Accessibility sheet for computers

Purpose: This short document outlines the basics of how computers are organized.
It covers: files, folders and file paths and keyboard shortcuts useful for R Studio and Git.

OSC LMU Open Science Center FORRT

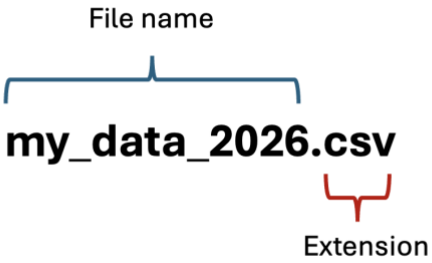
🗁 Files, documents and directories

Navigating your computer: Files, folders and directories

Your “stuff” on your computer like photos, papers, music etc. are organized as files, folders and directories in your computer in a hierarchical structure. You can interact with your stuff through your computer’s operating system interface: Windows (Microsoft), macOS (Apple) and Ubuntu (Linux). You can interact with your files or folders both by selecting and double-clicking files or folders with your computer mouse or with your keyboard via the command line.

File name

All files have a name and extension. A file name is what you call your file e.g.”my_data_2026” in the example below. The extension of the file name follows a period (“ . ”) and indicates the type of the file. In the example below the file is a csv file, which is a common format for datasets. You are likely to be also using .R and .txt file formats at the Open Science Summer School 2026.



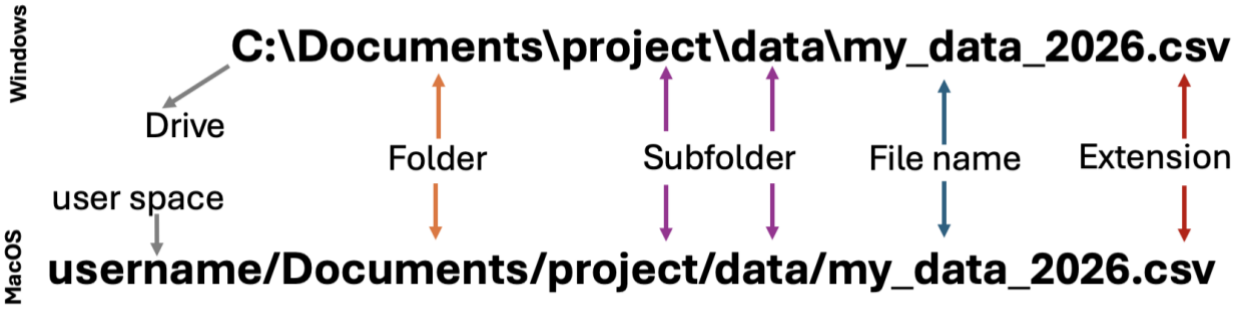
Best practice: avoid use of symbols beyond underscores ‘_’ and hyphens ‘-’ as it causes issues in R.

