



An International
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& Computer User Groups

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Files, Folders and Management

How to operate like a pro

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WARNING

- I am not an expert
- This is a collection of my opinions, ideas and research

Why do we need Files?



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Files



Files

Lorem ipsum dolor sit amet.

Consectetur adipiscing elit. Cras non nunc nec enim tristique tincidunt. Vestibulum quis tellus.

Duis nulla. Donec luctus urna. Sed tempus nibh id massa. Vivamus placerat justo quis nibh. Ut

quis ante. Ut sollicitudin quam eu mi. Donec molestie purus sit amet.

Folders



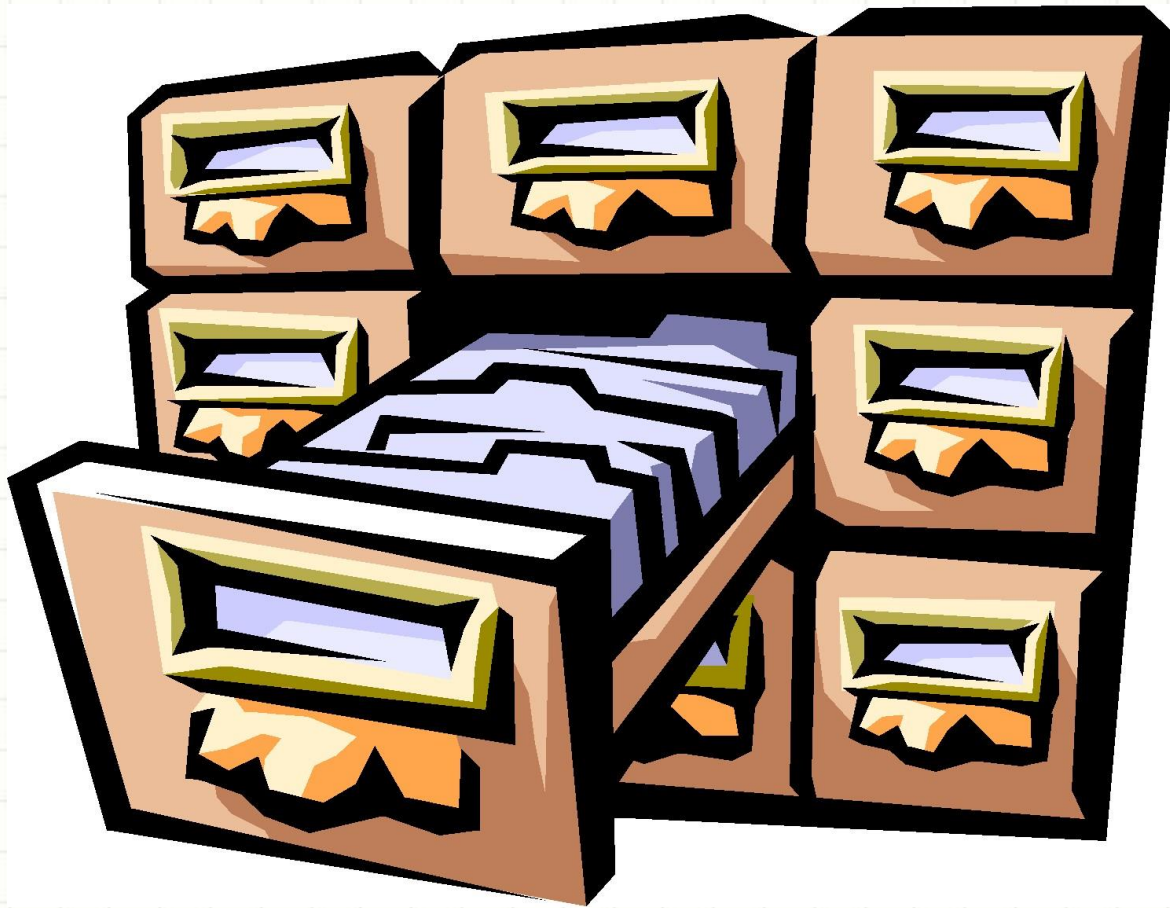
What to do with Folders



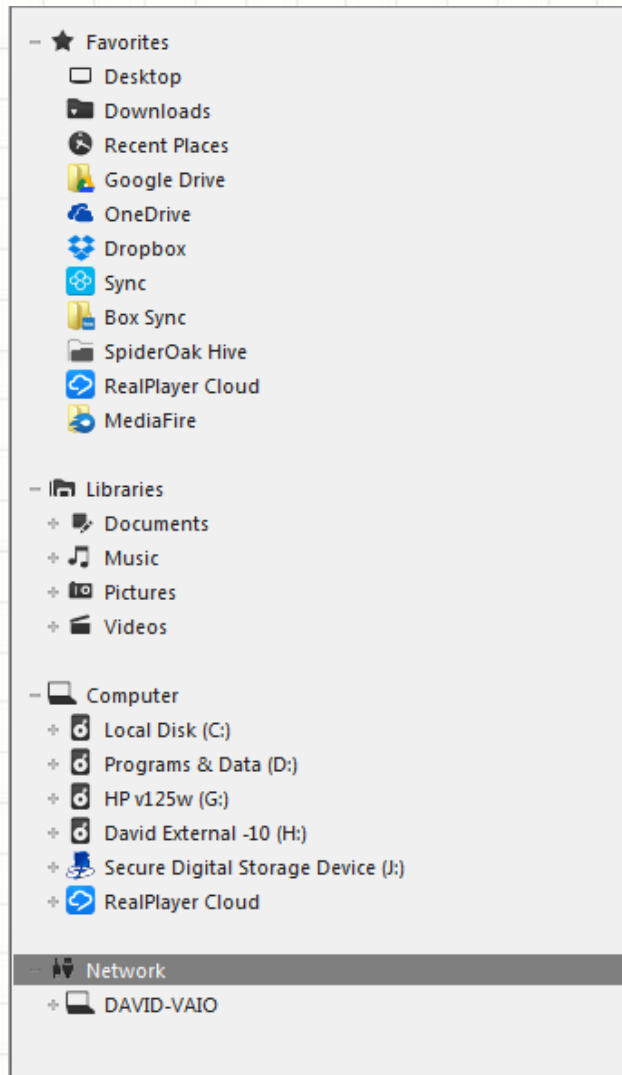
How to Organize



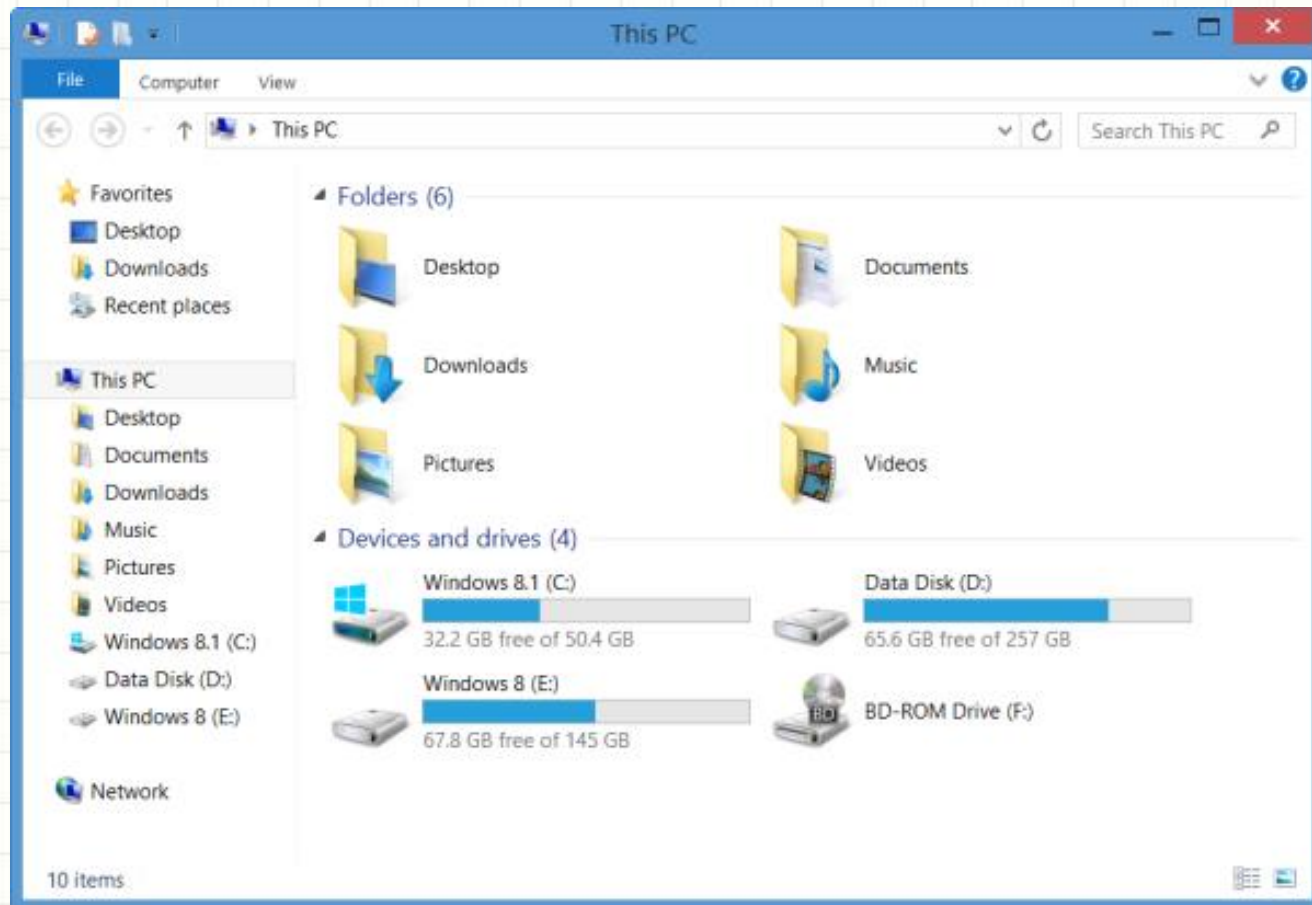
Folder Organization



