

# Where do files live?

(how do I back up my computer?)

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

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# What are data files

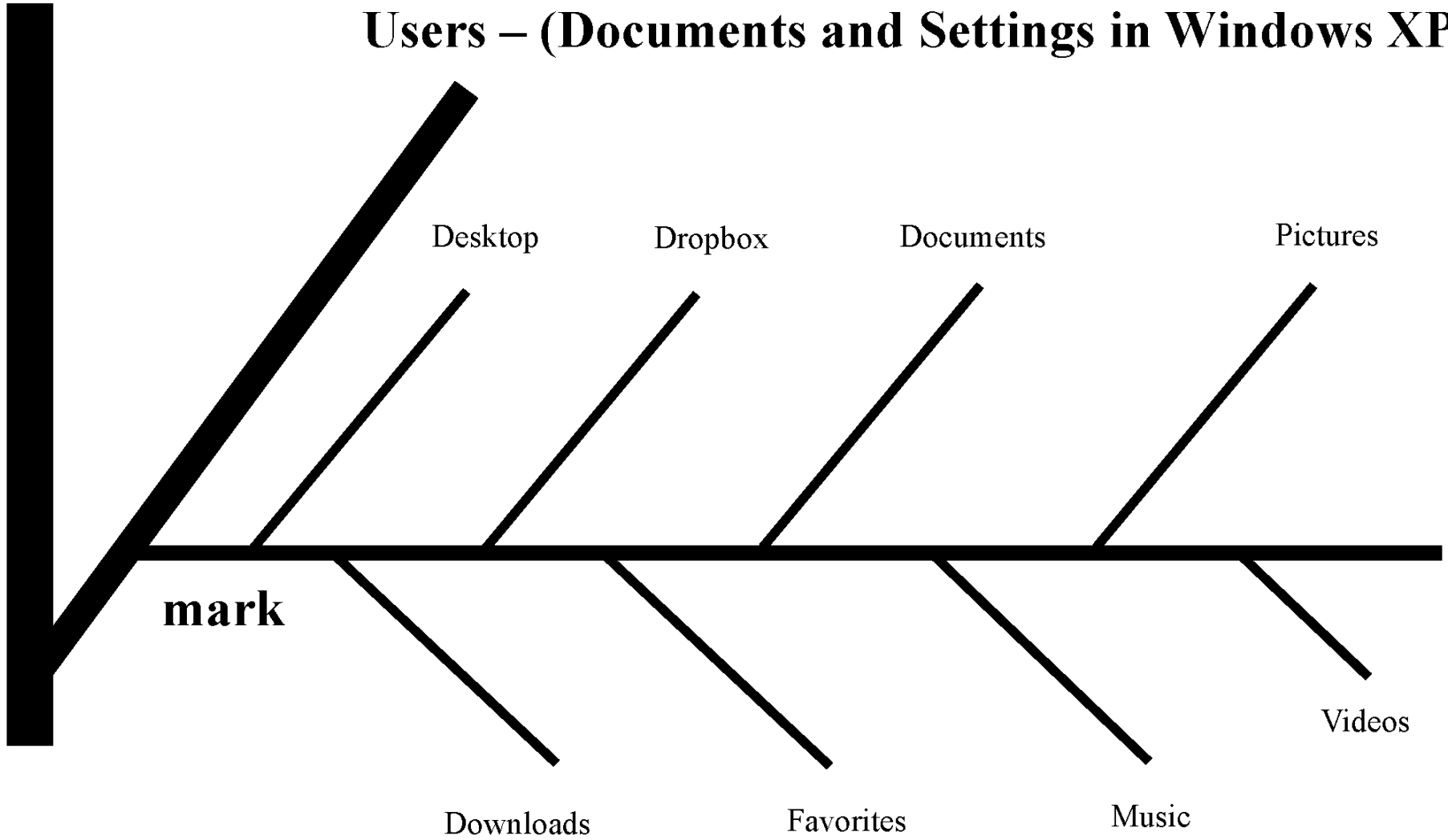
- (Data) Files store ***our*** information
  - Documents
  - Photographs
  - Music
  - (Email)

