

Creating Folder Structures

A well-organized folder structure is the foundation of efficient file management. This page will help you design a logical hierarchy that grows with your needs and makes finding files effortless.

Why Good Organization Matters

- **Save time** searching for files
- **Improve collaboration** when sharing with team members
- **Reduce confusion** about file versions and locations
- **Scale efficiently** as your storage grows
- **Maintain consistency** across projects and users

Step 1: Plan Your Main Categories

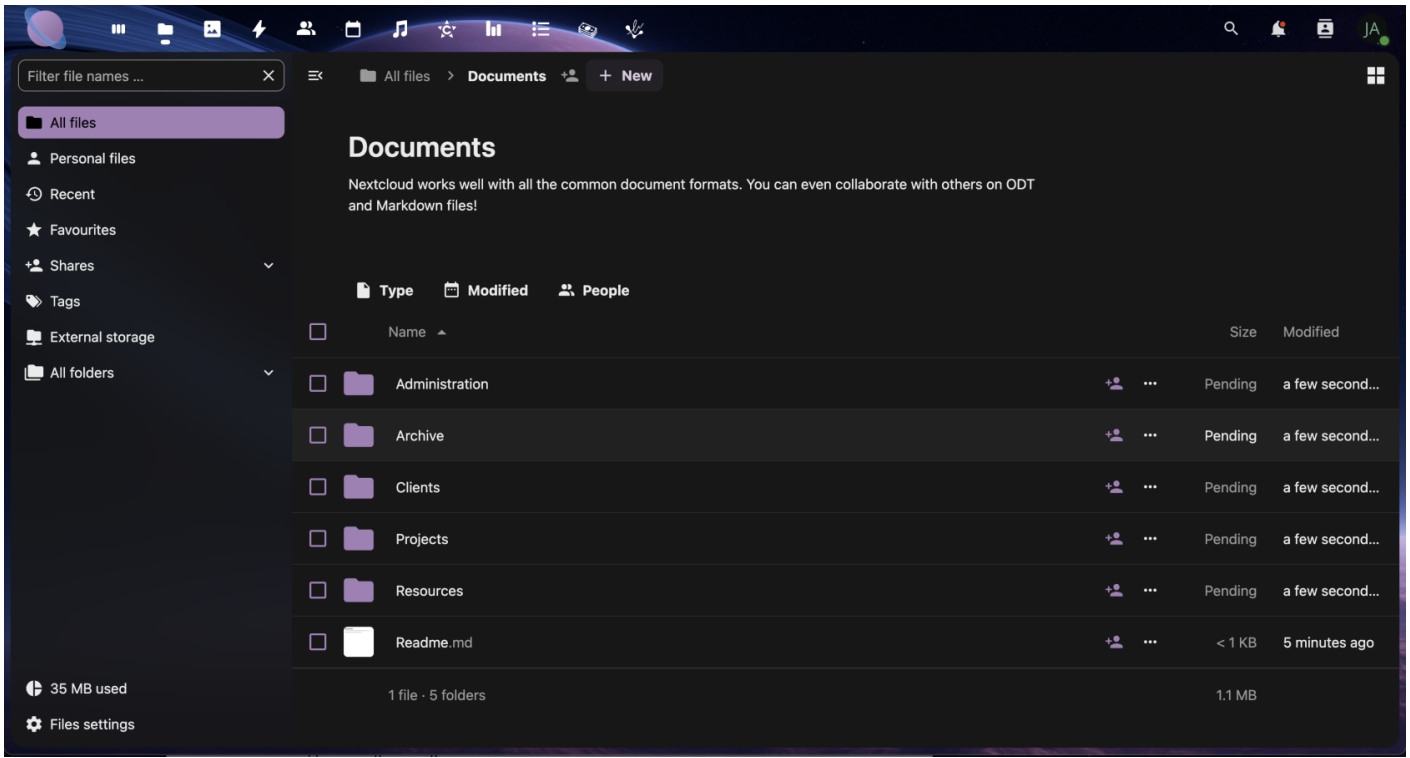
Before creating folders, think about how you naturally group your work:

For Business Users:

- Projects
- Clients
- Administration
- Resources/Templates
- Archive

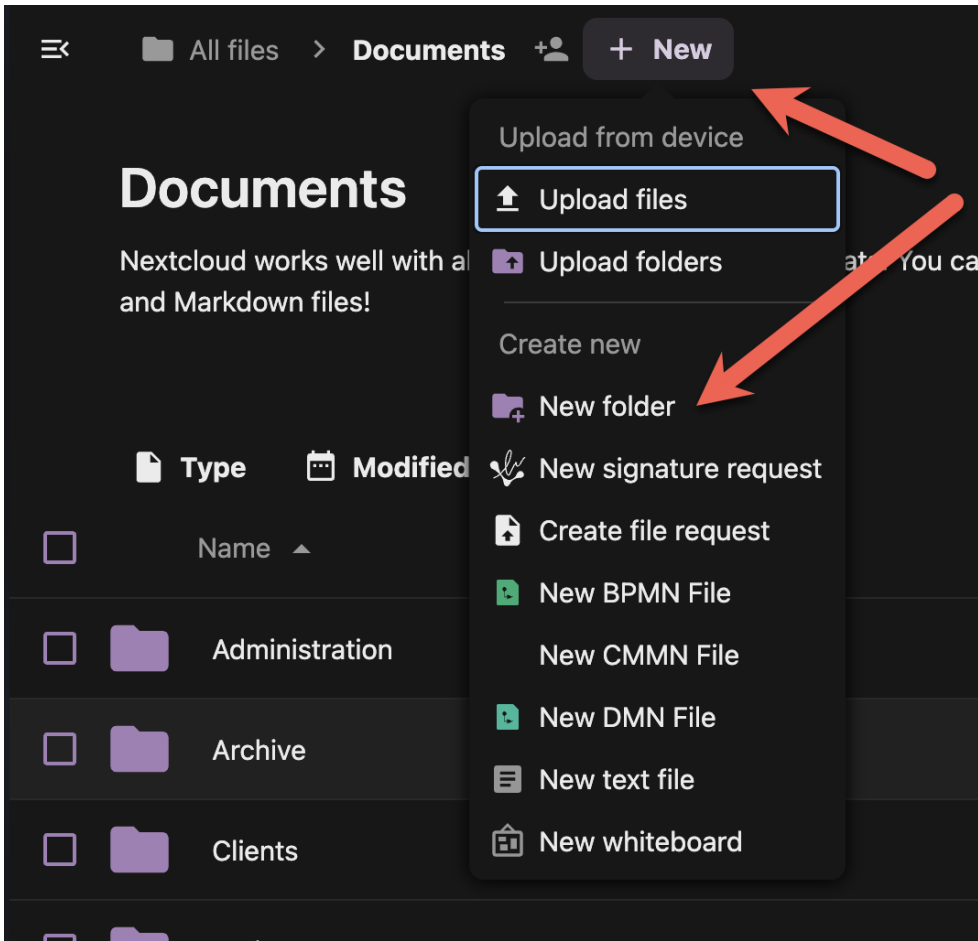
For Personal Users:

- Documents
- Photos
- Work
- Personal
- Backup



Step 2: Create Your Top-Level Folders

1. **Navigate** to your Junovy Cloud Storage at <https://cloud.junovy.com>
2. Click the **"+" (New)** button in the main files view
3. Select **"New Folder"**
4. Enter your folder name (e.g., "01 - Projects")
5. Press **Enter** to create
6. Repeat for all main categories



Pro Tip: Use numbers to control folder order (01, 02, 03) since folders sort alphabetically.

Step 3: Build Subfolders with Purpose

Create 2-3 levels maximum to avoid deep nesting:

Example: Projects Structure

```
01 - Projects/  
├─ 2024-Website-Redesign/  
│  └─ Assets/  
│  └─ Documents/  
│  └─ Final-Deliverables/  
├─ 2024-Marketing-Campaign/  
│  └─ Creative/  
│  └─ Reports/  
│  └─ Resources/  
└─ Templates/
```

1. **Double-click** a main folder to open it
2. Use the "+" **button** to create subfolders
3. Keep subfolder names **descriptive but concise**
4. Maintain **consistent naming** across similar projects

Step 4: Implement Naming Conventions

Date-Based Naming:

- Use YYYY-MM-DD format for chronological sorting
- Example: "2024-08-30-Meeting-Notes"

Project-Based Naming:

- Start with project code or client name
- Example: "ACME-Logo-Design-v3"

Status Indicators:

- Add prefixes for file status
- Examples: "DRAFT-", "FINAL-", "REVIEW-"

Step 5: Set Up Standard Subfolders

Create consistent subfolders within projects:

Recommended Subfolders:

- **Assets** - Images, logos, resources
- **Documents** - Text files, PDFs, presentations
- **Working** - Draft files and work-in-progress
- **Final** - Completed deliverables
- **Archive** - Old versions and unused files

1. Select multiple folders by **holding Ctrl** (Windows/Linux) or **Cmd** (Mac)
2. Right-click and choose "**Create subfolder structure**" if available
3. Or create subfolders manually in each project

Step 6: Use Color Coding (Optional)

Add visual organization with folder colors:

1. **Right-click** any folder
2. Select "**Details**" or "**Properties**"
3. Choose a **color tag** from the available options

4. Use consistent colors for similar folder types

[Screenshot: Folder color options in the right-click menu]

Color Coding Examples:

- Red: Urgent/Important
- Yellow: In Progress
- Green: Completed
- Blue: Client Work
- Purple: Personal

Best Practices Summary

Do:

- Keep folder names under 50 characters
- Use consistent naming conventions
- Limit hierarchy to 3-4 levels maximum
- Plan your structure before creating folders
- Review and reorganize quarterly

Don't:

- Use special characters in folder names
- Create folders for single files
- Duplicate folder structures
- Make folders too specific (they become empty)
- Ignore naming conventions once established

Next Steps

With your folder structure in place, you're ready to learn about file naming conventions and tagging systems in the next page. A good folder structure combined with smart file naming makes your cloud storage incredibly efficient to navigate.

Revision #3

Created 30 August 2025 16:05:59 by Junovy Support

Updated 30 August 2025 16:20:26 by Junovy Support