

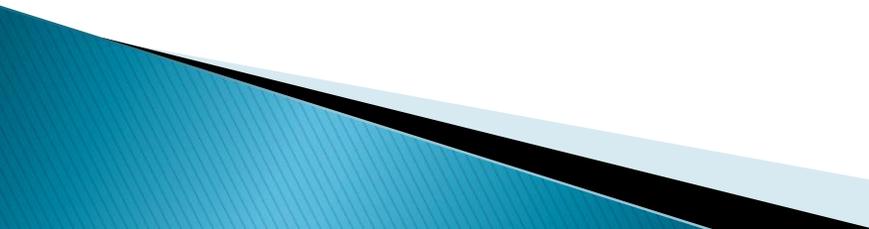
Windsor Senior Computer Users' Group

# **Searching, Organizing and Backing Up Your Documents**

*Ross Guistino*

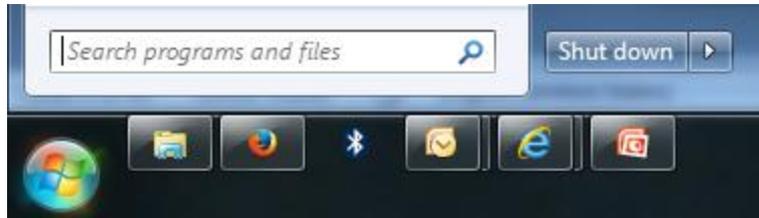
*July 13, 2015*

# Today's Agenda

- ▶ How to use the Windows Search function
  - ▶ How to use the Search function within your email programs
  - ▶ Organize documents into appropriate folders
    - Your Desktop—it's not a file cabinet!
  - ▶ Backup
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# The Search Feature

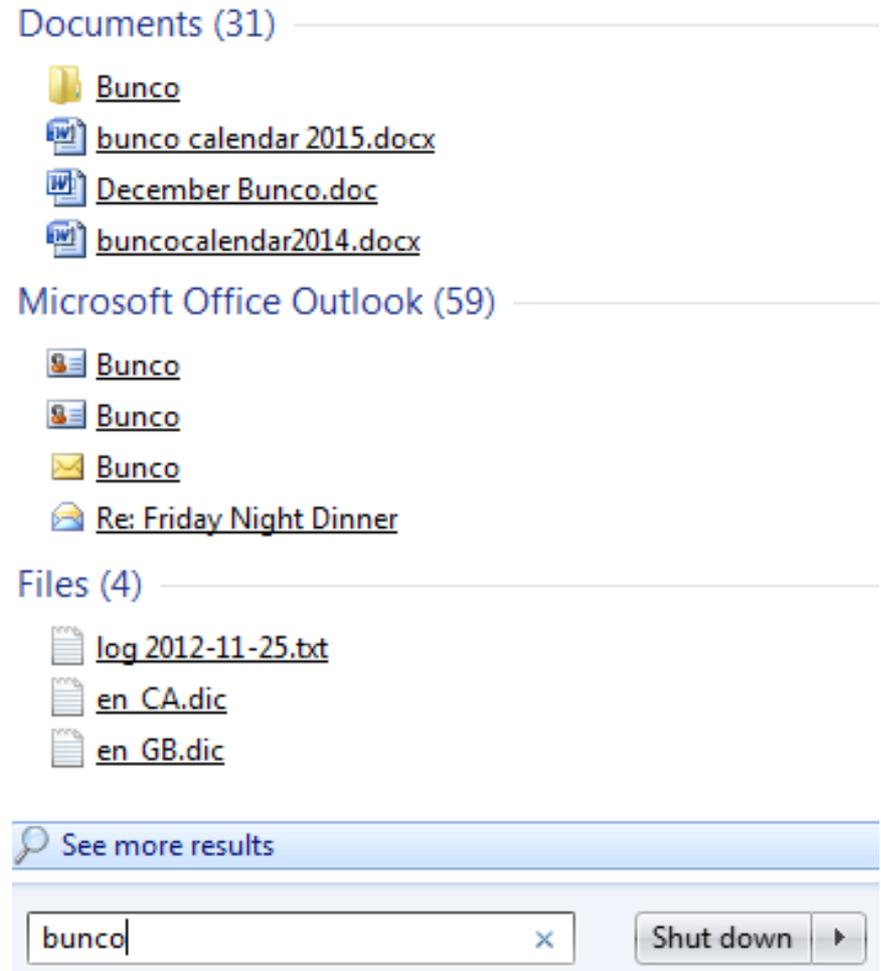
- ▶ Can't find a document? Use Windows Search
- ▶ Win8: Click the magnifying glass in either Charms or upper right Corner
- ▶ Win7: Click Start, click In the Search box



