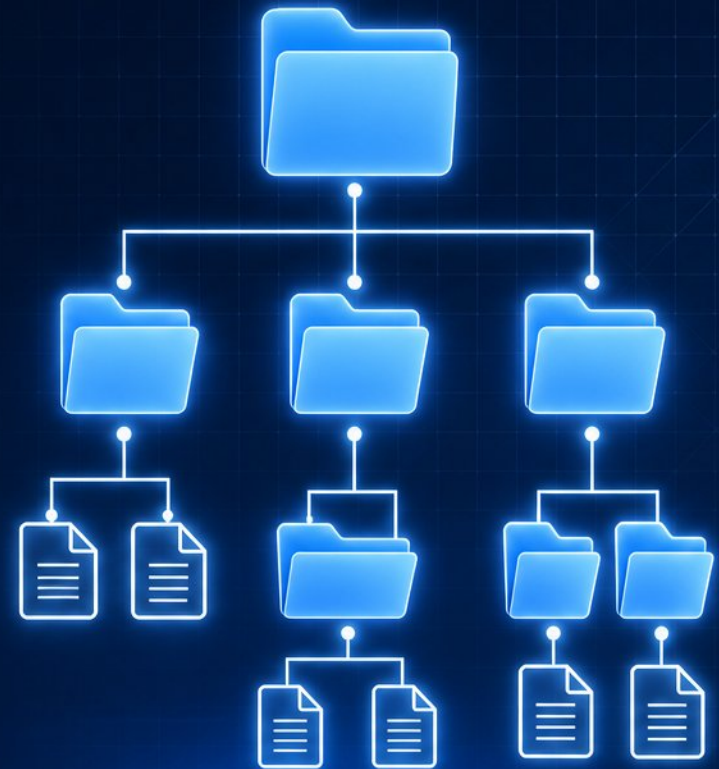


Introduction to File Systems:

Files, Folders, and Paths

- Find files fast under pressure with clear organization
- Save an average of 1.8 hours daily lost to searching
- Files, folders, and paths: the three core building blocks
- Like a physical office: documents in labeled drawers with an address
- Avoid the 'Final_FINAL_v3' chaos and scattered storage



Files: The Basic Unit of Digital Information

- A file is a named data container (document, photo, song, or spreadsheet)
- Anatomy: name + extension (e.g., "Report.docx"); extension tells the app to use
- Common types: .docx/.xlsx/.pdf/.jpg/.png/.mp4/.mp3/.txt/.zip
- Format matters: PDF preserves layout; DOCX allows editing; TXT is plain text; ZIP compresses files



