

“Getting organized”

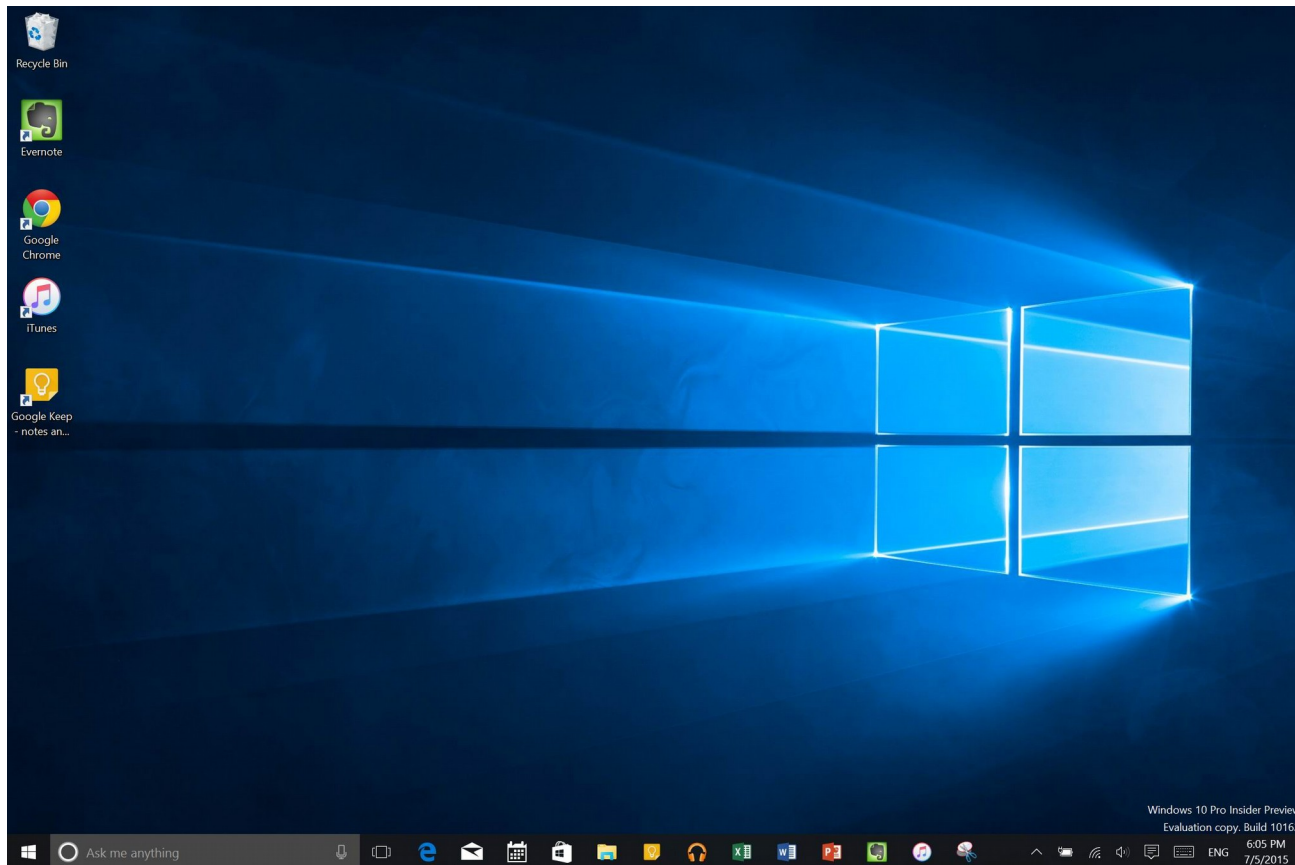
How to make everything
easier to find on your
computer!