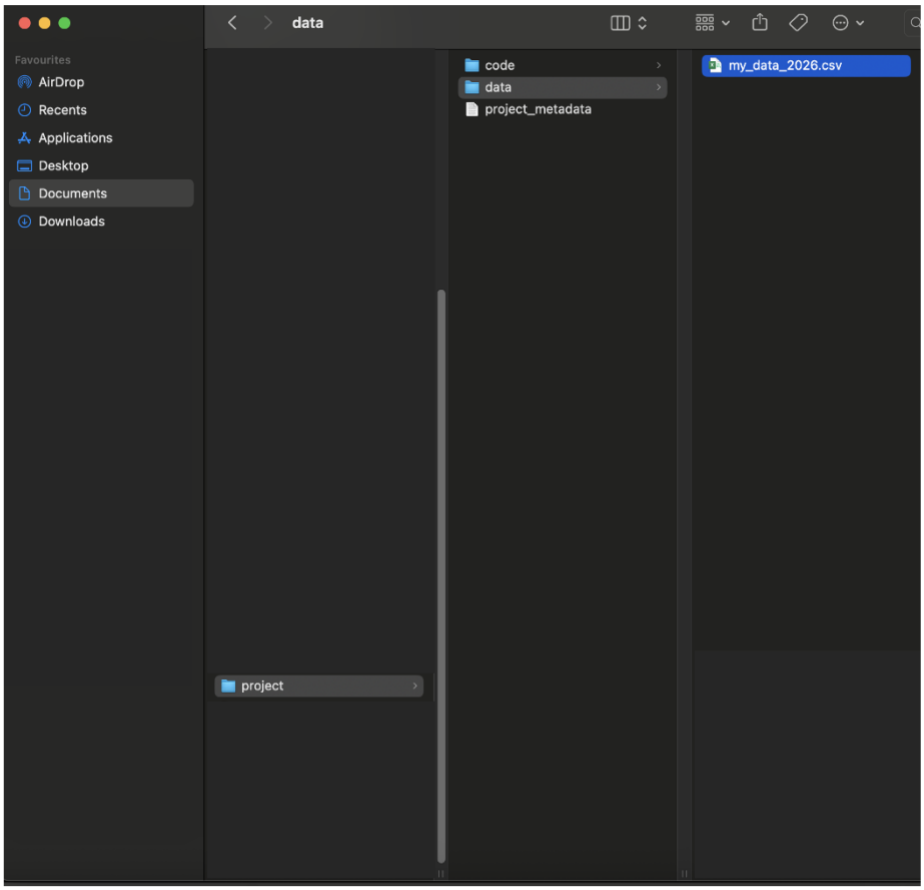
Folders and directories

Files on a similar topic are often grouped together in a folder or directory. For example in a project you may have a folder called “code” for all your R scripts and another folder for data files grouped together in a “data” folder (see example below in “File path” section).

File path

A file path shows the location of where a file, web page, or other item is located on the computer. For example the file “my_data_2026.csv” is located in the “data” subfolder which is found in the “project” subfolder within the “Documents” folder. You can see this file structure in a Mac OS in the screen shot below.





Note: Windows uses backward slash ‘\’ in file paths and MacOS uses forward slash ‘/’

Downloads folder

During the summer school we will need to access lots of files to work on. Many of these files we will access by downloading them from websites or GitHub. When we download a file from a website it will be stored in the “Downloads” folder and we then want to move it to our project folder. The following link explains how to access a file from the downloads folder:

