

## Digital File Management in the Classroom

### Creating a File Structure on Macs with OS X

Fortunately, creating a file structure is a simple and intuitive process. The first step is choosing how to organize your files. Our *file management suggestions* can help you design your file structure.

Before you begin, make sure you have logged on to the server and can see the server on your desktop. To log onto the server, click **Go** in the Finder menu and select **Connect to Server...**



For more information about logging on to the server, ask your Technology Department or another teacher.

Once you have logged on to the server, the server icon will be visible on your desktop. To create files on the server:

1. Double-click the server icon on your desktop.

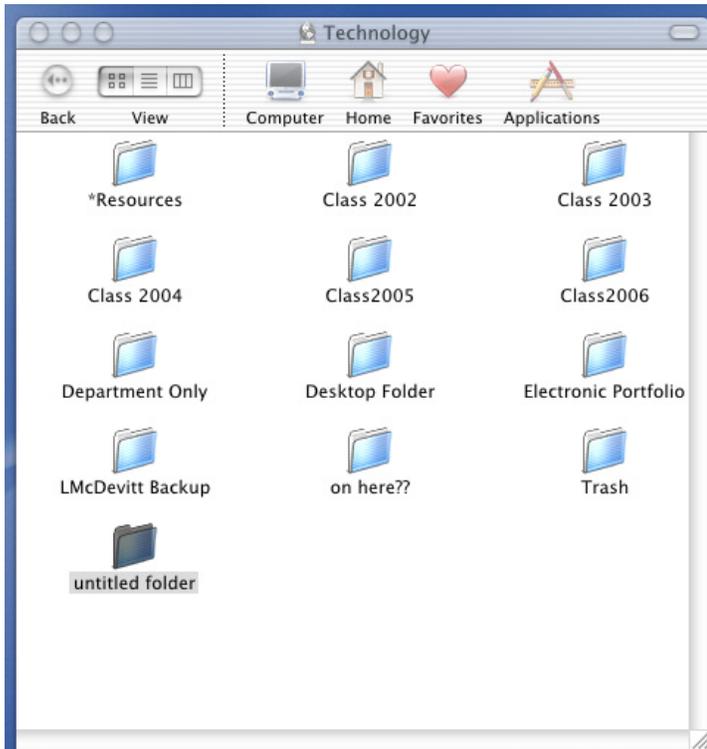


2. Click the **File** item in the Finder menu.



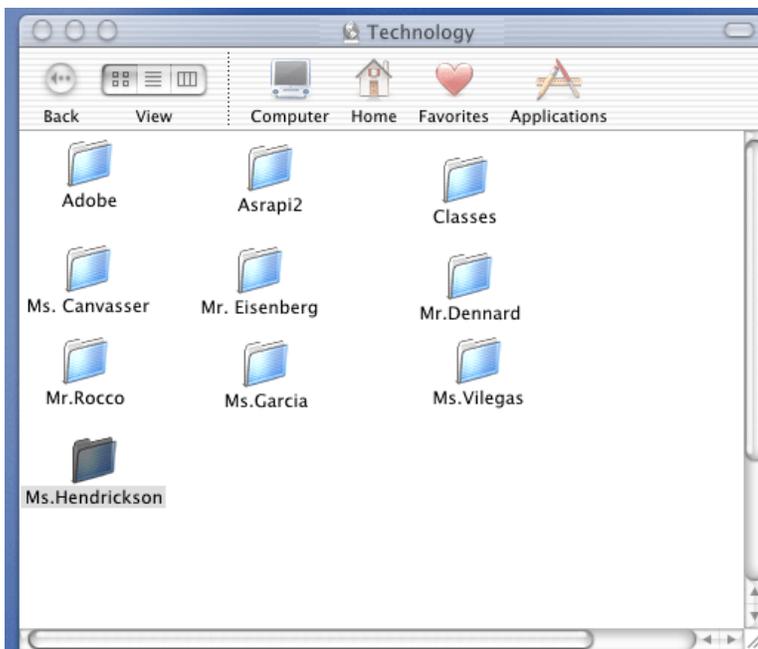
3. Select **New Folder**.

A folder labeled "untitled folder" will appear.



4. Type in the name of the folder.

To create more folders on the server, simply repeat steps 2 through 4 until you have created as many folders as you need. In the example below, we have created a folder for each teacher.



## Creating Subfolders

With subfolders, you can create a series of folders that will make it easy for you and your students to organize your digital files. The process for creating subfolders is identical to creating folders. You just need to be sure that you have opened the folder in which you want to create the subfolder.

To create a subfolder:

1. Make sure you have opened the folder on the server in which you want to create the subfolder.
2. Click **File** in the Finder menu.
3. Select **New Folder**.

A new folder labeled "untitled folder" will appear. Simply type in the name of folder.

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