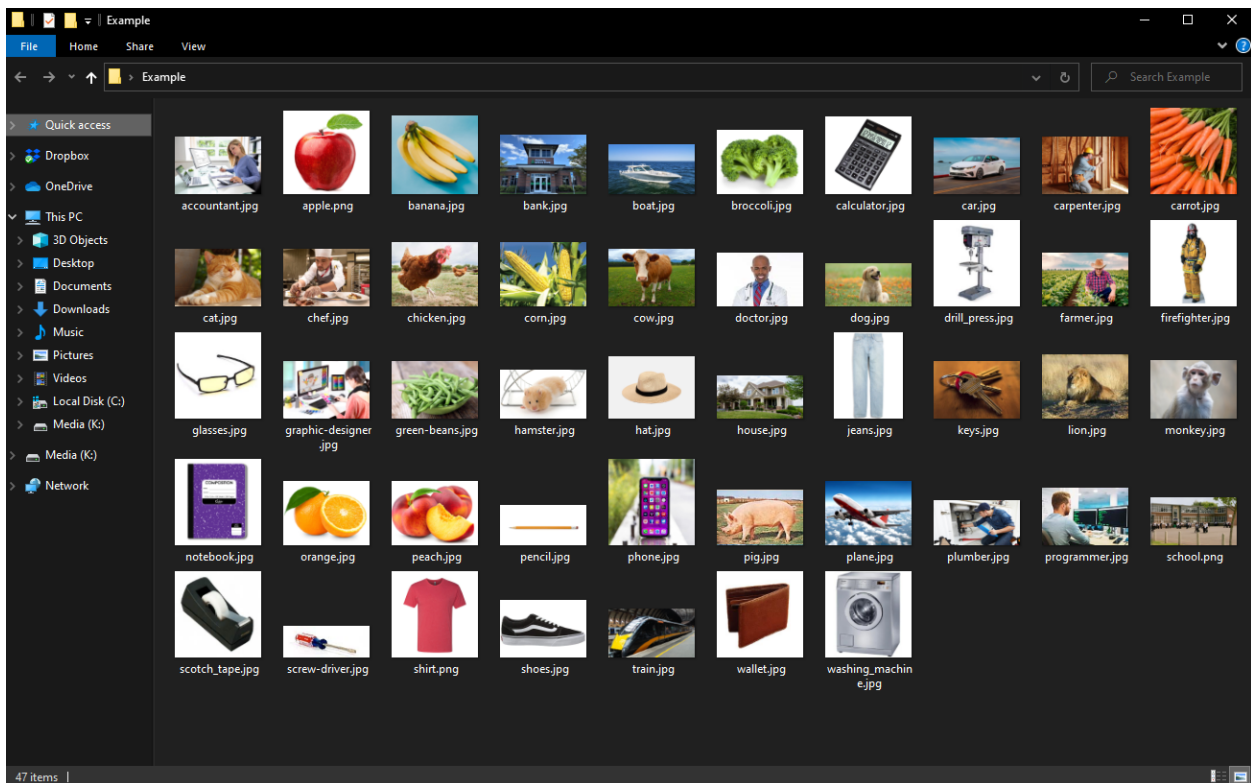# File Organization

File organization is the practice of organizing files on your computer so that is easy to find what you need later on. Good file organization can make it much easier to maintain your files and makes it less likely that you will lose them.
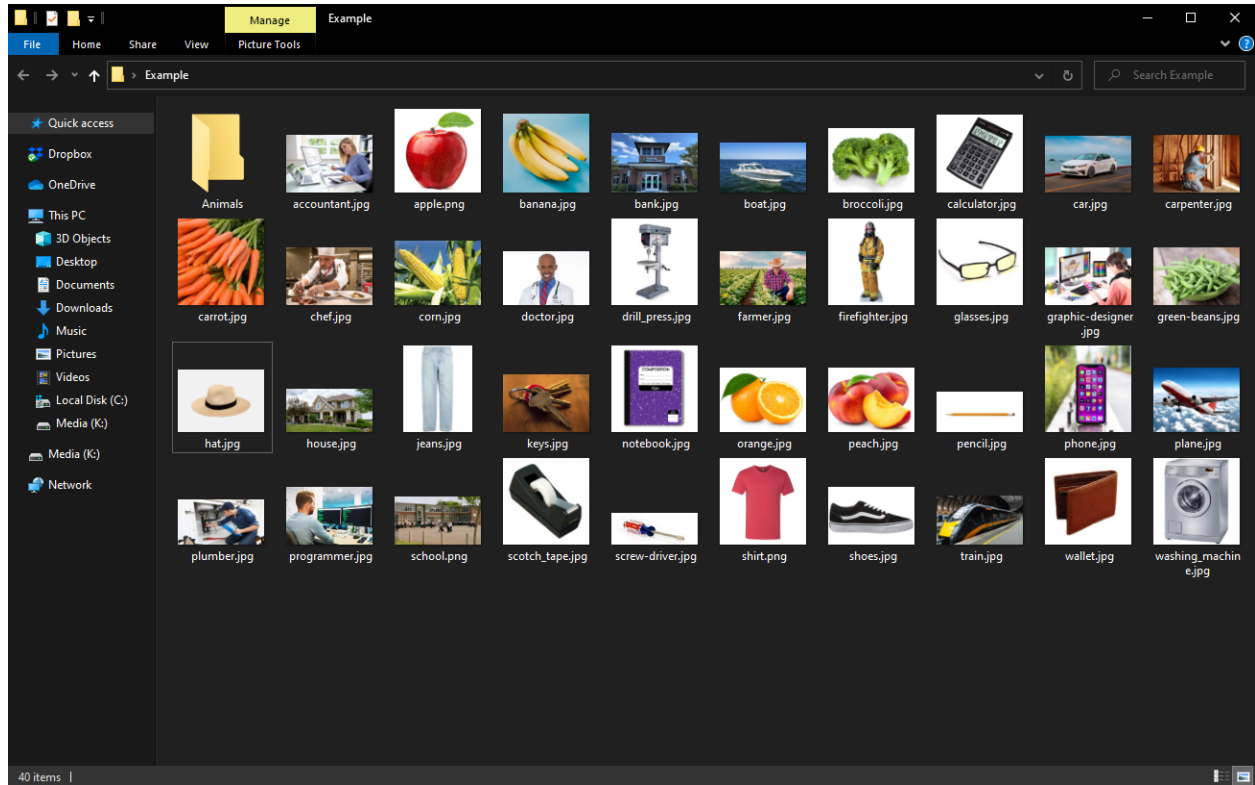
Basic Organization

Let's go through an example of turning a convoluted folder into a much more organized and navigable file structure:
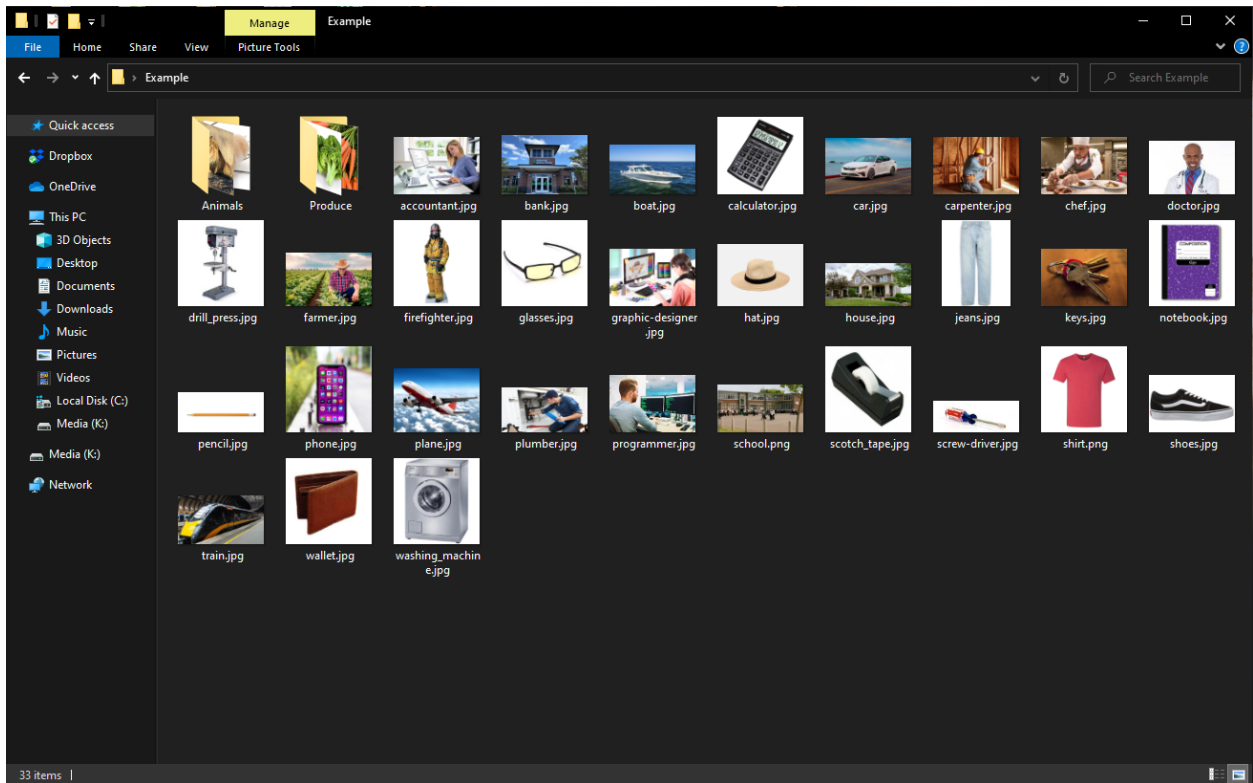