Your Desktop

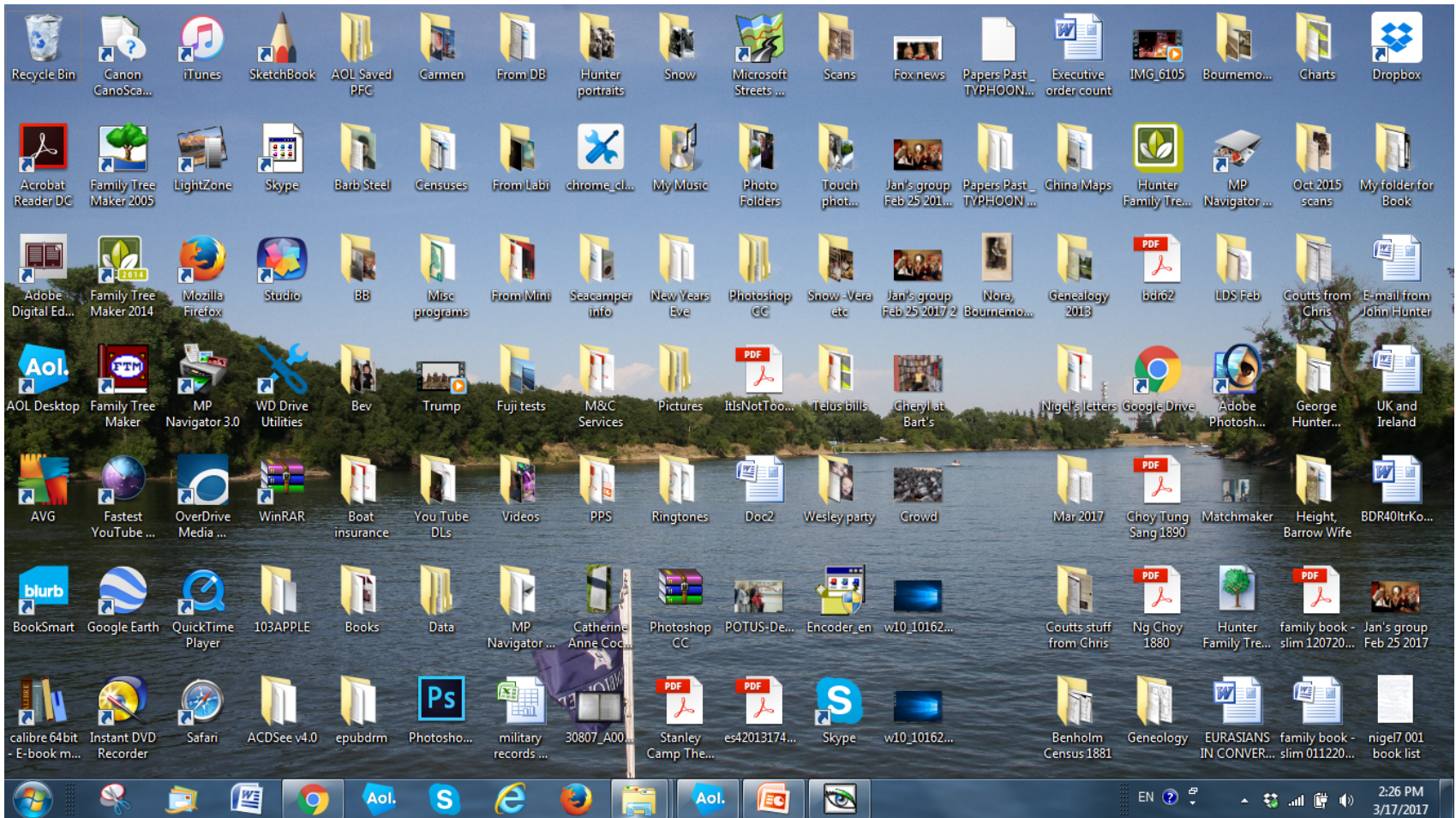
- What is the desktop?
- What is a program?
- What is a file?
- What are file extensions?
- Why do we need file names?
- I just downloaded it! Where did it go?
- How to find it?
- A better way.
- Folders

Desktop

- Your desktop is usually the first thing you see on your screen after your computer starts.
- It might look something like this.



If you're not organized it might soon look like mine!



Programs

- A **computer program** is a collection of instructions that performs a specific task when executed by a computer.
- A computer requires programs to function, and typically executes the program's instructions in a central processing unit (CPU)
- Programs can be accessed from the Start Menu or a Desktop Icon.

Program Examples



- Programs can be accessed from the Start Menu or from a Desktop **Shortcut**.
- A Shortcut looks similar to the folder icons but will usually have a distinct **LOGO** and often a small arrow in one corner.
- Double clicking on one of these icons will start the program

What is a file?

- A computer file can be thought of much like a traditional file that one would find in an office's file cabinet. Just like an office file, information in a computer file could consist of basically anything.
- Whatever **Program** uses an individual **file** is responsible for understanding its contents.
- Similar types of files are said to be of a common "**format.**" In most cases, the easiest way to determine a file's format is to look at the file's extension.