File Explorer is your friend



File Explorer



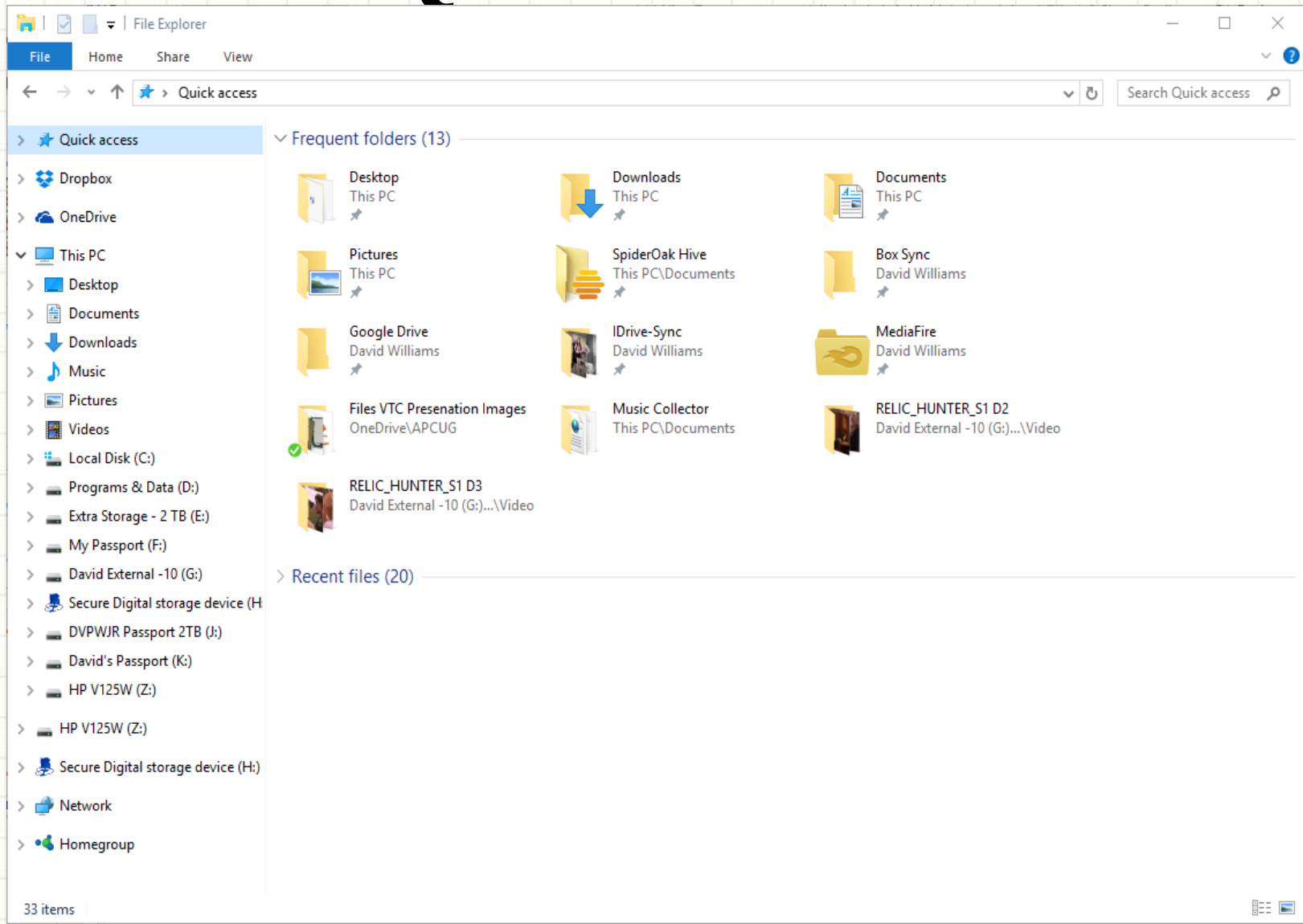
Windows 10 File Explorer

The screenshot displays the Windows 10 File Explorer interface. The title bar shows 'This PC' and standard window controls. The ribbon includes 'File', 'Computer', and 'View'. The address bar shows the current path as 'This PC'. The left sidebar lists 'Quick access' (Dropbox, OneDrive) and 'This PC' (Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), Programs & Data (D:), Extra Storage - 2 TB (E:), My Passport (F:), David External -10 (G:), Secure Digital storage device (H:), DVPWJR Passport 2TB (J:), David's Passport (K:), HP V125W (Z:), HP V125W (Z:), Secure Digital storage device (H:), Network, Homegroup). The main area is divided into 'Folders (6)' (Desktop, Documents, Downloads, Music, Pictures, Videos) and 'Devices and drives (10)'. The storage devices are shown with icons and progress bars indicating free space.