This folder contains various things, the first step in good file organization is to split these things into categories. Let's start by moving all of the animals into an "Animals" folder.
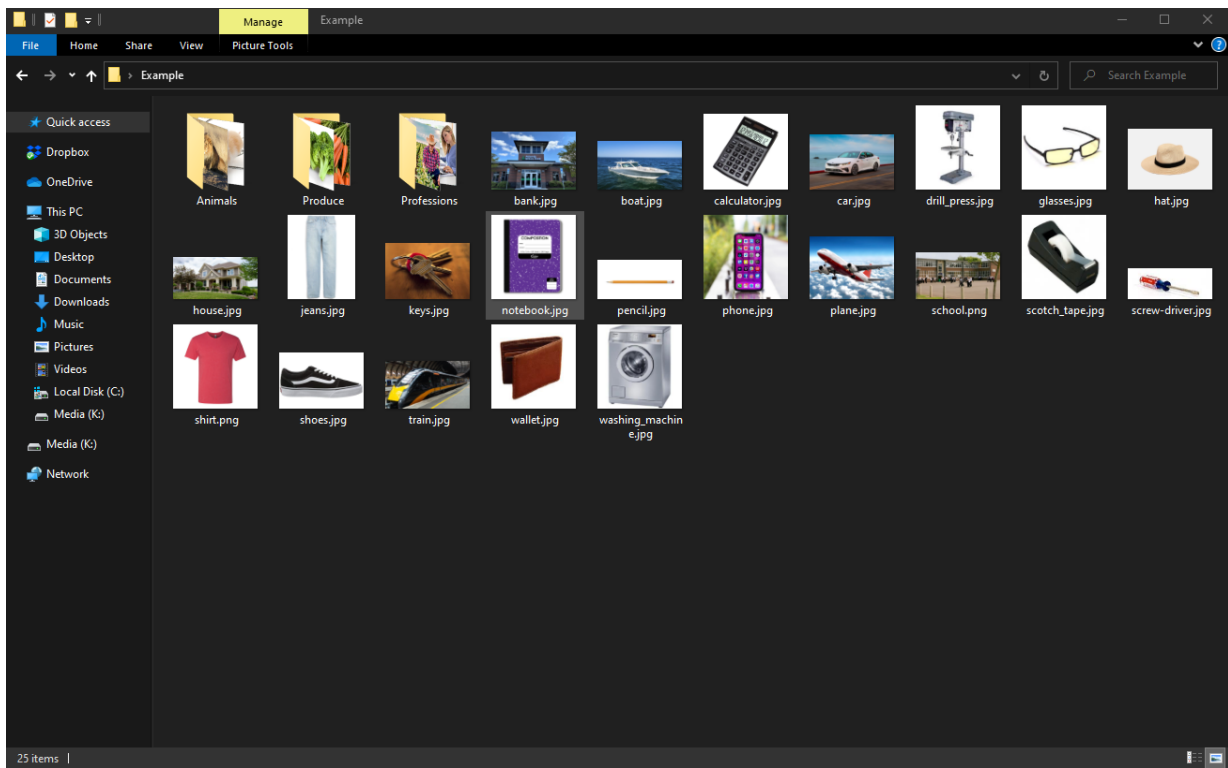
Right click, go to new, and select Folder to create a new folder, then