

Windows

# FILES & FOLDERS MANAGEMENT



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In Windows, data is stored in “files” which, in turn, are stored in “Folders”.

• According to *CCI Computer Dictionary*, “A file may be a program, a document, a database, or some other collection of bytes. Files are blocks of information in the form of bytes, stored together on a computer or external digital storage medium, and named.”

• According to *Webopedia*, “In graphical user interfaces such as Windows and the Macintosh environment, a folder is an object that can contain multiple documents. Folders are used to organize information. In the DOS and UNIX worlds, folders are called directories.” Think of it as a drawer into which files are stored.

You can give a file or folder any name up to and including 255 characters and/or spaces. However, I recommend you limit names to 25 or less.

Whatever the type of file, I recommend you use a six-digit code for the Year+Month+Date (2-digits each). This permits files with the same name to line up chronologically because of the dates. For example:

- Bank Account 030901 (September 1, 2003).
- Bank Account 060109 (January 9, 2007).

IF you had number Month+Day+Year, you would get:

- Bank Account 010907 (January 9, 2007).
- Bank Account 090103 (September 1, 2003).

Note that the second naming procedure lists the files in the wrong chronological order. It requires that you remember the month that some file was created; not the year.

What you name a file depends upon the type of file.

1. Name **documents** by *Topic + Sub-Topic + Date* (**Figure 1**).

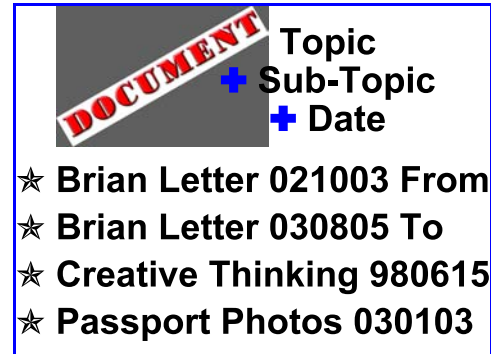


Figure 1

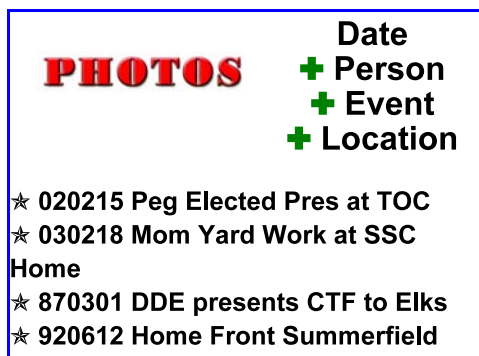


Figure 3

2. Name **photos** *Date + Person + Event + Location* (**Figure 2**).

3. Name **Music** by *Song + Performer* (**Figure 3**).



Figure 3

4. If you've archived data onto a floppy disk, ensure that you list the *Contents* + *Date* floppy was created (**Figure 4**).

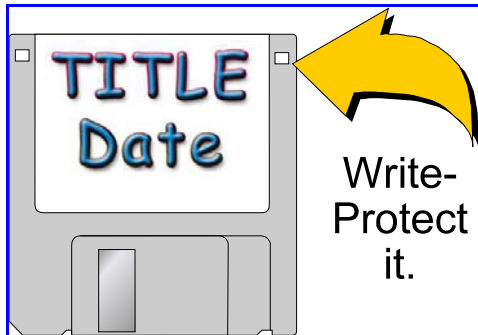


Figure 4

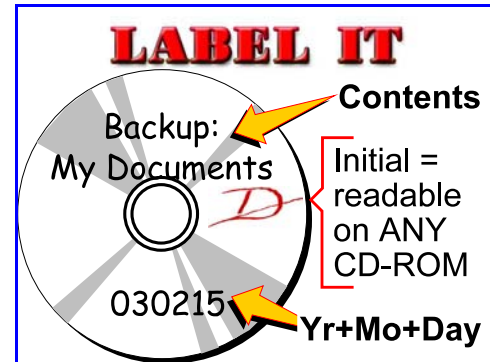


Figure 5

5. If you've created a CD or DVD, ensure that you label it by *Name* + *Content* + *Date* + *Initials of Creator* (**Figure 5**).

When I create a CD/DVD, I place my initials on it ONLY when it readable by any CD/DVD reader.

IF I've copied some files on it and expect to copy more files onto it, I do NOT initial it until I make it readable on any CD/DVD reader.