

# 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.

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# 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.

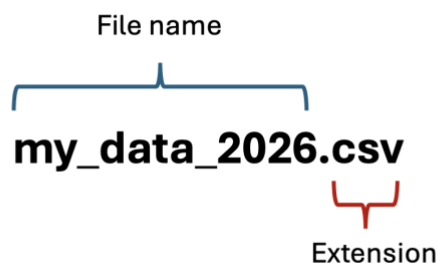
### File name

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.

File name

**my\_data\_2026.csv**

Extension



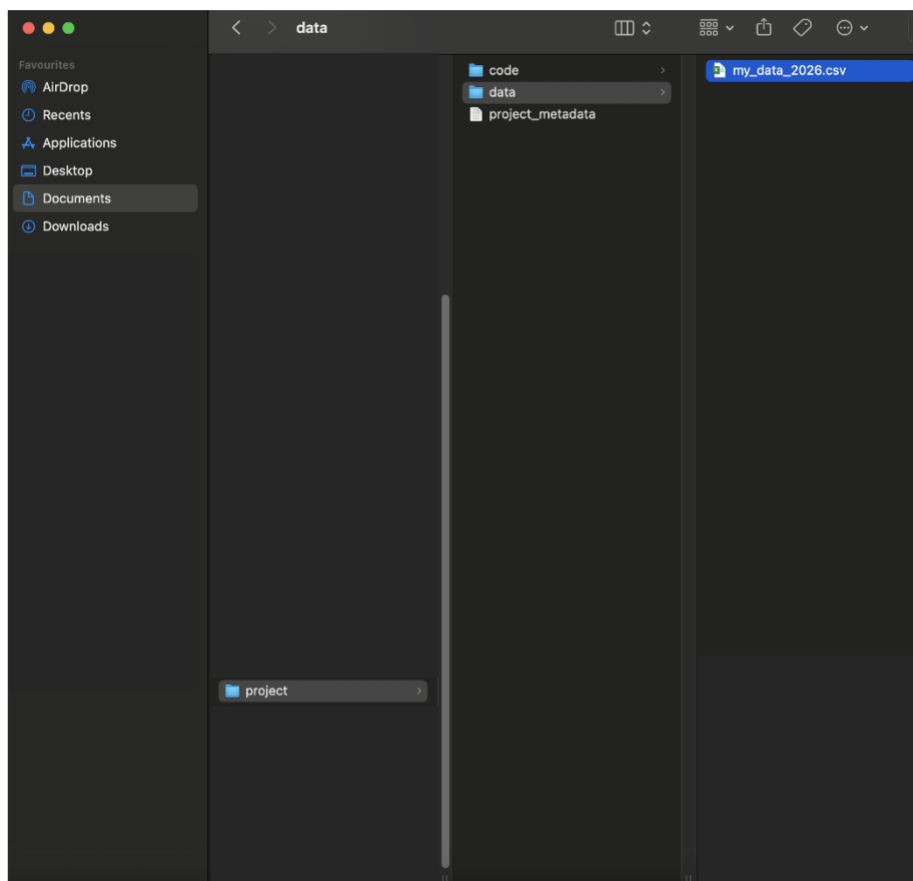
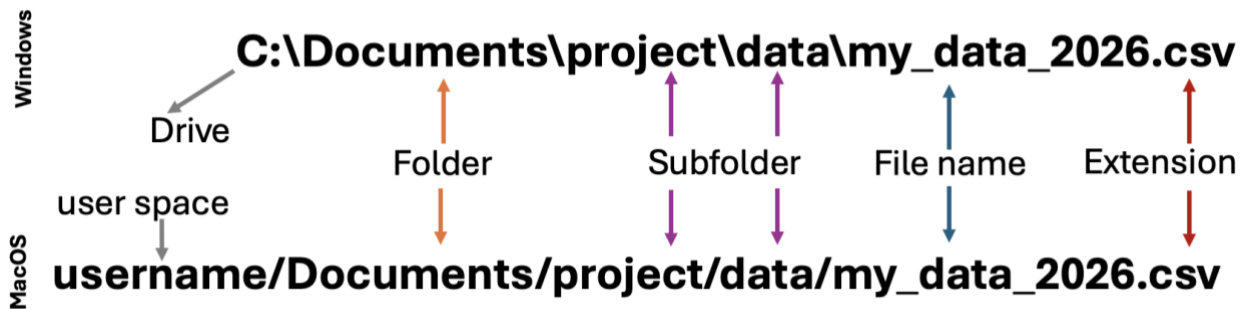
*Best practice:* avoid use of symbols beyond underscores ‘\_’ and hyphens ‘-’ as it causes issues in R.

