

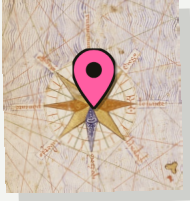
Setting up your files

a beginner's guide



THE ONE IDEA

Your files are the source of truth. The AI tool is just a head you plug in. Set your files and folders up this way, and you can use it with **anything** — Claude Code or Codex.



Your **root** folder

Create a new folder on your computer – this is the one folder that holds everything. Name it whatever you want. **I named mine HQ.**

HQ		
	me.md	(a)
	AGENTS.md	(b)
	memory	(c)
	skills	(d)
	projects	(e)

Then add these subfolders underneath. You should always have them:

(a) **me.md**

Who you are. You write it; every tool reads it.

(b) **AGENTS.md**

What the agents should know about this folder and its subfolders – and how they should work.

(c) **memory**

What the tools should remember.

(d) **skills**

Reusable how-tos.

(e) **projects** – *where you put everything you'll be working on*



Inside a **project**

Every time you work on a new project – or anything new – make a new folder for it inside **projects**. Then add these two:

HQ › projects › my-project		
	AGENTS.md	(f)
	memory	(g)
	...your work...	

(f) **AGENTS.md**

The rules for *this* project, for the agent – whether it's Claude Code or Codex.

(g) **memory**

Two simple questions: **What's the status?** (true right now – you replace it) and **What happened?** (the running log – you only add to it).



How do I **make** these?

Two easy moves, no coding.

NO CODING

1 · THE FOLDERS

Point and click. Right-click → **New Folder**, name it, done — that's your HQ and each project folder. (Same on Mac and Windows.)

2 · THE FILES

A **.md** file is just plain text — and the easiest way to make your **me.md** and **AGENTS.md** is to let the AI **help you** write them. Open your AI tool inside your new folder and paste this — it'll **interview you** to fill in your **me.md**:

I'm setting up a home folder so any AI tool can work with my files. Please:

1. In this folder, create **me.md** and **AGENTS.md**, plus empty folders: **memory/**, **skills/**, **projects/**.
2. Interview me to get a sense of: who I am, what I work on, what I like to work with, and any context you're already connected to. Then write **me.md** with the answers that would help you work as my agent.
3. Help me decide what goes in **AGENTS.md** — based on the kind of work I do, the projects I run, and what I want to do with AI — including the rule that lasting notes go in **memory/** (what's true now vs. what happened).
4. Ask what kind of projects and work I do, and what I want to do with AI — then tell me if I need any folders beyond these five.

Keep it elegant and minimal: plain language, no jargon, the most help for the least setup.

That's the whole base. One root, a few files, a folder per project — and **any tool can pick up where the last one left off.**

Compass rose: Catalan Atlas, 1375 · public domain.

THINK WITH **V**

