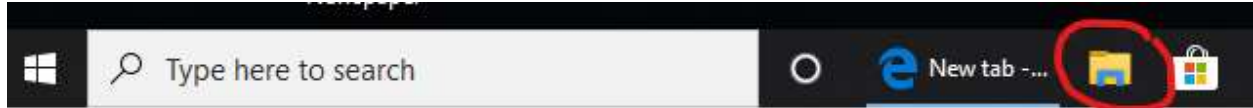


Computer File System:

What is the basic tool to work file system.

File Explorer:



If this isn't on your task-bar at the bottom of your window. It can be found:

Click the Windows Icon on the far left.

Scroll down to Windows System, left click on Windows System

Then click on File Explorer.

(advanced) If you right click on File Explorer, you will find an option to add this to your task bar.

(advanced 2) if you are using a tablet or smart phone. You can usually find it in system/data or storage... depending on the operating system. You may even need to download a file manager program from Google PlayStore or IDrive for your tablet/smartphone to work more like the desktop version.

Where to store my files?

Local Disk

This is the traditional place for storing data. (drawbacks are that the documents are only on that device, and if the tablet/smartphone/hard-drive breaks the data is gone).

Thumb Drive

This is the replacement of "floppy drives" ... "tape drives"..."cd writable drives" ... "external backup drives" ... (This means taking a manual backup from time to time of your files. And, yes you use file explorer to do this)

The Cloud

This is the newest solution. (OneDrive, Google Drive, and iDrive are 3 example vendors).

All have options to "sync" the local data you designate automatically with the cloud data using Wi-Fi connection. This gives you access to your data from any computer, not just the device you created the information on.

(advanced: There is also Carbonite which backs up your data automatically for your entire local computer.)

What should I Store?

I frequently hear that I don't store things on my computer. And, for many that is exactly what they do.

My mother used the computer as a typewriter, printed the results, and deleted the computer file. When she passed, her heirs expected to find the articles she had written for the local newspapers on her computer. They weren't there!

Reference Material

This is one I find very useful. When I make a big purchase, you get a "manual". Frequently it will be in small print and very little useful information. But, at the manufacture's web site there is frequently a full user manual that can be downloaded. I did this for my washing-machine, my smart watch, my car, ... anything I expect to last a while. Recently, I've started taking pictures of the sales receipts and warranty information. (Much easier to find than the box or drawer filled with manuals of all my purchases over the years.

Pictures

This is a favorite of mine. However, it takes some effort to be able to find pictures you remember taking, but "which shoebox" are they stored in.

I use a file structure like >pictures>year>event. Then if there are important pictures I expect to use in different places. I'll create a special folder to keep special documents as a secondary space.

Notes from simple tasks, to multi-year journals.

I keep a journal. I also keep a record of my blood-sugar readings for review with my doctor.

Emails

Important emails that may be critical or desired in the future.

How to name the files?

This is key to keep from accidentally overwriting documents and pictures with the same name. Sometimes you will be warned, but not always.

Recommended Naming Standard:

Have found a good way to name documents is to do the following:

- Start with the year, 2019
- Put in an underscore to separate units and words. (The underscore is used by 95% of all computer systems, where as "space", "period", "pound-sign" are not.)
- Follow with month and date, 0816

- Then indicate the major information – person, place, reason...
- Then follow with a number, usually 001, 002, ... etc.
- Note where you saved it (file structure)!

Example: 2019_0814_Computer_Filing_Handout_001.docx (this document)



The File structure: Local Disk (C:) >Users>Rich>OneDrive>Senior Center>Computer Questions

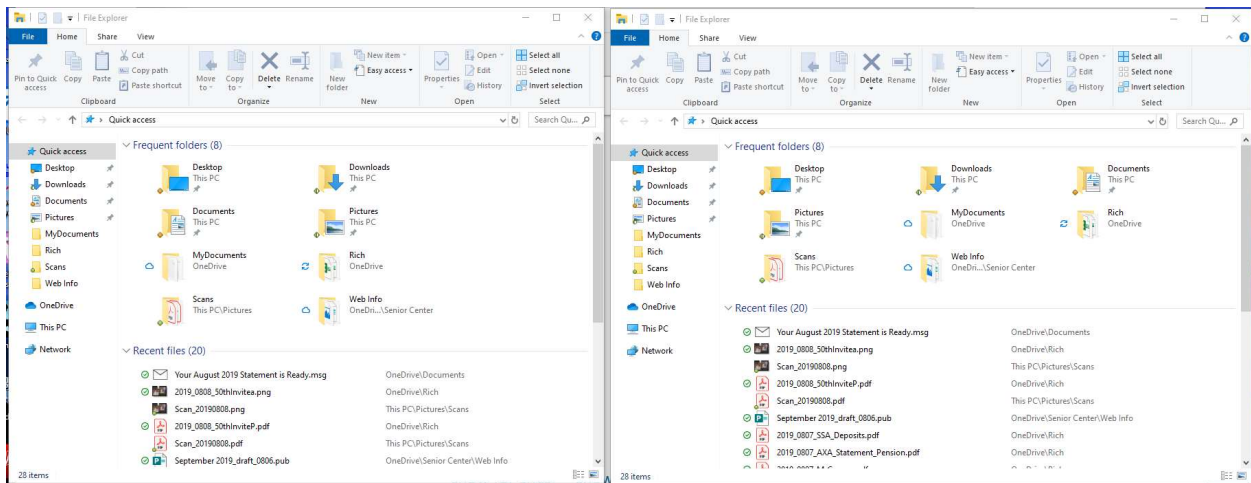
Now I have the file, but I change my mind, and want it somewhere else!

