

Windsor Senior Computer Users' Group

File Organization, Simple Backup and Hardware Cleanup

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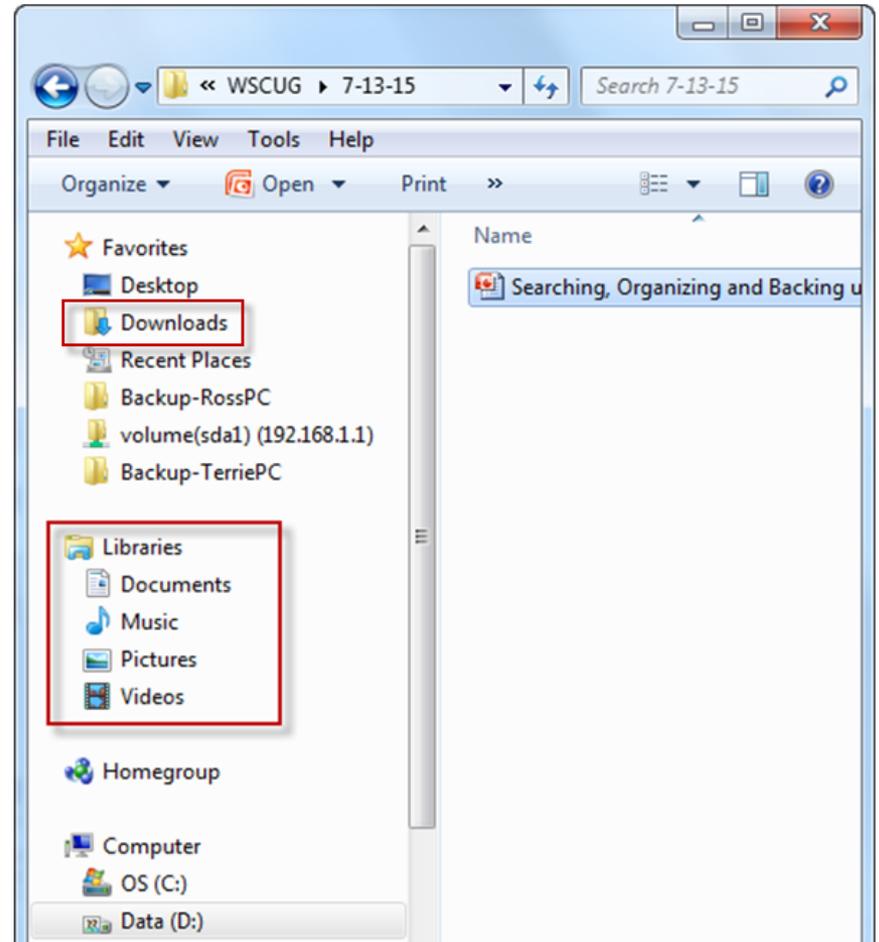
July 11, 2016

Today's Agenda

- ▶ How to organize files
and the Side-by-Side trick
- ▶ How to use a basic copy function to
backup important documents
- ▶ Clean up the dust!

Organizing Your Documents

- ▶ Do you store your documents all over your Desktop?
- ▶ Do you save documents in various folders on your hard drive?
- ▶ Do you know where your Downloads folder is? Or where your camera puts pictures?



Attaching devices & Action to take

- ▶ All of us at one time or another have attached a device to our computers. When doing so, you should have received a dialog box asking you what you want to do. In Win10, when I plugged in my cell phone, this box popped up.
- ▶ To activate Autoplay in Win10, type Autoplay in the Search box, then choose an action for each device
- ▶ For Win7/8, *Control Panel*. Then, choose *Hardware and Sound*, then *AutoPlay*.
- ▶ I prefer to choose “Open device to view files” then I move them to the appropriate folders



PANTECH(P9090)

Tap to choose what happens with this device.

PANTECH(P9090)

Choose what to do with this device.



