

Files and Folders Generic

Sun City Computer Club Seminar

John Jenkinson

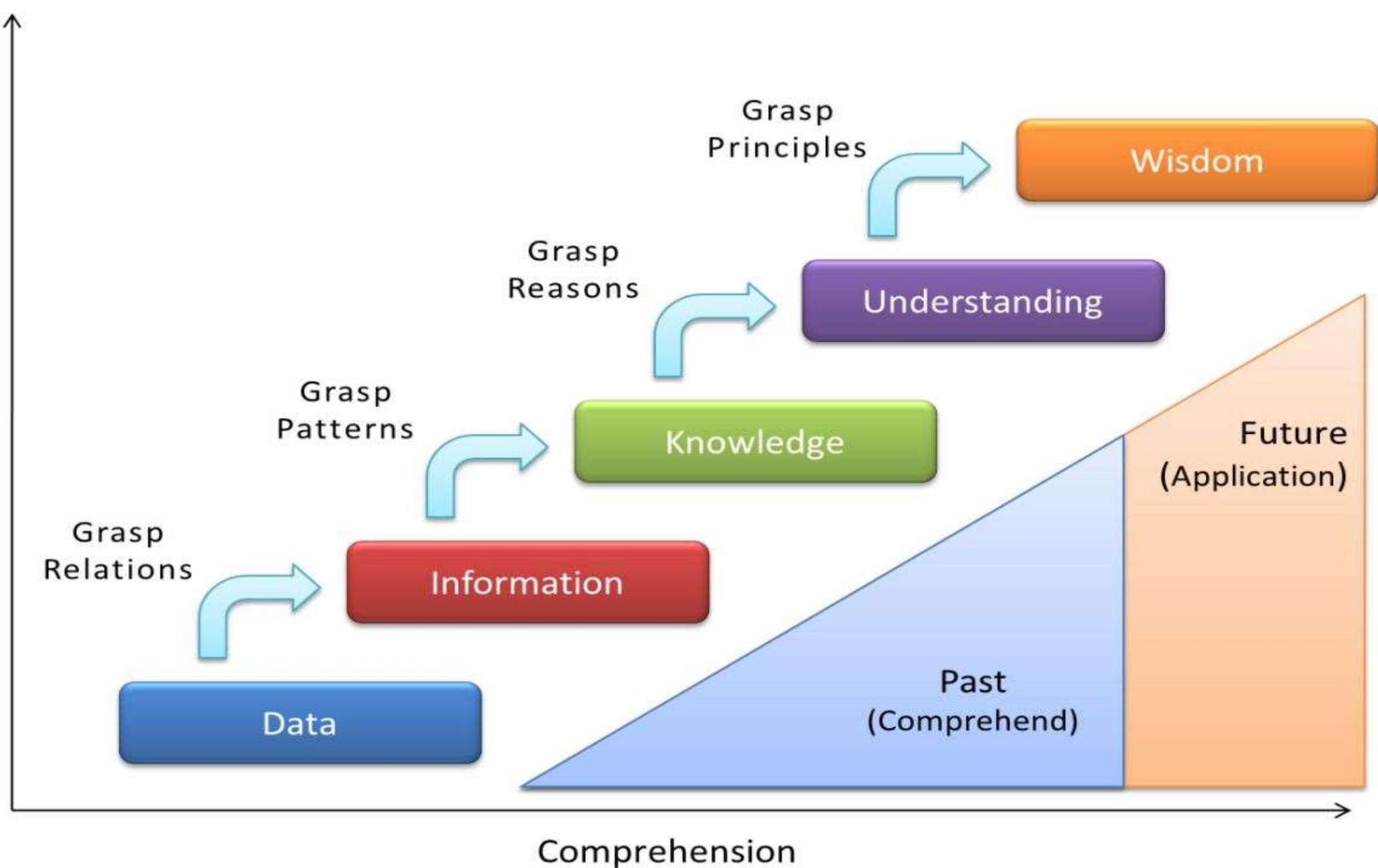


- To view and listen to the MP4 file of this seminar click on the link below:

<https://vimeo.com/706248474>

Audio Recording

Abstraction



Grasp Relations

Data

Information

Grasp Patterns

Knowledge

Grasp Reasons

Understanding

Grasp Principles

Wisdom

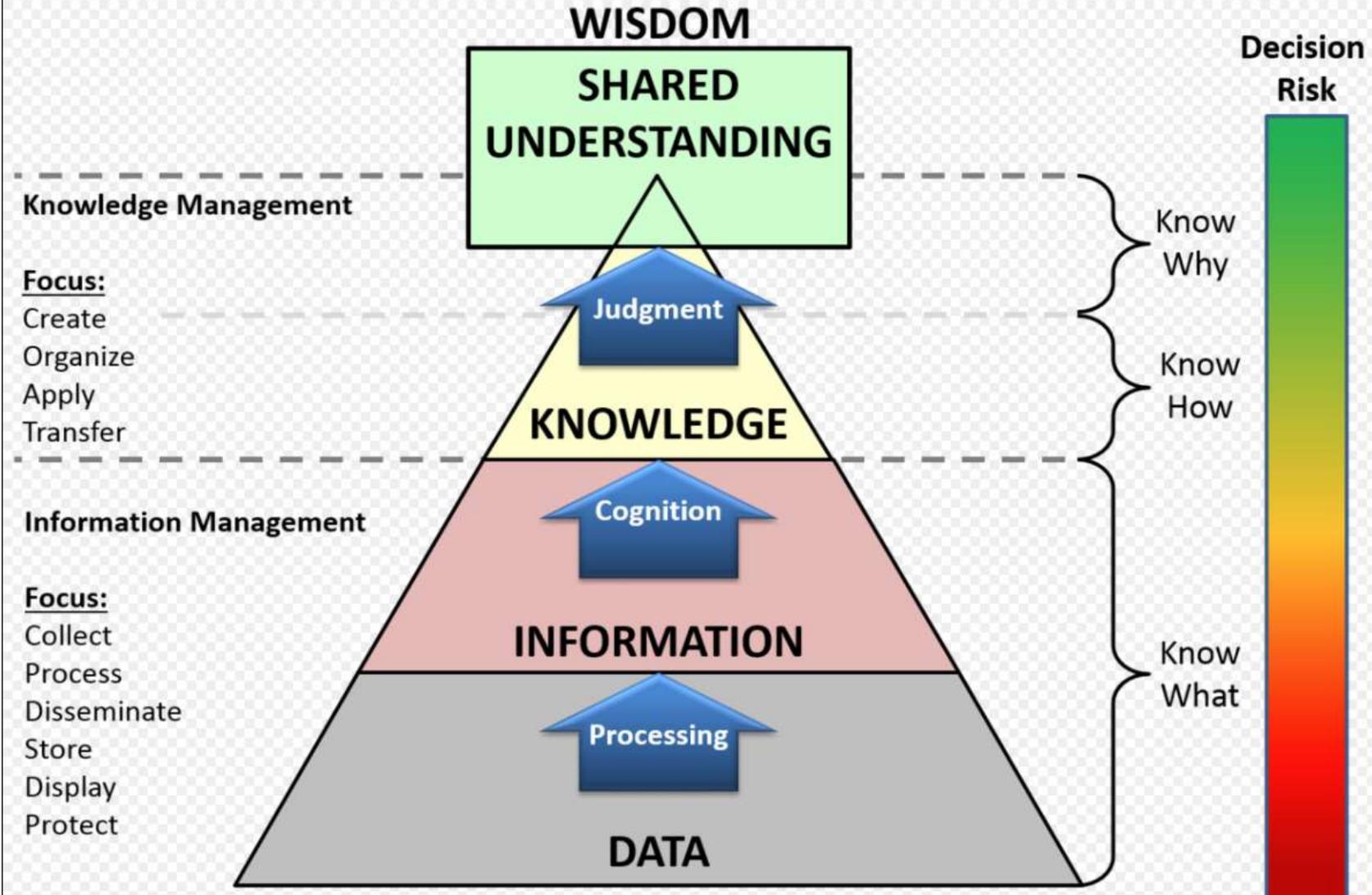
Past (Comprehend)