name it "Animals". After this, move all of the animals into the folder by dragging them into it.
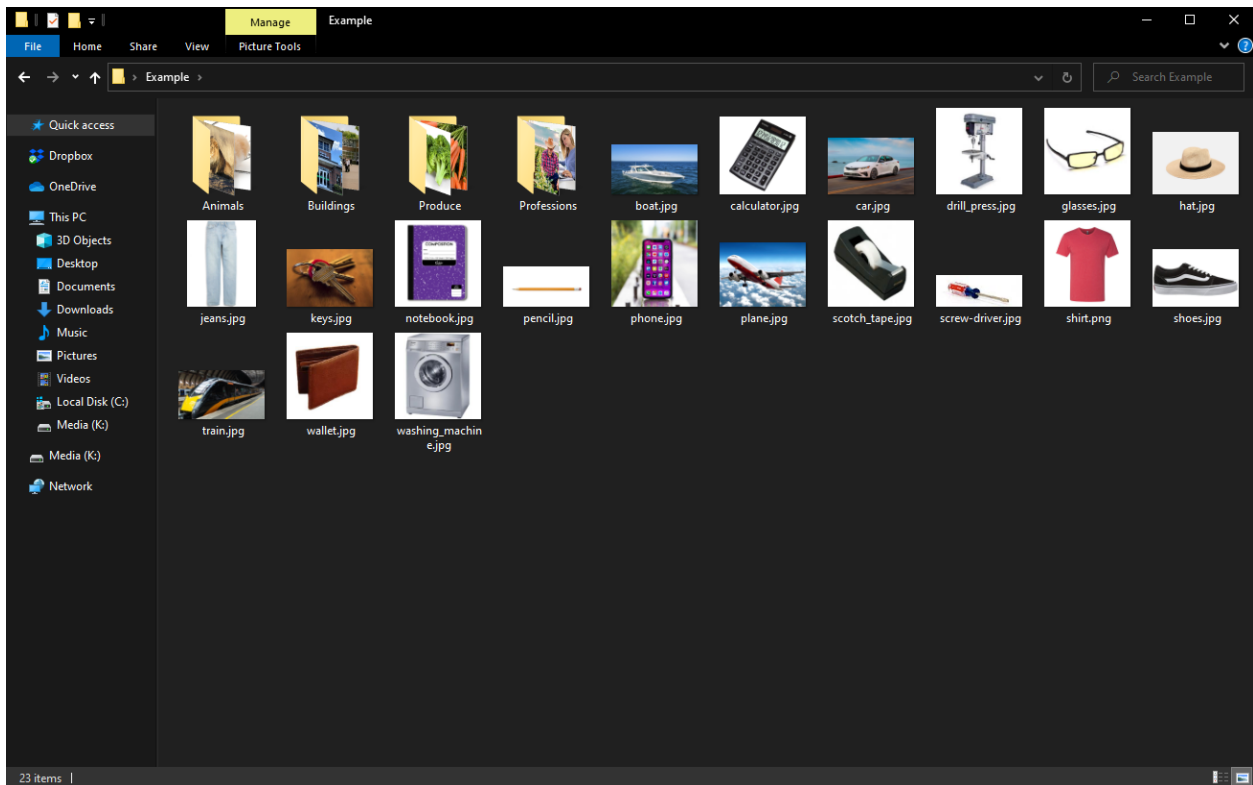
Next we can create a folder called "Produce" which will contain all of our fruits and vegetables and repeat the process.
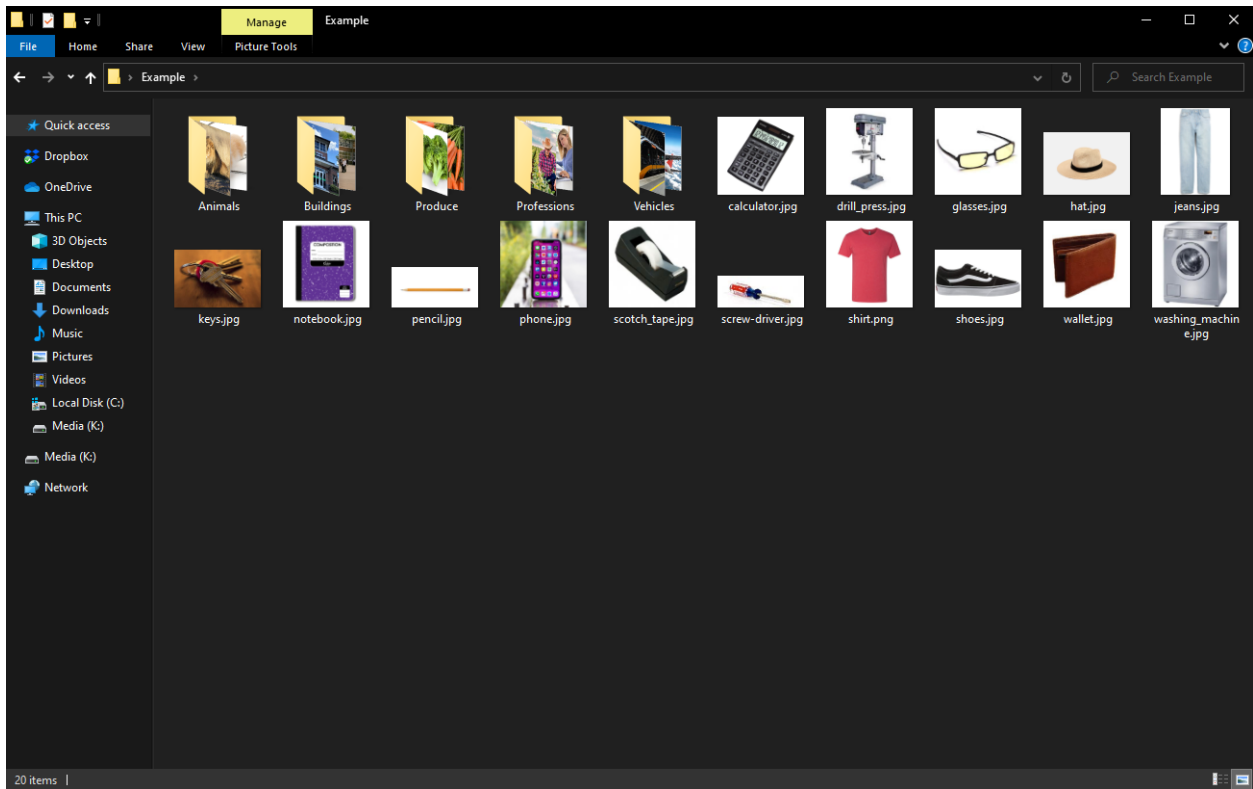

