

## *Aspects of managing files*

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- Deciding where to keep files
- Managing the content
- Backing up
- File naming

## ***Considerations for managing files***

- User friendly
- Findable and Searchable
- Tools
- Longevity or shelf-life

## ***Typical recommendations for managing files***

- Back up files
- Consistent naming methods
- Short names
- Keep working or temp files separate from final copies

## *Typical recommendations for managing files*

- KISS
- Use shortcuts
- Use jump lists (Windows7)
- Use keywords
- Use libraries (Windows7)

## *Terminology*

- File

Space on a computer storage device that contains information that is considered to be a separate identifiable item. A file can contain a document, a photo, a database, a program, a spreadsheet, a recipe, a book, an email message, a PowerPoint presentation, an image, a list, etc.

It has a name, and some specifications that define it.

## *Terminology*

- File
- Folder

A folder is a catalog or listing of a collection of files that allow arbitrary groupings of files for easy organization of your information. There can be folders within folders (sub-folders) so that a hierarchy of folders can be created. A folder may contain a variety of different types of files, but the names of files must be unique within a folder.

## *Terminology*

- File name

Each file must have a name consisting of a title or label and a code that defines what type of file it is.

Each file within a folder must have a unique name.

## Terminology

- File name
- File type (file extension)

The file type, or extension, is a three or more character code that identifies the type of information stored in the file. It tells the computer what format to expect when a program tries to open a file.

Examples:

Jones.paf Seattle Trip Expenses.xls MSWord.exe

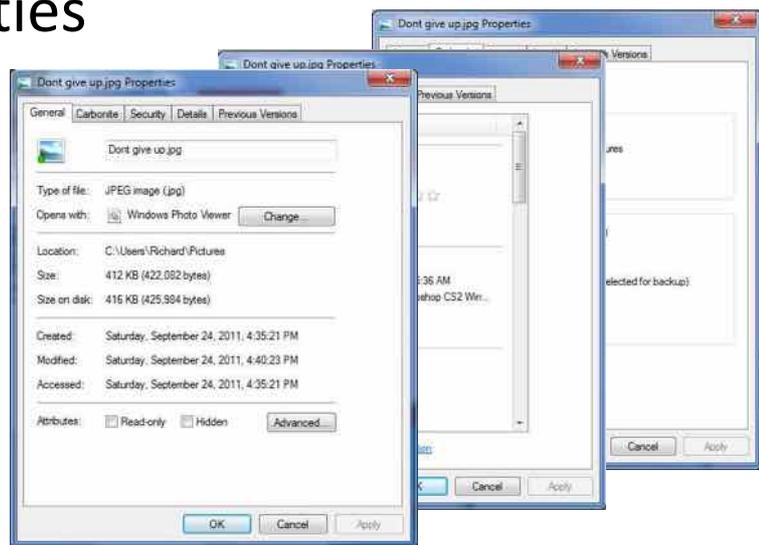
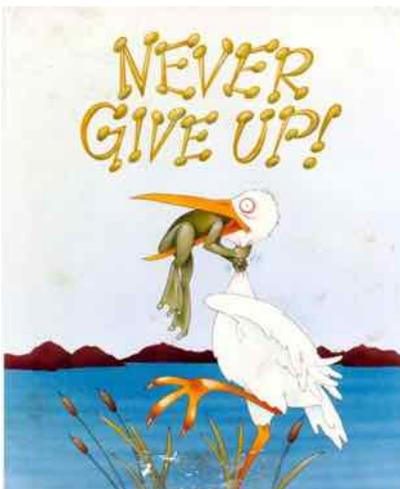
Managing Computer Files.pptx Letter-2013-03-23.doc

