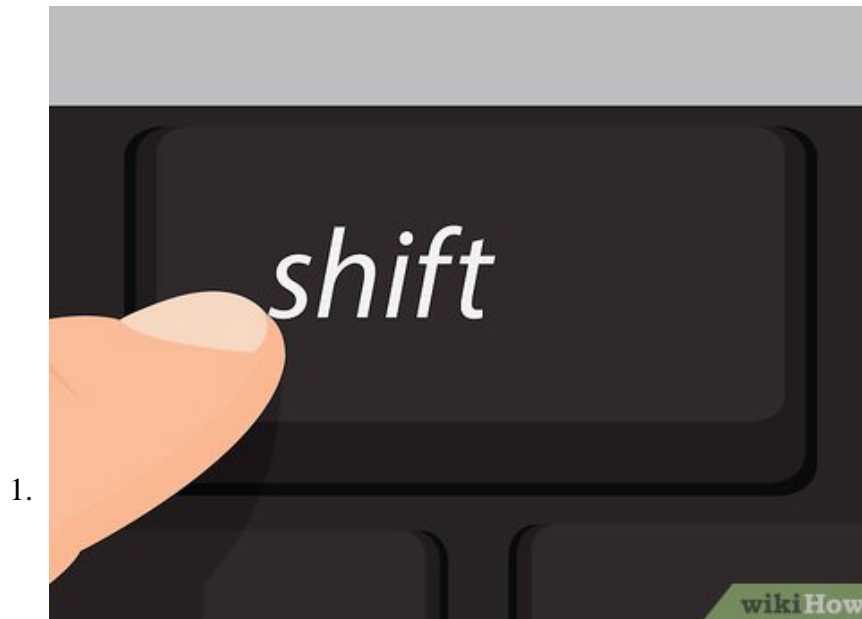


# How to Organize an Electronic Filing System

Much as you might use a filing cabinet and file folders to organize paper documents, you can use your computer as an electronic filing system to manage digital files including photographs and documents. Choose what files you want to...

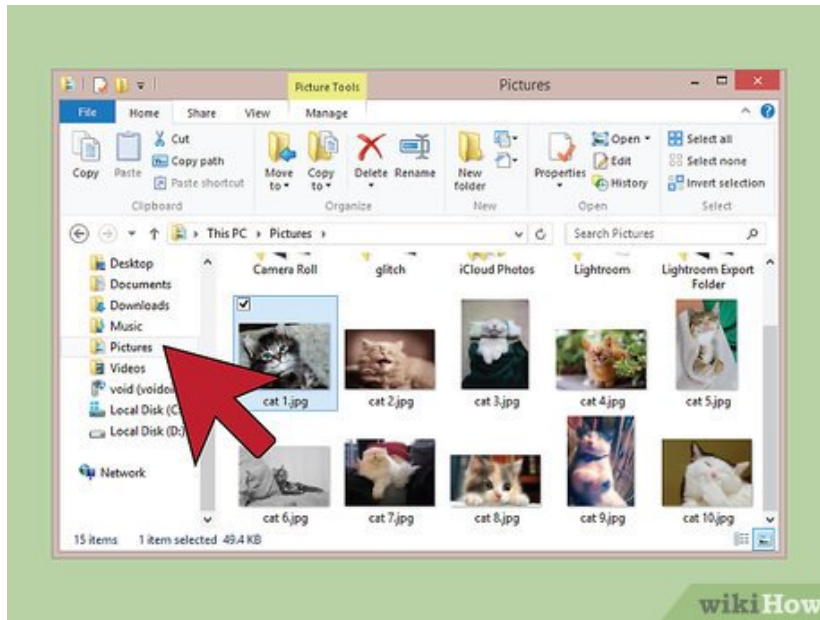
Method 1 of 2:

## Creating a File System on Windows



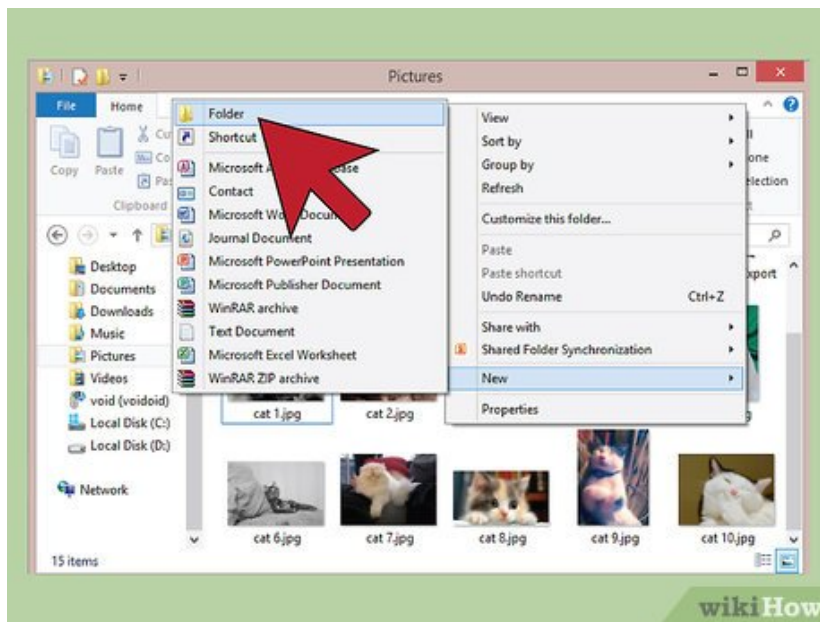
**Choose what files you want to organize.** To select multiple files that are listed together in Windows Explorer, click the first file you want to select and then hold **Shift** and click the last file.