- ▶ Begin typing a name of a file. Windows will immediately begin searching the entire drive.

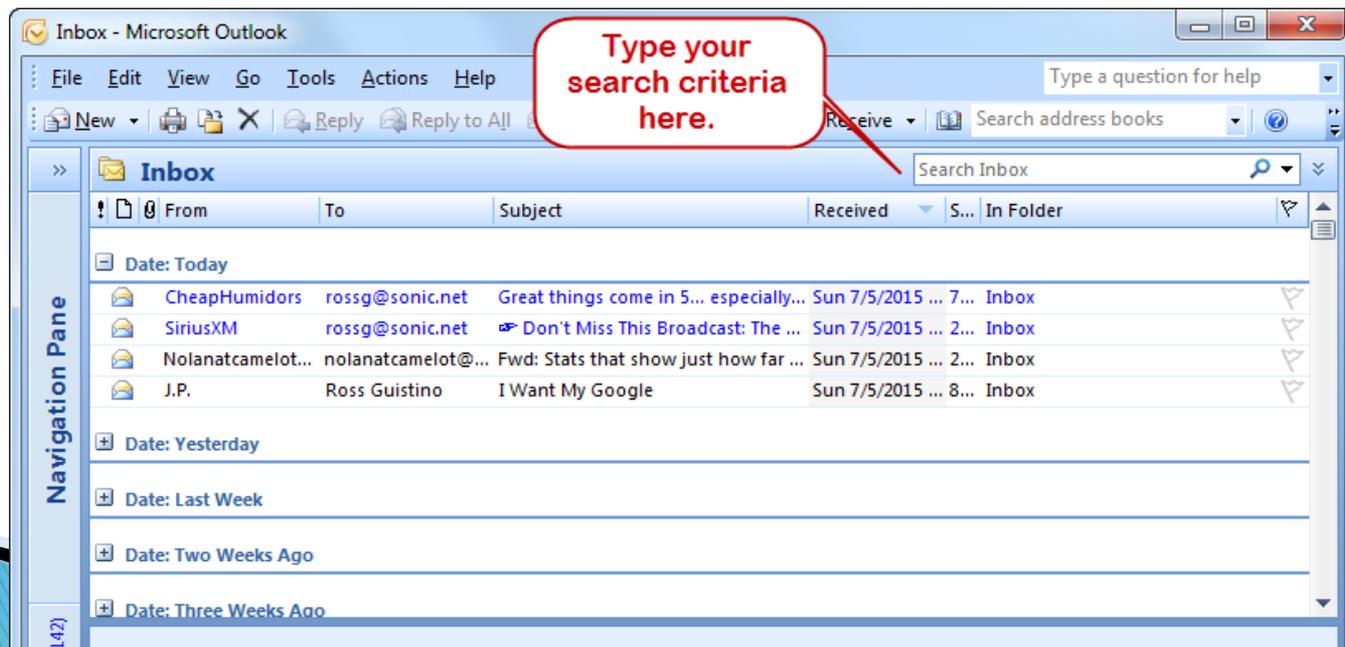
# The Search Feature

- ▶ In this example, I typed the word Bunco (in Win7). Windows found the word Bunco 31 times in My Documents, 59 times in my email and 4 times in misc texts.
- ▶ Win8 had similar results though not broken down into categories.
- ▶ You can open the document directly from the Search window.