Name	Description	Current Default
Extensions		
.386	Virtual device driver	Unknown application
.3g2	3GPP2 Audio/Video	Windows Media Player
.3gp	3GPP Audio/Video	Windows Media Player
.3gp2	3GPP2 Audio/Video	Windows Media Player
.3gpp	3GPP Audio/Video	Windows Media Player
.7z	7Z File	Prism Video File Converter
.8ba	8BA File	Adobe Photoshop Elements 9
.8bc	8BC File	Adobe Photoshop Elements 9
.8be	8BE File	Adobe Photoshop Elements 9
.8bf	8BF File	Adobe Photoshop Elements 9
.8bi	8BI File	Adobe Photoshop Elements 9
.8bp	8BP File	Adobe Photoshop Elements 9
.8bs	8BS File	Adobe Photoshop Elements 9
.8bx	8BX File	Adobe Photoshop Elements 9
.8by	8BY File	Adobe Photoshop Elements 9
.8li	8LI File	Adobe Photoshop Elements 9
.aac	ADTS Audio	Windows Media Player
.abr	ABR File	Adobe Photoshop Elements 9
.ac	AQ Collaborative Working File	Ancestral Quest
.ac3	AC3 Audio	QuickTime Player
.accda	ACCDA File	Microsoft Office 2010
.accdb	ACCDB File	Microsoft Office 2010
.accdc	ACCDC File	Microsoft Office 2010
.accde	ACCDE File	Microsoft Office 2010
.accdt	ACCDT File	Microsoft Office 2010
.accdw	ACCDW File	Microsoft Office 2010
.acl	AutoCorrect List File	Unknown application
.aco	ACO File	Adobe Photoshop Elements 9
.acrobatsecuritysettings	Adobe Acrobat Security Settings Document	Adobe Acrobat
.act	ACT File	WavePad Sound Editor
.ade	Microsoft Office Access Project Extension	Microsoft Office Access

Name	Description	Current Default
.xla	Microsoft Office Excel Add-In	Microsoft Office Excel
.xlam	Microsoft Office Excel Add-In	Microsoft Office Excel
.xlb	Microsoft Excel Worksheet	Microsoft Application Virtualization DDE Launcher
.xlc	Microsoft Excel Chart	Microsoft Office Excel
.xld	Microsoft Excel 5.0 DialogSheet	Microsoft Office Client Virtualization Handler
.xlk	Microsoft Office Excel Backup File	Microsoft Application Virtualization DDE Launcher
.xll	Microsoft Office Excel XLL Add-In	Microsoft Office Excel
.xlm	Microsoft Excel 4.0 Macro	Microsoft Application Virtualization DDE Launcher
.xls	XLS File	xlicons.exe
.xlsb	Microsoft Office Excel 2007 Binary Workbook	Microsoft Application Virtualization DDE Launcher
.xlshhtml	Microsoft Office Excel HTML Document	Microsoft Office Client Virtualization Handler
.xlsm	Microsoft Office Excel 2007 Macro-Enabled Wor...	Microsoft Application Virtualization DDE Launcher
.xlsmhtml	XLSMHTML File	Unknown application
.xlsx	Microsoft Office Excel 2007 Workbook	Microsoft Application Virtualization DDE Launcher
.xlt	Microsoft Office Excel Template	Microsoft Application Virtualization DDE Launcher
.xlthtml	Microsoft Office Excel HTML Template	Microsoft Office Client Virtualization Handler
.xltm	Microsoft Office Excel Template	Microsoft Application Virtualization DDE Launcher
.xltx	Microsoft Office Excel Template	Microsoft Application Virtualization DDE Launcher
.xlv	Microsoft Office Excel VBA Module	Unknown application
.xlw	Microsoft Office Excel Workspace	Microsoft Application Virtualization DDE Launcher
.xslm	Microsoft Office Excel XML Worksheet	Microsoft Office Client Virtualization Handler
.xml	XML Document	XML Editor
.xnk	Exchange Shortcut	Microsoft Office Outlook
.xps	XPS Document	XPS Viewer
.xrm-ms	XrML Digital License	Internet Explorer
.xsf	Microsoft Office InfoPath Form Definition File	Microsoft Office InfoPath
.xsl	XSL Stylesheet	Internet Explorer
.xsn	Microsoft Office InfoPath Form Template	Microsoft Office InfoPath
.xst	Office Data File	Unknown application
.xvid	XVID File	WavePad Sound Editor
.zsendtotarget	Compressed (zipped) Folder SendTo Target	Unknown application