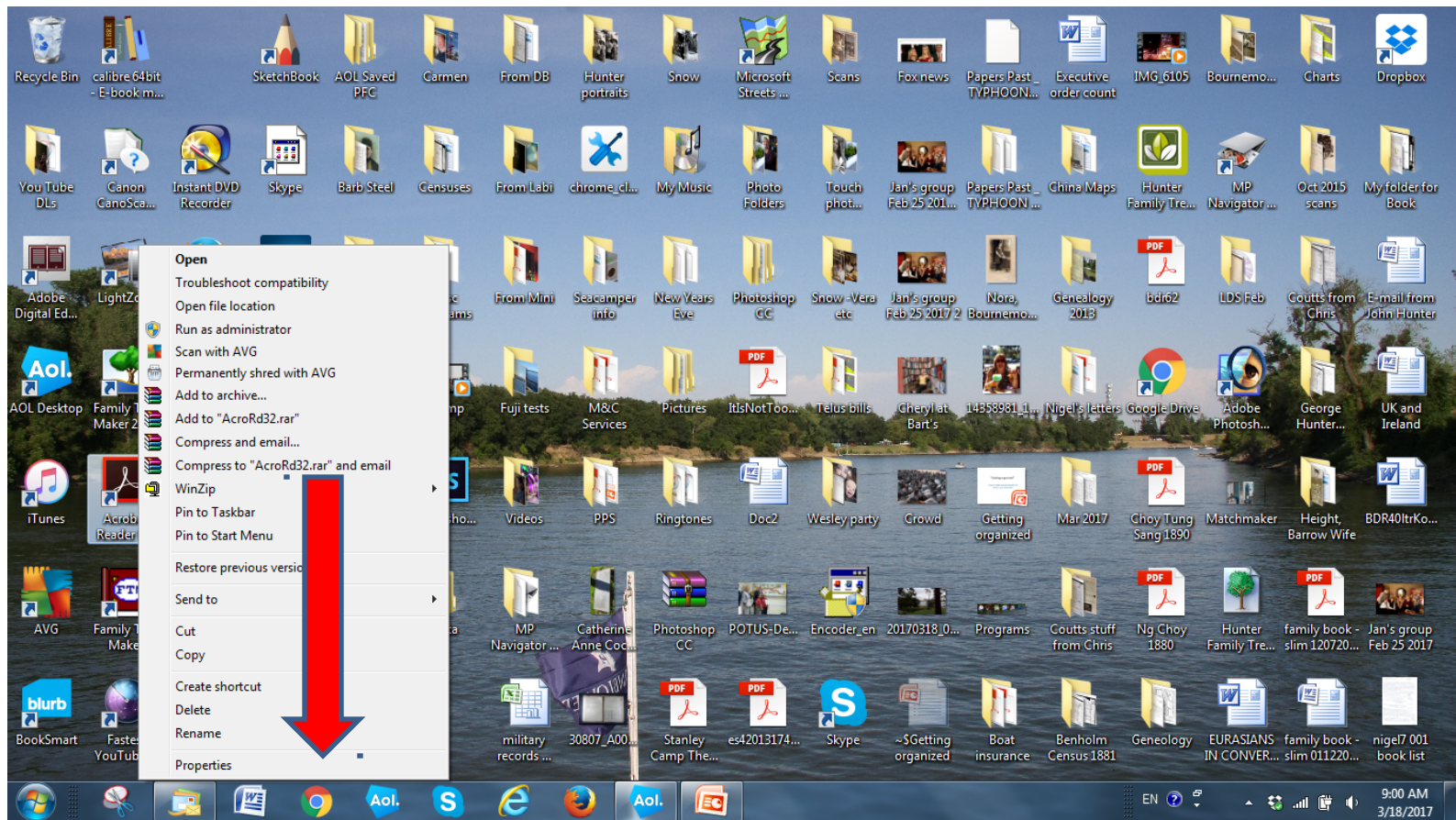
File Extensions

- An image you copy from your camera to your computer may be in the `.jpg` or `.tif` format.
- In the same way videos might be in be the `.mp4` format or and audio file in `.mp3`
- Microsoft uses `.doc` or `.docx` files with their “MS Word” program and `.txt` files that hold plain text information, are often opened by the “Wordpad” application.
- **Actual PROGRAM applications** will have the extension `.exe` on the end.

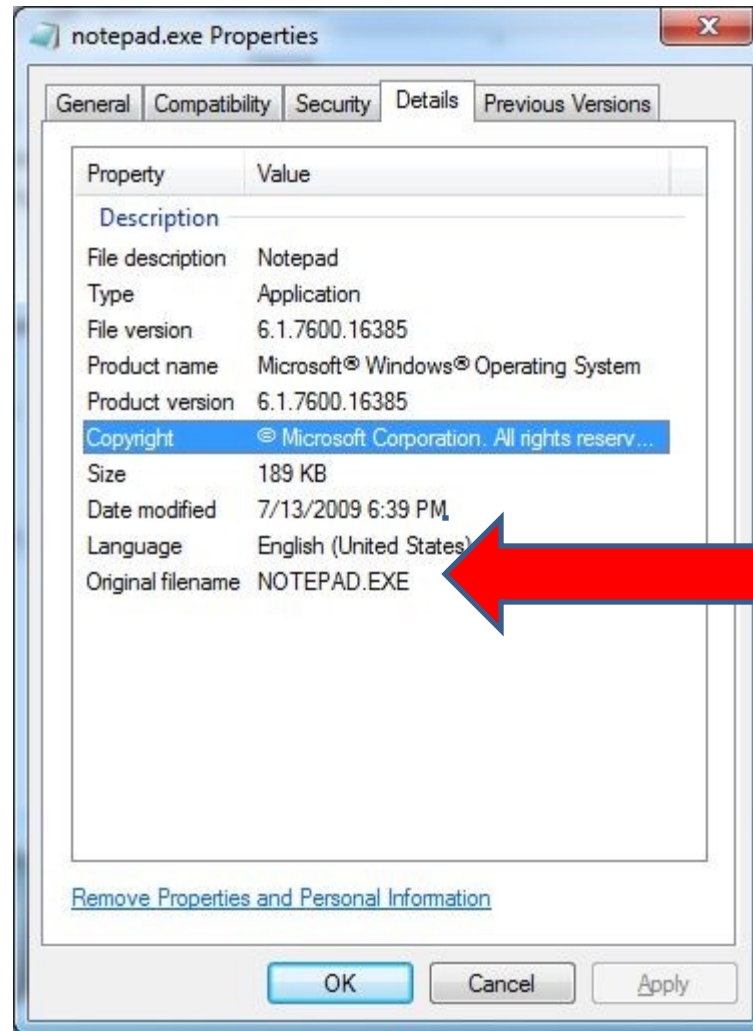
“Be wary of your .EXES!”

