#### Where do files live?

(how do I back up my computer?)

# You can download this from http://www.totnesit.com/training/

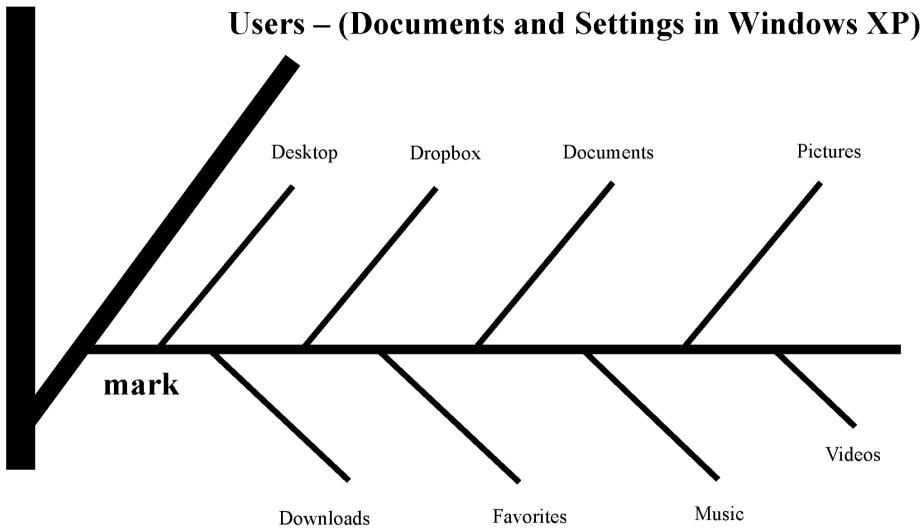
Mark Cross 07855 129142 enquiries@totnesIT.com

### What are data files

- (Data) Files store *our* information
  - Documents
  - Photographs
  - Music
  - (Email)

### Files and Folders

- Think of as branches and leaves
- Our data files live on a computer's hard disk
  - Visually presented to us in folders (or branches)
  - The files are the leaves which hang off branches



# What's data/files are missing?

• Specialist data held outside this structure

- Chrome Browser Bookmarks
- FireFox Browser Bookmarks
  - Sage Accounts
  - HMRC PAYE etc
- Outlook Express & Contacts & email configuration
- Windows Live Mail & Contacts & email configuration

# Everything – everywhere?

- Windows Explorer is your friend
  - Windows Key (hold) & tap "e" key



• Mac OS X

- One click on the Desktop, followed by Command-N will open a new Finder window
- Ubuntu hold Window Key down and press 2
- CrunchBang! same as Microsoft Windows
  - Knowing where everything is is key
  - Save files with a naming structure
  - Create folders with a naming structure

## Naming Folders

#### Pain can be avoided thus

Dropbox			
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<u>File E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp Organize ▼ Include in library ▼ Share with ▼	Burn New folder		·= • 🔟 😧
★ Favorites	Name *	Date modified	Туре 🔺
📃 Desktop	🛃 .dropbox.cache	02/01/2014 18:48	File folder
Downloads	遇 1000 Accounts	02/10/2013 08:48	File folder
Recent Places	遇 2000 TotnesIT	24/12/2013 11:39	File folder
Se Dropbox	길 3000 TMH Totnes Ltd	28/12/2012 10:57	File folder
📜 Libraries	🛃 4000 15 Birchwood Close	04/05/2013 12:56	File folder
	🛃 4000 Access Wallet	23/10/2013 19:15	File folder
J Music	🛃 5000 General	19/12/2013 22:15	File folder
Pictures	🛃 6000 OpenID	28/12/2012 11:21	File folder
SyncApp	🛃 7000 You know your in Totnes when	28/12/2012 11:17	File folder
Videos	遇 7777 Beth's	08/12/2013 20:01	File folder 🚽
A Homegroup	•		

#### sub-folders

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File Edit View Tools Help					
Organize 👻 Include in library 👻 Share with	▼ Burn New folder			· · ·	•
	Name -	Date modified	Туре	Size	
💝 Dropbox	😹 0100 Clients	24/12/2013 11:39	File folder		
词 Libraries	👃 0500 Work in progress	28/12/2012 11:16	File folder		
Documents	😹 1000 Art work	08/12/2013 18:22	File folder		
🎝 Music	👃 2000 Contracts T&Cs	28/12/2012 11:19	File folder		
Pictures	👃 3000 Google Apps	28/12/2012 11:20	File folder		
SyncApp	📙 🔑 04000 TotnesIT Work in progress	13/10/2013 13:44	File folder		
Videos	👃 5000 General	29/07/2013 20:08	File folder		
n Homegroup	December 2010 Boxes	28/12/2012 11:16	File folder		
	👃 8000 Business Plan	28/12/2012 11:20	File folder		
🖳 Computer	👃 9100 Hosting	29/11/2013 20:04	File folder		
🚢 Local Disk (C:)		28/12/2012 11:21	File folder		
👝 System Reserved (E:)		28/12/2012 11:20	File folder		
👝 data (N:)	🛃 totnesIT stock	14/11/2013 13:08	File folder		
👝 BoxCryptor (P:)	BTSync File Checksheet.doc	19/06/2013 11:31	Microsoft Word 97	14 KB	
🗣 Network	Copyrights.atn	13/04/2013 13:37	ATN File	6 KB	
MARK-PC					

#### Actual file names

🔒 8000 Business Plan					_ 🗆 🗵
😋 🕞 🗸 📕 🔹 Computer 👻 data (N:) 👻 Dropbox 👻 2000 TotnesIT 👻 8000 Business Plan			🝷 🚱 🛛 Search 8000	2	
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Organize 👻 Include in library 👻 Share with 👻	Burn New folder			:==	- 🗌 🕐
🔛 Recent Places	Name ^	Date modified	Туре	Size	
💝 Dropbox	房 2009-01-09 TotnesIT Business Plan.doc	09/01/2009 11:52	Microsoft Word 97	96 KB	
🔚 Libraries	房 2009-01-12 TotnesIT Business Plan.doc	11/01/2009 23:17	Microsoft Word 97	83 KB	
Documents	房 2009-04 Business SWOT.doc	20/04/2009 23:03	Microsoft Word 97	0 KB	
J Music	🔊 TotnesIT - cash projection.xls	11/01/2009 23:10	Microsoft Excel 97	23 KB	
Pictures					
SyncApp					
Videos					
🤣 Homegroup					
🖳 Computer					
🚢 Local Disk (C:)					
🕞 System Reserved (E:)					
👝 data (N:)					
BoxCryptor (P:)					
👊 Network					
🖳 MARK-PC					