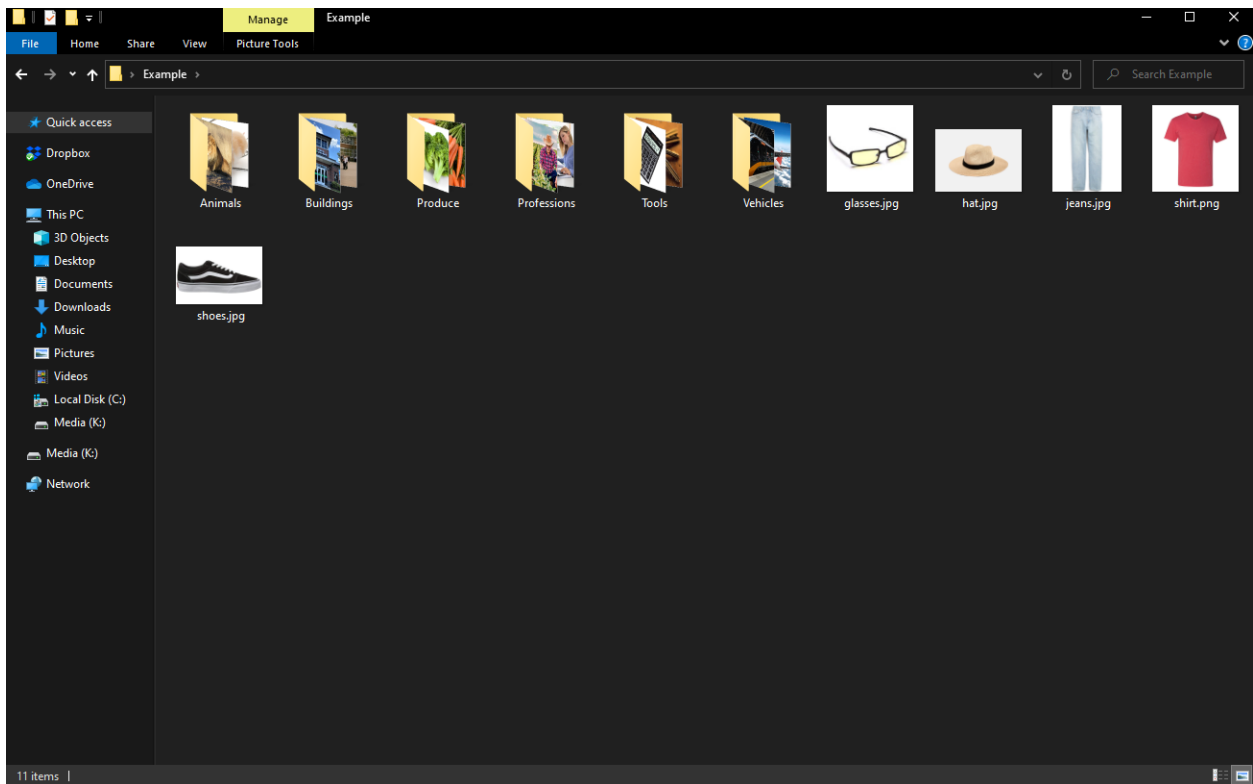Next we can make a folder for "Professions".