Future (Application)

Comprehension



Knowledge Management Cognitive Pyramid





- Pre 1950s
Room sized, single program, relatively small memory, no disks
- 1st generation 1940s -> 1958 relays, tubes (valves)
- 2nd generation 1959 -> 1964 transistor
- 3rd generation 1965 -> 1970 Integrated circuits
- 4th generation 1971 microprocessors, multi core
- 5th generation Artificial Intelligence, machine learning, ???

Computer History



Relative Computer Hierarchy

- Network 1Gb/sec
- Offline storage 60 MB/sec
- Disk 2 GB/sec
- Memory 10 GB/sec
- Cache 100 GB/sec
- Register 1 CPU cycle



- 1-2-3-4
- Steganography
- Hash
- Symmetric
- Asymmetric

cryptography



- 1-2-3-4
- Algorithm
- Key
- Plain text
- Cypher text

cryptography



- One way
- Fixed length output
- Any length input
- Message digests
- E.g. MD2,MD4,MD5,SHA-1,SHA-2
- Used for integrity, digital signing & passphrases

hash



- Plain text, algorithm, key, cypher text
- Algorithm usually public
- Key space is important
- Reversible with the one key
- Does not scale
- E.g. RC4, SEAL DES, 3DES, RC5, Rijndael
- One-time pad
- Cryptanalysis
- Control

symmetric



- Public & private key
- Intractable problem
- Symmetric key exchange in presence of adversary
- Thousands of times slower
- E.g. RSA, El Gamal, ECC
- Public key distributed and verified via Digital Certificate
- Signing via digital signature

Asymmetric



- Confidentiality
- Integrity
- Authentication
- Non-Repudiation

CIA



- Banking until blockchain
- Ledger vs. transaction
- Distributed ledger peer review verified by chain and cryptography
- Timestamp, transaction data
- Growing chain with a limit
- World wide
- Permanent
- Untraceable ?
- Mining
- Many other uses in addition to currency good and bad

Digital Currency



**Digital
transformation
Revolution,
Evolution,
Devolution?**



- Library of Alexandria
 - School Research Methods
Library card catalog, Note cards, Typewriters, Copy Machines
 - Audio
gramophone, Records, cassette, CDs, Napster, Spotify,
- Photos
Photo plates, film, Polaroid, smartphones