File Names That Find Themselves



- Vague names like “Final_FINAL_v3” hide content and create chaos



- Use YYYY-MM-DD_DescriptiveName so files sort chronologically everywhere



- Strong name: date (if relevant) + project anchor + plain description + version



- Avoid spaces, special characters (? < > : | / *), and cryptic abbreviations

2024-05-21 _ ProjectAlpha _ Market-Research _ v2



Date Prefix



Project Anchor



Plain Description

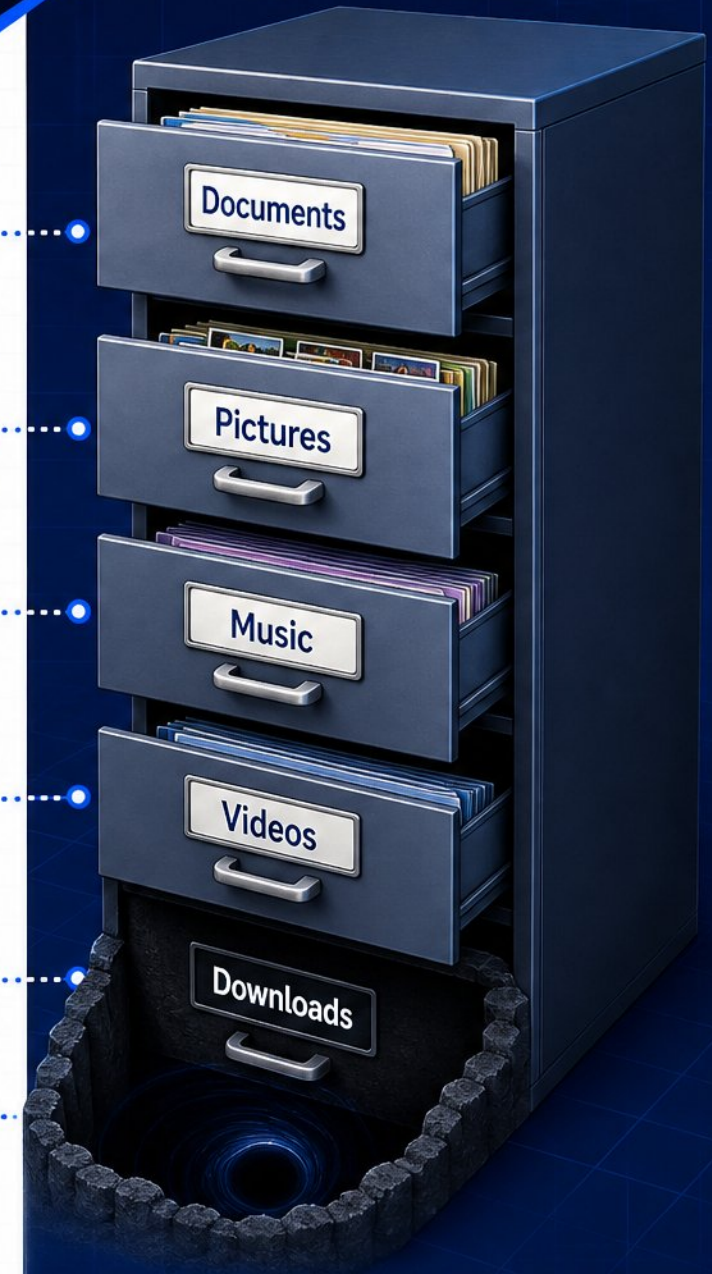
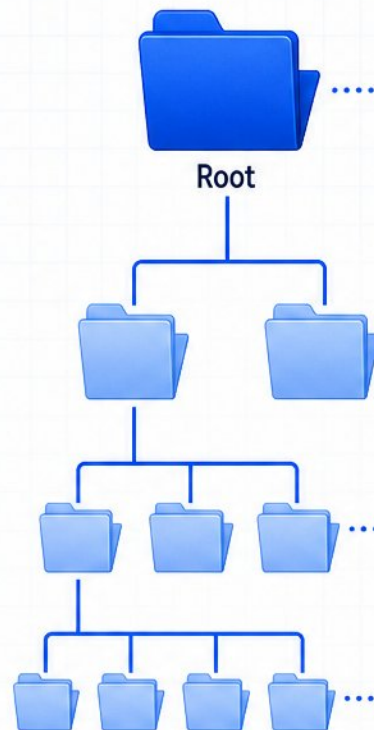


Version Suffix



Folders: Your Digital Filing Cabinet

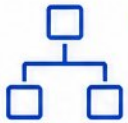
- A named container that holds files and sub-folders, shaping your digital storage
- Hierarchy: broad categories branch into specific sub-folders, like a real filing cabinet
- Built-in profile folders: Documents, Pictures, Music, Videos, Downloads, Desktop
- Downloads is temporary storage—move files out before it becomes a black hole



Designing a Folder Structure That Lasts



- Three principles: meaningful names, 3-4 level max depth, one home per file.



- Category-based (Finance, Health) for life; project-based (Japan Trip 2026) for time-bound work.