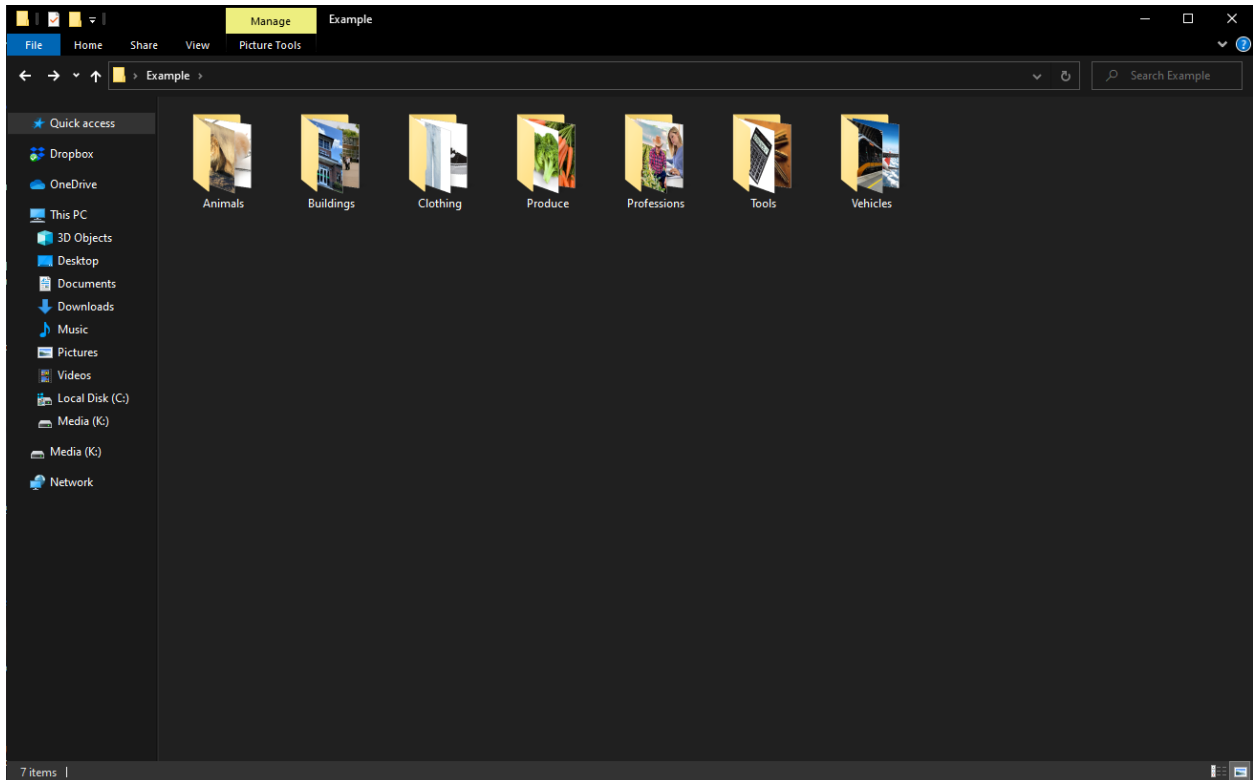Next, let's make a folder to hold "Buildings".