Device/Drive	Free Space	Total Space
Local Disk (C:)	168 GB	375 GB
Programs & Data (D:)	224 GB	307 GB
Extra Storage - 2 TB (E:)	1.31 TB	1.99 TB
My Passport (F:)	1.11 TB	1.81 TB
David External -10 (G:)	241 GB	465 GB
Secure Digital storage device (H:)	7.35 GB	7.39 GB
DVPWJR Passport 2TB (J:)	1.33 TB	1.81 TB
David's Passport (K:)	860 GB	931 GB
BD-ROM Drive (I:)	-	-
HP V125W (Z:)	7.44 GB	7.44 GB

16 items

Windows 10 File Explorer Quick Access

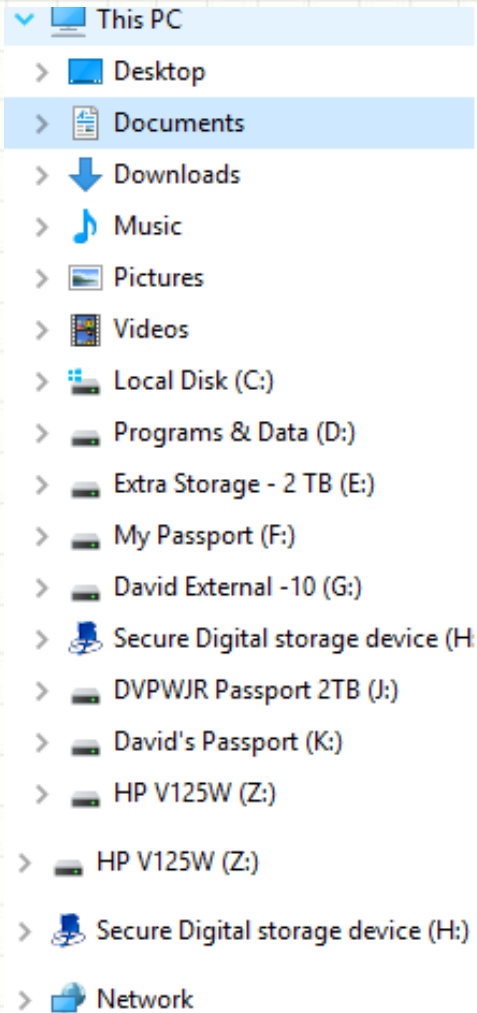


My Documents

Name	Date modified	Type	Size
2014 tax stuff	8/4/2015 11:51 PM	File folder	
2015_03_13	8/4/2015 11:51 PM	File folder	
Any Video Converter	8/4/2015 11:51 PM	File folder	
cache	8/4/2015 11:51 PM	File folder	
Camtasia Studio	8/4/2015 11:51 PM	File folder	
Corel PaintShop Pro	8/4/2015 11:51 PM	File folder	
Custom Office Templates	8/1/2015 8:48 AM	File folder	
DVDFab9	8/4/2015 11:51 PM	File folder	
HRBlock	8/4/2015 11:51 PM	File folder	
Movie Collector	8/6/2015 7:38 PM	File folder	
Music Collector	8/9/2015 5:10 PM	File folder	
My Music	8/4/2015 11:04 PM	File folder	
My Pictures	8/4/2015 11:04 PM	File folder	
My RoboForm Data	8/4/2015 11:53 PM	File folder	
My Videos	8/4/2015 11:04 PM	File folder	
OneNote Notebooks	8/5/2015 8:41 AM	File folder	
Outlook Files	8/9/2015 7:39 PM	File folder	
Snagit	8/4/2015 11:46 PM	File folder	
SpiderOak Hive	8/5/2015 12:13 AM	File folder	
Sync	8/5/2015 12:09 PM	File folder	
xwidget	8/5/2015 12:14 AM	File folder	
Zoom	2/16/2015 7:23 PM	File folder	
Ciacug board.txt	2/16/2015 7:16 PM	Text Document	1 KB
CIACUG October 2012 Board Meeting Mi...	10/15/2012 8:24 PM	Microsoft Word D...	11 KB
copier@conlinproperties.com_20150714_...	7/14/2015 10:11 AM	PDF File	215 KB
David Williams 2015-Application for Me...	2/6/2015 10:45 PM	PDF File	38 KB
desktop.ini	8/5/2015 3:00 PM	Configuration sett...	1 KB