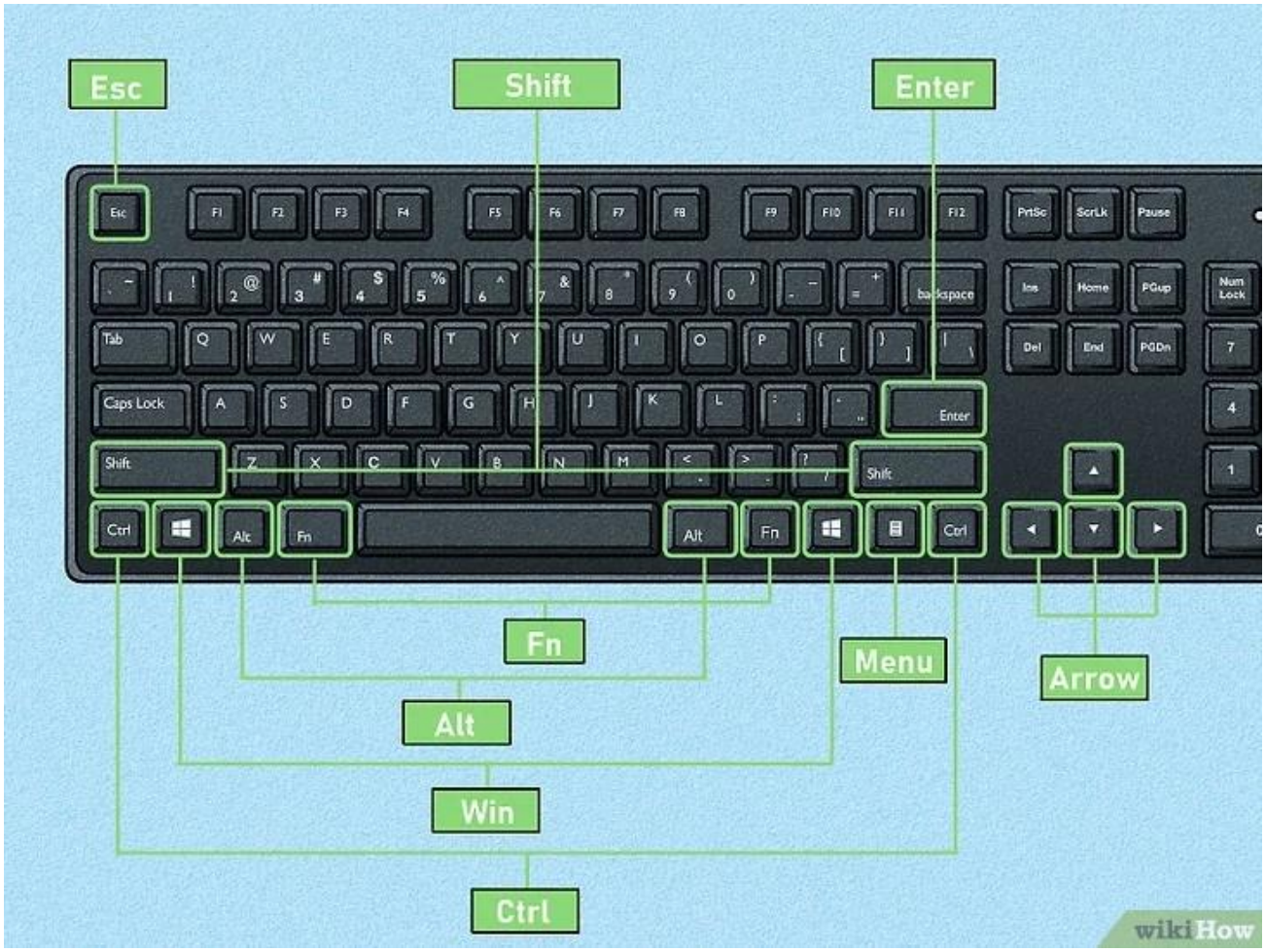
https://www.geeksforgeeks.org/techtips/where-to-find-the-downloads-folder-on-pc-mac-iphone-ipad-android/