- The **.exe** file extension is short for **EXECUTABLE**
- When one clicks on an **.exe** file, a built-in routine automatically executes code that can set several functions into motion. **Exe** files are used to install and run programs and routines. They “**can make changes**” to your computer!
- **Always be careful when opening these files and do not download or click on any that you are not sure should be there!**

To check the Properties of any file, right click on it's Icon and at the bottom of the menu click on Properties



Properties Window



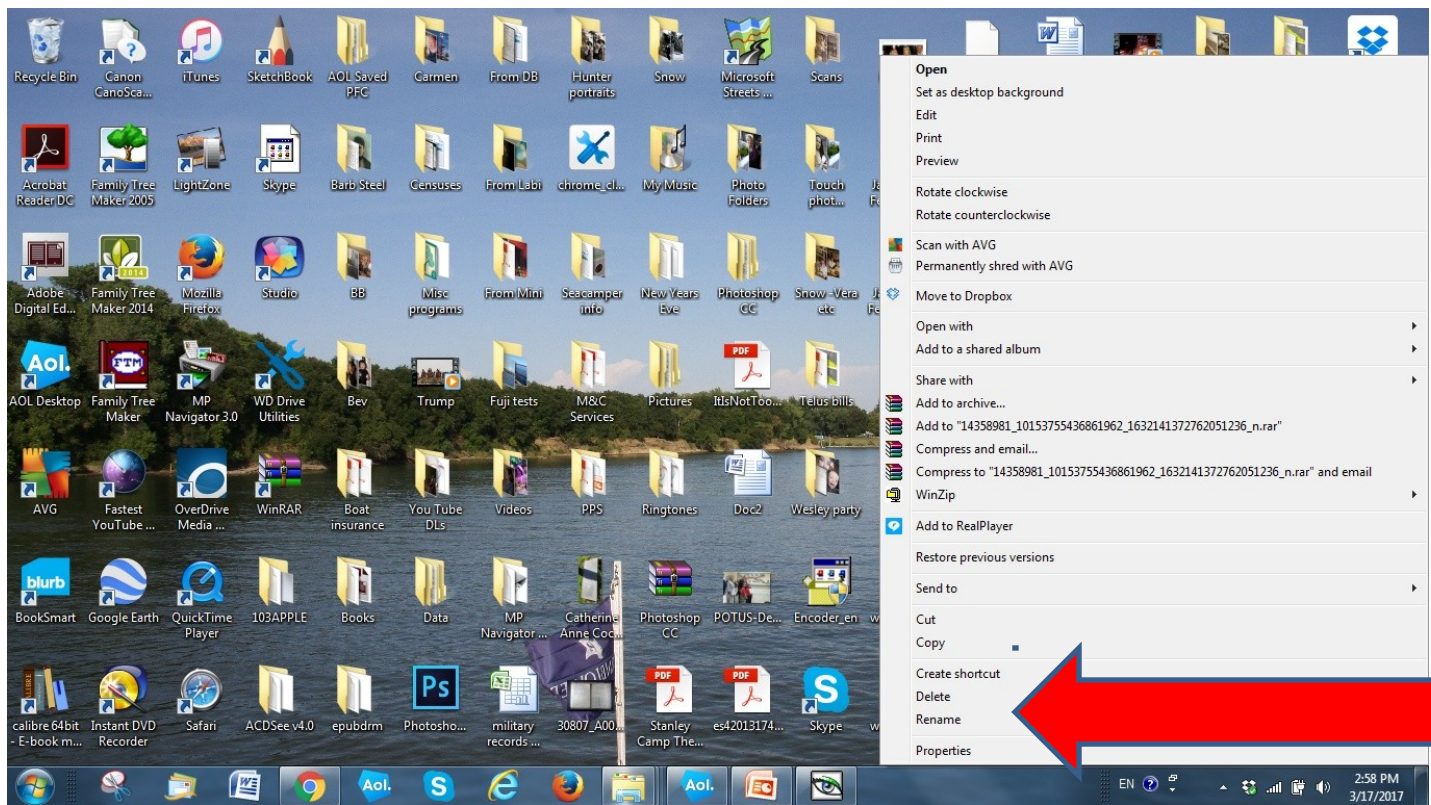
File Management

- “I just transferred my pictures from my camera to my computer. Where are they?”
- My friend sent me a video and I know I downloaded it, but now I can’t find it!
- I just wrote a resume in Word and I know I saved it, but where is it?
- Sound familiar?

Name those files!

- Programs will give a name to every file they make. This is called a “default name”
- You do not have to use the that name!
- You can change it! (RENAME) it!
- Use a name that you will recognize.
- It will make it much easier to find later.
- A good idea is “Save to Your Desktop”
- You can move it later, just like with a real desk.

