

M A V E R I C K A I

HOW TO GET CLAUDE TO ORGANIZE ALL YOUR FILES

Sort every photo and screenshot on your computer into perfectly labeled folders in 3 steps

Photos organized by date, location, and event

Screenshots sorted by category and content

Every file renamed based on what is actually in it

Works on your entire Desktop, Downloads, or any folder

Takes about 20 minutes to organize thousands of files

2026 Edition

Step 1 Open the Claude Desktop App and Choose Cowork

This only works in the Claude Desktop app (not the website). Cowork mode is what gives Claude the ability to read and organize files on your computer.

- Download the Claude Desktop app from claude.ai/download if you do not have it yet (available for macOS and Windows)
- Open the app and sign in with your account
- At the top of the chat, click **Cowork** to switch from normal Chat mode to Cowork mode

TIP

Cowork requires a paid plan (Pro at \$20/month or higher). If you only see Chat mode, upgrade your plan. The Pro plan gives you access to Cowork plus all three Claude models, Claude Code, and Claude Design.

Step 2 Drag and Drop Your Folder

Now you need to give Claude access to the folder you want organized. Just drag the folder from Finder (Mac) or File Explorer (Windows) directly into the Cowork chat window.

- Find the folder with your photos and screenshots (Desktop, Downloads, Pictures, or any folder)
- **Drag and drop** the folder into the Claude Cowork chat window
- Claude will ask for permission to access the folder. Click **Allow**

WHY THIS WORKS

Claude has vision. It can actually look at each image and understand what is in it. That is how it knows that IMG_4823.jpg is a sunset photo from your Italy trip and Screenshot_2025-03-12.png is an Amazon order receipt. It reads the content of every file, then organizes and renames based on what it actually sees.

Step 3 Paste the Prompt

Once the folder is connected, paste this prompt and hit Enter. Claude takes it from here.

PASTE THIS PROMPT

```
Reorganize all my photos and screenshots into neatly  
labeled folders sorted by date, topic, and content.  
Rename each file based on what's actually in the image.
```

Claude will work through every file in the folder. Depending on how many files you have, this takes roughly 20 minutes for a few hundred files. It will ask for your approval before making changes, so you can review the plan before anything gets moved.

WHAT YOUR FOLDER LOOKS LIKE AFTER

BEFORE:

IMG_4823.jpg, IMG_4824.jpg, Screenshot 2025-03-12.png,
photo_2025_06.HEIC, download.png, IMG_5901.jpg,
Screen Shot 2025-07-14.png, DSC_0042.jpg ...

AFTER:

Photos/

2025-06-Italy-Vacation/

2025-06-15_Amalfi_Coast_sunset.jpg

2025-06-16_Rome_Colosseum.jpg

2025-06-17_Florence_Ponte_Vecchio.jpg

2025-08-Birthday-Party/

2025-08-22_group_photo_backyard.jpg

2025-08-22_cake_cutting.jpg

2025-12-Holidays/

2025-12-25_family_portrait_living_room.jpg

Screenshots/

Receipts/

2025-03-12_Amazon_order_confirmation.png

2025-04-01_Uber_receipt.png

Work/

2025-05-20_Slack_conversation_marketing.png

2025-06-03_dashboard_monthly_metrics.png

Apps/

2025-07-14_iPhone_settings_screen.png

More Prompts to Try

Desktop and Downloads Full Cleanup

PROMPT

Organize my entire Desktop and Downloads folder. Sort everything into Documents, Images, Videos, Installers, and Archives. Delete obvious duplicates. Rename files with clear descriptive names. Give me a summary of everything you moved when you are done.

Work Files by Project

PROMPT

Sort all my work files into a project-based folder structure. Group files by client or project name. Within each project create subfolders for Contracts, Deliverables, Communications, and Assets.

Find and Remove Duplicates

PROMPT

Scan this folder for duplicate files. Show me what you find with file sizes and ask before deleting anything.

Create a File Inventory Spreadsheet

PROMPT

Create a spreadsheet cataloging every file in this folder. Include filename, file type, size, date modified, and a one-line description of the contents.

Want 50 More Use Cases Like This?

This is just one of 50 things Claude can do for you. File organization, email autopilot, resume optimization, travel planning, competitive research, and more.

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Drop "CLAUDE" in the comments for the full guide with all 50 use cases.