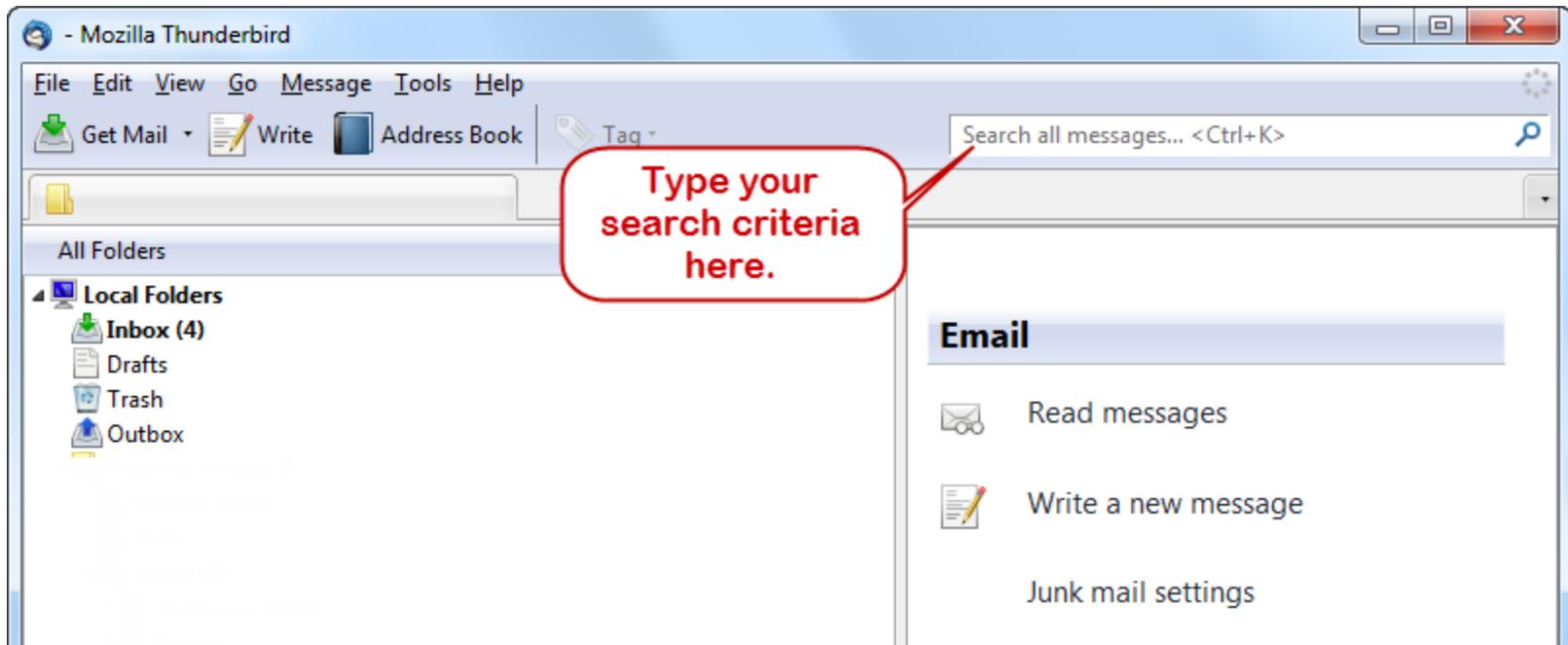
# The Search Feature in Outlook

- ▶ I use Microsoft Outlook which is part of the Microsoft Office Suite. Many of you use either a web-based email program (AOL, Hotmail, Sonic, etc) or Thunderbird. I will show search examples for some of those programs in the following slides.
- ▶ Use the Search box to find email on a specific subject. In my case, I have thousands of emails in hundreds of sub-folders. Finding an email can be a daunting task but using the Search function, email is found in seconds.