We're almost there, next we can make a folder for "Vehicles".
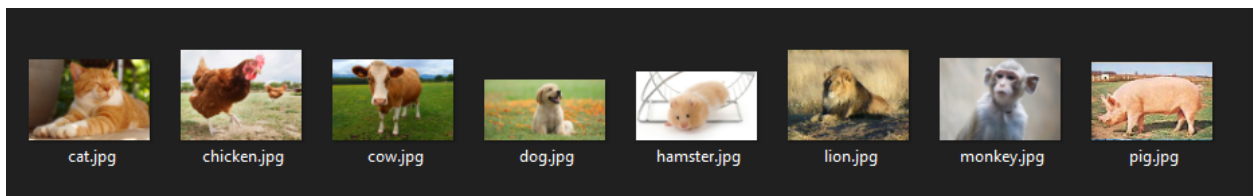
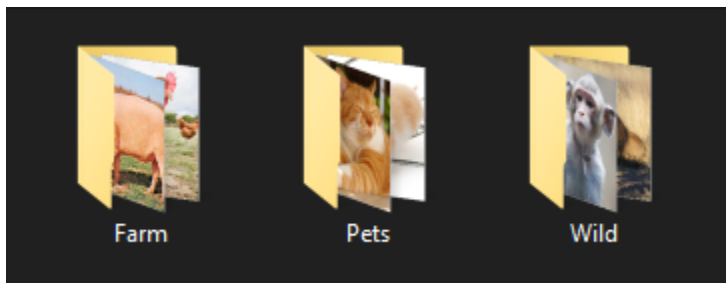Then let's make a folder for "Tools".

And then finally let's make a folder for "Clothing".

