**Organizing your Folders**

There is no “right” way to organize your folders but here are some principles to consider:

1. Choose your organization system carefully: this is a time commitment of knowing your organizational style
   1. Hierarchies with subfolders?
      1. Move folders –select multiple folders to move with click & drag on mouse
   2. Subject specific?
   3. **Archived** folder?
   4. **Shared** folders – particularly useful for S: or Google Drive (sharable URL link)!
      1. Shared folders for colleagues/ co-teachers
      2. Shared folders for individual students on Google Drive or S: sandbox
      3. S: sandbox allows editing for students and teachers; S: handin become “teacher property”; S: handout for sharing out files
      4. Team Drive (Primary, Intermediate & Secondary shared resources)
2. Stick with your system: standardizing your naming conventions takes dedication!
   1. Avoid using the desktop as an “easy” solution
   2. Desktop icons are also absent from reimaged laptops
   3. Name files & folders intelligently; the computer defaults to “New Folder” and Google defaults to “Untitled document”
   4. Avoid long filenames
   5. Keep the same system for other devices
3. Desktop shortcuts: use shortcuts to get to files more easily
   1. Paste folder shortcut to desktop or other locations (“tag”)
   2. **Inbox** folder for files that you are currently working on
4. Google Drive
   1. **Colour code** folders
   2. Folders that are “Shared with me” are not located in “My Drive” until they are added to “My Drive”
5. Search & sort options
   1. H: or S: have sorting options by name, date, size or file type (e.g., .notebook, .pdf or .docx)
   2. Google Drive has sorting options by Recent, Starred or Shared with Me
   3. Use search in H:, S: or Google Drive to find a file named …. Note that Google Drive has an Advanced Search to narrow or broaden the search and file preview feature
   4. My Drive & My Documents (H:) end up as a common dumping area for all files so important files should be moved to another folder

More Google Drive ideas: <https://goo.gl/4ZaLte>