




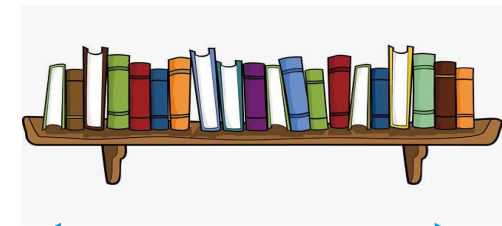
Organising your disk drive

What is your disk drive?

- Memory that is retained after power is turned off
- It's a bit like a sophisticated tape recorder which stores documents in an electronic filing cabinet
- Much slower than on-board memory, but much larger
- Can be solid state now (SSD) with no moving parts

How big is it - Bits and Bytes

- Computers hold characters as 8 binary digits (Bits) called a Byte e.g.
 - A = 10000001 
 - B = 10000010 
 - C = 10000011 
- File size is in multiples of Bytes
 - 1024 Bytes = 1 Kilobyte (K, KB or KBy)
 - 1024 Kilobytes = 1 Megabyte (M, MB or Mby)
 - 1024 Megabytes = 1 Gigabyte (G, GB or Gby)
 - 1024 Gigabytes = 1 Terabyte (T, TB or Tby)
- 1 Gigabyte is about 10 metres of books on a shelf or about 30 minutes of High Definition video, 1 Terabyte is 1,024 times that.



1Gby = 10m



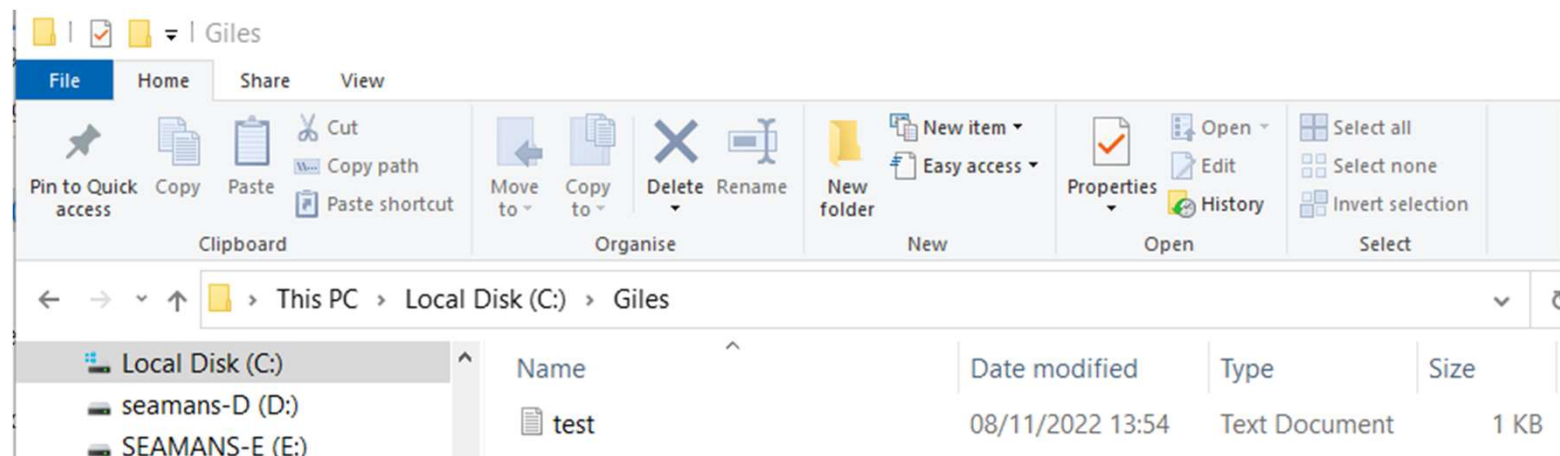
32Gby USB flash drive (£5)

320m of books or

16 hours of video

How to organize you disk drive

- Disks are organised into folders, each folder may contain many files as well as sub folders. E.g. the file test.txt in the folder Giles on drive letter C would be represented as C:\Giles\test.txt
- You cannot have two files with the same name in a folder
- Using folders allows you to organize your files and makes it easier to make backups.



Windows shortcuts

- Windows and Macs come with a few commonly used folders already set up notably;
 - Desktop
 - Documents
 - Pictures (Images on Mac)
 - Music
 - Videos (Movies on Mac)
 - Downloads
- I also create one called temp for files I am currently working on and can delete later.