# 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

C:\ = Hard Drive

## Users – (Documents and Settings in Windows XP)



# 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?

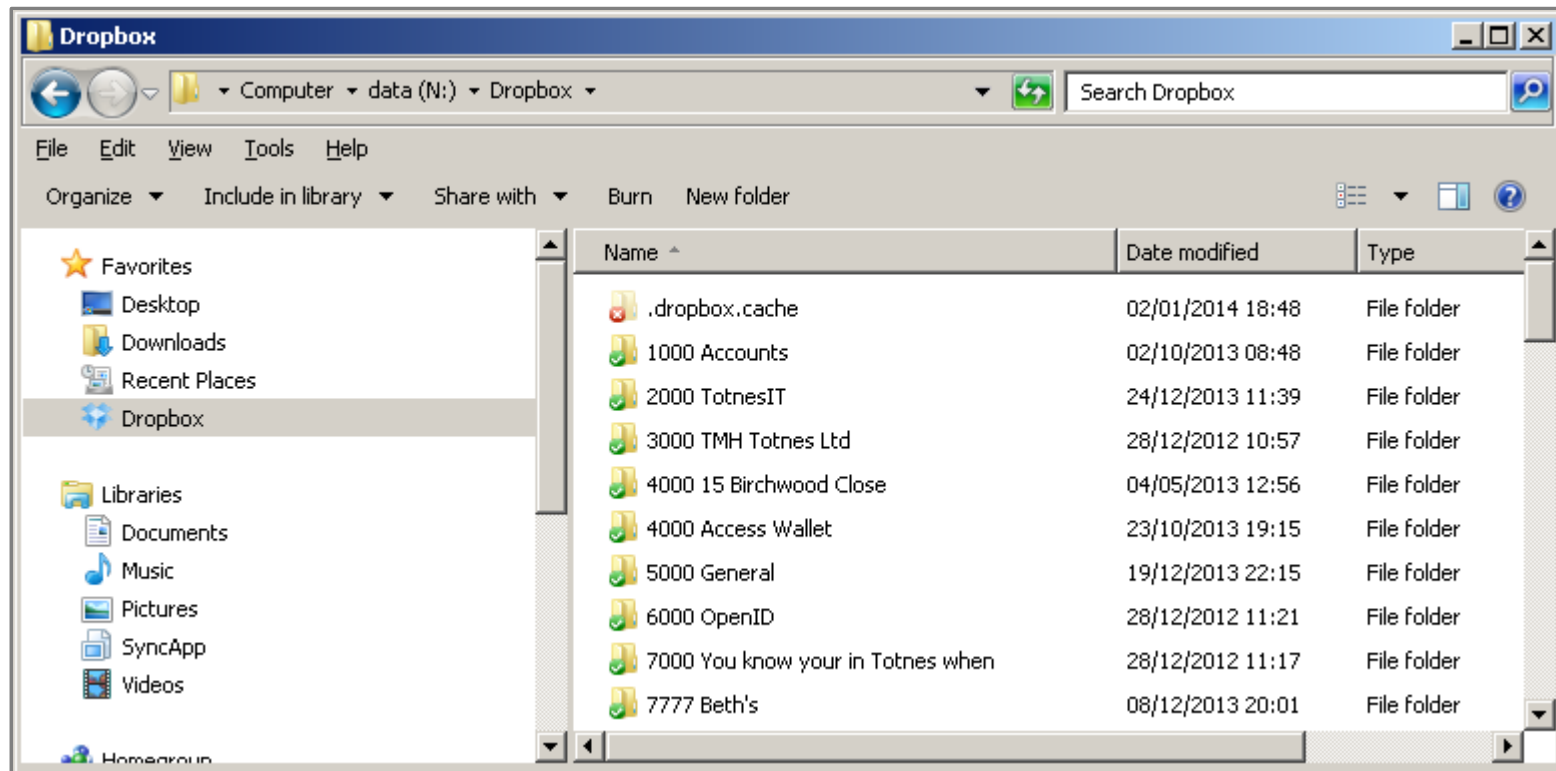
- Windows Explorer is your friend
  - Windows Key (hold) & tap “e” key
- Mac OS X
  - One click on the Desktop, followed by Command-N will open a new Finder window
- Ubuntu hold Window Key down and press 2
- CrunchBang! - same as Microsoft Windows
  - Knowing where everything is – is key
  - Save files with a naming structure
  - Create folders with a naming structure



“E”

# Naming Folders

Pain can be avoided thus



# sub-folders

The screenshot shows a Windows Explorer window titled "2000 TotnesIT". The address bar indicates the current path is "Computer > data (N:) > Dropbox > 2000 TotnesIT". The left sidebar shows the navigation pane with "data (N:)" selected. The main pane displays a list of files and folders in a table format.

Name	Date modified	Type	Size
0100 Clients	24/12/2013 11:39	File folder	
0500 Work in progress	28/12/2012 11:16	File folder	
1000 Art work	08/12/2013 18:22	File folder	
2000 Contracts T&Cs	28/12/2012 11:19	File folder	
3000 Google Apps	28/12/2012 11:20	File folder	
04000 TotnesIT Work in progress	13/10/2013 13:44	File folder	
5000 General	29/07/2013 20:08	File folder	
6000 RAID Boxes	28/12/2012 11:16	File folder	
8000 Business Plan	28/12/2012 11:20	File folder	
9100 Hosting	29/11/2013 20:04	File folder	
9999 quote templates	28/12/2012 11:21	File folder	
9999_Accounts - defunct	28/12/2012 11:20	File folder	
totnesIT stock	14/11/2013 13:08	File folder	
BTSync File Checksheet.doc	19/06/2013 11:31	Microsoft Word 97-...	14 KB
Copyrights.atn	13/04/2013 13:37	ATN File	6 KB



# Actual file names