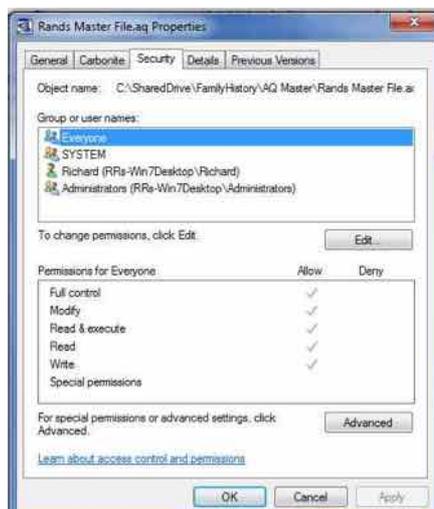
# Terminology

- Properties



## Terminology

- Access



## Terminology

- Media – the type of storage device
- Shortcut – Alternative link to a file
- Library (Windows7) – Virtual folder
- Fragmentation – Non-contiguous file parts
- Security – File access limitations
- Relative addressing – Assumed folder hierarchy

## *Terminology*

- Program files – Applications (.exe files)
- Data files – Not program files
- Database – Data file with a structured format
- Lossless – Fixed resolution photo file
- Read-only – A file that cannot be modified
- Read/Write – A file that can be modified

## *Terminology*

- Screen shot – an image captured from your computer screen
- Text file vs Document – Raw text vs a formatted document
- Others - ?

## *Disclaimer*

The opinions expressed in this presentation are entirely those of the presenter and do not represent the official position of the Silicon Valley Computer Genealogy Group. Using these methods will not guarantee that you will never lose a file, nor that your computer files will be well organized. There is no warranties expressed or implied by the material in the presentation or the handout.

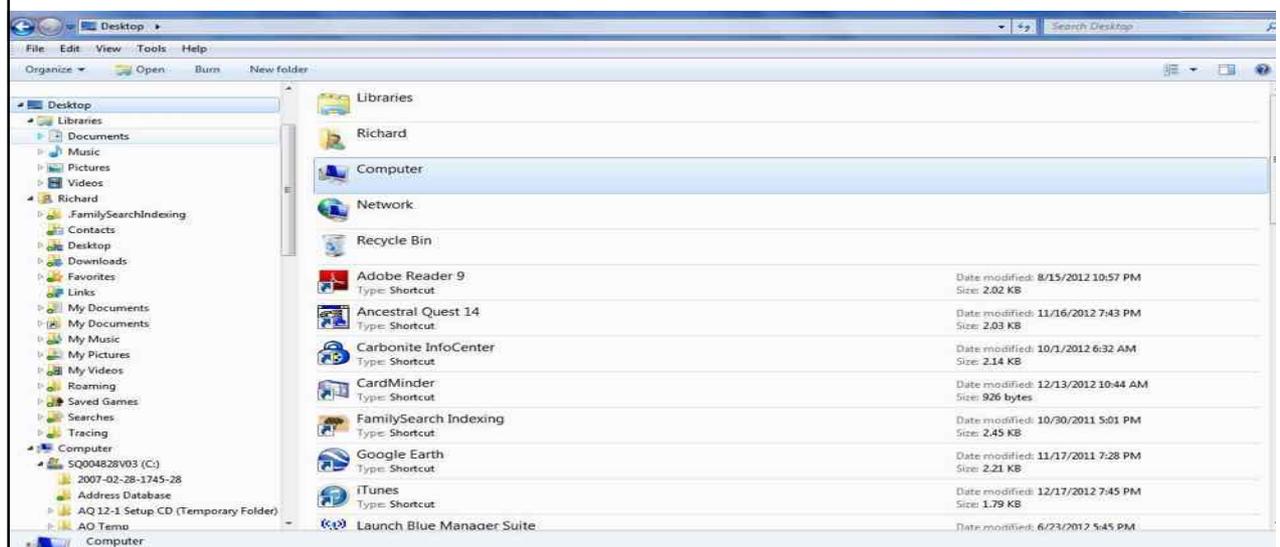
The opinions expressed in this presentation are entirely those of the presenter and do not represent the official position of the Silicon Valley Computer Genealogy Group. Using these methods will not guarantee that you will never lose a file, nor that your computer files will be well organized. There is no warranties expressed or implied by the material in the presentation or the handout.