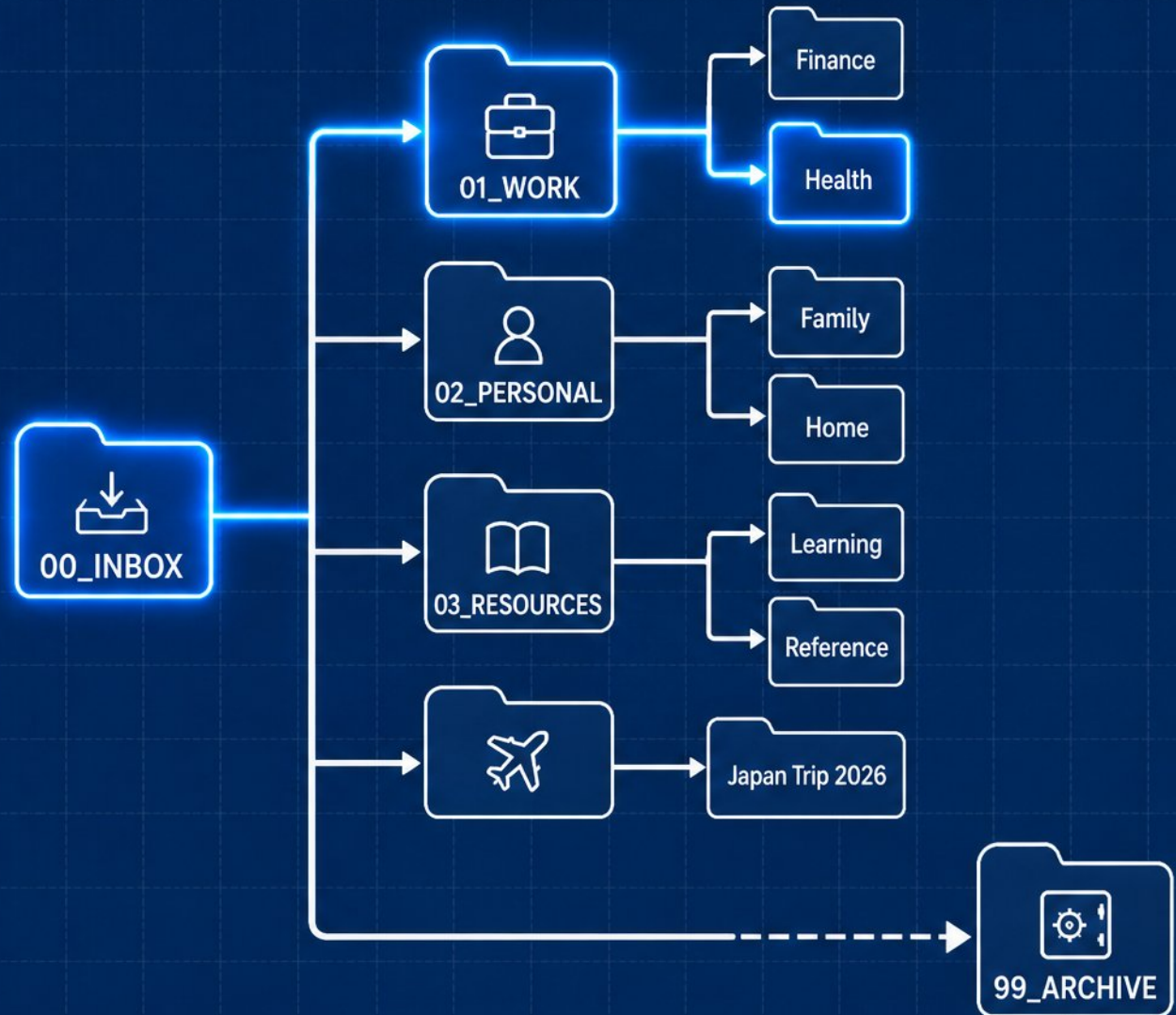
- Proven template: 00_INBOX, 01_WORK, 02_PERSONAL, 03_RESOURCES, 99_ARCHIVE.



- New files land in INBOX for weekly triage; completed work moves to Archive.



- Strong filenames: YYYY-MM-DD + descriptive anchor word + version suffix.



