

How to organize files on your desktop with Claude

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1. Job Description

Grant Claude access to your desktop. In Cowork, it sees the same mess as you: scattered screenshots, project folders with confusing names, downloaded files you never moved. It will read everything and organize them into a neat folder structure.

The result is a clean desktop and a summary of what's been put where.

Hãy s?p x?p desktop c?a t?i. ?ánh giá t?t c? các file r?i rác và s?p x?p đ? a trên n?i dung bên trong chúng.

2. Provide context for Claude.

Cowork is a workspace within Claude Desktop that works directly with your local files. Grant it access to your desktop, and it will then navigate and move files just like you normally would – no uploading required.

The necessary context

To begin:

1. Download Claude Desktop and start a Cowork session.
2. Grant access to the desktop or folder when requested.

3. What Claude created

Cowork scans your desktop, categorizes each file, and creates a folder structure. You'll see progress updates as it works and a summary of what has changed.

Results from Claude:

I'd be happy to help you organize your desktop! First, let me see what's already there.

The order is currently being executed.

Your desktop is quite messy! I see you have a mix of project folders, screenshots, photos, and documents scattered everywhere. Let me organize them!

Before: Over 180 items scattered across the desktop.

After: 5 folders cleaned up

1. **Screenshots** - 19 screenshots
2. **Photos** - 53 photos
3. **Videos** - 18 video files
4. **Documents** - 24 items (notes, CSV, forms)
5. **Projects** - 75 source code project folders

Cleaned up

1. Three empty junk files have been deleted.
2. Four empty folders have been deleted.
3. The backup folders have been merged into the Documents folder.

Your desktop will now be much easier to navigate!

4. Subsequent prompts

Continue the conversation with Claude to refine, expand, or explore further.

Rearrange it according to your own logic.

Apply your own categories instead of using the default ones. If you sort by client, date, or project phase, let Cowork know and it will restructure.

Hãy chia sẻ các Projects theo ngôn ngữ - các dự án Python trong một thư mục, JavaScript trong một thư mục khác và mọi thứ còn lại trong một thư mục khác.

Find what you've lost.

Cowork remembers what it has moved and its location. If you are looking for a file in the new structure, just ask.

Bằng tính toán sách số năm ? ?âu vậy? Tôi nghĩ nó có tên là Q3_budget hay gì đó tương tự.

Create a continuous system

Establish folder conventions that you can maintain. Cleaning up once is good, but a system will keep things neater in the long run.

Hãy thiết lập thêm thư mục Downloads và cho tôi một hướng dẫn về việc đặt tên các file nên được lưu trữ để tránh tình trạng này xảy ra.

5. Tips, tricks, and troubleshooting

The files remain on your computer.

Cowork runs locally. It can see and move your files, but nothing is uploaded anywhere. The organization happens right on your computer, as if you were doing it yourself.

If you're worried, start with a small area first.

If granting full desktop access seems excessive, use the "Work in a folder" feature to instruct Cowork to access only your Downloads or Documents folder first. You can always expand access once you understand how it works.

Be specific about what you want to keep!

Cowork will ask before deleting anything that seems important, but if you know certain file types are always junk (like .tmp files or duplicate downloads), mention that from the start. The clearer your rules, the more Cowork can do without double-checking.

Start another task while this task is running.

Organizing your entire desktop takes a considerable amount of time. Open a new session from the sidebar for other tasks. You'll see a gray dot on the sidebar when this task needs processing.

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