## *Managing Computer Files* *Where to start?*

- **What do you want to accomplish?**
- **What makes you want to change?**
- **How much change are you willing to do?**
- **Do want to use Microsoft (Windows) recommendations?**
- **Do you use networking?**

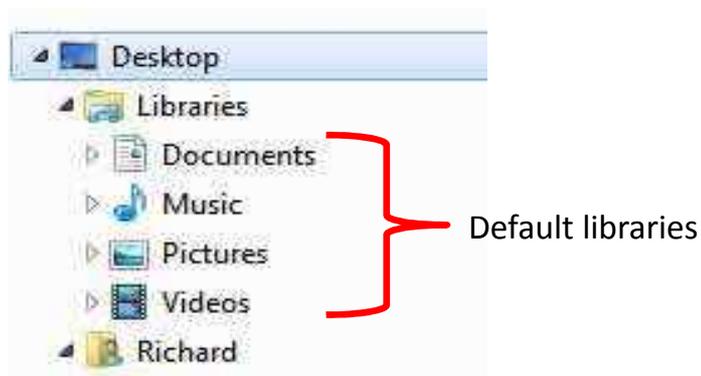
## How does Richard do it?

Windows Explorer (not to be confused with Microsoft Internet Explorer)



## How does Richard do it?

- I do not use Libraries (Windows7)



Keeps it simple

## *How does Richard do it?*

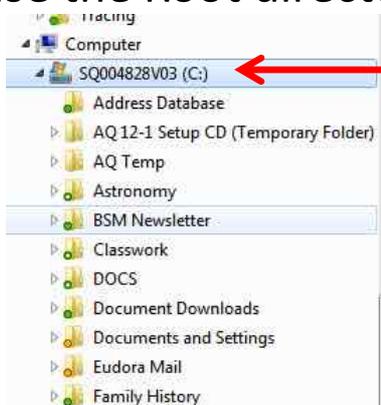
- I do not use Libraries (Windows7)
- I do not undo what Windows (or others) does on its own



It's a losing battle!

## *How does Richard do it?*

- I do not use Libraries (Windows7)
- I do not undo what Windows does on its own
- I use the Root directory to organize my folders



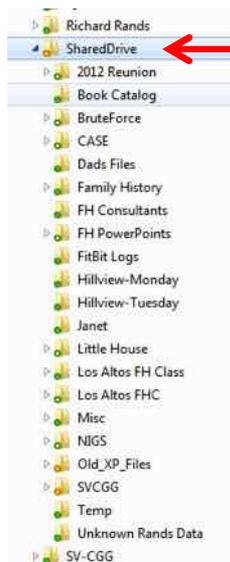
Root directory

The most straight forward

We use a home network (or Local Area Network – LAN)



We use a home newtork (or Local Area Network – LAN)