Practice: Plan Your Personal Folder Tree

- ✓ Sketch a top-level folder structure using 15-20 mixed files
- ✓ Choose 5-8 life-domain categories (Finance, Health, Work, Home)
- ✓ Avoid too many top-level folders (over 10 is hard to scan)
- ✓ Keep folder nesting shallow — no deeper than 3-4 levels
- ✓ Place each file in a single 'home' to avoid duplication



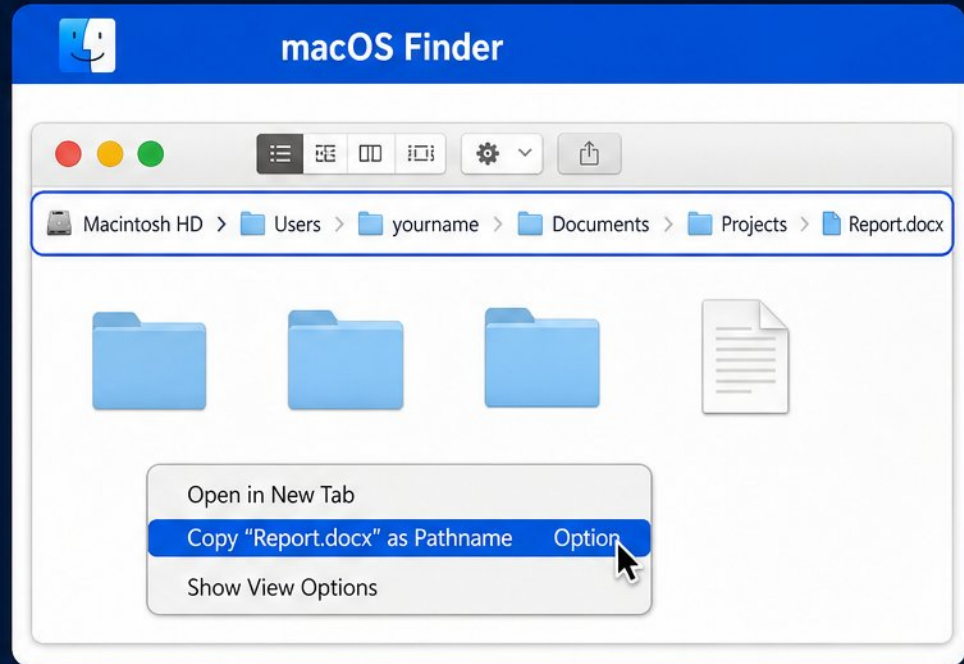
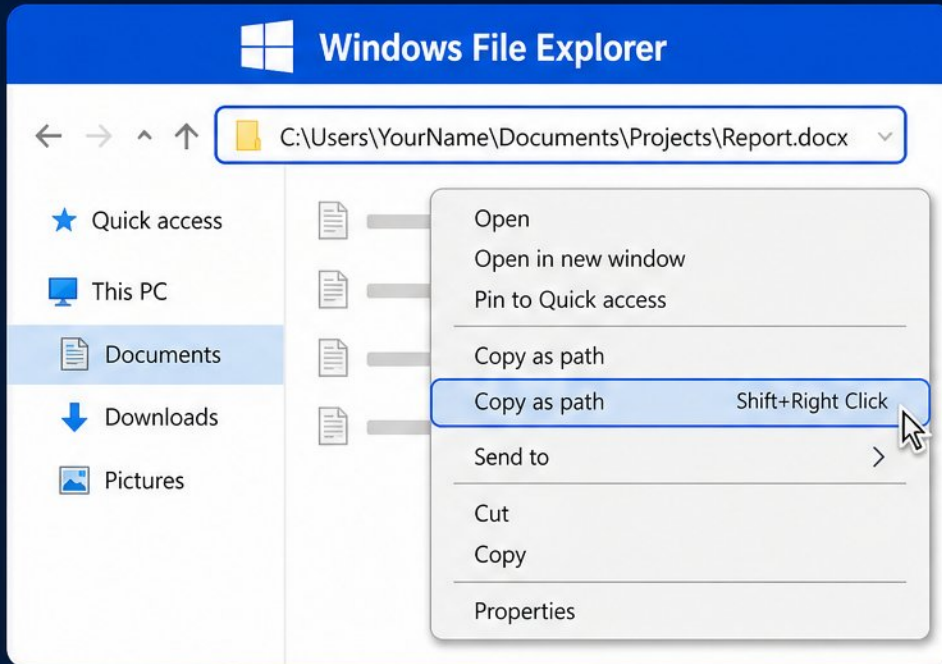
Paths:

The Address of Everything on Your Computer

- A path is the full step-by-step address from root to file
- Windows:
`C:\Users\Alex\Documents\Finance\Taxes\2025_Return.pdf`
- macOS/Linux:
`/Users/Alex/Documents/Finance/Taxes\2025_Return.pdf`
- Read left to right—each segment narrows to the final item



Finding and Understanding Paths in Real Life



View path in Explorer: click address bar or open Properties

Show path in Finder: View > Show Path Bar

Copy full path: Shift+right-click (Win) or hold Option (Mac)

Paths locate files precisely and fix "missing file" errors

Moving a file changes its path, like moving a physical document



Absolute vs. Relative Location

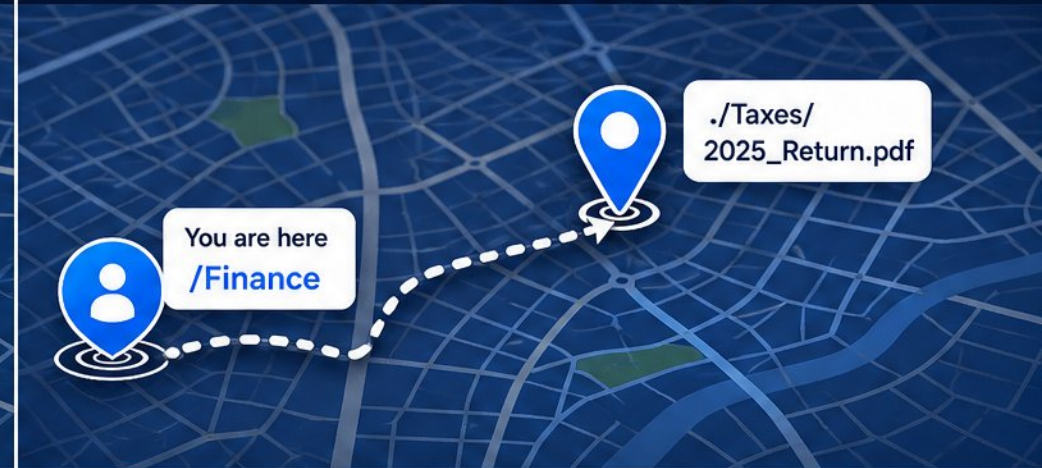
ABSOLUTE LOCATION

Full system address



RELATIVE LOCATION

Location from current directory



ABSOLUTE PATH AS A JOURNEY



RELATIVE PATH AS A JOURNEY



- Absolute path: full system address, works from anywhere, like a postal address
- Relative path: location from current directory using `'.'` and `'..'`
- Example: from `/Finance`, `./Taxes/2025_Return.pdf` reaches the tax file
- Relative paths keep project links working when entire folder moves

Practice: Read and Write Paths



- Write absolute paths for Windows and macOS from a folder tree.