### 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

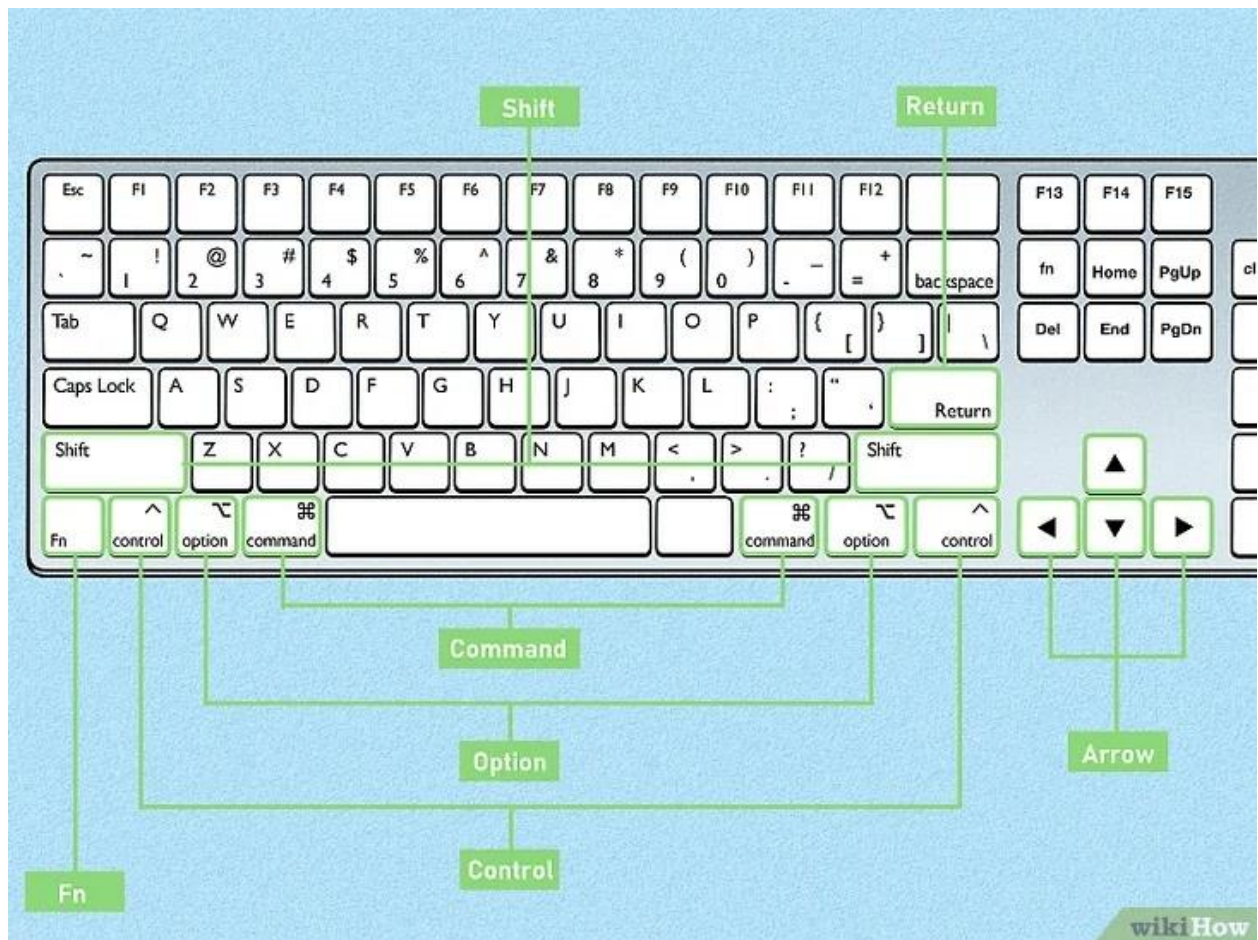
### Keyboard shortcuts

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](https://en.wikipedia.org/wiki/AZERTY#/media/File:KB_France.svg)

## A table with some keyboard shortcuts

| Description                              | Windows + Linux | Mac                  |
|------------------------------------------|-----------------|----------------------|
| <i>Common actions</i>                    |                 |                      |
| 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         |
| <i>R Studio</i>                                                      |              |                     |
| 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-Keybaord-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.

```
Macintosh HD — top — 80x24

Processes: 525 total, 2 running, 523 sleeping, 1936 threads          11:56:52
Load Avg: 1.19, 1.52, 1.67  CPU usage: 0.48% user, 1.8% sys, 98.43% idle
Sharedlibs: 517M resident, 87M data, 24M linkedit.
MemRegions: 57338 total, 1728M resident, 188M private, 1331M shared.
PhysMem: 6019M used (1287M wired, 1450M compressor), 1606M unused.
VM: 199T vsize, 4769M framework vsize, 0(0) swapins, 0(0) swapouts.
Networks: packets: 1055667/1456M in, 128596/16M out.
Disks: 398824/6810M read, 122708/2188M written.

PID  COMMAND      %CPU  TIME    #TH   #WQ   #PORT  MEM    PURG    CMPRS  PGRP  PPID
0    kernel_task   3.4    03:59.01 493/8  0      0      16M     0B      0B     0     0
1230 top           2.9    00:00.75 1/1    0      29     5409K   0B      656K   1230  1201
374  WindowServer  1.9    07:24.20 21     5     2438    760M-  18M+   49M   374   1
367  bluetoothd    1.1    00:15.19 11     5     334     12M    0B      7040K  367   1
484  symptomsd     0.3    00:00.99 3       2     109+    5985K+ 0B      2656K- 484   1
1028 com.apple.We  0.3    00:31.24 5       2     106     54M    0B      19M-   1028  1
597  distnoted     0.2    00:02.40 2       1     405     3313K  0B      688K   597   1
1198 Terminal      0.2    00:04.13 10      3     483     43M-   5312K+ 11M    1198  1
620  Dock          0.2    00:02.94 5       3     512-    101M-  272K    68M    620   1
1057 com.apple.We  0.2    06:18.24 17      2     978     499M   0B      180M   1057  1
1144 com.apple.We  0.1    08:06.41 5       2     681     888M   0B      373M   1144  1
415  airportd      0.1    00:09.86 9       7     306-    9745K  0B      2160K  415   1
1135 com.apple.We  0.1    00:06.16 4       2     103     188M   0B      78M    1135  1
358  distnoted     0.1    00:01.14 2       1     181     1841K  0B      672K   358   1
```

Image source:

[https://en.wikipedia.org/wiki/Terminal\\_%28macOS%29#/media/File:Terminal\\_Running\\_Top\\_on\\_macOS\\_Sonoma.png](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](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/>