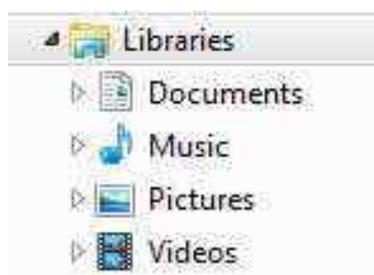


Folder accessible to every computer on our home network

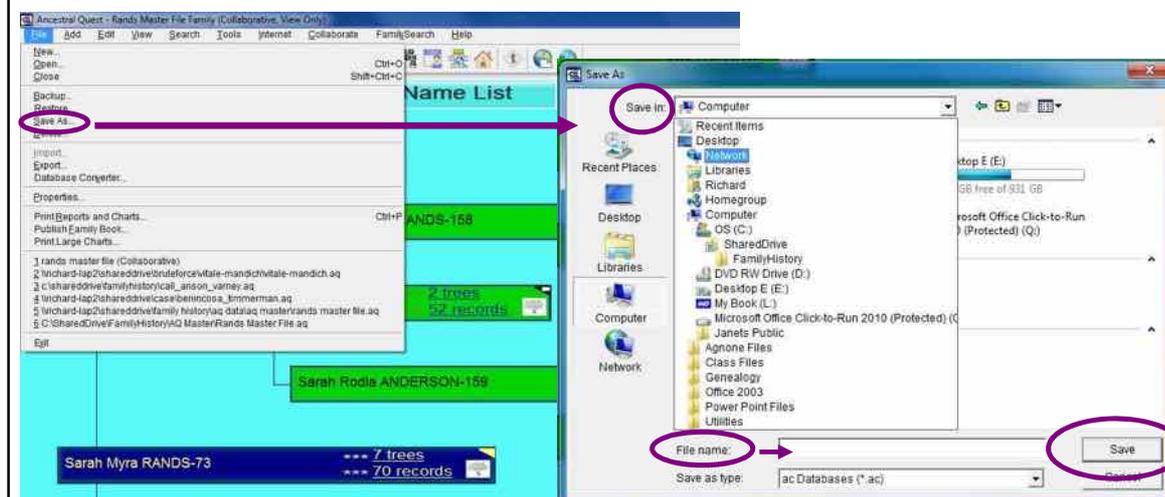
## *Deciding where to keep files*

- *Start at the Root Directory or the (c:) drive*
- *Create folders and sub-folders that reflect how you allow your computer to interact with your life-style*
- *Issues: Work vs Personal*
- *Visibility (avoid “out-of-sight-out-of-mind”)*
- *Finances, hobbies, avocations, church, volunteer, family, etc.*
- *It should be changing frequently*

### *How Microsoft does it: Documents, Music, Pictures, Video*



Use the “Save As” function to put a file in a specific folder



## Recommendations for File Folders

- Separate Program Downloads (Install files) and Program Files (Installed programs) from Data Files

Program Downloads	10/22/2012 12:15 ...	File folder
Program Files	12/15/2012 10:49 ...	File folder
Program Files (x86)	12/22/2012 9:38 PM	File folder

- Do not hide file extensions in Folder Option settings

## *Managing the content*

- Be very careful when saving files to avoid overwriting a file
- Unless you know what you are doing, always use Save As instead of Save
- Keep working files in a Temp folder
- Include a date or version number in the file name

Example: RandsMasterAQ\_2013-01-12.aqz

## *Backing up*

- Manual Backups
  - After changes
  - On your hard drive and on an external media
  - Off site, protected
  - Requires constant attention
- Automated Backups
  - Saves lots of mistakes

<http://www.thetop10bestonlinebackup.com/>

The screenshot shows the website 'The BEST 10 ONLINE BACKUP' with a navigation menu and a main content area. The main content area features an 'Online Backup Industry Review' section with a table of backup services. The table has columns for 'Trend', 'Company', 'Price', 'Storage', 'Score', and 'Review'. The services listed are myPC Backup.com, justcloud.com, BackupGenie, SBS, zip cloud, SugarSync, mozy, box, and CARBONITE.

