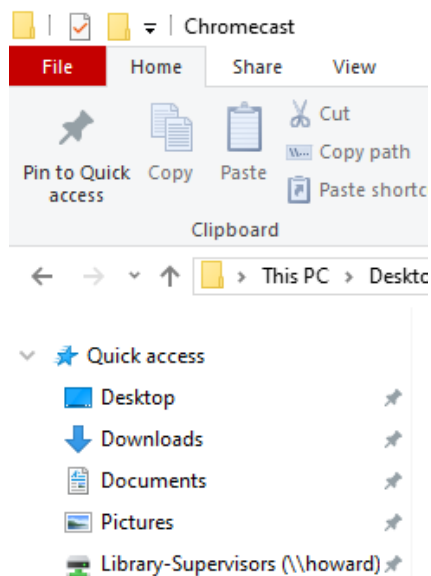


Organizing Files & Folders



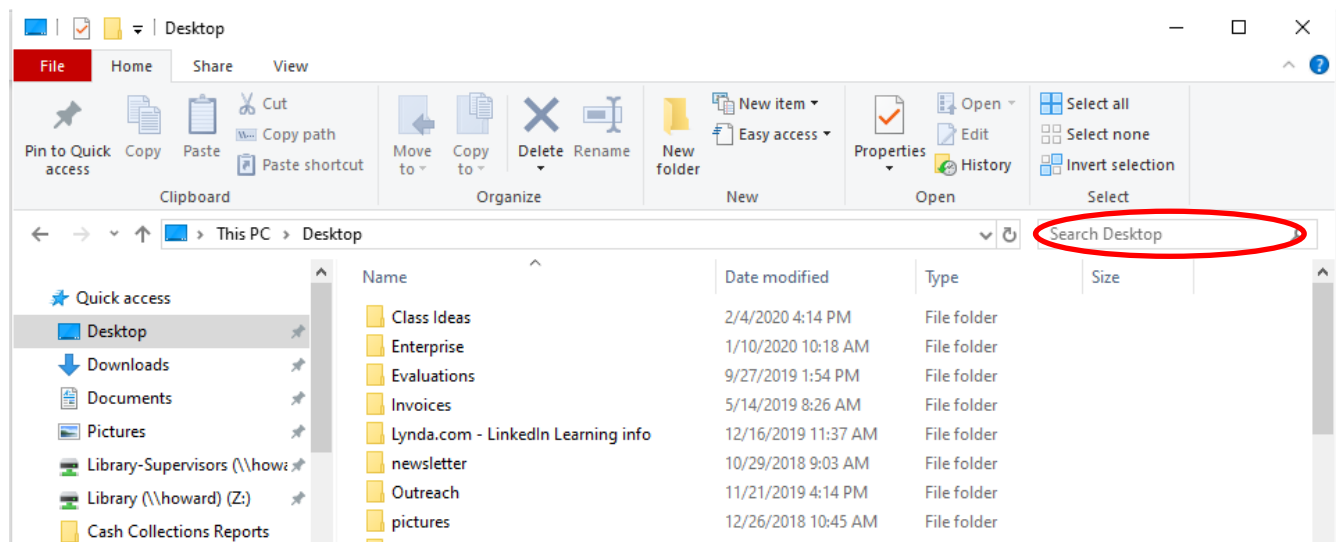
Quick Access

You can pin your most used folders to the quick access bar.

Right click on the file/folder you want to pin to the quick access bar; then click pin to quick access. Notice the item move to the top with the other pinned items, denoted by a thumbtack icon.

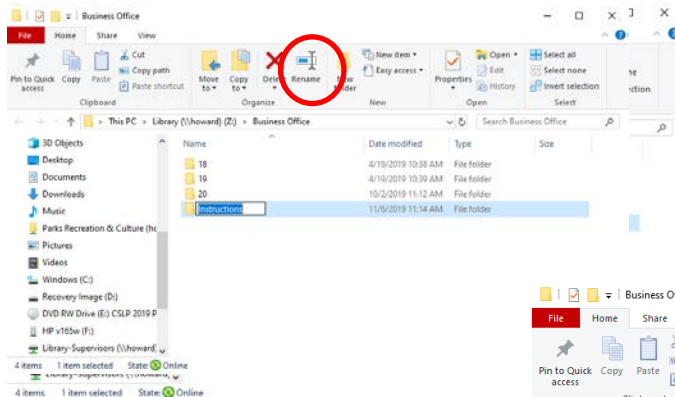
Finding Files

An easy way to locate files is to type in a keyword in the search bar. The keyword should be in the title of the file you're locating. If you can't find the file using a keyword search, this means that you don't have the right title of the file; it may still be there, just named something else.