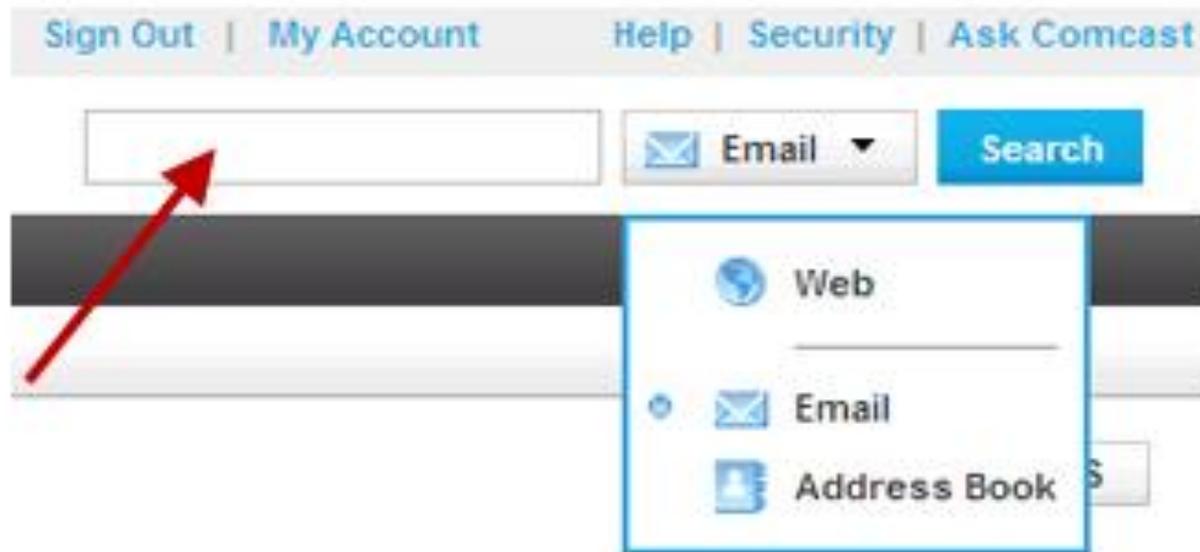
# The Search Feature in Thunderbird

- ▶ Very similar to Outlook, Thunderbird has their search box virtually in the identical location as Outlook.



