

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Organize Files and Folders

Is your Downloads folder a junk drawer? This guide shows how to create folders and rename files on Windows 11 and on a Mac, so you can actually find things.

Why organize your files?

- ☐ Find things faster
A few well-named folders beat hundreds of loose files
- ☐ Names that actually make sense
"Insurance Card.jpg" beats "IMG4821.jpg"
- ☐ Takes two minutes
A little tidying goes a long way

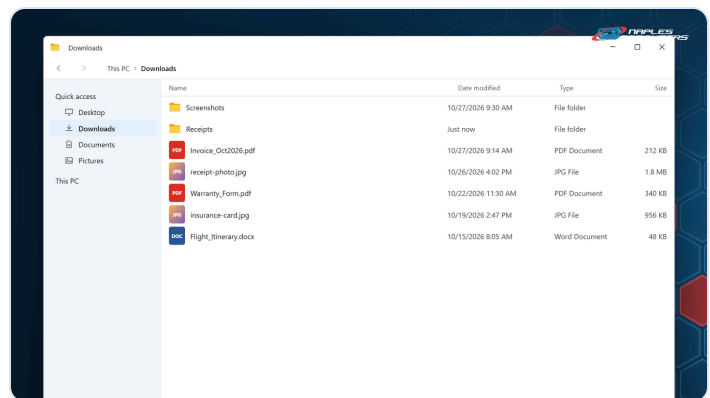
Step by step

WINDOWS**1 Windows: create a new folder**

Right click an empty space, then choose New, then Folder.

WHAT TO DO

Type a name, like Receipts, then press Enter to create it.



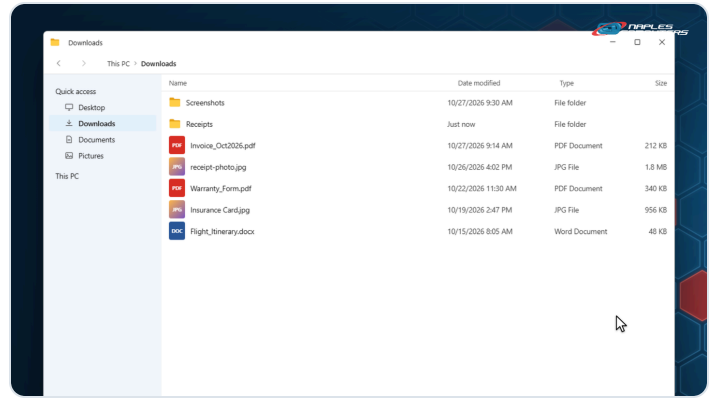
WINDOWS

2 Windows: rename a file

Right click the file, then choose Rename.

WHAT TO DO

Type the new name, like Insurance Card, then press Enter.



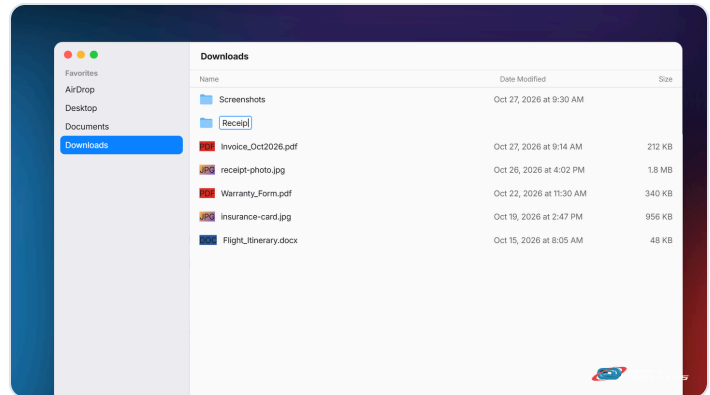
MAC

3 Mac: create a new folder

Right click an empty space, then choose New Folder.

WHAT TO DO

Type a name, like Receipts, then press Return.



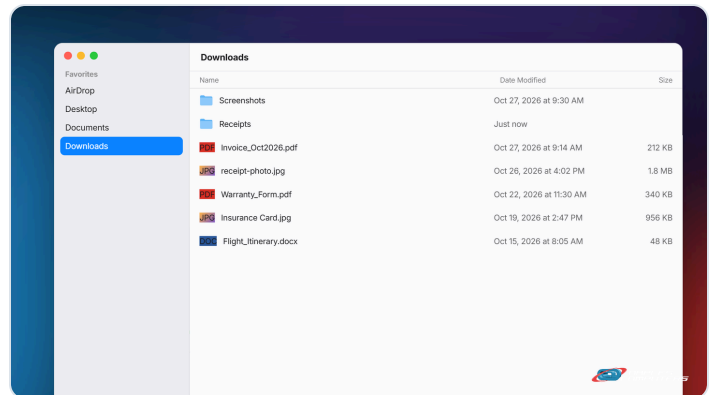
MAC

4 Mac: rename a file

Right click the file, then choose Rename.

WHAT TO DO

Type the new name, like Insurance Card, then press Return.



A few tips

- ☐ Drag a file onto a folder to move it in
Or cut it, open the folder, and paste
- ☐ Group by type or by date
Receipts, Photos, Tax Documents - whatever makes sense to you
- ☐ Be careful deleting
Make sure you're in the right folder before you delete anything

Recap: **organize files and folders**

☐ Right click an empty space, choose New Folder

☐ Type the new name, then press Enter (or Return on a Mac)

☐ Right click a file, choose Rename

☐ A little organizing saves a lot of searching later

Be extra careful when deleting files while organizing. If you're not sure what something is, leave it alone, or call us before you delete it.



Files still a mess?

Call 239-513-1960

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