Get your stuff on your PC, tablet, and phone
Phone Companion



Import photos and videos
Photos



ABBY FineReader
ABBY FineReader



Paint Shop Pro 9
Paint Shop Pro 9



Import pictures and videos
Photo Gallery



Sync digital media files to this device
Windows Media Player



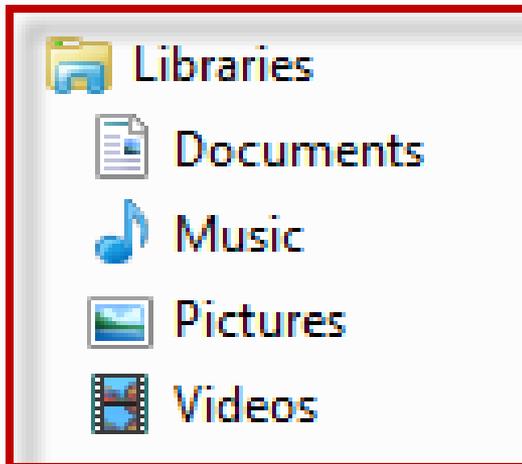
Open device to view files
File Explorer



Take no action

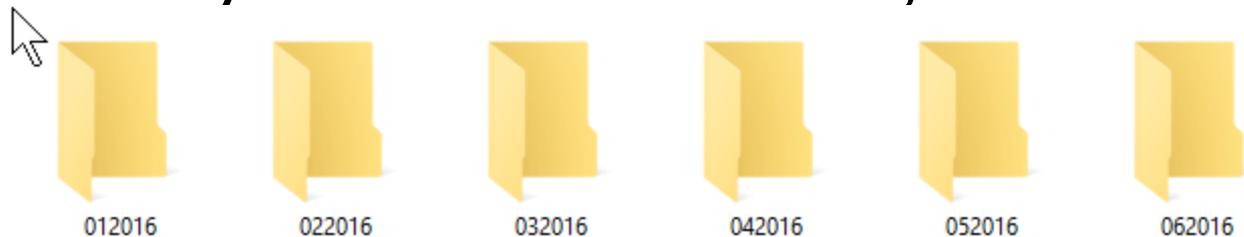
Organizing Your Documents

- ▶ Best practice when creating documents or copying pictures from your camera/phone is to put them in the appropriate folders. That's what Libraries are for. Got a Word doc? Put it in Documents. Pictures? Store them in subfolders in the Pictures folder



Organizing Your Documents

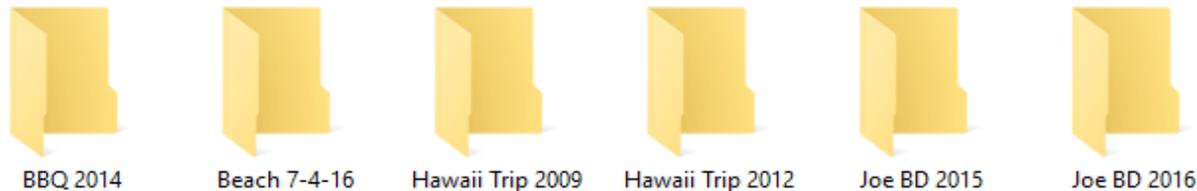
- ▶ Here is an example of what I see on many computers that use the “auto-import” feature of your cameras and cell phones. When you let the device download photos, for example, the software automatically creates consecutively numbered folders, similar to this:



- ▶ Do the names of these folders provide you with useful information so that you can go back and find things when you need to?

Organizing Your Documents

- ▶ Now here are the same folders that I've identified with useful information so I know exactly what is in each folder:



- ▶ To rename folders, click once on the title which will highlight it then simply type a new name
- ▶ Remember that you cannot use any of the following characters in a folder or file name:

\ / : * ? " < > |

Two Steps to Moving Documents

You've got a disk full of documents in no particular order and in multiple locations. We need to get them in the appropriate Libraries (Win7) or into "This PC" (Win8.1 / 10).

- ▶ 1. In the following exercise we will open File Explorer in two separate windows so that we can have the existing location window open side-by-side with the future location.
- ▶ 2. Then we will click and drag documents to the appropriate Library and sub-folder

How to Open Windows Side-by-Side

1. Open the Documents Library
2. Click on the top bar of the window and slide the window to the left until you hit the edge of the screen. The window will expand to exactly half of the screen (as shown in next slide)
3. Open File Explorer, click the top bar and slide it all the way to the right until it expands in the other half of the screen
4. Begin moving documents from the left window to right window