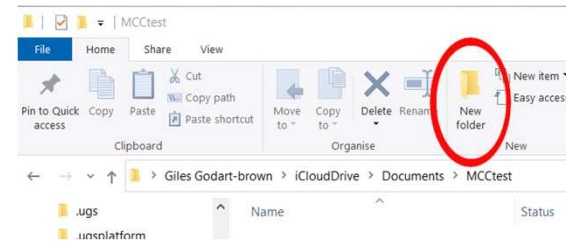
How do you want your folders to be structured ?

- Its worth spending a little time on this as it will save a lot when you come to find things later.
- There are 2 schools of thought, both are good, its up to you how you like to work.
 - 1) Have lots of folders and sub folders, so you can find stuff by navigating up and down
e.g. Documents/Private/Tax/2022/return.doc
 - 2) Have a few folders and use a combination of the search facility and contextual file names
e.g. Documents/2022_tax_return.doc

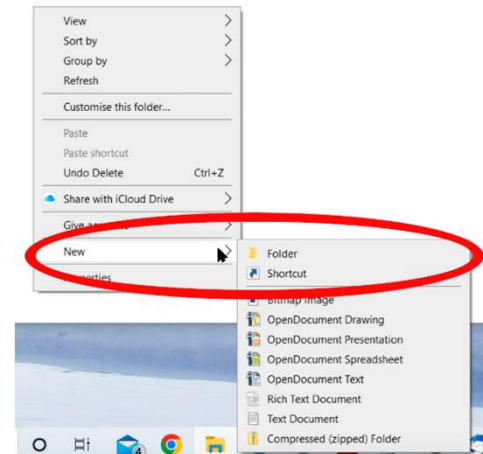
How to create a folder - Windows

- Open up the Windows Explorer Application  and navigate to the parent folder

- Either click on the 'New Folder' icon at the top or



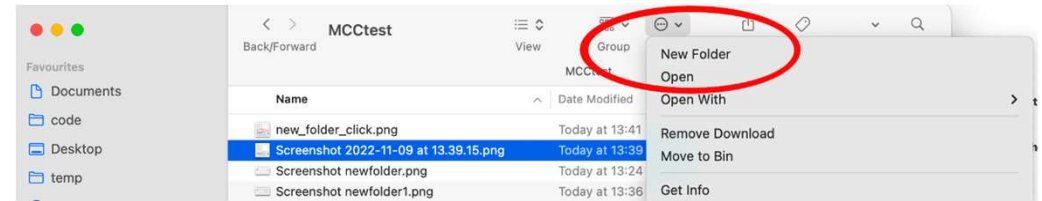
- Right click with the mouse on an empty space in the folder and select 'New' and then 'folder'



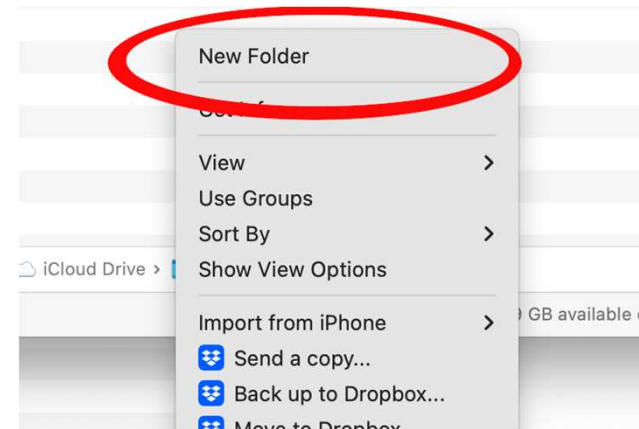
How to create a folder - Mac

- Open up the Finder Application  and navigate to the parent folder



- Click on Action and select – ‘New Folder’ or



- Right click with the mouse on an empty space in the folder and select ‘New Folder’



Moving files around

- Once you have saved a file you can move it around in the Windows Explorer application  or Finder on a Mac 
- You can cut, copy and paste files just like you can with words in a document, even with the keyboard shortcuts.
- You can also 'Drag and Drop' to move files. Select a file with the left mouse, keeping the button down drag the file to the new location and release the button to drop it into the new location. You may want to have 2 Explorer windows open to make this easier. I normally go left to right to avoid mistakes.

Folder exercises

Folder exercises

- Navigate to your Documents folder and create two new sub-folders
- Copy a file to the one of the sub folders
- Move the file from one sub folder to the other one

Where to get photos and other
images

Where to get photos?

- From your phone / tablet / camera
 - Email it to yourself
 - Upload via a cable
 - Get it from 'Cloud Storage'
- From an email attachment
 - Simply save the attachment to your chosen folder
- From the internet
 - Right mouse over an image and copy or save image (Beware of Copyright)
- Save the photos in your chosen folder