Exercise 1 - Mac Basics - Hierarchical Folder Structure

In order to understand the file/folder structure of Pro Tools, you need to have a grasp how Mac files and folders are organized.

Mac’s organization is based on a hierarchical structure. This means that there is a top level that can contain folders and files and any number of levels below that, containing additional folders and files.

The diagram below demonstrates how the top level is a hard drive with two folders below it, each containing a file and another folder, each containing two additional files.

![Hierarchical File System Diagram]

How to Create a Folder

To create a new folder, start at the desktop and make sure all folders are closed. Go to the Finder toolbar, click on the File drop down menu, and choose New Folder. You can also use the keyboard shortcut combination: Shift – Command – N.

Once you do so, an “Untitled Folder” will appear on the desktop. At this point you can name it as needed.
Assignment:
1. Create a folder on the desktop and name it “Exercise 1 – Last Name”.
2. Click into this folder and create another folder and name it “Subfolder”.
3. Start Microsoft Word from the Applications Folder.
4. Go to File > Save As and name this file using your “Exercise 1 – Last Name”. Be sure that you are saving it into the “Subfolder” within the folder, “Exercise 1 – Last Name”.
5. On this document, type what you have learned about the Mac folder structure.

You can use the following sentence frame:

“I learned that Macs use __________ in order to ______________.”

The following diagram illustrates what your hierarchical structure should look like:
6. When you are done, it is time to turn in your entire folder.

If you do not see the share drive called *Audio Production* mounted on your desktop, go back to the **Finder > Go > Connect to Server**.

The following dialog box will appear:

![Connect to Server dialog box](image)

Click **Connect** and you will see a hard drive icon appear on the desktop.

Double-click into this drive and you will see to folders, one called *Dropbox* and another called *Share*.

Completed assignments always go into the *Dropbox* folder. Go ahead and drag your **Exercise 1 – Last Name folder** onto the Dropbox. **Drop the whole folder, not just the Word file.**