2.



**Choose a location for the filing system.** Windows has default main folder names such as My Documents, My Pictures, and My Music or you can choose where to create the folder.

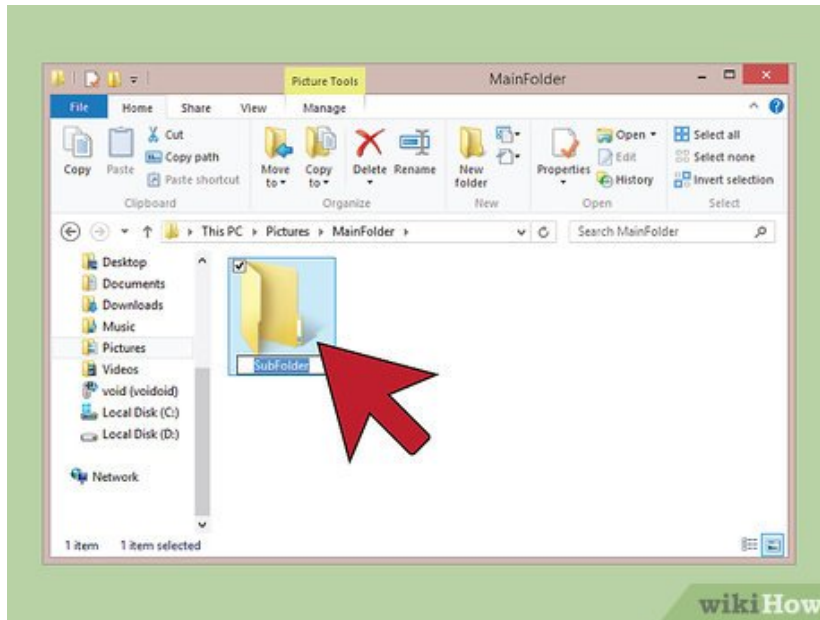
3.



**Create a new folder.** This folder will serve as your filing cabinet, holding other organized subfolders.

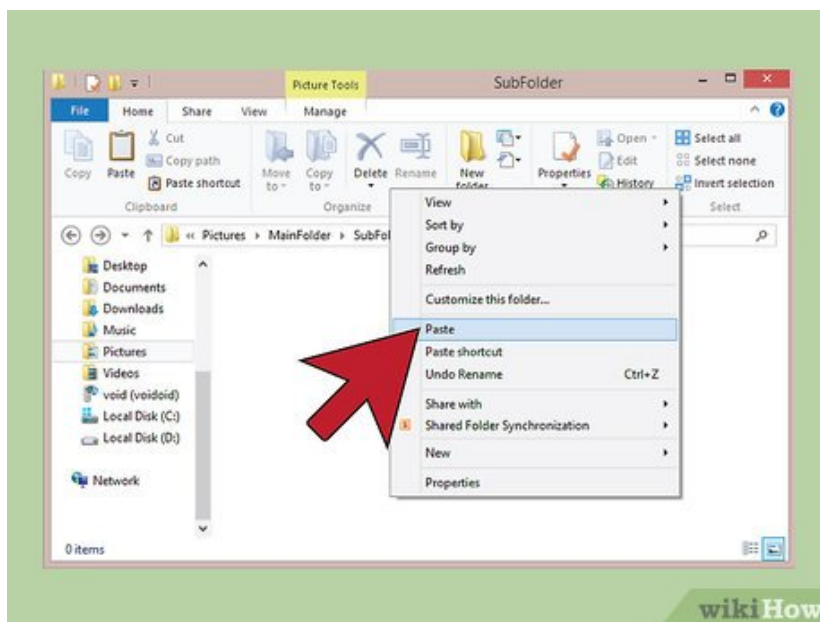
1. In Windows Explorer, right click where you want to create the folder.
2. Click **New** .
3. Click **Folder** . The folder name New Folder is highlighted.
4. Type the folder name you want to use.
5. Press **?Enter** .

4.



