

Worksheet 4.2 Folder Structure Worksheet

FOLDER STRUCTURE

PROJECT:

NOW, ORGANIZE THOSE FOLDERS INTO A NESTED STRUCTURE AND GIVE THOSE FOLDERS NAMES. IN DOING SO, TRY TO REFRAIN FROM NESTING BEYOND FOUR LAYERS. THINK ABOUT HOW YOUR FILES RELATE TO EACH OTHER, AND TRY TO GROUP THEM IN THOSE WAYS. THINK ABOUT HOW YOU WORK AND HOW YOU WANT TO ORGANIZE YOUR WORK: IF YOU ARE WRITING MULTIPLE PAPERS IN A PROJECT, DO YOU WANT THOSE TO EACH HAVE THEIR OWN FOLDER? DO YOU WANT THAT NESTED UNDER A "DRAFTS" OR "PAPERS" FOLDER OR FOR EACH TO STAND ALONE?

FOLDER	FIRST LEVEL SUB-FOLDERS	SECOND LEVEL SUB-FOLDERS	THIRD LEVEL SUB-FOLDERS