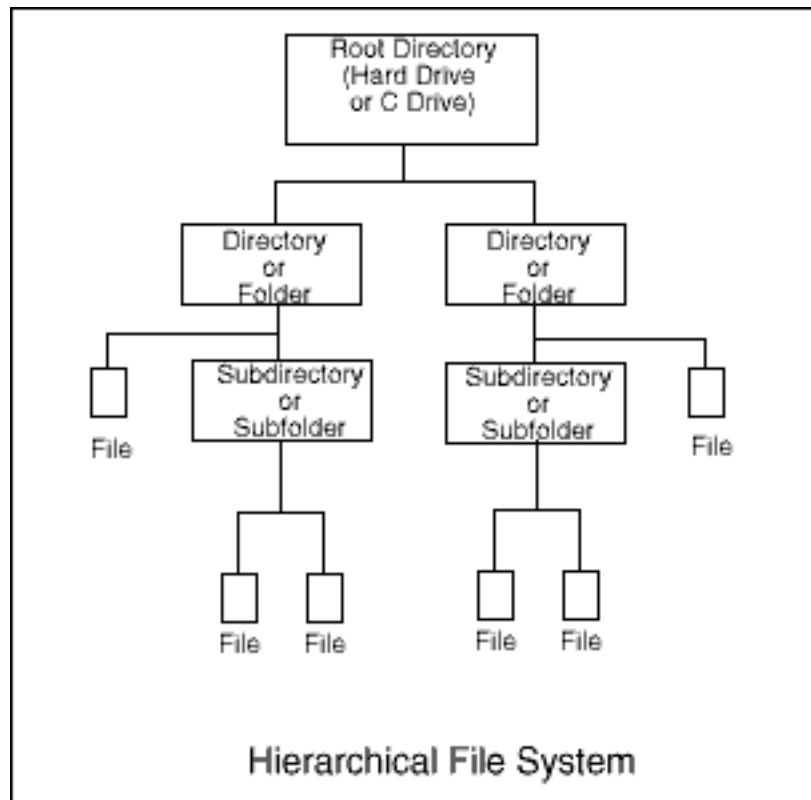


Exercise 1 - Mac Basics - Hierarchical Folder Structure

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

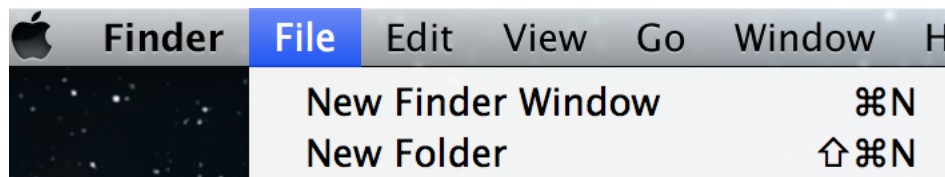
Mac's organization is based on a **hierarchical structure**. This means that there is a top level that can contain **folders** and **files** and any number of levels below that, containing additional folders and files.

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.



How to Create a Folder

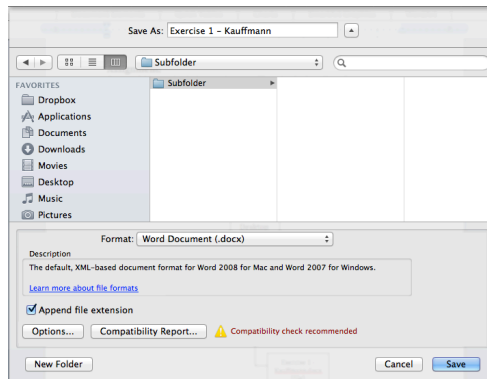
To create a new folder, start at the desktop and make sure all folders are closed. Go to the **Finder** toolbar, click on the **File** drop down menu, and choose **New Folder**. You can also use the keyboard shortcut combination: **Shift - Command - N**.



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”***.

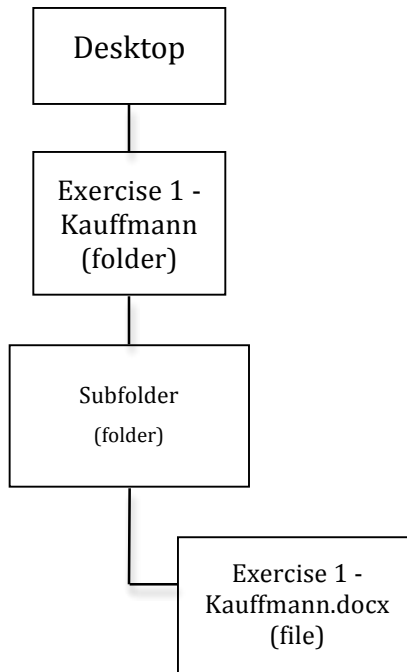


5. On this document, type what you have learned about the Mac folder structure.

You can use the following sentence frame:

“I learned that Macs use _____ in order to _____.”

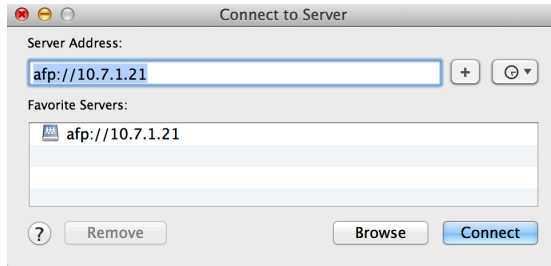
The following diagram illustrates what your hierarchical structure should look like:



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:



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

Double-click into this drive and you will see two 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.**