Trend	Company	Price	Storage	Score	Review
↑	myPC Backup.com	Free (limited time)	unlimited	98% Rate	Read Review
↑	justcloud.com	\$3.99	unlimited	97% Rate	Read Review
→	BackupGenie	\$4.99	20GB	95% Rate	Read Review
↓	SBS	\$6.66	10GB	93% Rate	Read Review
→	zip cloud	\$4.99	20GB	92% Rate	Read Review
→	SugarSync	\$9.99	10GB	92% Rate	Read Review
↓	mozy	\$7.99	10GB	91% Rate	Read Review
→	box	\$9.99	20GB	90% Rate	Read Review
↓	PLAN	\$6.00	unlimited	90% Rate	Read Review
↓	CARBONITE	\$4.99	unlimited	90% Rate	Read Review

## File naming

- Develop a comfortable, consistent method
- Name should reflect the content
- Don't use very long names
- Let the system add the extension
- Avoid using the following characters: \ / : \* ? " < > | ,

 Cowley_Ann_1802Birth.jpg	8/28/2011 6:24 PM	JPEG image	431 KB
 Cowley_Henry_1808Baptism.jpg	8/28/2011 9:10 AM	JPEG image	393 KB
 Cowley_Henry_1827Marriage.jpg	8/28/2011 5:58 PM	JPEG image	1,143 KB
 Cowley_Henry_1851Census-pg1.jpg	8/28/2011 9:07 AM	JPEG image	504 KB
 Cowley_Henry_1851Census-pg2.jpg	8/28/2011 9:08 AM	JPEG image	503 KB
 Cowley_Henry_1861Census.jpg	8/28/2011 9:09 AM	JPEG image	497 KB
 Cowley_Henry_1870Burial.jpg	8/28/2011 6:14 PM	JPEG image	981 KB
 Cowley_James_1776Marriage.jpg	8/29/2011 5:23 PM	JPEG image	1,286 KB
 Cowley_James_1777Birth.jpg	8/29/2011 6:07 PM	JPEG image	1,188 KB

Name	Date modified	Type	Size
 Small Headstones	5/4/2011 1:35 PM	File folder	
 Catale_Albert_Headstone.jpg	10/30/2010 2:38 PM	JPEG image	207 KB
 Catale_Albert_WeddingAnniversary.jpg	8/21/2010 9:21 PM	JPEG image	42 KB
 Catale_Albert-Theresa_Headstone.jpg	10/30/2010 3:47 PM	JPEG image	217 KB
 Catale_Anthony_Father_Headstone.jpg	10/30/2010 3:28 PM	JPEG image	434 KB
 Catale_Anthony_Obit1962.jpg	8/21/2010 9:02 PM	JPEG image	41 KB
 Catale_Anthony_Son_Headstone.jpg	10/30/2010 2:45 PM	JPEG image	102 KB
 Catale_Charles_WWI-DraftRegistration.jpg	11/17/2010 11:38 ...	JPEG image	53 KB
 Catale_Family Plot_Headstones.jpg	10/30/2010 2:58 PM	JPEG image	308 KB
 Catale_Florence_Headstone.jpg	10/30/2010 3:35 PM	JPEG image	149 KB
 Catale_Frank_Albina_Headstone.jpg	10/30/2010 3:55 PM	JPEG image	181 KB
 Catale_Frank_Headstone.jpg	10/30/2010 3:05 PM	JPEG image	261 KB
 Catale_Frank_Headstone_Military-medalion.jpg	10/30/2010 3:07 PM	JPEG image	28 KB
 Catale_Jennie_Headstone.jpg	10/30/2010 3:43 PM	JPEG image	140 KB
 Catale_Maria_Obit1950.jpg	8/21/2010 9:52 PM	JPEG image	73 KB
 Catale_Mary_Headstone.jpg	10/30/2010 3:25 PM	JPEG image	330 KB
 Catale_Patsy_Headstone.jpg	10/30/2010 3:39 PM	JPEG image	159 KB
 Catale_Tony&Mollie.pdf	8/7/2010 11:38 PM	Adobe Acrobat D...	398 KB
 Catale_Tony_1910Census.jpg	7/4/2010 8:58 AM	JPEG image	565 KB
 Catale_Tony_1920Census.jpg	7/4/2010 1:24 AM	JPEG image	1,237 KB
 Catale_Tony_1930Census.jpg	7/1/2010 9:56 PM	JPEG image	740 KB