Right click on any file and you will open a new menu. The second to last option is “Rename”



File Names

- Each time you take a picture your camera will assign it a file name.
- It could be something easy like: **IMG_3753**
- Downloading a photo from the internet you might end up with something horrible like:
- **14358981_10153755436861962_1632141372762051236_n.jpg** which is a photo with a name assigned by Facebook!
- **Good Luck remembering that!**

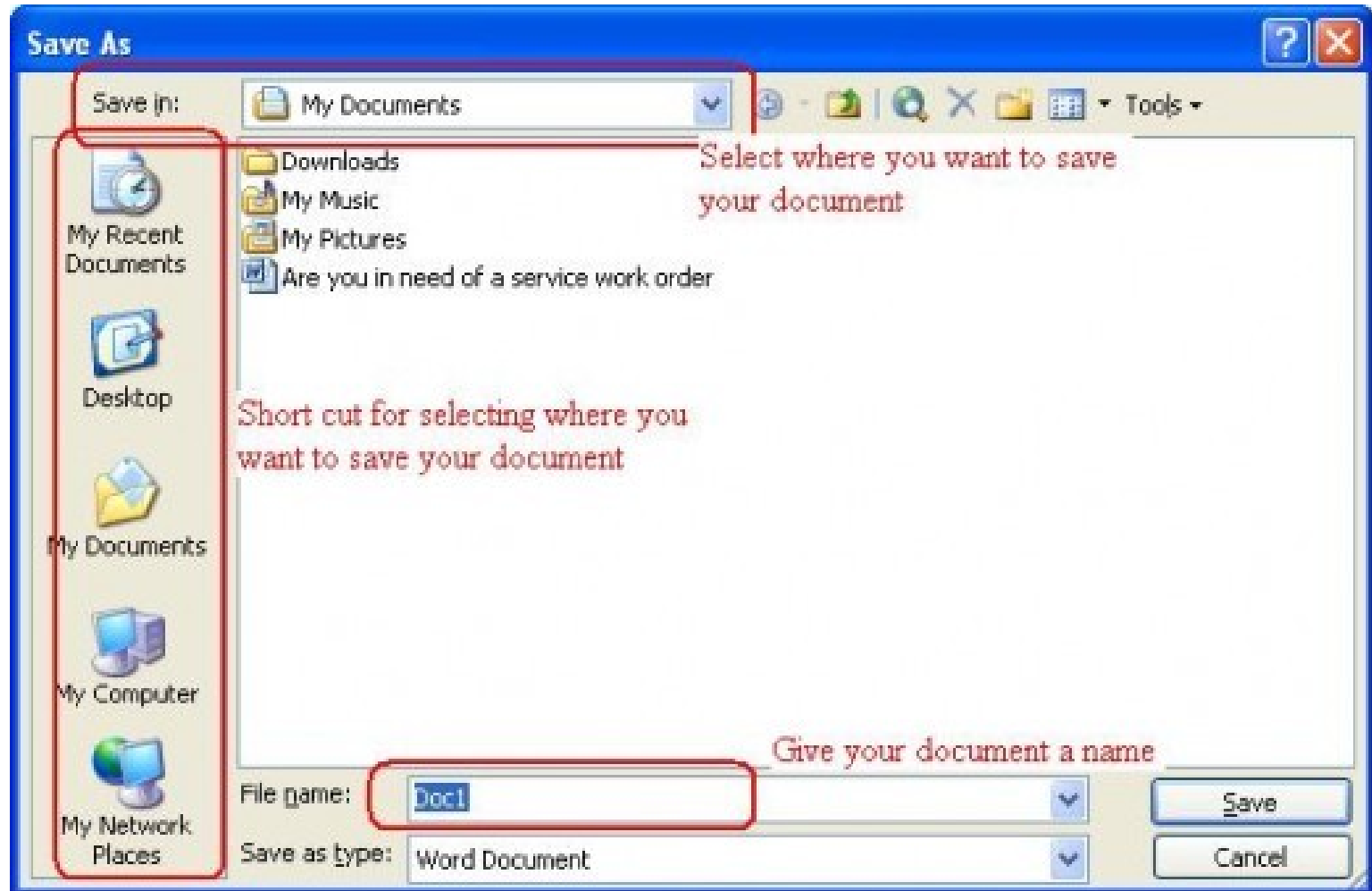
Default Save Locations

- Have you ever noticed that when you save a file using the common “Save As” dialog, that it just disappears?
- Well, if you were to save a Word document using the “Save As dialog”, it would end up in your “Documents” folder by default.
- A photo.jpg would automatically go to the PICTURES folder.
- These are called DEFAULT locations.

Using your Desktop

- Just like on a real desk, you can use your computer desktop as a temporary place to put your files until you get a chance to sort through them.
- Once you have decided what to keep and what to throw away, you can make New Folders and fill them with whatever files you like.
- These folders can then be moved around on the desktop, or elsewhere in your computer, but will be easier to find again from that point on.