Side-by-Side Example

Original Location



Destination Location

Click here and move all the way to the left of the screen

Click here and move all the way to the right of the screen

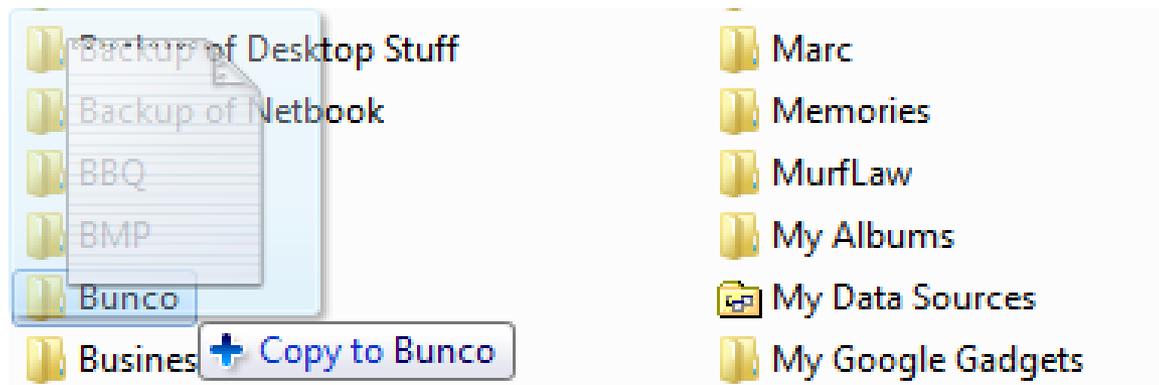
25 items

9d668e7635239eb28ed973931f6ee437
File folder
Date modified: 10/7/2011 7:36 PM

8:39 PM
Monday
7/6/2015

Moving to Documents Folder

- ▶ Once you've gotten your windows side by side, you can begin clicking and dragging files from the left screen to the right screen.
- ▶ Drag the file to the right screen and hover over the folder you wish to put the file in, then let go of the mouse button and “drop” the file into the folder



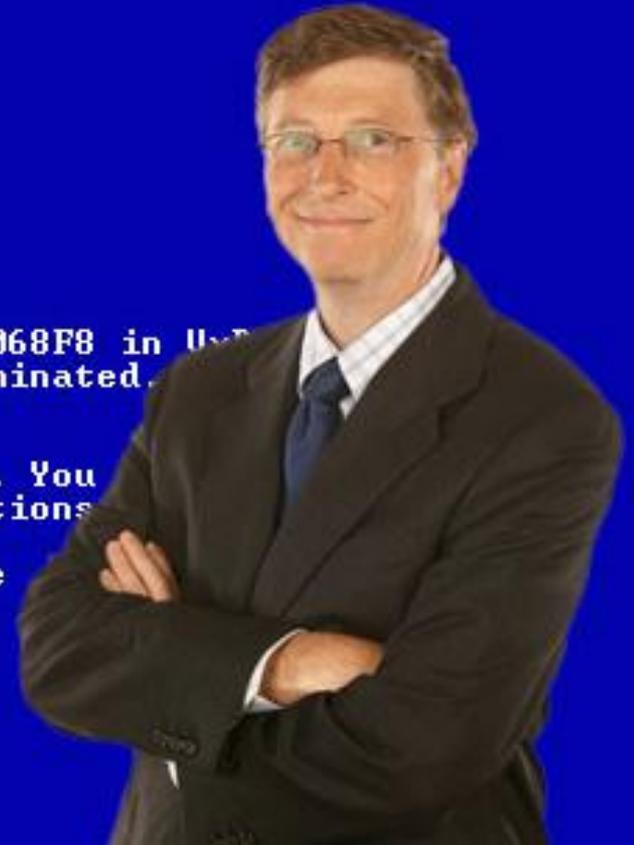
You turned on your
computer today and
you are presented with
this.....

Windows

A fatal exception 0E has occurred at 0028:C00068F8 in User32.dll
000059F8. The current application will be terminated.

- * Press any key to terminate the application.
- * Press CTRL+ALT+DEL to restart your computer. You
lose any unsaved information in all applications.