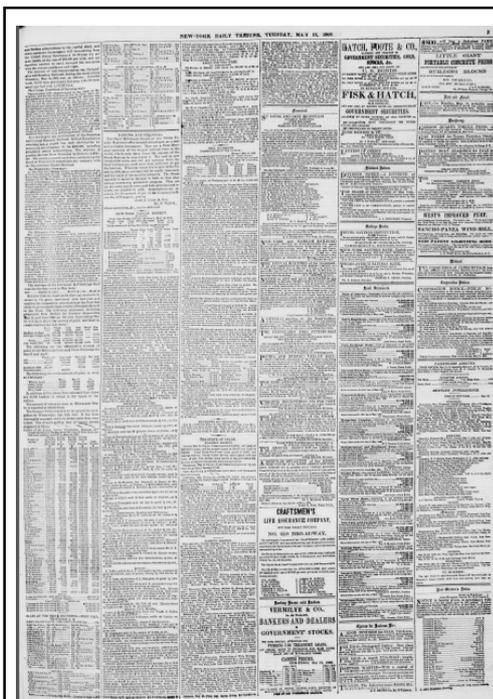
# Keywords

- Part of the file properties
- Searchable information

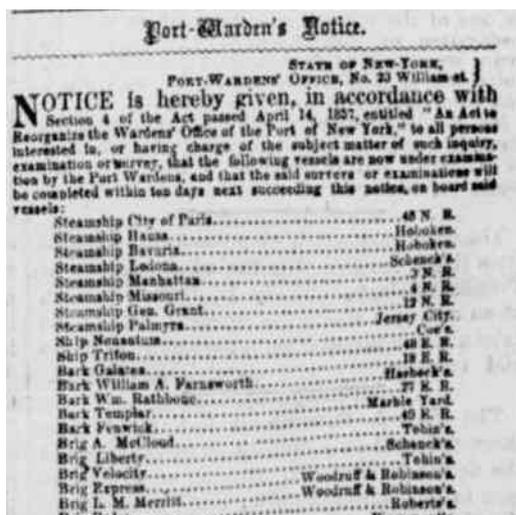
CapeTown1850.jpg	1/11/2013 7:39 PM	JPEG image	40 KB	Watercolor Painting Downtown
CapeTown1850-2.jpg	1/11/2013 7:40 PM	JPEG image	25 KB	Drawing landscape bayview

- File details in an accompanying document file

Ship_Nonantum_docked-at-NYC.doc	1/11/2013 8:15 PM	Microsoft Word D...	1,443 KB
Ship_Nonantum_docked-at-NYC.pdf	5/27/2011 9:17 PM	Adobe Acrobat D...	1,397 KB



Ship Nonantum docked at NYC  
 New York Daily Tribune  
 Tuesday, 19 May 1868  
 Bottom right corner



The designation of the wharf or slip where the Nonantum was docked is Coe's which may have been Coenties Slip on the East River

which was in existence from at least 1772. In 1835, the slip itself was filled in, but a stereograph taken in 1876 shows its extension still in use as a wharf.

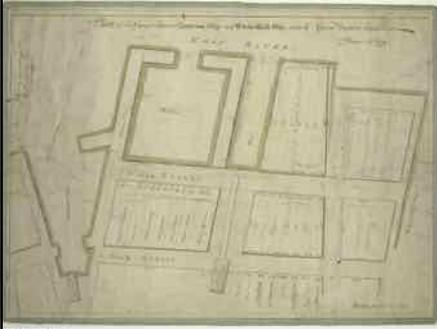


Image ID: 54290  
Plan of the ground between Coenties Slip and White Hall Slip. (1772)

File:Coenties Slip, N.Y. from Robert N. Dennis collection of stereoscopic views.jpg

From Wikipedia, via Wikimedia Commons

File:Coenties Slip, N.Y. from Robert N. Dennis collection of stereoscopic views.jpg