“Save As” Dialog Box



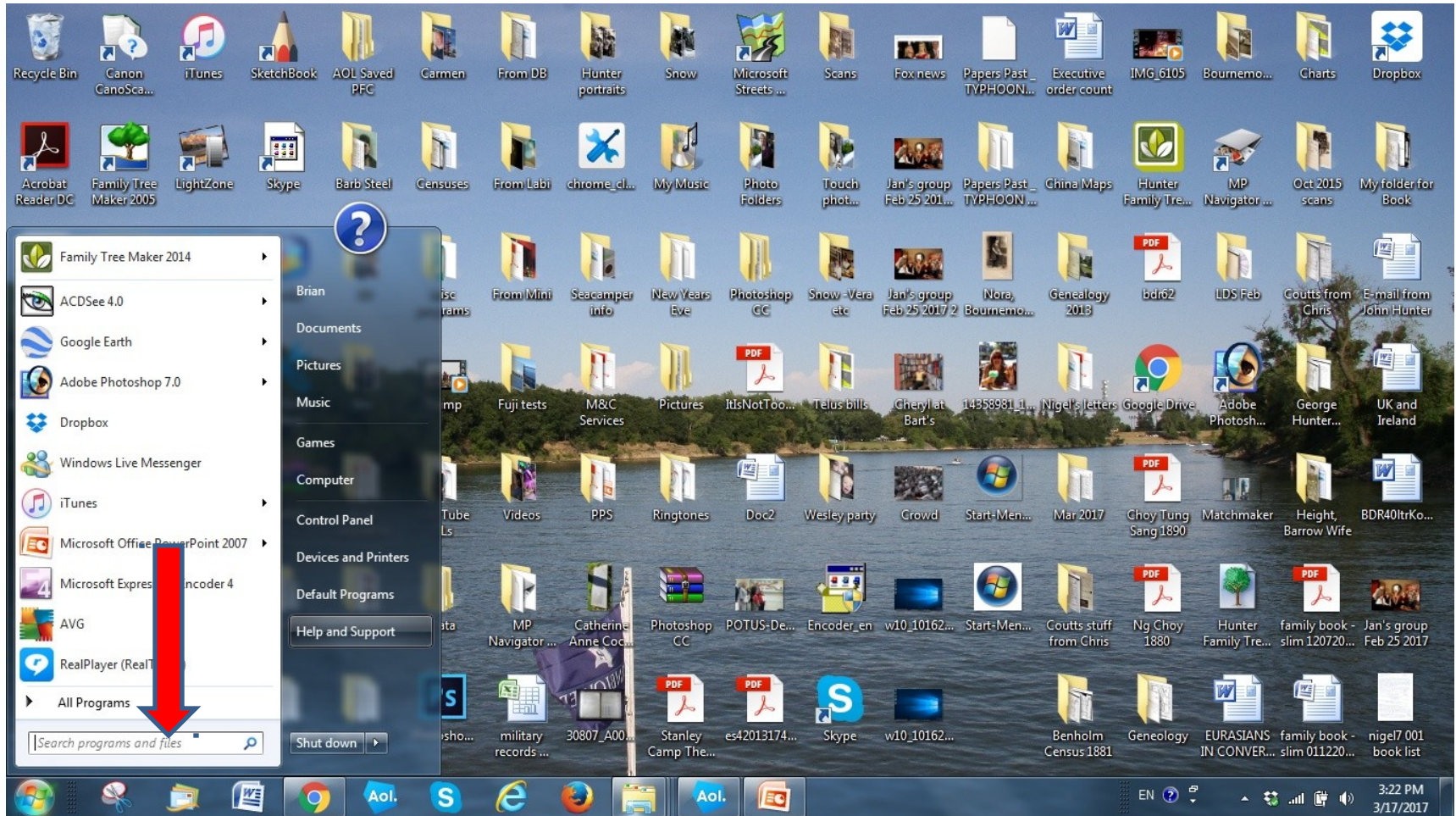
The more info the better!

- So just left click on “Rename” and start typing
- You can change that photo file `IMG_3753.jpg` to something easier to find like `snow.jpg`
- OR...you could name it `snow_at_central_park_Feb_2017.jpg`
- The more info you add, the easier it will be to find it later.

How to find that lost file!

- If you click on the Start Icon  at the lower left of your desktop it will bring up a menu.
- The cursor will be flashing in a box that says
- “Search programs and files”
- If you type in the word “snow” you will open that photo. You could also type “central” or “park” or “Feb” or “2017” and get the same result

Type what you're looking for here!



Any word will do!

- IMG_3753
- snow_at_central_park_Feb_2017
- Or any single word, snow, park, at, etc
- Any word will open the same photo file.