Press any key to continue



Backup

- ▶ You have a backup of your data, right? In some instances, you may not be able to recover from the BSOD and you'll need to re-install Windows from scratch. This is where a backup is handy so you can restore your documents.
- ▶ Backups can be as simple as copying documents to a thumb drive
- ▶ Use the Side-by-Side method to copy data from your computer to an external device, such as a thumb drive

External Drives

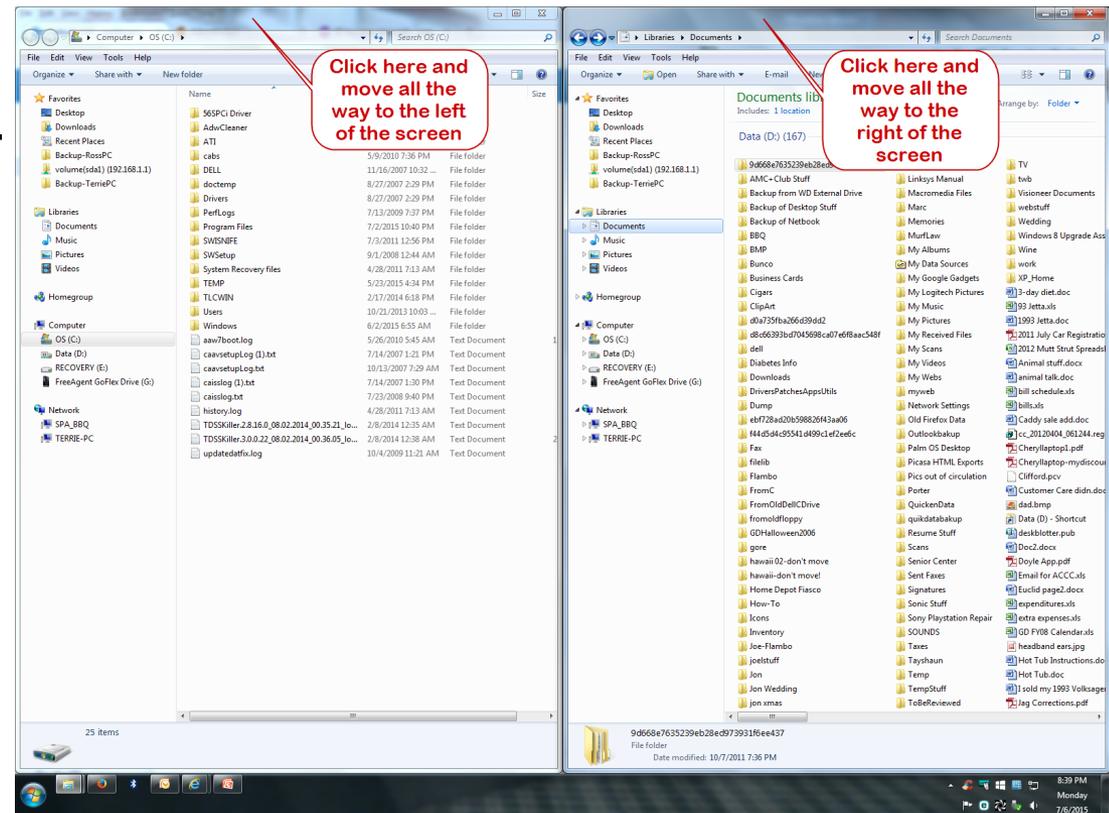
- ▶ As a long term backup plan, I'd recommend using an external drive
- ▶ Any brand of drive comes with built-in backup software but I prefer to use Cobian
- ▶ You do not have to use the built-in software; manual drag and drop method will work just as well, but only if you have a small number of files. If you have hundreds, you'd be better served with backup software.



Manual method of backing up

- ▶ Let's do a manual backup using the side-by-side method shown earlier. Plug in your backup drive or thumb drive.
- ▶ Bring the original location of the files to the left of the screen and the external drive window to the right