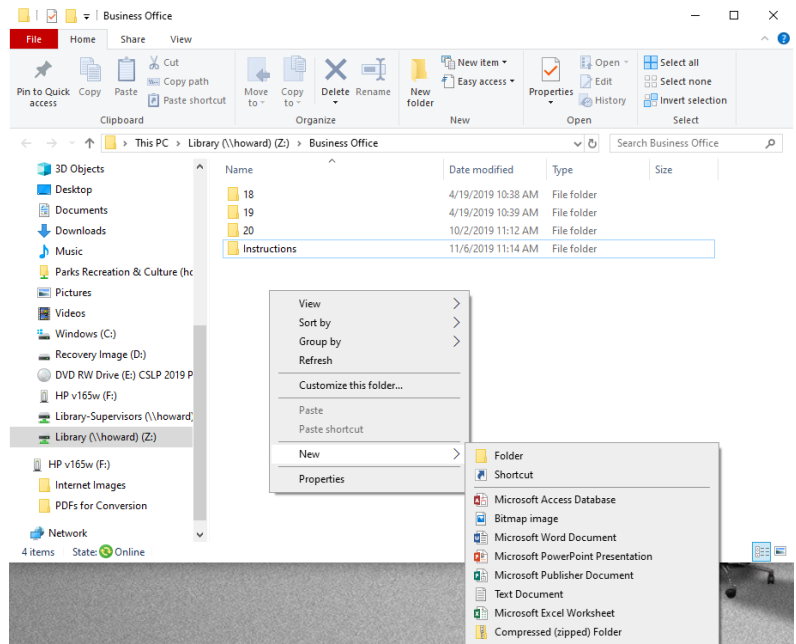
Renaming files/folders

You can rename files or folders by left-clicking on the rename option under the “home” tab



Creating new folders

There are a few different ways to create new folders, but the easiest is to right click, navigate to “new” and then click on folder.



Folders are used to organize files in a way that makes the most sense to those who are using the files. You can create as many folders and subfolders as you want, but the more buried an item is within subfolders, the more difficult it can become to find that item again.

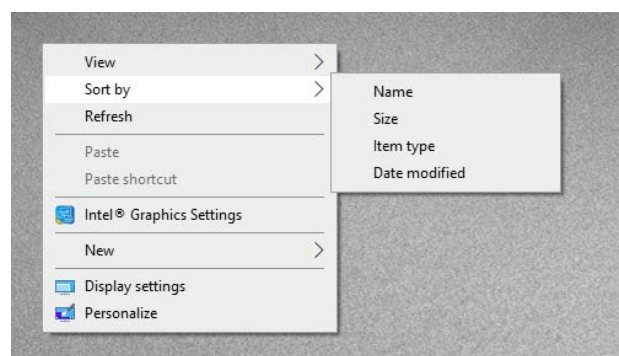
Give files and folders names that you will remember later. It’s good to be exact in naming; this will also be helpful for searching items.

Desktop

Frequently used files, folders and programs can be stored on your desktop for easy access.

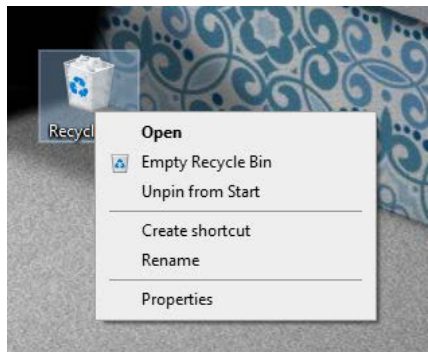
You can move icons around by dragging and dropping or by sorting based on criteria:

When you pick a selection, the desktop will automatically rearrange based on that selection.



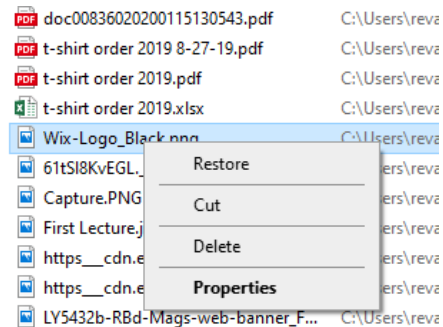
Recycle Bin

When you delete files/folders, they are moved to the recycle bin. You have to empty the recycle bin to completely erase an item.




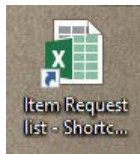
You can also restore items that deleted from the recycle bin.

Right click on an item to restore it, or click "restore all items" in the top tab to un-delete multiple files.



Shortcuts

Shortcuts are just what they sound like; a quick way to access a file/folder/program, without going through the entire file path. Shortcuts are signified by this  symbol.



Shortcuts are quick pathways to original files/folders, not duplicate copies of folders.

File Management with Windows 10

Types of External Storage



USB/Flash/Thumb Drives

Generally small, but can hold several GBs of storage.



SD Cards

Used in most cameras for picture storage; micro SD cards are generally used in cell phones (excluding iPhones)



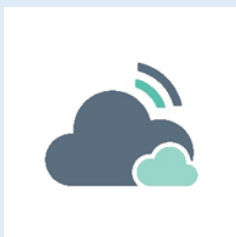
CDs/DVDs

Archive CDs & DVDs are used to store files & folders; i.e. if you have a lot of pictures, too many for a CD to hold, they can be stored on a DVD; CD doesn't have to be specifically for music, and DVD isn't always only for movies.



External Hard Drive

Used for storing a large amount of files/folders/programs; generally used as back-up storage.



Cloud storage

Cloud storage involves stashing data on hardware in a remote physical location, which can be accessed from any device via the internet; OneDrive, Google Drive, DropBox and Apple iCloud are examples of cloud storage.



Cell Phones

iPhones only have internal storage where pictures/music/files are stored; these files can be accessed on a computer with an iPhone cable; other cell phones typically have both internal storage and can have external storage, like a micro SD card.