⌨ Keyboard shortcuts

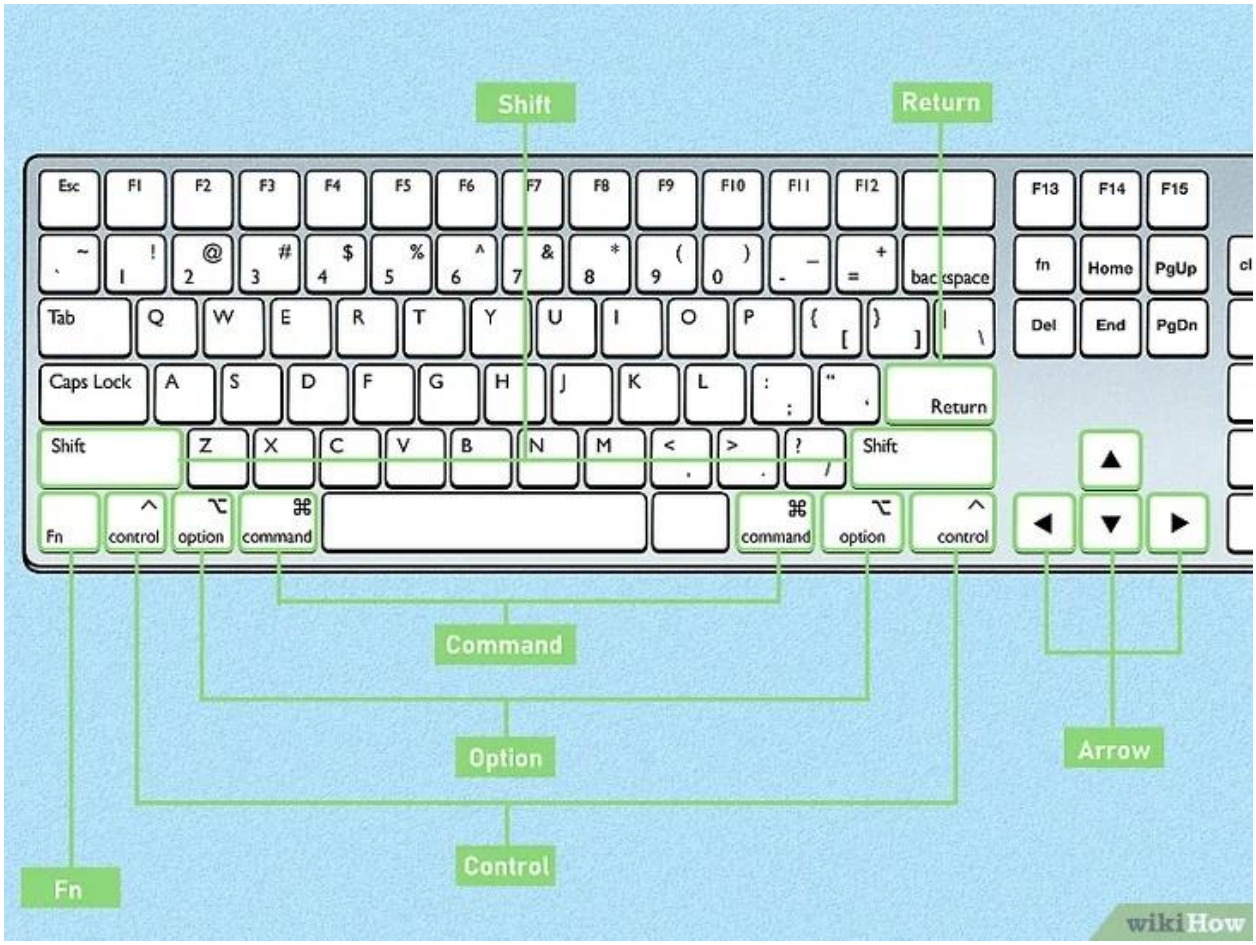
Keyboard shortcuts

Below is an overview of QWERTY keyboard shortcuts. Taking the time to learn a few basic shortcuts on your keyboard can save you time!

Overview of a Windows keyboard



Overview of a Mac keyboard



Some other keyboard layouts:
QUERTZ German: https://en.wikipedia.org/wiki/QWERTZ#/media/File:German-Keyboard-Layout-T2-Version1-large.png

AZERT (France and Turkey):
https://en.wikipedia.org/wiki/AZERTY#/media/File:KB_France.svg

A table with some keyboard shortcuts

Description	Windows + Linux	Mac
Common actions		
Copy selected text's formatting		⌘ Command+⌥ Option+c
Apply copied formatting to selected text		⌘ Command+⌥ Option+v

Open the "Save As" window.	Ctrl+Shift+s	⌘ Command+⇧ Shift+s
Save work in current document	Ctrl+s	⌘ Command+s
Undo last action	Ctrl+z	⌘ Command+z
Redo last action	Ctrl+y	⌘ Command+y
Copy selected text or file, then delete it from the current location	Ctrl+x	⌘ Command+x
Select all text in a current document	Ctrl+a	⌘ Command+a
R Studio		
Hash '#' for commenting out code	Shift+3	⌥ Option + 3
Run current line/selection	Ctrl+Enter	Cmd+Return
Knitting/rendering document	Ctrl+Shift+k	⇧ Shift+⌘ Command+k