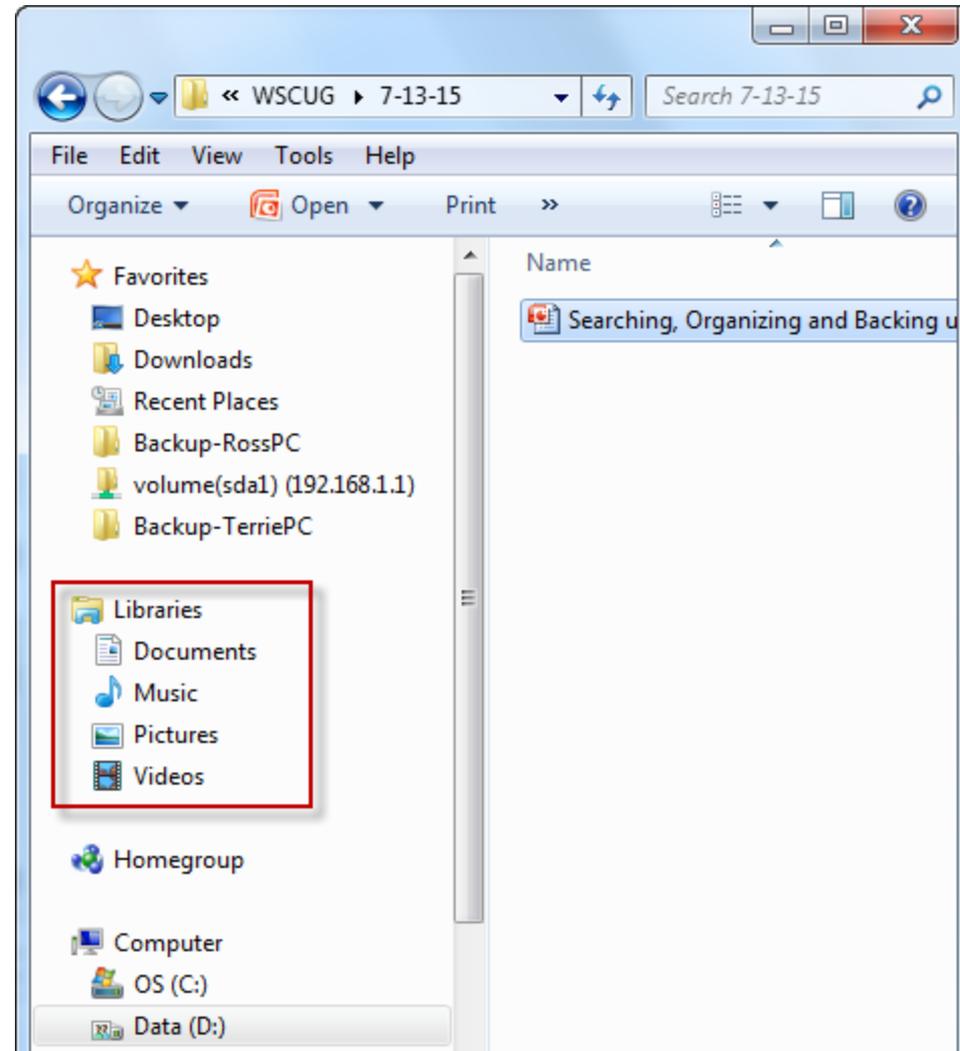
# The Search Feature in Xfinity/Comcast

- ▶ The search box looks slightly different but in the same general vicinity as other programs.
- ▶ You'll find a Search box in every email program



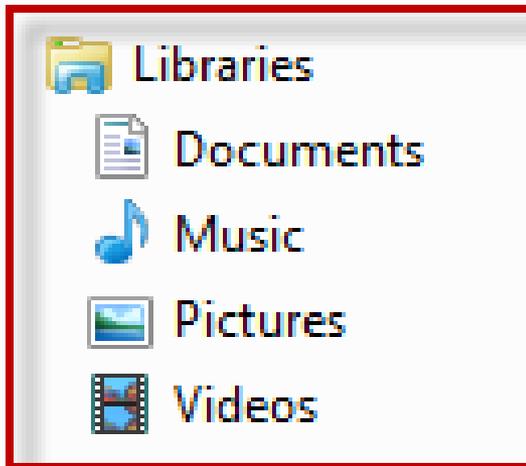
# Organizing Your Documents

- ▶ Do you store your documents all over your Desktop?
- ▶ Do you save documents in various folders on your hard drive?
- ▶ Do you know what the Libraries are in Windows?



# 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 Pictures.



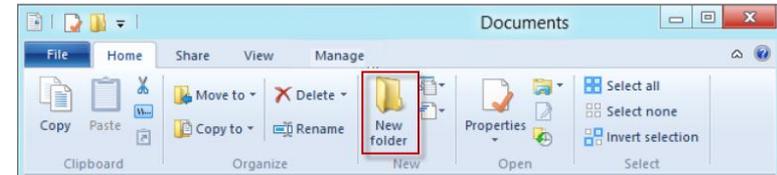
# Steps to Moving Documents

- ▶ 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 "This PC" (Win8).
  - ▶ Open up Windows Explorer in two separate windows so that we can have the existing location window open side-by-side with the new future location.
  - ▶ Click and drag documents to the appropriate Library and sub-folder
  - ▶ We'll start with creating sub-folders.
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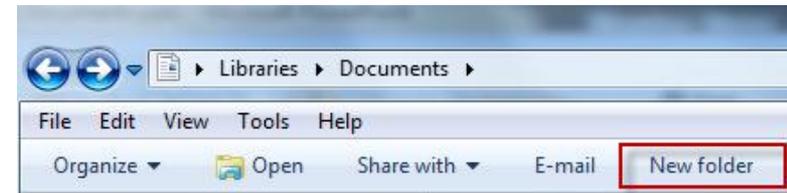
# Moving to Documents Folder

- ▶ Open the Documents Library
- ▶ Click New Folder and name it appropriately
- ▶ Create several folders if you have a variety of miscellaneous documents you want to organize
- ▶ Slide the Documents folder to the right of the screen (see next slide)
- ▶ Open Windows Explorer and slide it to the left of the screen
- ▶ We will now begin moving documents from the left screen to the right, with the goal of putting documents in organized folders based on subjects