27 items

You can store Files anywhere



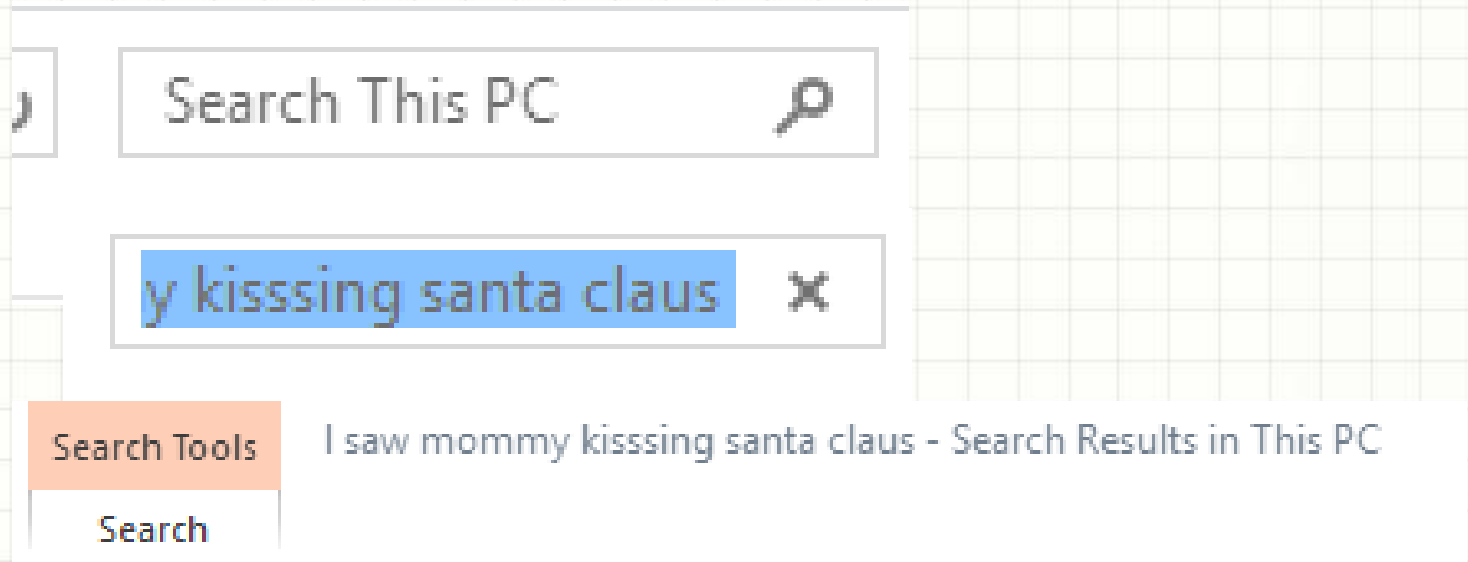
Folder Strategy



Folder Strategy

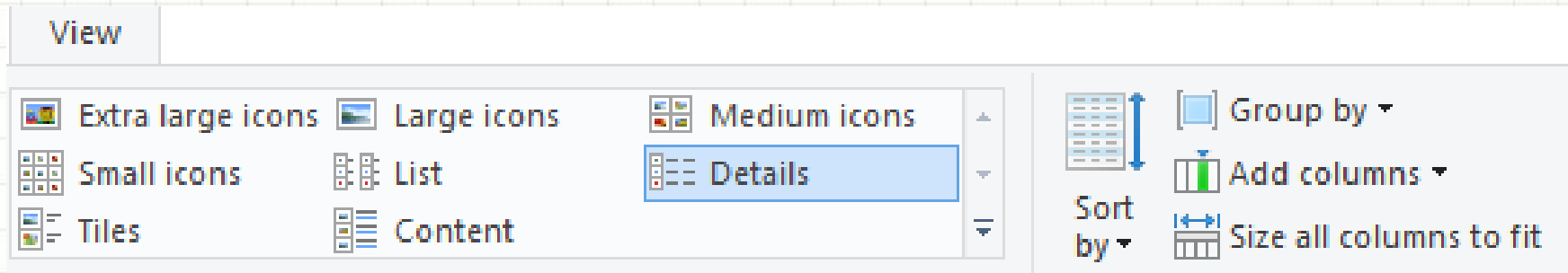
- You need to use a strategy you are comfortable with.
- Name files and folders so you know what they contain.
- Files are searchable
- Name them so you can find them

Searching



Name	Date modified	Type	Size	Folder
I saw mommy kissing Santa Cluse last nite	8/9/2015 7:56 PM	Shortcut	1 KB	Recent Items (C:\Users\dvpwj\AppData\Roaming\Microsof...
I saw mommy kissing Santa Cluse last nite	8/9/2015 7:56 PM	Shortcut	1 KB	Recent (C:\Users\dvpwj)
I saw mommy kissing Santa Cluse last nite	8/9/2015 7:56 PM	File folder		Documents (C:\Users\dvpwj)
I saw mommy kissing Santa Cluse last nite				
I saw mommy kissing santa Claus	8/9/2015 8:46 PM	Shortcut	1 KB	Recent Items (C:\Users\dvpwj\AppData\Roaming\Microsof...
I saw mommy kissing santa Claus	8/9/2015 8:46 PM	Shortcut	1 KB	Recent (C:\Users\dvpwj)
I Saw Mommy Kissing Santa Claus - Simpson, Jessica - 06.mp3	11/28/2006 10:0...	MP3 File	4,443 KB	Rejoyce - The Christmas Album - 2004 (G:\Music\Music Fil...
I saw mommy kissing santa Claus				