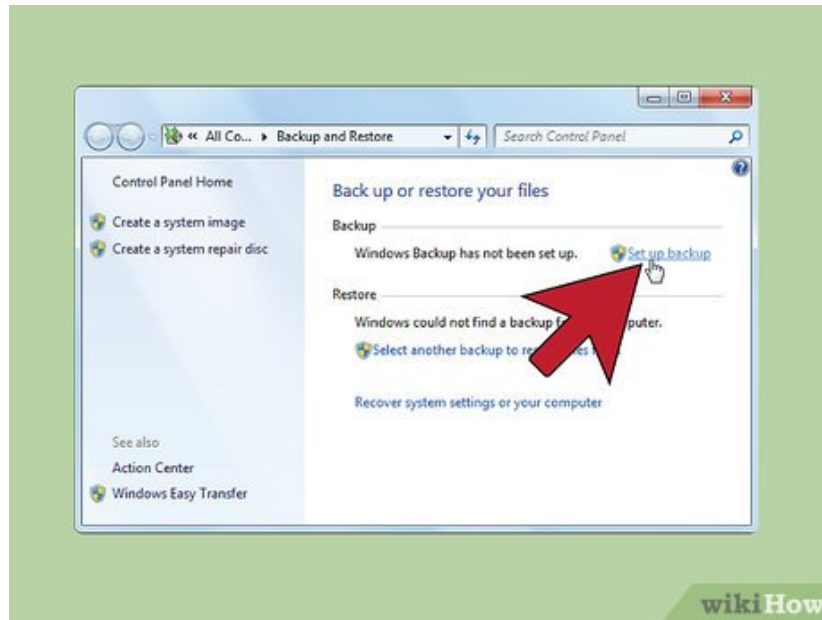
**Add subfolders to your main folder.** Double-click the main folder name to open that folder. In the same way you created the main folder, create subfolders to organize your files.

5.



**Move the files into the new folders.** You can open two versions of Windows Explorer side by side and then drag files from the original location to the new folder.

6.



**Backup your organized files.** Use Windows Backup to regularly copy them to an external hard drive or to a cloud server. If your computer hard drive fails, you can use your backup to restore the files to a new hard drive.

1. Click **Start**.
2. In the search box, type **Backup**.
3. Click **Backup and Restore**.
4. Click **Set up backup** and follow the steps in the wizard.

Method 2 of 2:

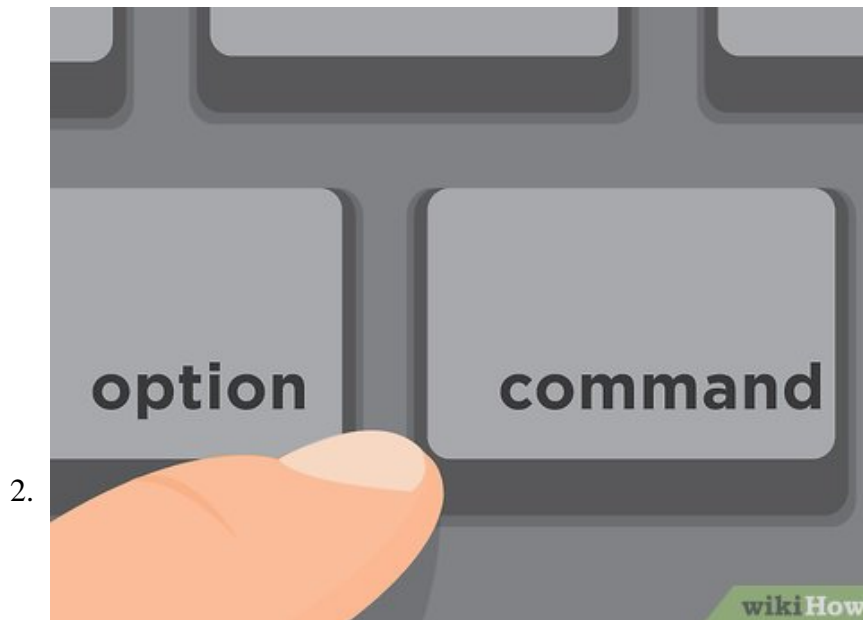
## Creating a File System on Mac

1.



**Choose what files you want to organize.** To select multiple files that are listed together, click the first file you want to select and then hold **Shift** and click the last file.

1. Control-click one of the files and then click **New Folder with Selection**.
2. Type a name for the new folder.
3. Press **Return**.



**Add subfolders to your main folder.** To open the main folder, press and hold **Command** while you double-click the folder. In the same way you created the main folder, create subfolders to organize your files.



**Backup your organized files.** Use Time Machine to copy them to an external hard drive, to Time Capsule, or to an OS X server on your network. If your computer hard drive fails, you can use your backup to restore the files to a new hard drive.

1. In the Time Machine menu, click **Time Machine Preferences**.<sup>[1]</sup>

2. Click the **Select Backup Disk** button.<sup>[2]</sup>
3. Choose where you want to backup your files. This may be an external hard drive or Time Capsule. Select the drive and click **Use Disk**.<sup>[3]</sup>
4. If you want to backup on multiple drives, you can select **Add or Remove Backup Disk** and this will give you the option to add another backup device. This is an optional, additional safety step.<sup>[4]</sup>

You finished reading the article "**How to Organize an Electronic Filing System**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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