Our Files and Folders History





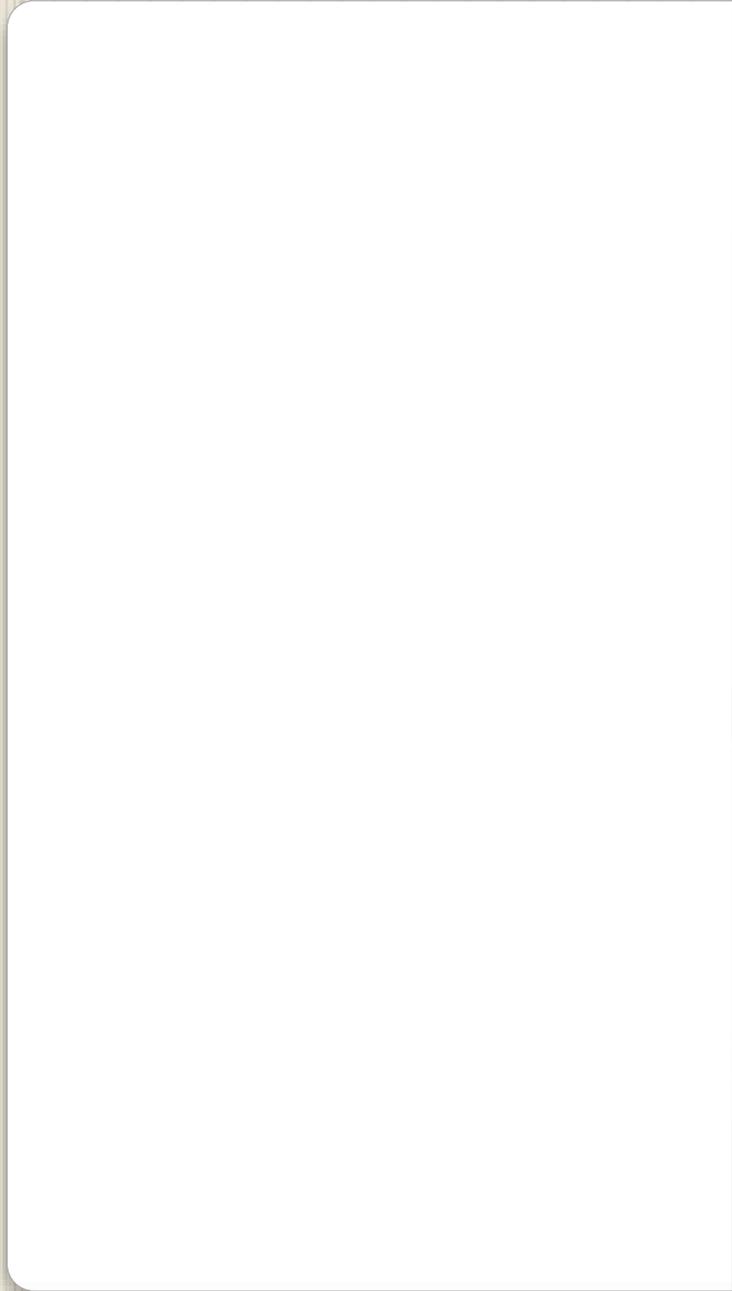
5 MB then 62,500 cards 4-day load