Viewing and Sorting Files

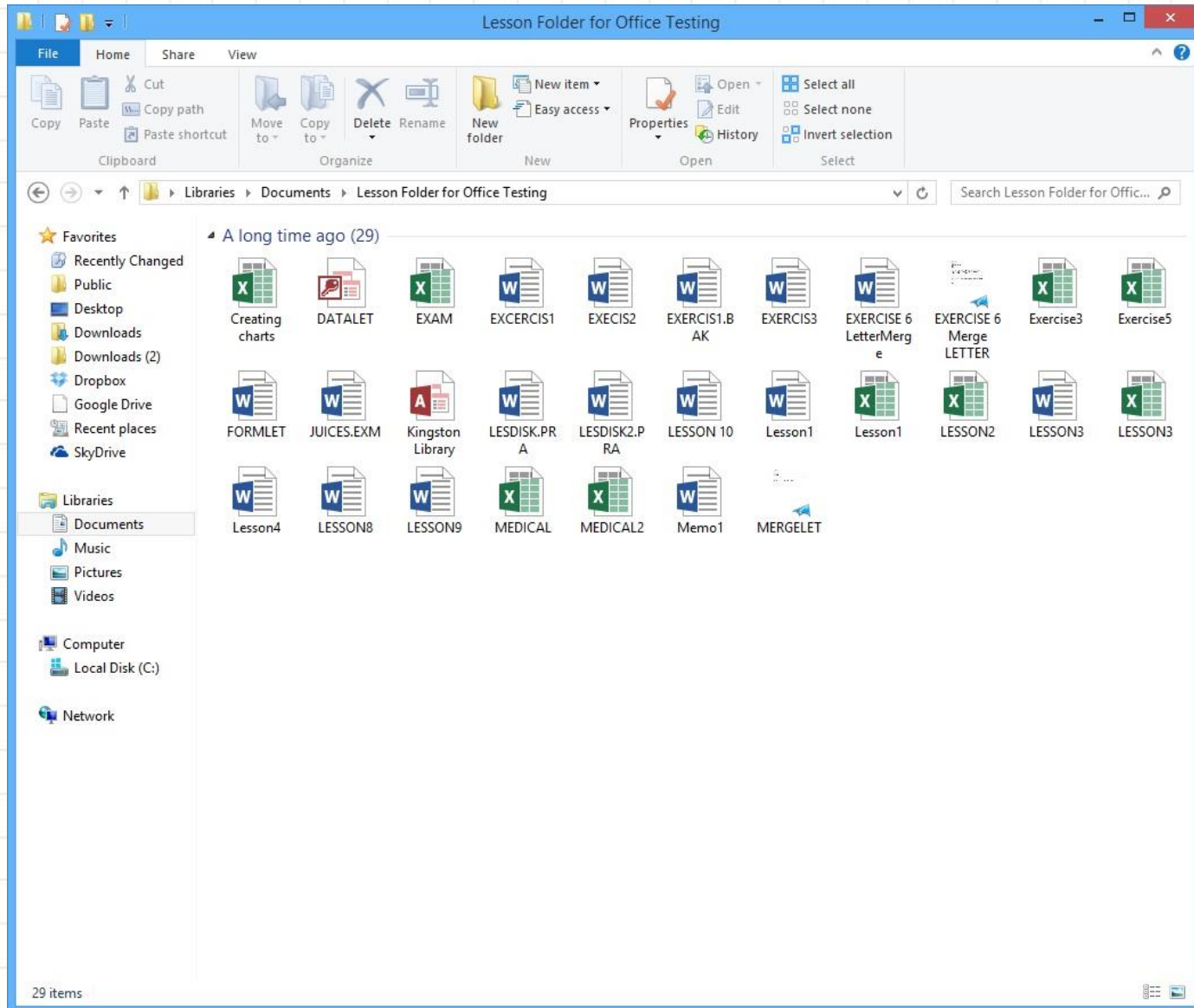


Viewing and Sorting files

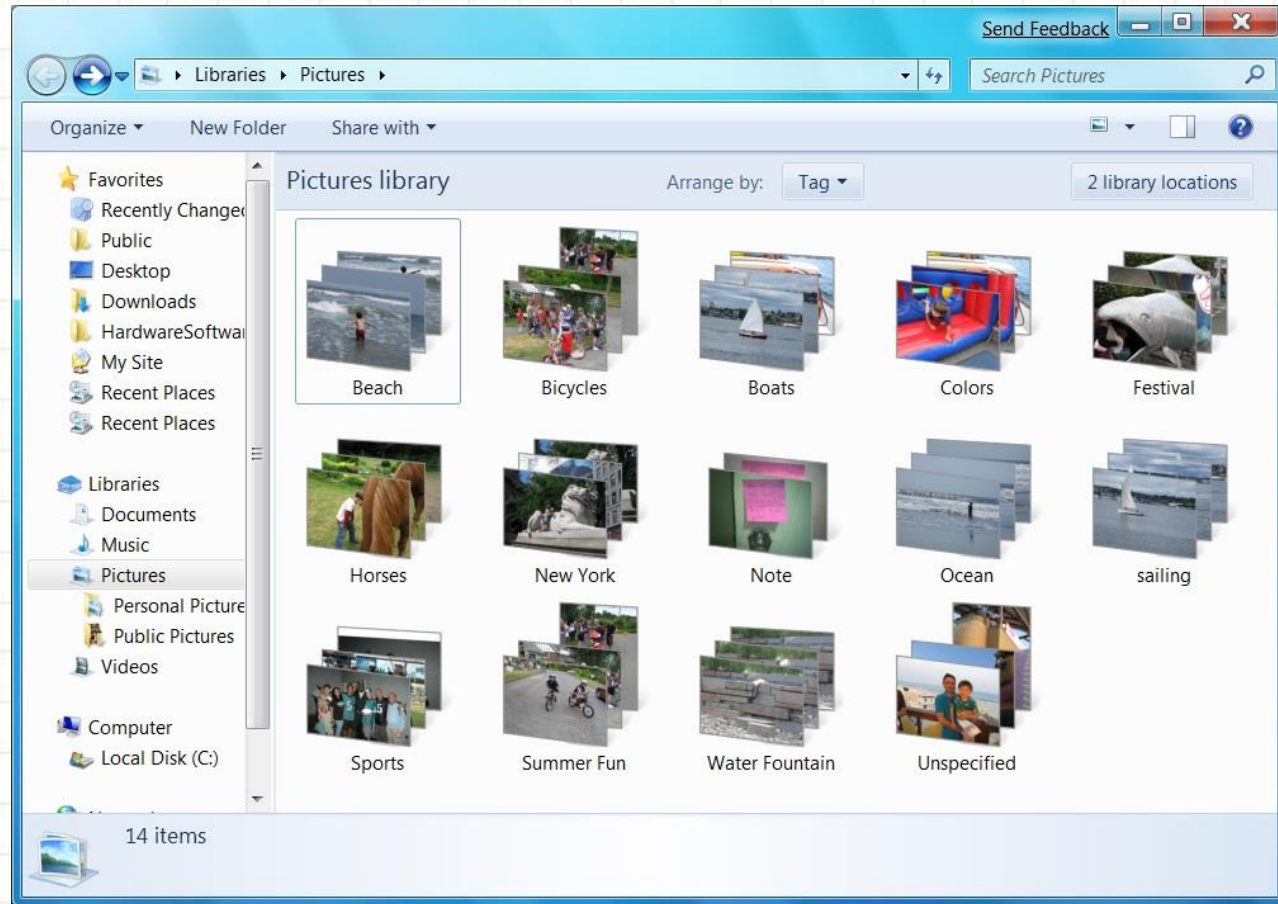
The screenshot shows a Windows File Explorer window for a OneDrive folder. The interface includes a navigation pane on the left, a ribbon at the top with 'File', 'Home', 'Share', and 'View' tabs, and a main content area displaying a list of files and folders. The list is sorted by Name, with columns for Name, Date modified, Type, and Size. A red arrow points to the 'Name' column header, a green arrow to the 'Date modified' column header, a blue arrow to the 'Type' column header, and a black arrow to the 'Size' column header. The file list includes folders like 'APCUG', 'CIACUG', and 'Work', and files like '.849C9593-D756-4E56-8D6E-42412F2A707B', 'desktop.ini', and 'Pres&Repemails.csv'.

Name	Date modified	Type	Size
APCUG	8/9/2015 6:57 PM	File folder	
CIACUG	8/9/2015 5:54 PM	File folder	
Cloud presentation	8/4/2015 11:37 PM	File folder	
David Stuff	8/4/2015 11:38 PM	File folder	
Documents	8/4/2015 11:40 PM	File folder	
Jethros	8/4/2015 11:09 PM	File folder	
Joans Contest pictures	8/4/2015 11:37 PM	File folder	
Meeting Presentation	8/4/2015 11:10 PM	File folder	
MemoryZone	8/4/2015 11:09 PM	File folder	
Music	8/9/2015 5:23 PM	File folder	
My Ringtones	8/4/2015 11:15 PM	File folder	
Newletter	8/4/2015 11:10 PM	File folder	
Pictures	8/4/2015 11:09 PM	File folder	
Program Files	8/4/2015 11:42 PM	File folder	
Public	8/4/2015 11:16 PM	File folder	
Remote presentaitions	8/4/2015 11:38 PM	File folder	
Video	8/4/2015 11:38 PM	File folder	
Work	8/4/2015 11:18 PM	File folder	
.849C9593-D756-4E56-8D6E-42412F2A707B	8/6/2015 8:31 AM	849C9593-D756-4...	0 KB
desktop.ini	8/4/2015 11:09 PM	Configuration sett...	1 KB
Pres&Repemails.csv	6/22/2015 8:31 PM	Microsoft Excel C...	5 KB