Additional resources

General keyboard shortcuts:
https://www.wikihow.com/Use-Keyboard-Shortcuts#Mac

Keyboard shortcuts in RStudio: https://support.posit.co/hc/en-us/articles/200711853-Keyboard-Shortcuts-in-the-RStudio-IDE

■ Command line

Command line: behind the scenes of your computer

Before you join the summer school it is important that you spend some time getting to know your computer and keyboard even better! You will learn more in the Git workshop about how to write commands from your terminal. Below is an example of a terminal on a Mac OS.

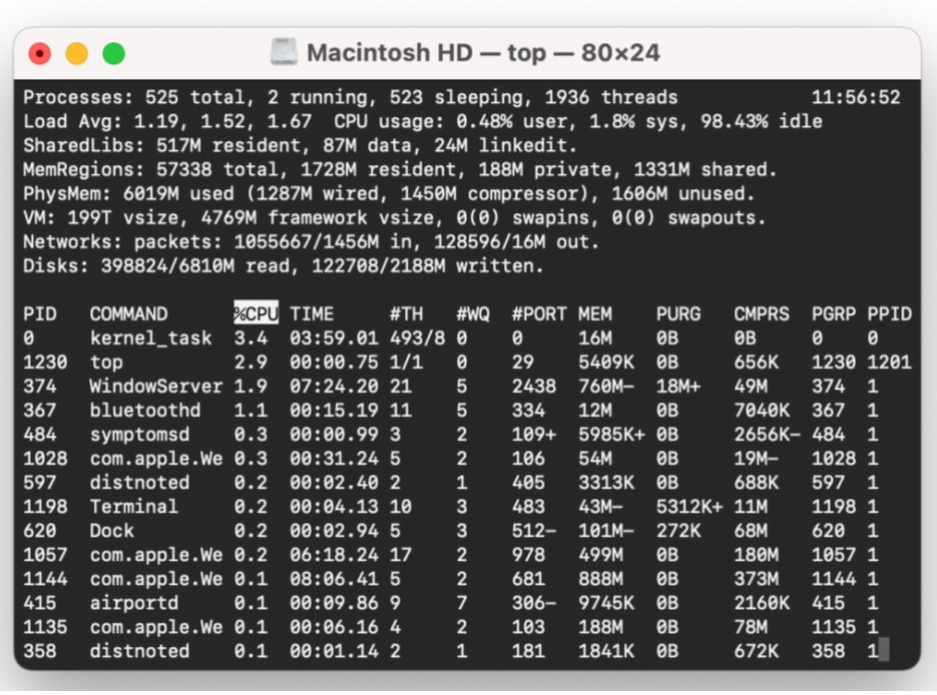


Image source:
https://en.wikipedia.org/wiki/Terminal_%28macOS%29#/media/File:Terminal_Running_Top_on_macOS_Sonoma.png

How to get started with command line
Instructions of how to open your terminal for all operating systems (click on the tab that corresponds to your computer's operating system)
https://carpentries.github.io/workshop-template/install_instructions/#shell

The following characters are important to know about when using the command line. Have a go at locating them on your keyboard.

- Caret →^
- Back slash →\
- Forward slash →/
- Square brackets →[and]
- Curly brackets →{ and }
- Round brackets →(and)
- Backtick →`
- Tilde →~
- Pipe →|
- Hash (also known as pound) →#
- Dollar sign →$
- Underscore →

- Double quotes → “ and ”
- Single quote → ‘ and ’
- Angle brackets →**<** and **>**
- Colon →:
- Semicolon →;
- Comma →,

Additional resources:
https://www.freecodecamp.org/news/command-line-for-beginners/