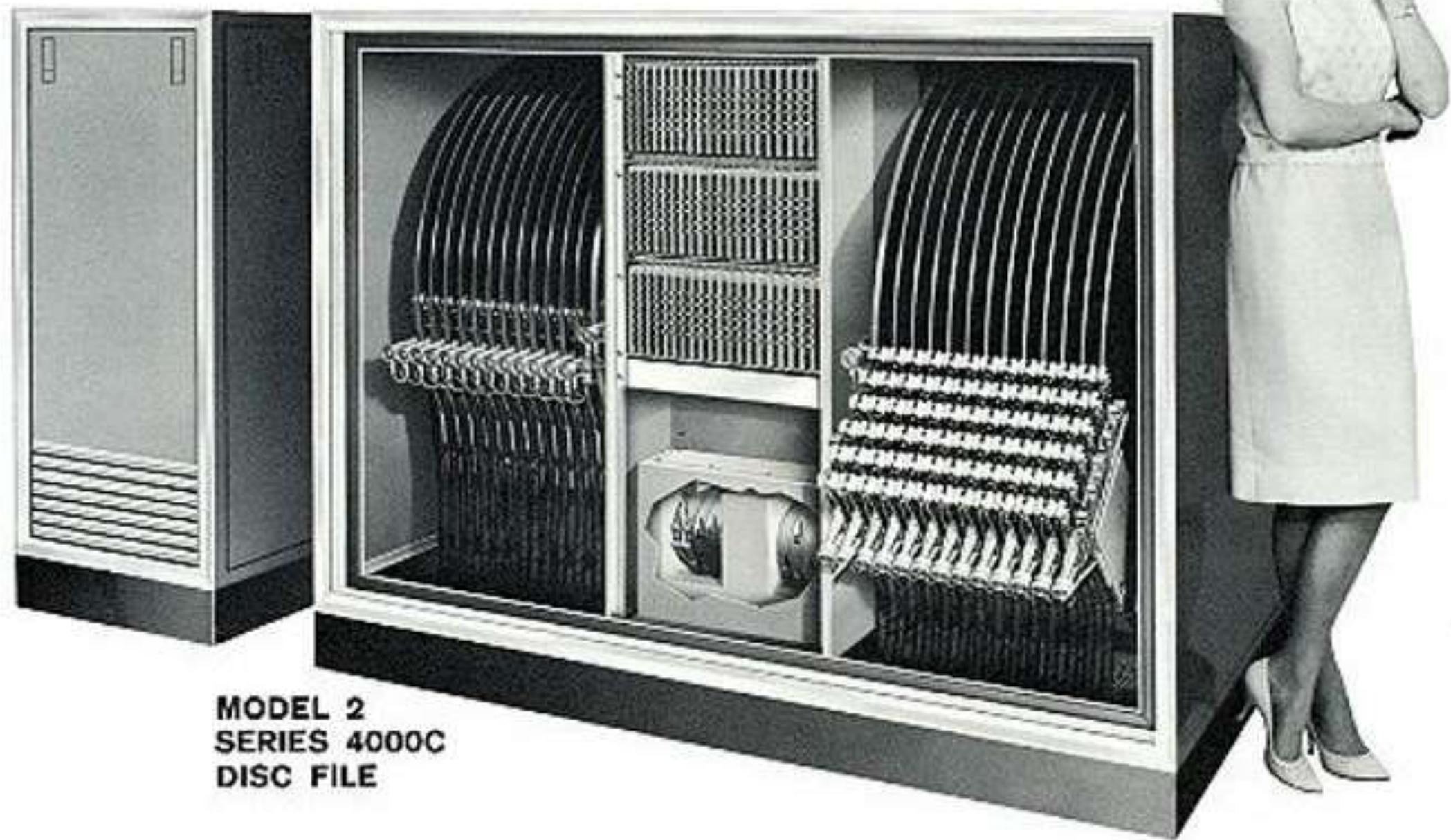


Digital Encoding

More and More with Less and