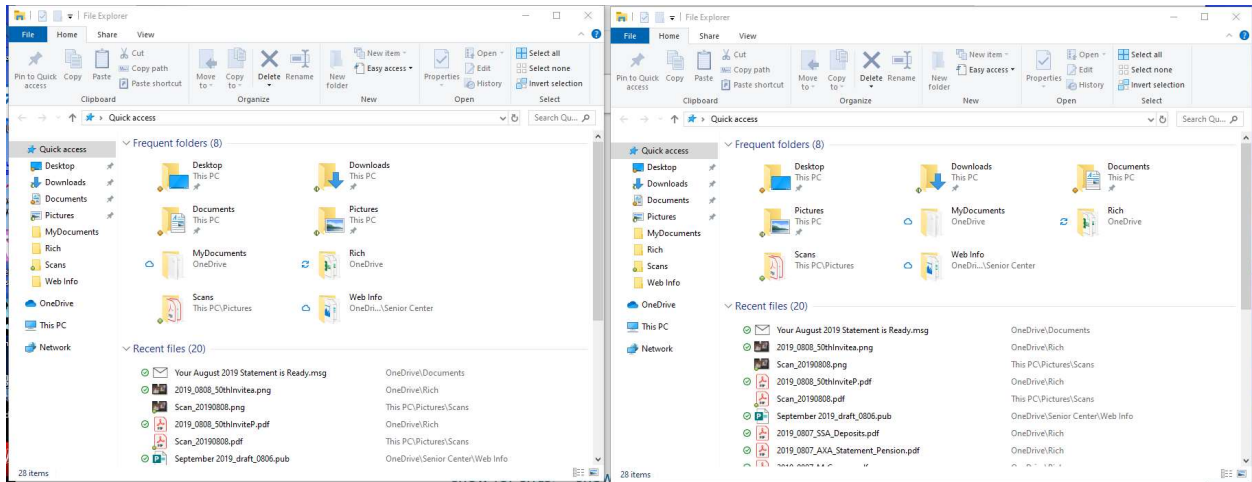
The file explorer will help move your files.

I usually start with the file explorer:

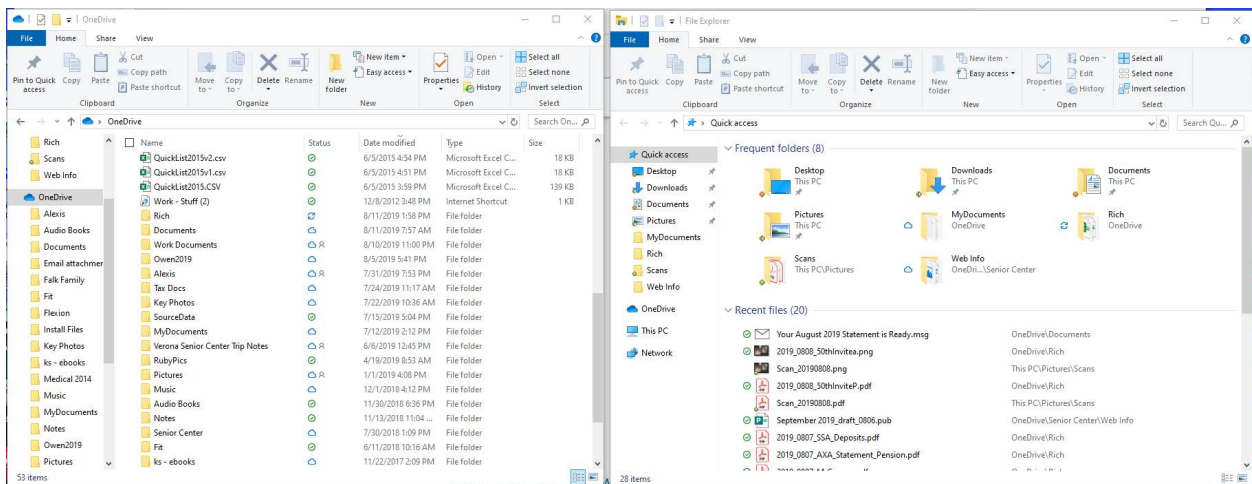
I'll open the file explorer twice. Initially the two windows will look the same:

Move them and resize them until the look like the following:





When I click on OneDrive : on the left side of one of the windows, that side will show the files I have stored on the Cloud. This could be external backup disk, a cell phone, or a tablet. Notice the two pictures now look different.



You are now ready to copy or move files from one computer, or folder to another folder

Drag and Drop is the easiest.

Left click and hold the left button down on the file to move and drag it to the folder you want on the other screen. Use CTL left click to change from copy to move.

Cut and Paste also works and can be faster.

Select the file(s) you want to move, then copy.

Move the mouse to the folder you want to save the file in and select paste.

This is facilitated with the "Home" ribbon, which has Copy, Past, Move-to, Copy-to, and even a convenient New Folder icon.