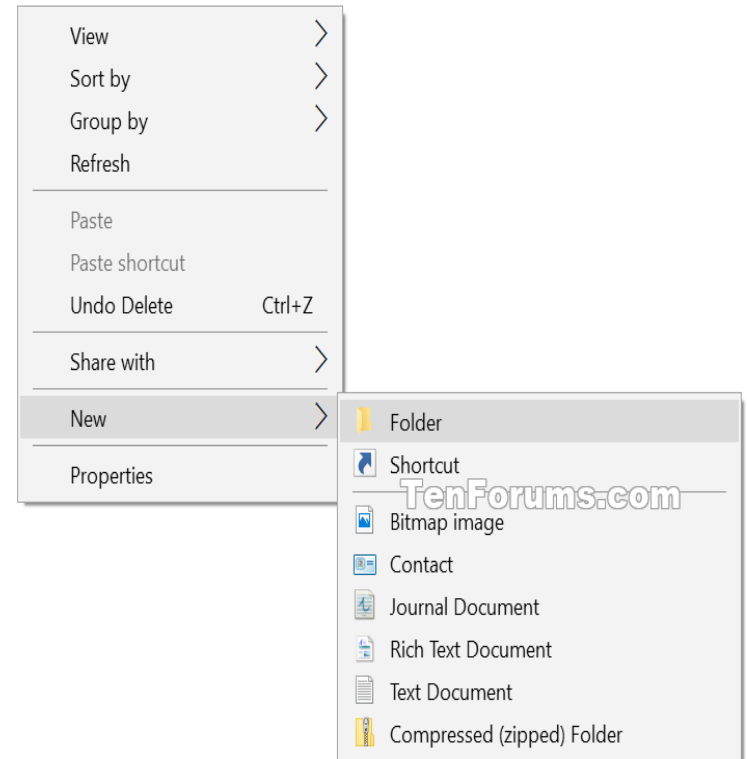
Folders

- A folder is just a computer version of the old style Manilla Folders that we used to store our our paper bills, receipts, or maybe even photos.
- On your desktop, it looks the same and has an icon that is shaped like one of those old paper folders.
- They usually look like this



Making a New Folder

- Folders are where we store our files.
- Making a folder is easy.
- Right click anywhere on your desktop and a menu will open.
- Left click on NEW, then FOLDER. Type a **Name** where it says **New Folder**.



Putting your files into the Folder

- Now that you have a FOLDER you can just drag and drop your files into it.
- To DRAG and DROP you **left click on a file icon**
- While **holding the left button down**, drag the file icon over the FOLDER, and **let go of the button!**
- That's it!

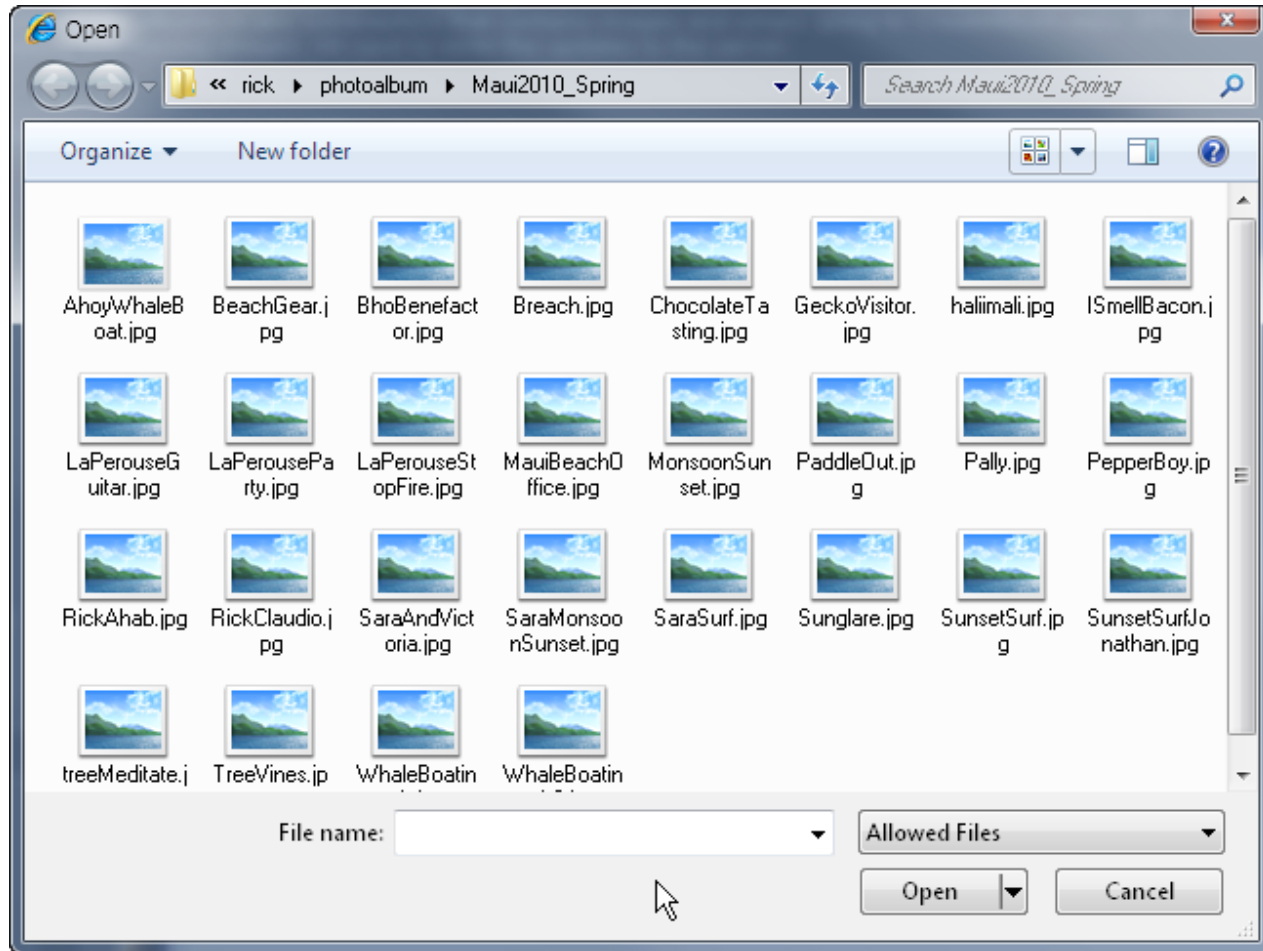
Folders inside Folders

- Just like on a real desk, you can put whatever files you like in your folders except on a computer you don't have to worry about size.
- A folder will hold as many files as you want to put in it.
- You can even put folders inside other folders to free up space on your desk.