Now that we have everything split into categories, we can go through the folders and see if we can split them into more subcategories, starting with Animals.
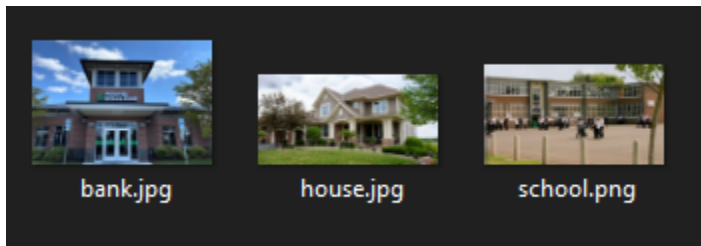

These animals can be split into Pets, Farm, and Wild, so let's make those folders and put them in.
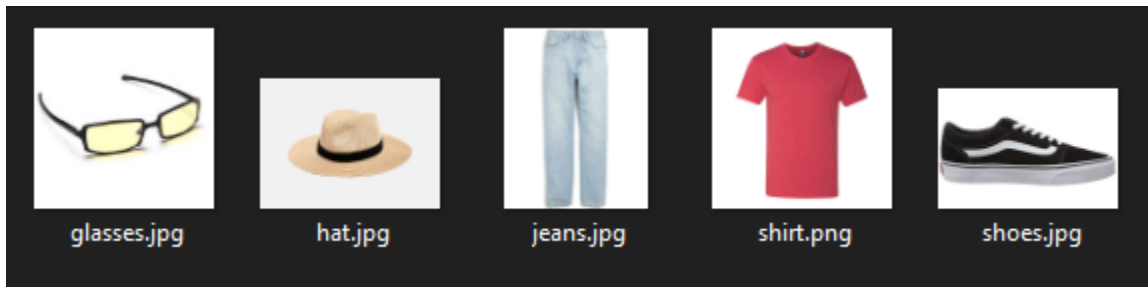

Nice and organized.
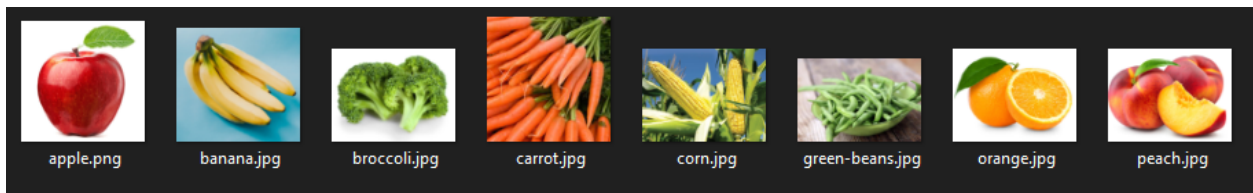
Next, let's look at Buildings.

There aren't enough different buildings to justify splitting them into separate folders at the moment, so our job here is done.
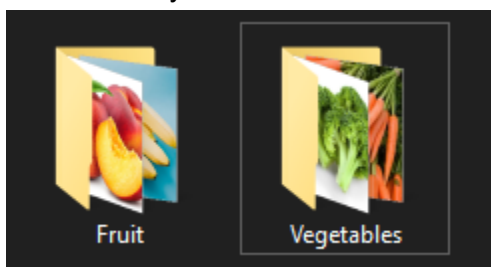

The same thing can be said about the Clothing folder, there's no need to split this any further at the moment.

The Produce folder however can be split quite clearly.
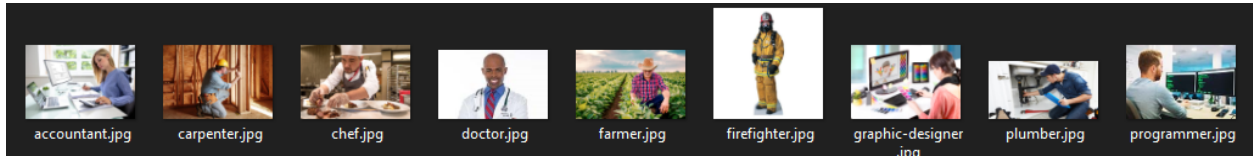

We can easily see that this folder can be split into 2 subfolders, Fruit and Vegetables.
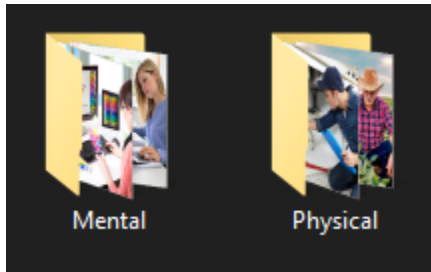

Much nicer.