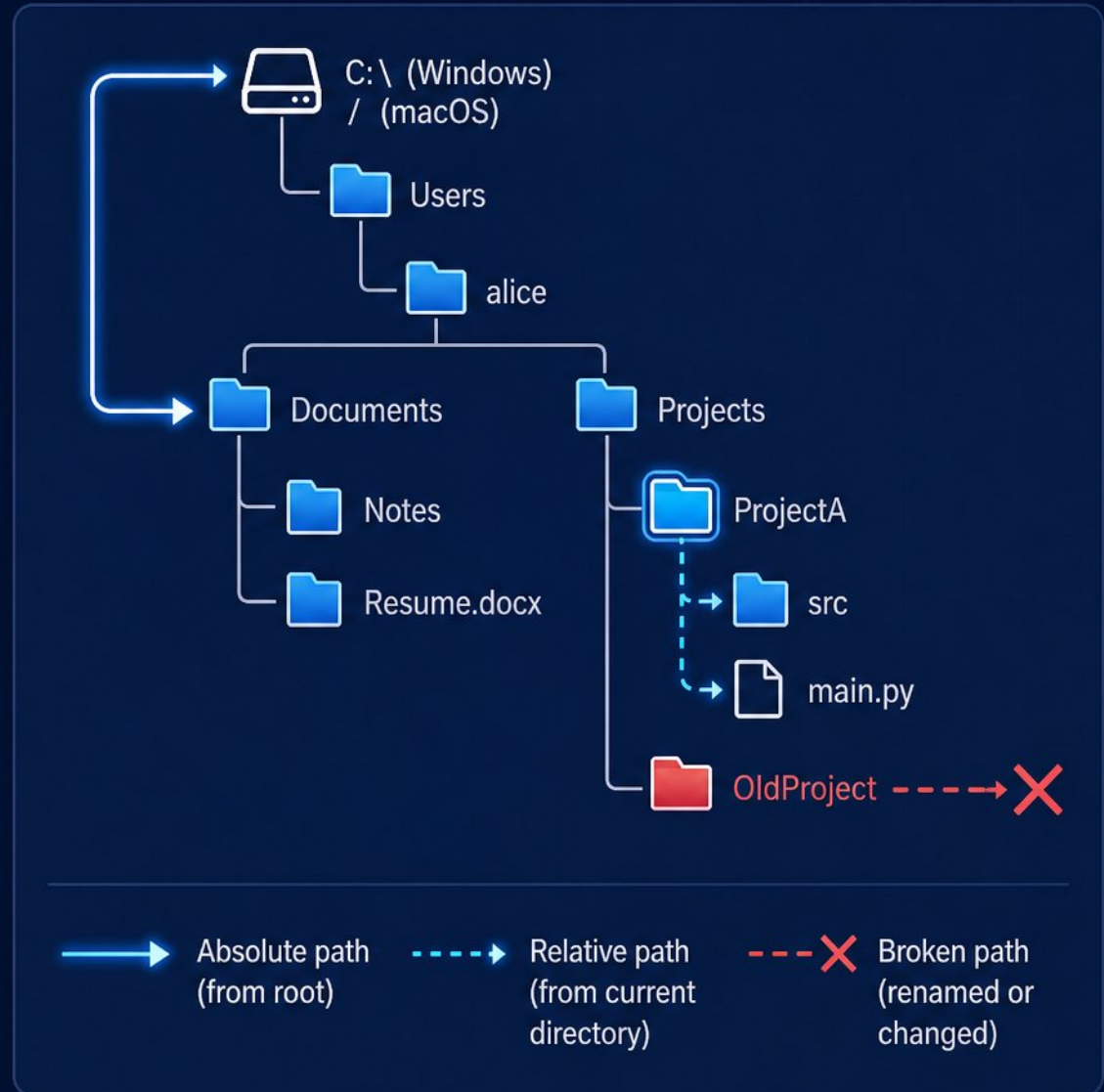
- Write relative paths using '.' and '..' from a given directory.