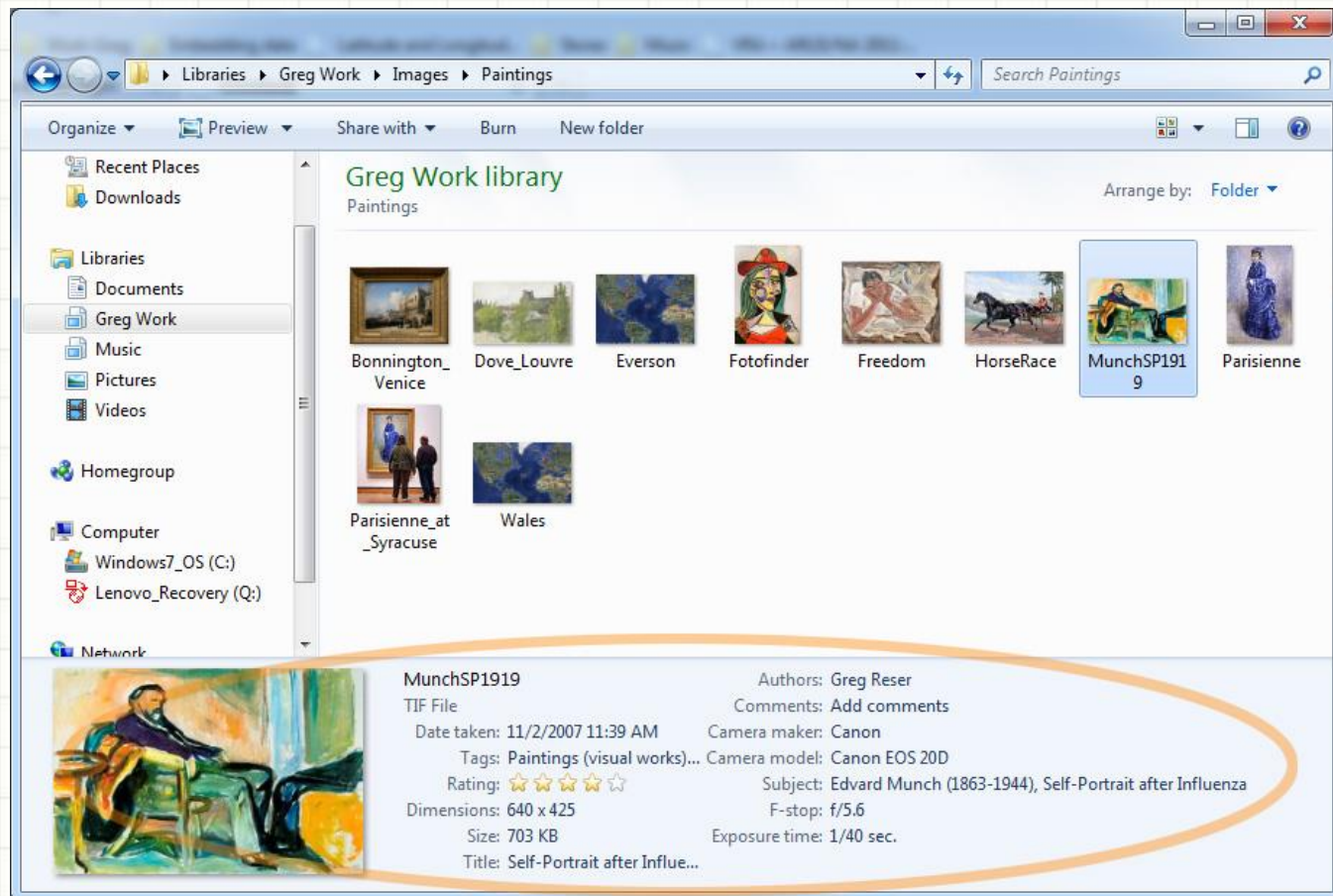
Viewing and Sorting Files




Viewing and Sorting Files



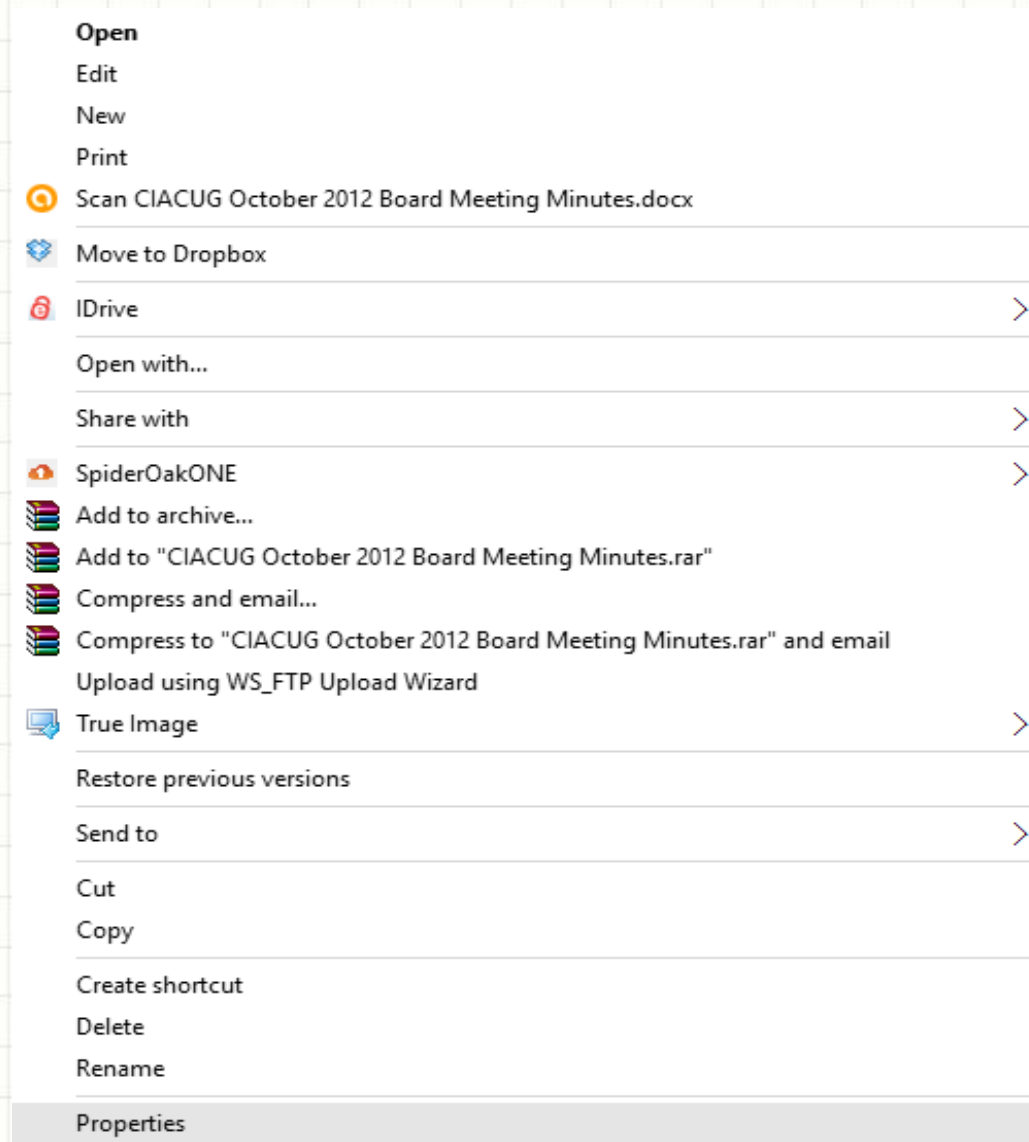
Viewing and Sorting Files



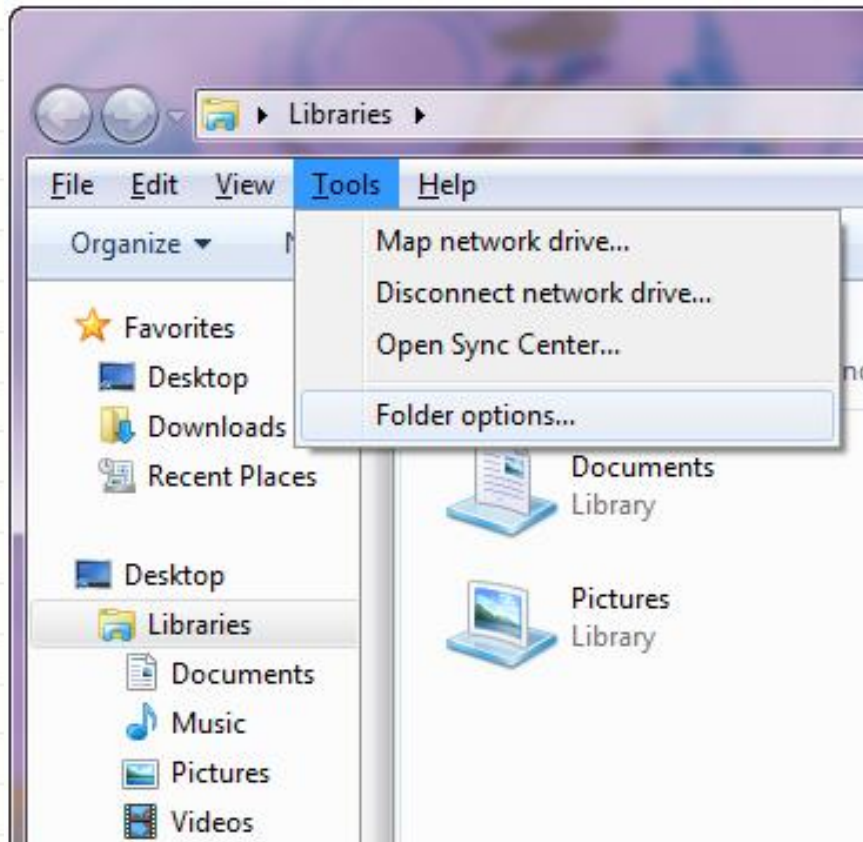
The screenshot shows a Windows Explorer window titled "Greg Work library" with the address bar set to "Libraries > Greg Work > Images > Paintings". The left sidebar shows the "Libraries" section with "Greg Work" selected. The main pane displays a grid of painting thumbnails, including "Bonnington_Venice", "Dove_Louvre", "Everson", "Fotofinder", "Freedom", "HorseRace", "MunchSP1919", and "Parisienne". The "MunchSP1919" file is selected, and its preview pane at the bottom shows the following details:

	MunchSP1919 TIF File	Authors: Greg Reser
	Date taken: 11/2/2007 11:39 AM	Comments: Add comments
	Tags: Paintings (visual works)...	Camera maker: Canon
	Rating: ☆☆☆☆	Camera model: Canon EOS 20D
	Dimensions: 640 x 425	Subject: Edvard Munch (1863-1944), Self-Portrait after Influenza
	Size: 703 KB	F-stop: f/5.6
	Title: Self-Portrait after Influe...	Exposure time: 1/40 sec.

