

Community Computer Education
April 20th – 7 pm
North Plains Public Library
Staying Organized

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- Places your computer can store information
 - Temporary storage – **RAM** – disappears when you turn off the PC
 - Permanent storage – the **hard disk** – lasts years, but eventually wears out and crashes
 - Removable storage – **floppy disks, CDs, DVDs, USB memory sticks**
 - Online storage – websites that store your data

- Understanding files and folders
 - Everything on your computer is a **'file'** -- programs that you run, or documents that you store
 - **Documents** can be text, word processing, spreadsheets, lists, pictures, music, video, and more
 - File **extensions** – tells the computer which program to use to open each file
 - Why you should **decide for yourself** where to store and how to organize your documents
 - **Folders** – just a way of keeping a group of files together – also called “directories”
 - Folders can be **'nested'** – i.e., **subfolders** within other folders – also called “subdirectories”
 - **Creating, deleting, and renaming** folders

- Tools for managing your files and folders
 - **Windows Explorer** (also My Computer)
 - The key features of Windows Explorer – the **folder sidebar, views, and sorting**
 - How to set **Folder Options**

- Opening and Saving files with common programs
 - The **“dialog box”** that most programs use for opening and saving
 - Key features of the “dialog box” – the **sidebar, views, and sorting** (just like Windows Explorer!)

- Organizational styles
 - Start with your main method of organization – examples:
 - Home, work, church – organized according to your **activities**
 - Letters, photos, videos – organized according to the **type of media** stored
 - Jane, John, Timmy, Sally – organized by the **name of the computer user**
 - 2008, 2009, 2010 – organized by **year**
 - When you have **more files in a folder than fits on screen**, split them out into subfolders
 - Too many photos? split them into: family, friends, vacations, flowers, etc
 - Too many files in the Work folder? split into: tasks, projects, reviews, etc
 - Unless your life is extremely complicated, don't go more than 3-4 levels deep

- Reorganizing
 - Renaming folders
 - Moving files between folders
 - Moving entire folders

- Tips and Tricks
 - Naming files – make it descriptive: “Letter to Sally about Uncle Paul” (not just “Letter”)
 - Include date for anything done repeatedly: “Christmas Gift List 2007” (not “Christmas Gift List”)
 - Use Version number for anything you will be working on a lot: “My 800 Page Novel v3” (don't keep saving it with the same name “My 800 Page Novel” – could lose it all with one mistake!)

- Searching the computer for files you've lost
- Organizing browser bookmarks