Win8



Win7



# Moving to Documents Folder

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**

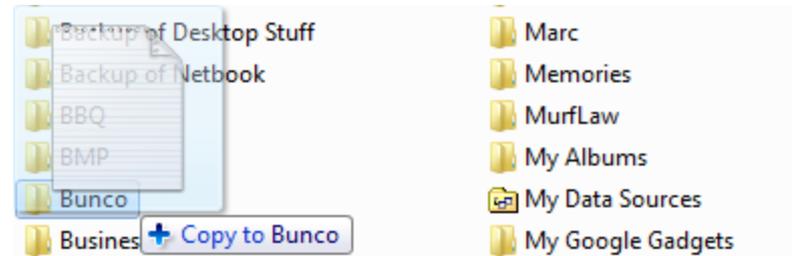
25 items

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, and created the folders with the appropriate subject names, 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



# Backup

- ▶ Why do we need to backup our documents?
  - ▶ Picture this scenario...You turn on your computer one day and get a BSOD. Nothing works and nothing will bring it back to life. How would you feel if you lost all of your documents and pictures? Pictures that you will never be able to get back? Scary thought, no?
  - ▶ Backups can be as simple as copying documents to a thumb drive, although not recommended for long-term storage.
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# External Drives

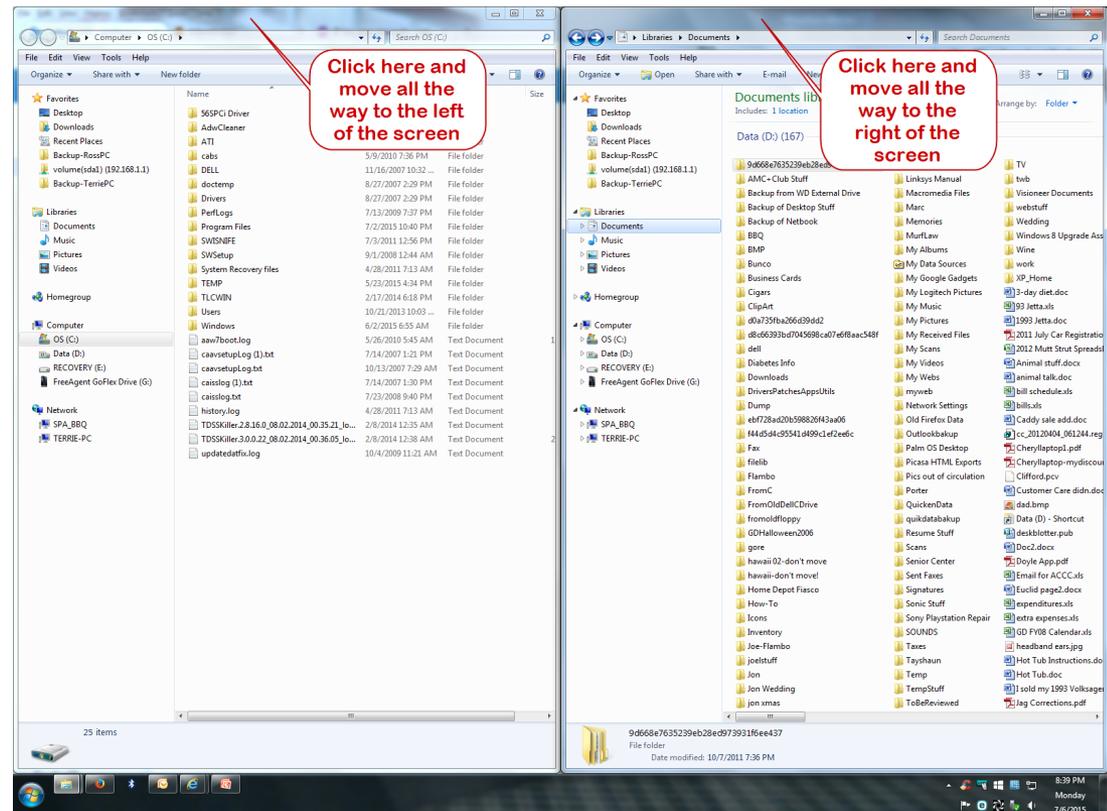
- ▶ I'm partial to Seagate external backup drives
- ▶ Any brand of drive comes with built-in backup software; I prefer to use Cobian
- ▶ You do not have to use the built-in software; manual drag and drop method will work just as well, but only if you have a small number of files. If you have hundreds, 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 external drive window to the right and the original location of the files to the left of the screen

