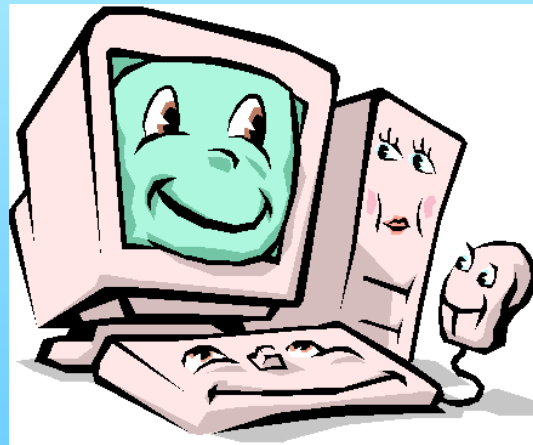


How to organise my computer data



Types of files

different kinds of information → different kinds of files

file type	content of the file
.mp3, .wav	music
.doc, .txt, .rtf	text
.mpg, .mov, .avi	movies
.pdf	Portable Document Format
.html, .htm	websites
.xls	spreadsheets
.jpg, .bmp, .gif, .tif, .png	images
.ppt	presentations

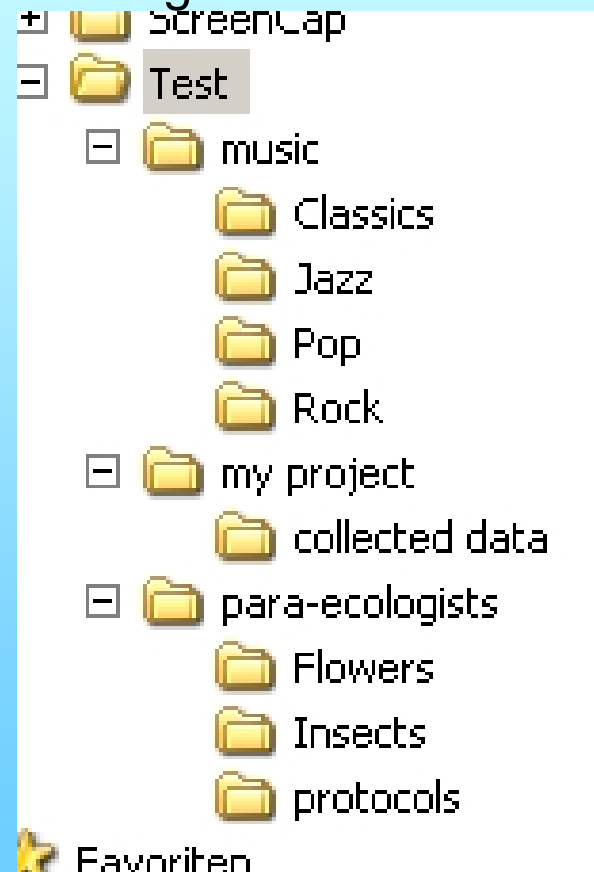
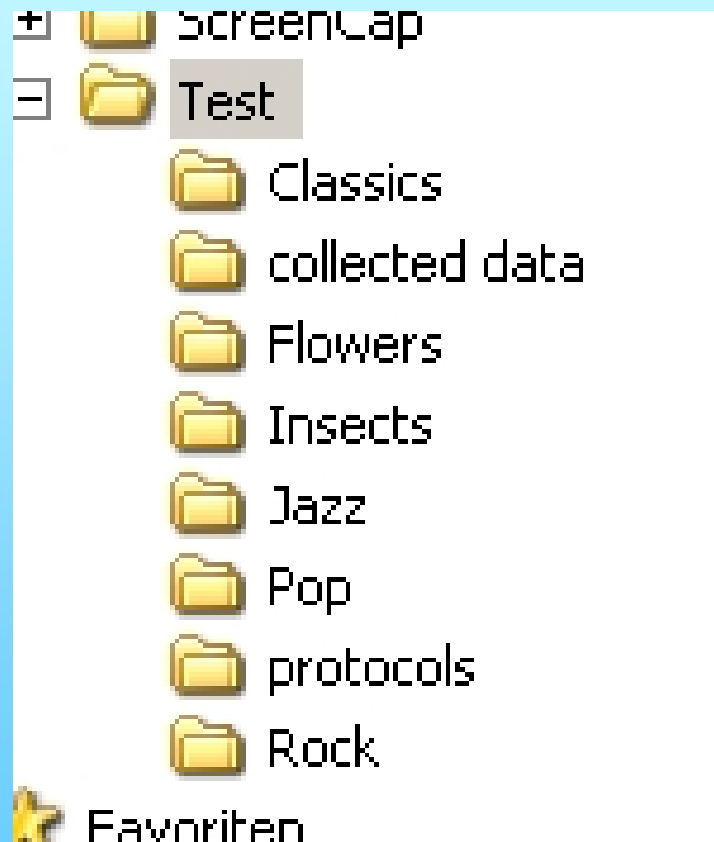
- Time_sheet_August08.doc
- Phenological_August08.xls

Filenames

- don't use too short names
 - you could not identify *flowers.doc* if you write or read many files about flowers
- don't use too long names
 - you won't easily locate any files either, if all titles look like:
image_of_the_sundown_that_I_have_seen_two_years_ago.jpg
- try to use meaningful names:
 - fast to identify would be: *protocol workshop April 2008.doc*
- sometimes a date in the filename could help a lot:
 - *Insect-Observations Jan 2008.doc*, *Insect-Observations Feb 2008.doc*, ...
- not allowed in file names are \ / : * ? " < > |

Folder structure

Compare these structures. Which might be clearer?
Imagine your structure is twice as long....



Try to bundle files and folders with the same topic.

Work with files & folders

- Cut → takes a file and put it somewhere else
- Copy → makes a one-to-one copy from a file
- Paste → inserts a file you've copied or cut
- Delete → moves a file to the "Paper Bin"
- Paper Bin → a folder with deleted files; from here you can restore or delete them for ever

Backups

Never trust your computer or software completely: Make backups of your files!

- You can use DVDs, CDs, memory sticks or diskettes.
- It is also possible to copy you data in a backup-folder on your hard disk.