

Mac File Organization

File Retrieval Methods

Scenario	Better Retrieval Method
Active projects	Folder structure
Archive work files	Folder structure
Temporary downloads	Search
Frequently used files	Spotlight
Launching apps	Spotlight
One-off PDFs	Search
Graphics assets	Folder structure
Screenshots	Search & Recents
Long-term reference materials	Folder structure
Recently edited documents	Search & Recents

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