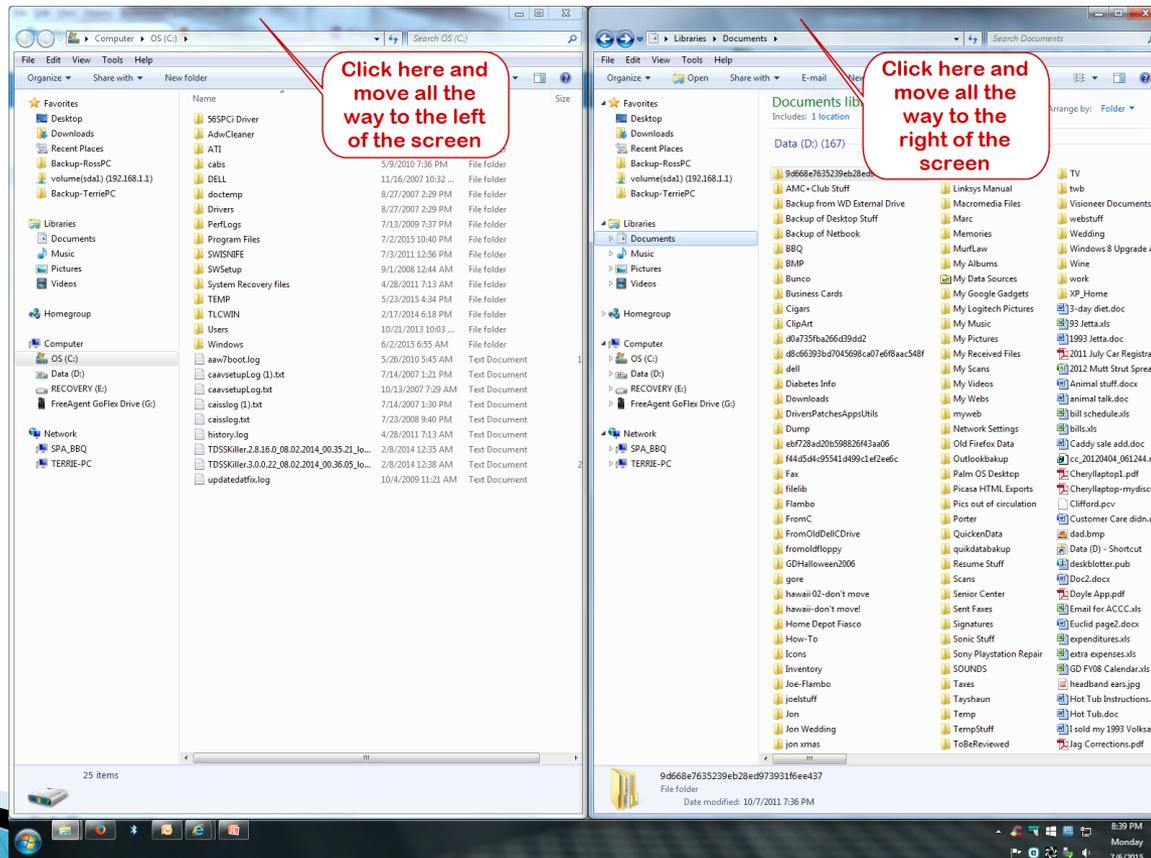
Original Location → Destination Location



Manual method of backing up

- ▶ Click a file (or CTRL-click for multiple files) and drag them to the backup drive.

Original Location → Destination Location

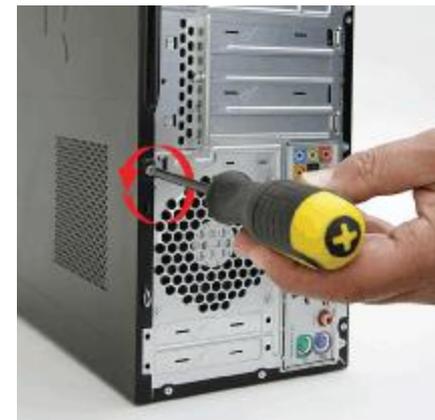


Basic Hardware Cleanup

- ▶ Tools Needed: Philips screwdriver (for desktop PCs only) and Can-o-Air



- ▶ Remove the screw from rear left of the PC
 - The side with the vents is the side to take off



Basic Hardware Cleanup

- ▶ Unplug all cables from the computer case before beginning
- ▶ Slide the cover towards you then lift off



- ▶ Blow air at the fan but do not touch it or any components. Some PCs have multiple fans: in the back, on the CPU and in power supply unit



Basic Hardware Cleanup

Dusting Tips

- ▶ Blow dust from the inside of the case towards the outside as much as possible.
- ▶ Keep the air can upright when spraying
- ▶ Whenever possible, hold the fan with one finger while using the air can
- ▶ Do not touch any components
- ▶ If the computer is extra dusty, you may want to have multiple air cans as they will run out of air and require some time to recharge themselves

Basic Hardware Cleanup

Here is a short video showing how to use a can-o-air to clean inside your computer's case:

<https://www.youtube.com/watch?v=Ifl08aZZtJo>

>> *The End* <<

To create this presentation, I used:



*-While listening to **PANDORA** internet Radio*

-A copy of this presentation can be found at the links below in either PowerPoint or Adobe Reader format:

<http://guistino.com/Training/FileOrganizing-Backup-Cleanup.ppsx>

<http://guistino.com/Training/FileOrganizing-Backup-Cleanup.pdf>