Opening a Folder

- To see what is inside a Folder just double click on it. It will open up and show a list of all the files contained within that specific Folder.
- Double click the file to open it.
- If there are other folders showing, do the same thing; double click, and it will open each corresponding folder to reveal the contents.

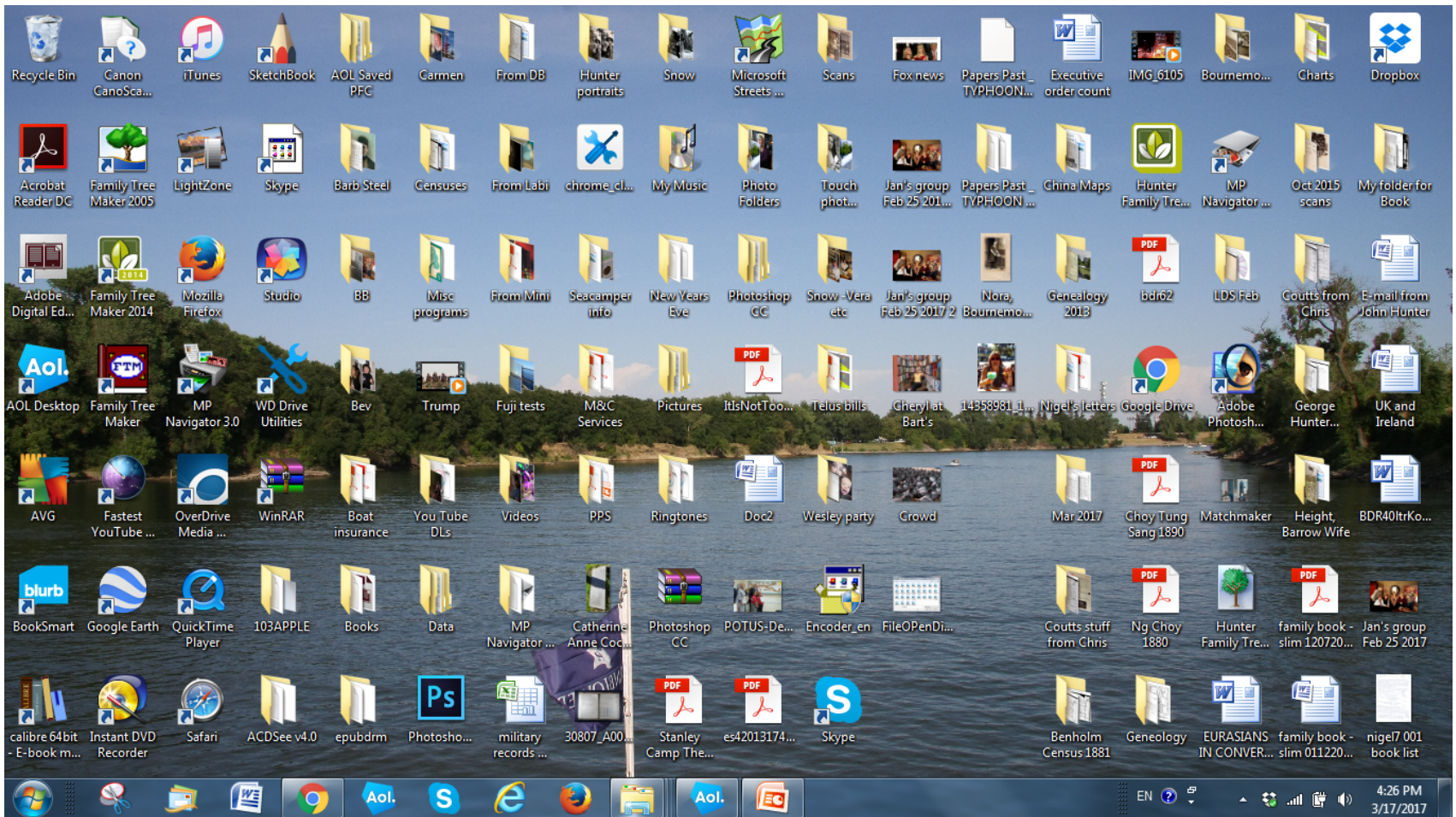
Open Folder



Old desks and New Desktops

- Try to think of your desktop as if it was a flat table top, just like your old desk used to be.
- If you want your Bills on the right side, just drag them to the right. If you want your photo album on the left, drag it there!
- You can arrange it any way you like.
- It's YOUR DESK!
- But be careful or.....

You could end up like me!



Thank you!

- I hope this has been helpful to you all.

It's a lot to absorb in one sitting, but I hope you will be able to refer back to it later from our Bonsor55plus website.

<http://bonsor55.plussociety.org>