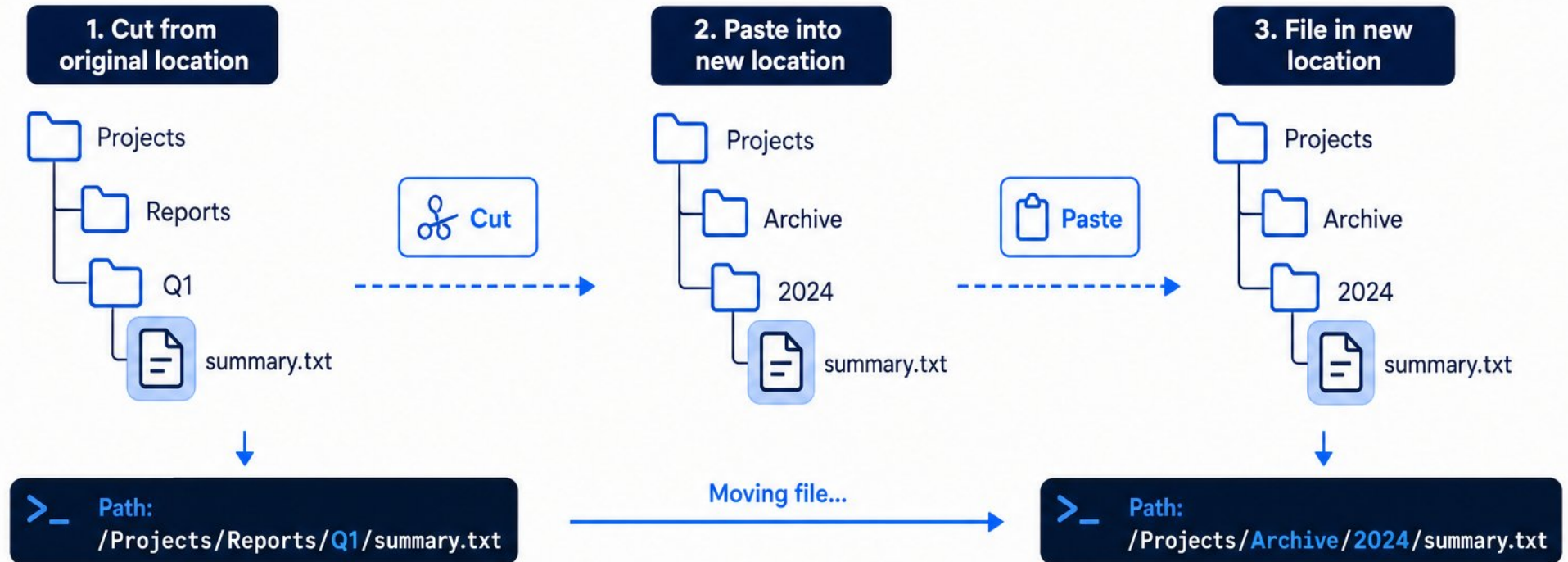
- Diagnose broken paths: renamed folders or changed drive letters.



- Absolute paths start from root; relative paths start from your current spot.



Navigating and Managing Your File System



- Cut, copy, paste, drag-and-drop, rename, and delete in any file manager
- Moving folders updates all absolute paths; relative paths inside stay valid
- Use search (Win+type or Cmd+Space) when you know the name or keywords
- Browse the folder tree when you need context or are organizing files
- Right-click context menu gives quick access to rename, properties, Copy as path





Building Your Own Information Organization Model



- meaningful names, consistent hierarchy (≤ 3 levels active), careful location (one home per file)



- Map real-world categories → top-level folders; add date-based subfolders where recurrence matters



- Keep only active files in main structure; move completed projects into Archive organized by year



- Let your structure evolve with your life — usable now matters more than flawless forever





Practice: Design Your Own Clean Structure



- Map your Desktop/Downloads, spot patterns, and sketch a logical folder tree.



- Apply INBOX workflow: weekly triage from a landing zone into permanent homes.