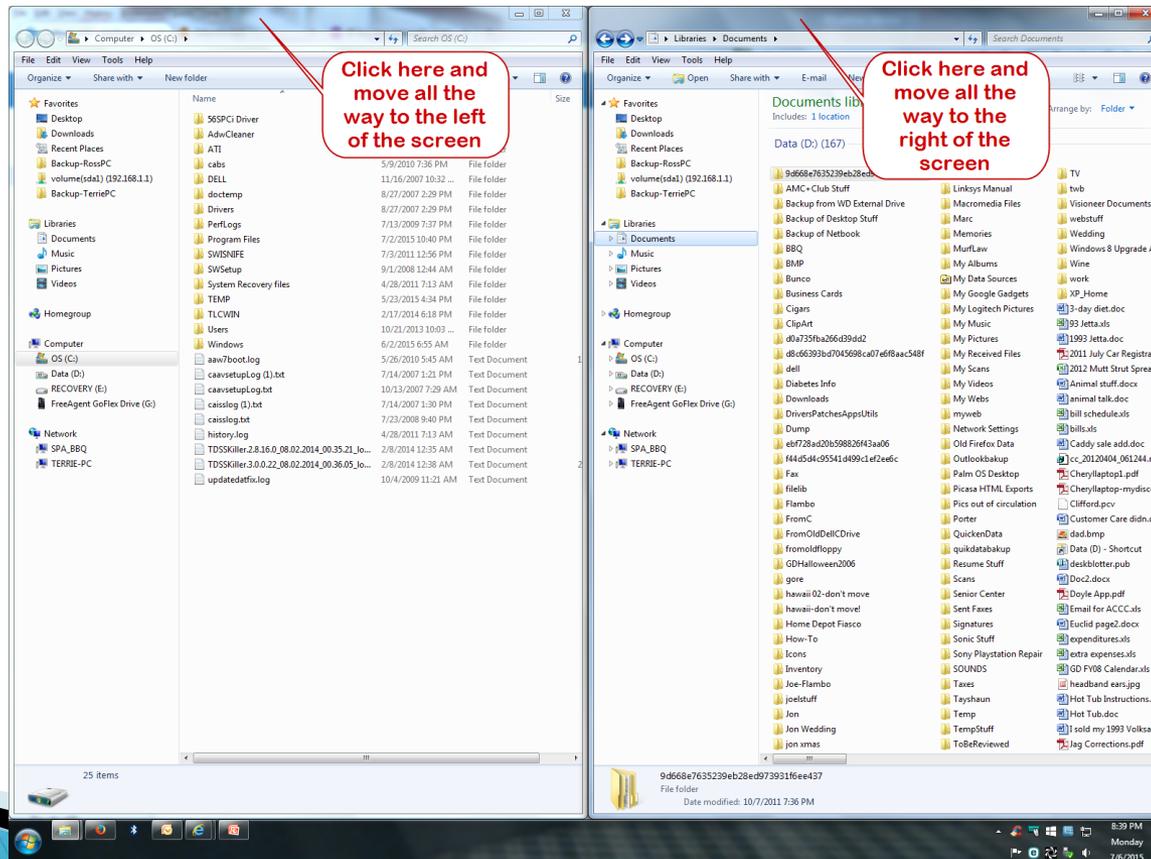
Original Location  $\longrightarrow$  Destination Location



# 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



# **>> The End <<**

*To create this presentation, I used:*

**-Microsoft PowerPoint 2007**

**-Snag-It** <http://www.techsmith.com/snagit.html>

**-Google**

**-Internet Explorer II**

**-While listening to Pandora on-line Radio**

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