

Folders

Mendlesham Computer Club

By Giles Godart-Brown

What is a folder?

- A folder is like a paper folder in a filing cabinet
- It stores related items together
- Helps you find things quickly
- Keeps your device tidy
- Used in photos apps, e-mail and on your computer disk



Why Use Folders?

- Saves time
- Reduces stress
- Keeps important documents and photos safe
- Makes backups easier

How to get started

- Decide on a structure that suits you
- Organise one area at a time
- Do a little each week

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.
 - Have lots of folders and sub folders, so you can find items by navigating up and down
e.g. Documents/Private/Tax/2022/return.doc
 - Have a few folders and use a combination of the search facility and contextual file names
e.g. Documents/2022_tax_return.doc

Folder naming tips

- Use clear names
 - Add year and month at the beginning if it helps sorting
 - Avoid vague names like “Stuff”
 - Keep names short
- Good Examples:
 - “2026 Electricity Bills”
 - “2026-07-14 Freds birthday”

Simple folder structure example

Documents

- Household
- Banking
- Medical
- Travel
- Hobbies

Keep it simple.

E-Mail Folders

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E-Mail Folders Explained

- Organise messages into categories
- Similar to labelled drawers at home
- Works in services like:
 - Gmail
 - Outlook
 - Yahoo Mail

Why Organise E-Mail?

- Keeps inbox clear
- Allows you to keep, rather than delete emails
- Separate family, bills, shopping, hobbies
- Keep travel confirmations handy
- Store medical appointments safely

Common E-Mail Folders

- Waiting for
- Family
- Bank and Finance
 - Bills
 - Electricity
 - Water
 - Pension
- Holidays
- NHS
- Appointments
- Receipts

How to Create an email folder (General Steps)

- Open your e-mail
- Look for “Folders” (or “Labels” in Gmail)
- Click “Create New”
- Name the folder
- Save

Moving Emails into Folders

- Select the e-mail
 - Click “Move to” and choose the folder or
 - Drag and drop
- E-Mail is stored safely in the new location

Photo Folders/Albums

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Why Organise Photos?

- It is easier to find pictures that are related, e.g.
 - Holidays
 - Family events
 - Friends
- Avoids duplication of photos
- Free up space

Creating Photo Folders on Your Computer

- Example on Windows PC:
 - Open File Explorer
 - Go to “Pictures”
 - Right-click → New Folder
 - Name it (e.g., “Spain 2025”)
- Example on Apple Mac:
 - Open Finder
 - Go to Pictures
 - Click File → New Folder

Photo Folders in iCloud on an iPhone or iPad

In the Photos application iPhone, iPad, Mac and PC , these are called Albums and are replicated across all platforms

- On the iPhone Photos App
 - Select the photo you want to put in an album
 - Click on the three dots at the top of the page and select Add to album

Photo Folders in iCloud on a Mac or in a browser

- On Apple Mac Photos App or [iCloud.com](https://www.icloud.com) in a browser:
 - Open Photos and navigate to your library
 - Select the first picture to go in the new album
 - Click File → New Album with selected item and then rename it

Photo Albums in Google Photos on a Mac or in a browser

- Go to Google Photos (<https://photos.google.com/>) in a browser:
 - Click on Albums and Create Album
 - It will then prompt to add photos
 - You can then add more photos to the album from the + button at the top of the page

Folders on your PC or Mac

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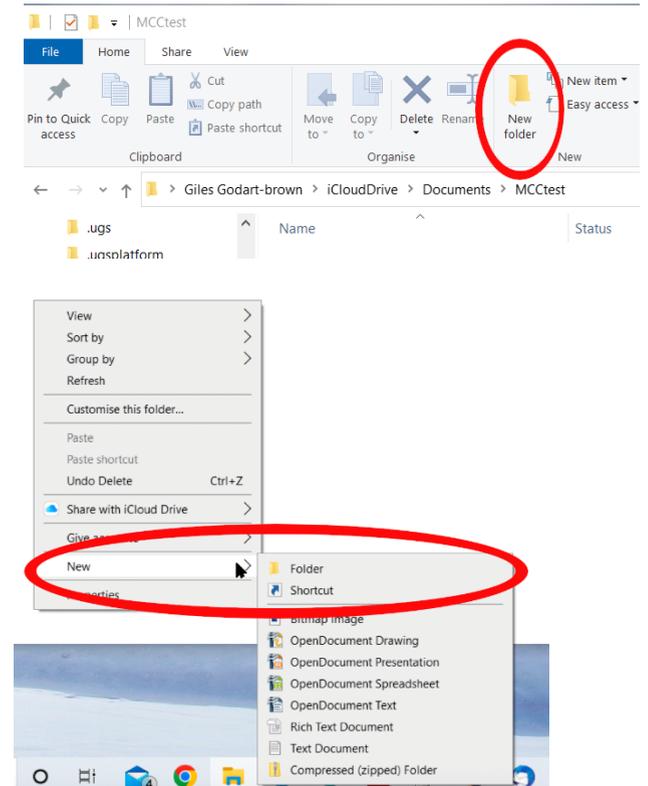
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What does “On the PC Disk” mean?

- Files stored on your computer
- Documents, letters, photos, downloads
- Usually under “Documents” or “Photos”

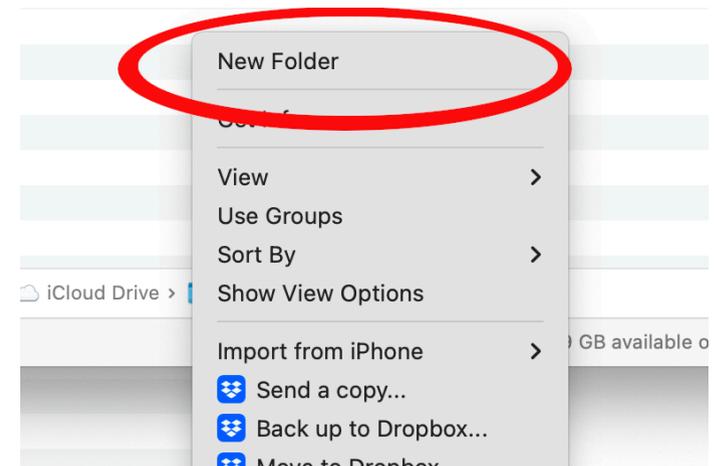
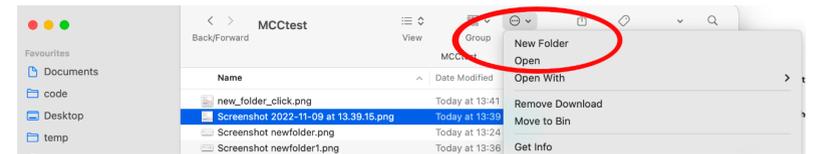
How to create a folder - Windows

- 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'



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’



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.

Delete or Move?

- Moving:
 - Keeps file safe
 - Just changes location
- Deleting:
 - Sends to Recycle Bin (Trash)
 - Can be recovered (for a while)

Questions

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