Right Clicking on a File

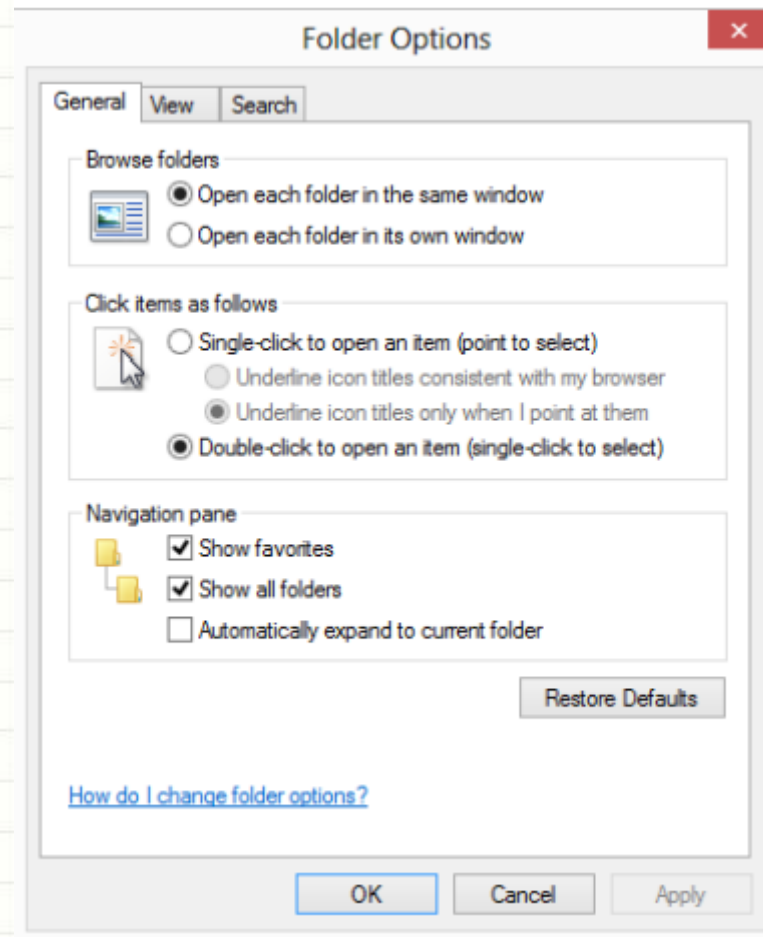


Folder Options

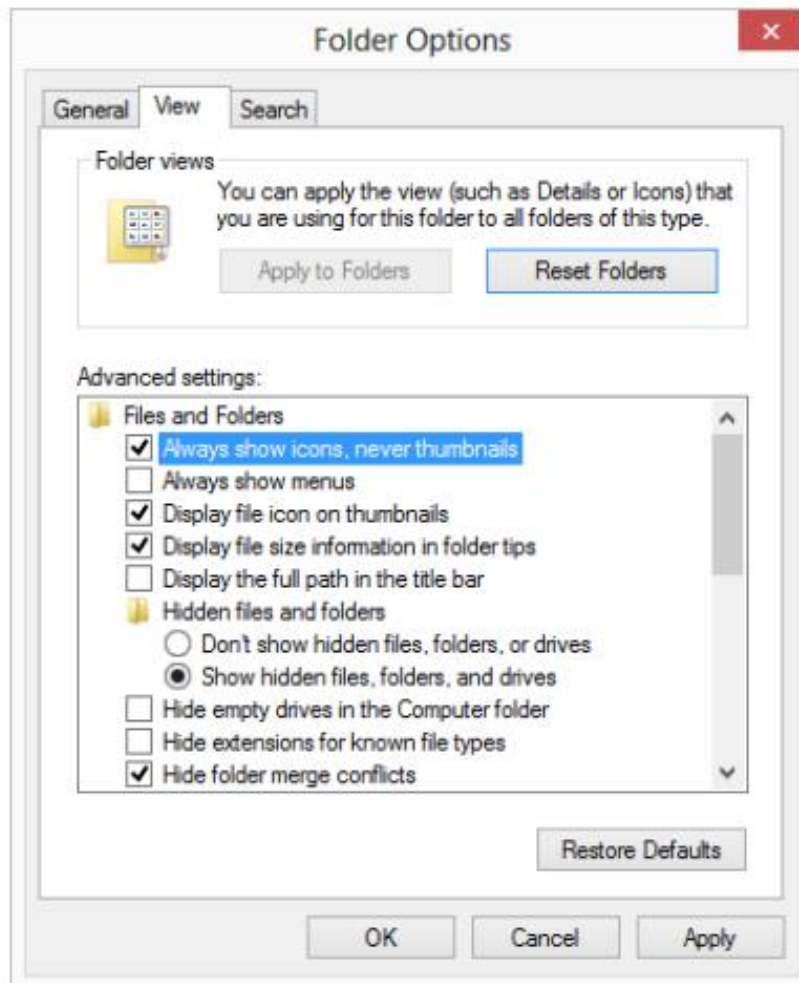


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Folder Options



Folder Options

































**Remember, you can store
Files and Folders anywhere**



Home Server

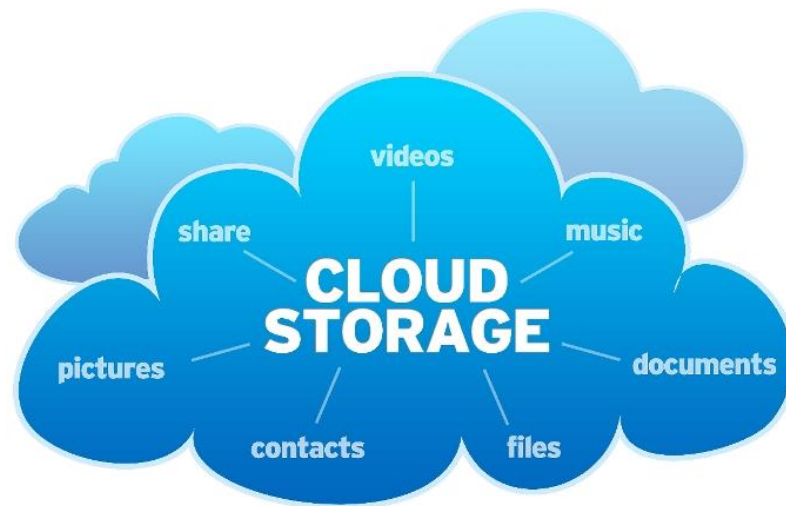


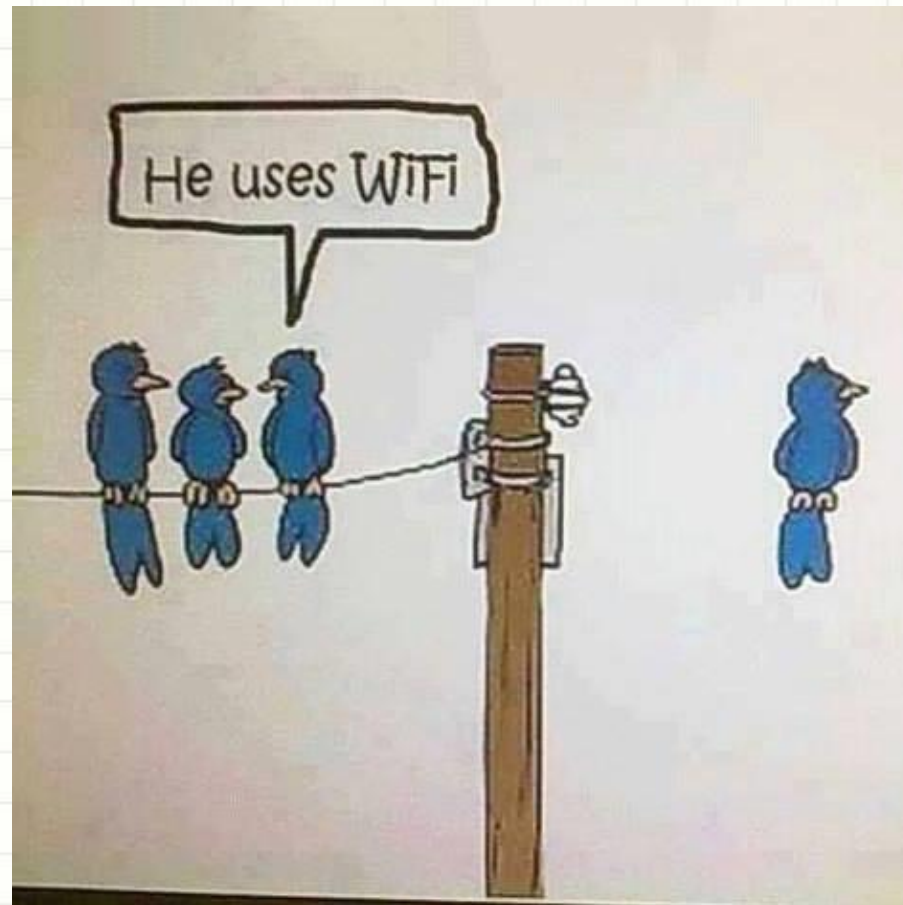
-  Network
-  ASUS-LAPTOP
 - ✦  My Apps
 - ✦  Public - Asus Ultrabook
 - ✦  Users
-  DAVID-MAIN-WIN7
 - ✦  Amazon
 - ✦  Downloads
 - ✦  Movies and stuff
 - ✦  Users
 - ✦  win 7 extra
 - ✦  Win 7 Programs
-  DAVID-VAIO-PC
 - ✦  My Apps
 - ✦  Public
 - ✦  Users
-  DVPW-HP-SERVER
 - ✦  CIACUG Storage
 - ✦  David Stuff
 - ✦  DVPW Storage
 - ✦  Mature Picture
 - ✦  Mature Videos
 - ✦  Music
 - ✦  Photos
 - ✦  Program Files
 - ✦  Public
 - ✦  Recorded TV
 - ✦  Software
 - ✦  Users
 - ✦  Videos
- ✦  WUALA_BY_LACIE

External Drives



Cloud Storage







Questions

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