There are many potential ways that you could choose to split the professions folder.
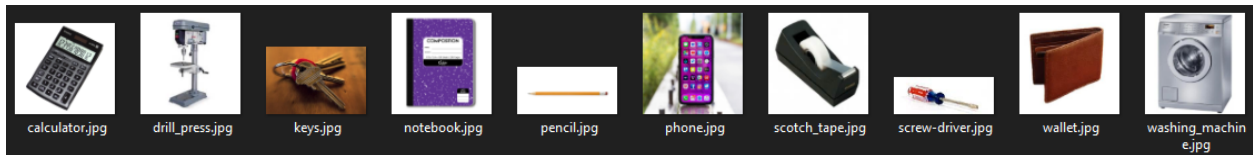
One way to split it is by categorizing them by Physical vs Mental focus, so let's make those folders.
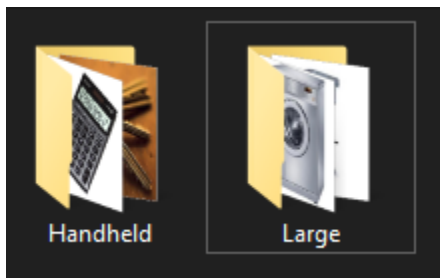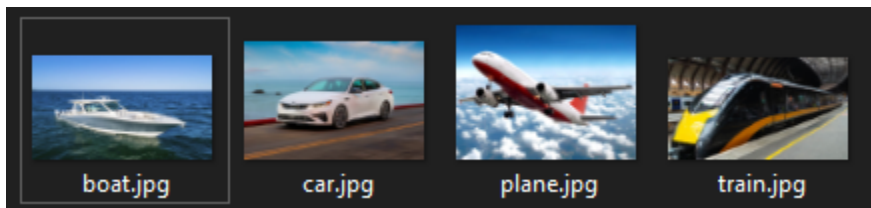

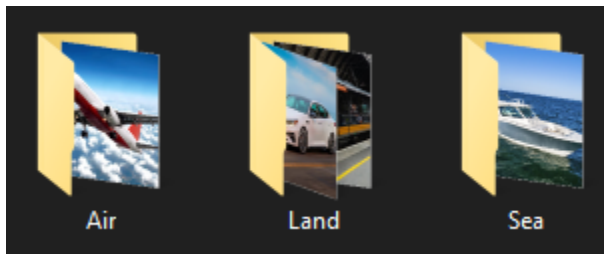Perfect.

Next we can move onto the Tools folder.

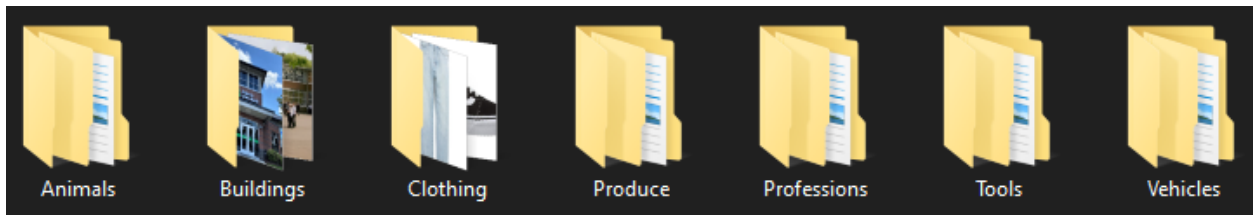One way we can split this folder into Handheld and Large tools.

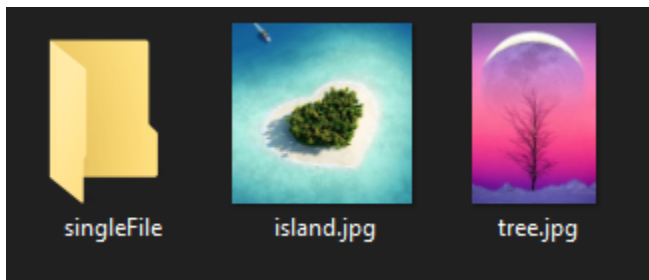And lastly, the Vehicles folder can be split into Land, Air, and Sea.

Now we end up with a much more organized file structure, where everything can be easily found by searching in their respective categories.
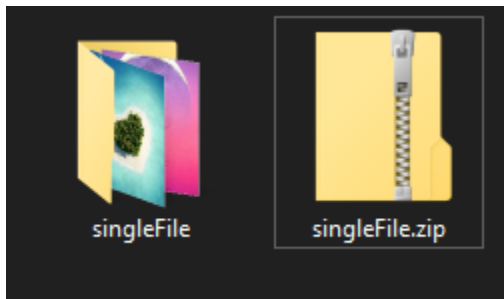

Of course file organization can go much further outside of just storing images, it can help categorize music (such as by artist or genre), word documents (such separating them by class, like English and History), and separating useful programs.

Zipping

You may be required to send or submit multiple files at once via email or though sites like Canvas. But rather than having to insert each file individually you can send them all at once by creating a zipped folder.

In order to do this, create a new folder that you want to put everything into. Such as seend below. After You right click the folder you put everything into, and then click "send to " > "Compressed (zipped) folder"

Now instead of sending 2 separate photos, you can send the zipped file which contains the photos. To then open the file simply right click and select "Extract all" This will create a new folder on your machine with all the contents of the zipped file but it will no longer be zipped. After you have extracted them all you should feel free to delete the zipped folder as it contains duplicated information.