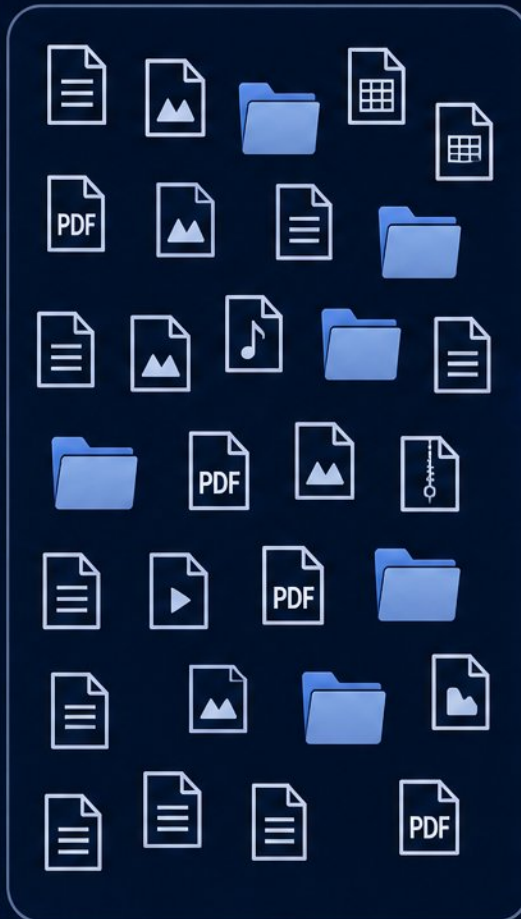
- Name three files using YYYY-MM-DD_DescriptiveName convention.



- Start today: rename every new file descriptively before closing the save dialog.

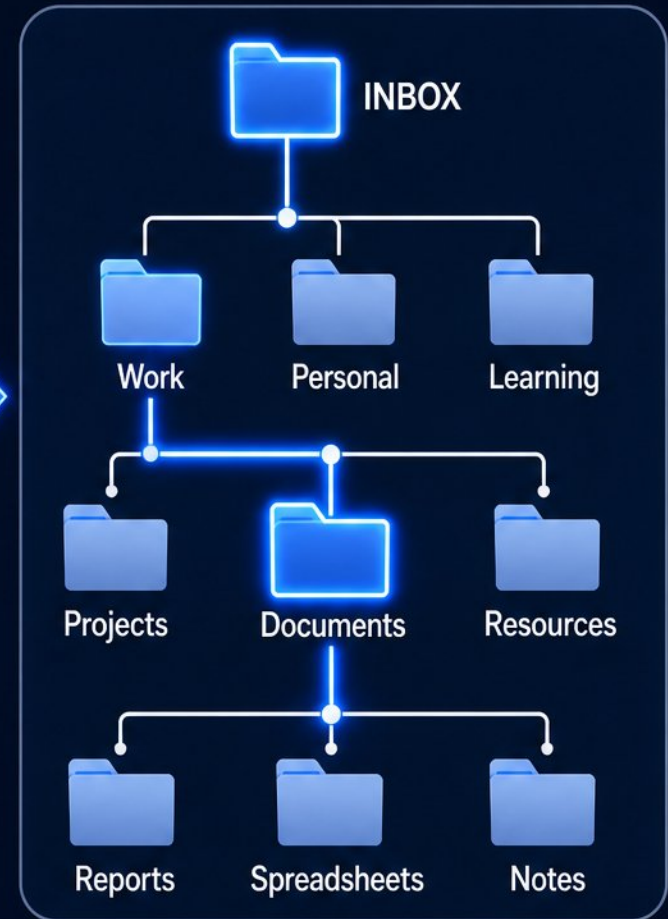
BEFORE: CHAOTIC

Cluttered Desktop Downloads



AFTER: ORGANIZED

Clean Three-Level Folder Tree



Recap and Next Steps



File

named data container
with extension



Folder

organizing
container



Path

full address,
absolute or relative

- File = named data container with extension; Folder = organizing container; Path = full address, absolute or relative
- Sustainable system: descriptive filenames + shallow category tree + weekly INBOX processing + Archive
- Avoid: desktop clutter, vague names, deep nesting (>4 levels), obsolete duplicates, relying on memory
- Spend 10 minutes this week building your personal folder tree—aim for usable under pressure, not perfection
- Use built-in search (Spotlight, Windows Search), tagging, and the 3-2-1 backup rule for irreplaceable files

WEEKLY RHYTHM



INBOX
Capture



REVIEW
Clarify



ORGANIZE
File & Tag



ARCHIVE
Store



BACK UP
Protect



PersonWise.

PersonWise • AI digital-human course platform



Scan the code or click anywhere to watch this course live, with voice Q&A

personwise.ai/t/b420aecb/public