

## **File storage and organisation**

It would appear to me that file storage and organisation is something that is often completely overlooked by many people. These days we have so many electronic storage devices that we use in our daily lives including: mobile phones, computers, tablets, cloud storage, USB drives, cameras and many more. But, the question is, how do we save our data in such a way that we can easily find it again?

Many will have noticed that when taking pictures with a camera or a mobile phone that these devices often, if connected directly to your computer, just simply use a system of digits and numbers to save the images. These images are often just simply copied & pasted or dragged & dropped into a folder and named as a file of the computer's choice, not yours! Yes, the data is now safely stored, but almost impossible to identify again without some kind of personal filing system.

The solution to saving our data is to either create a new sub-folder to the main folder or to use a previously saved sub-folder to save our data. Creating sub-folders is the easiest and most simplistic way of storing our data. Just remember to create and name sub-folders to match their contents and try and use dates too. This same process is also applicable to: documents, spreadsheets, videos, music and anything that you create.

An example - if you have been on holiday and taken some photographs, why not name the main folder as 'Photos' and then name a sub-folder as 'holiday' and even add in dates and location of the holiday. When it comes to documents, spreadsheets and any other file, why not follow the same logic by creating a main folder called 'personal documents' or 'business documents' and then adding in sub-folders to match the topic and even the date too.

Once you get into the habit of creating folders and sub-folders and naming them and adding dates, you will realise that finding your stored files, pictures, documents and data in the future is so much easier.

You can download programs that will assist you, but it is very simple and a good idea to simply do this yourself without the need for additional software. Many people incorrectly believe that when they use additional software to manage their images or any other file, that those files are stored within the software, this is not true, it is purely a database – but, it can help if you already have personal data scattered all over your storage devices and need serious help identifying your own personal data files.

**Information provided by Computers in Devices.**

**Web:** [www.dibtech.co.uk](http://www.dibtech.co.uk). **Email:** [computers@dibtech.co.uk](mailto:computers@dibtech.co.uk)