Less

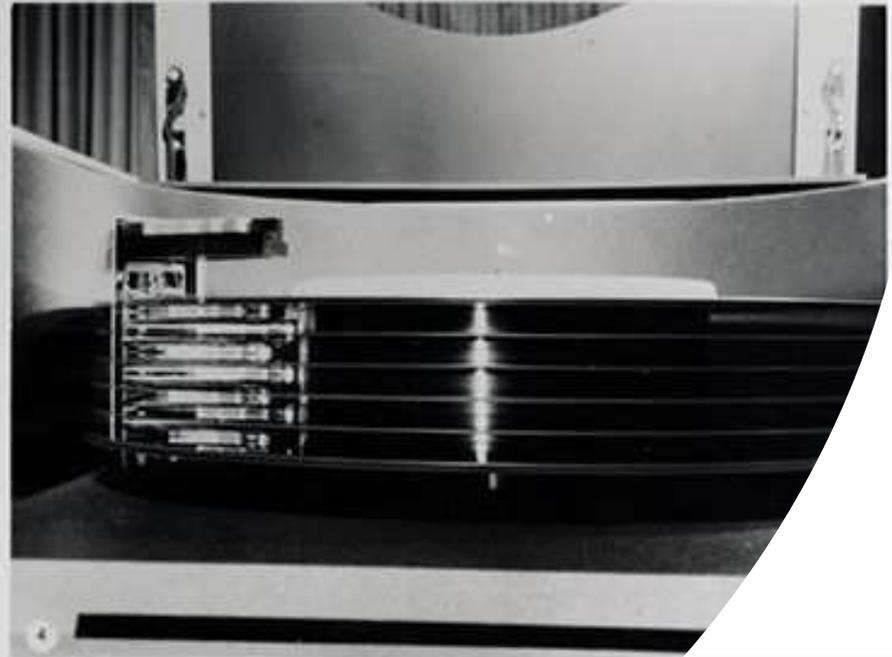


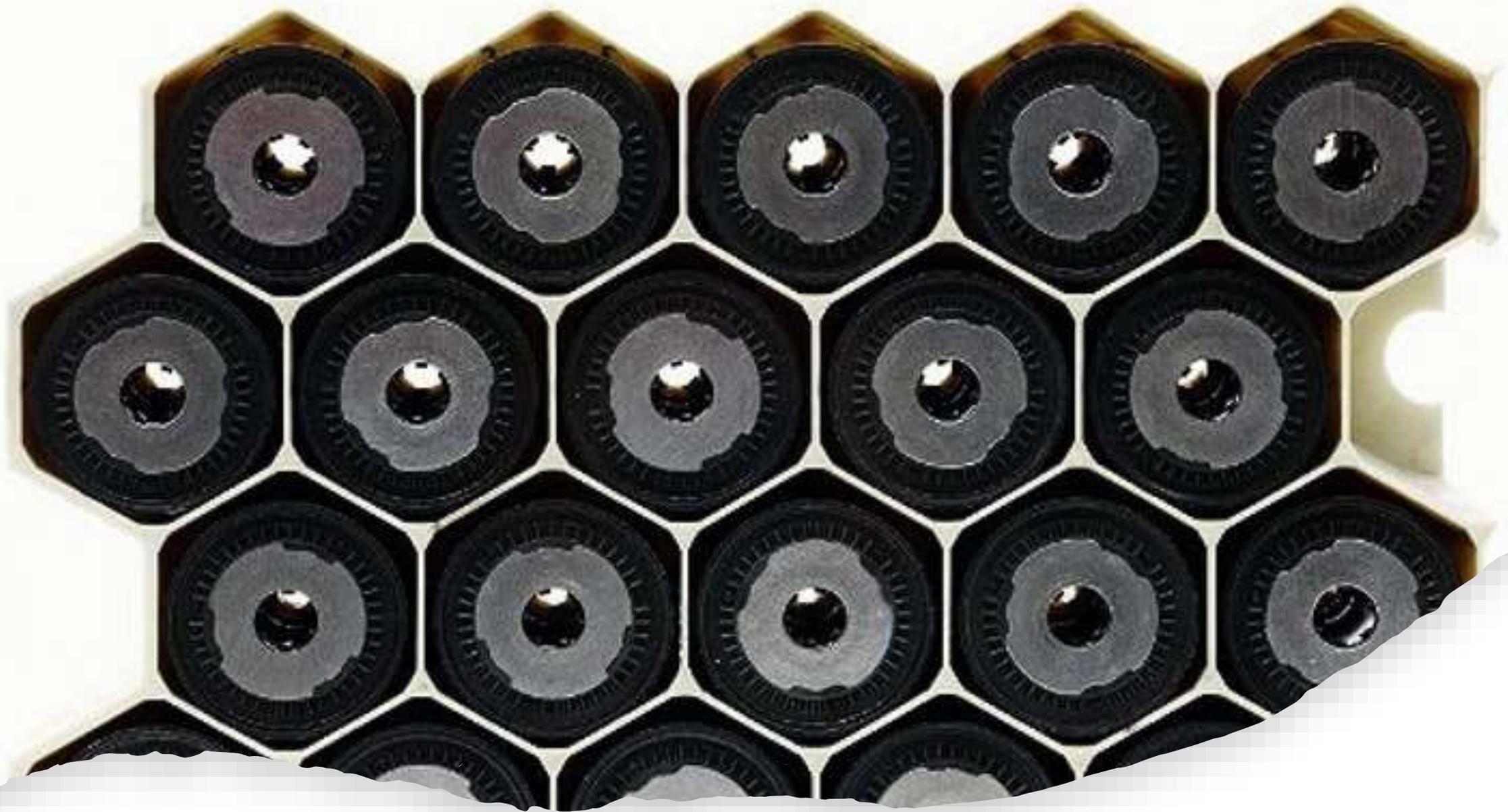




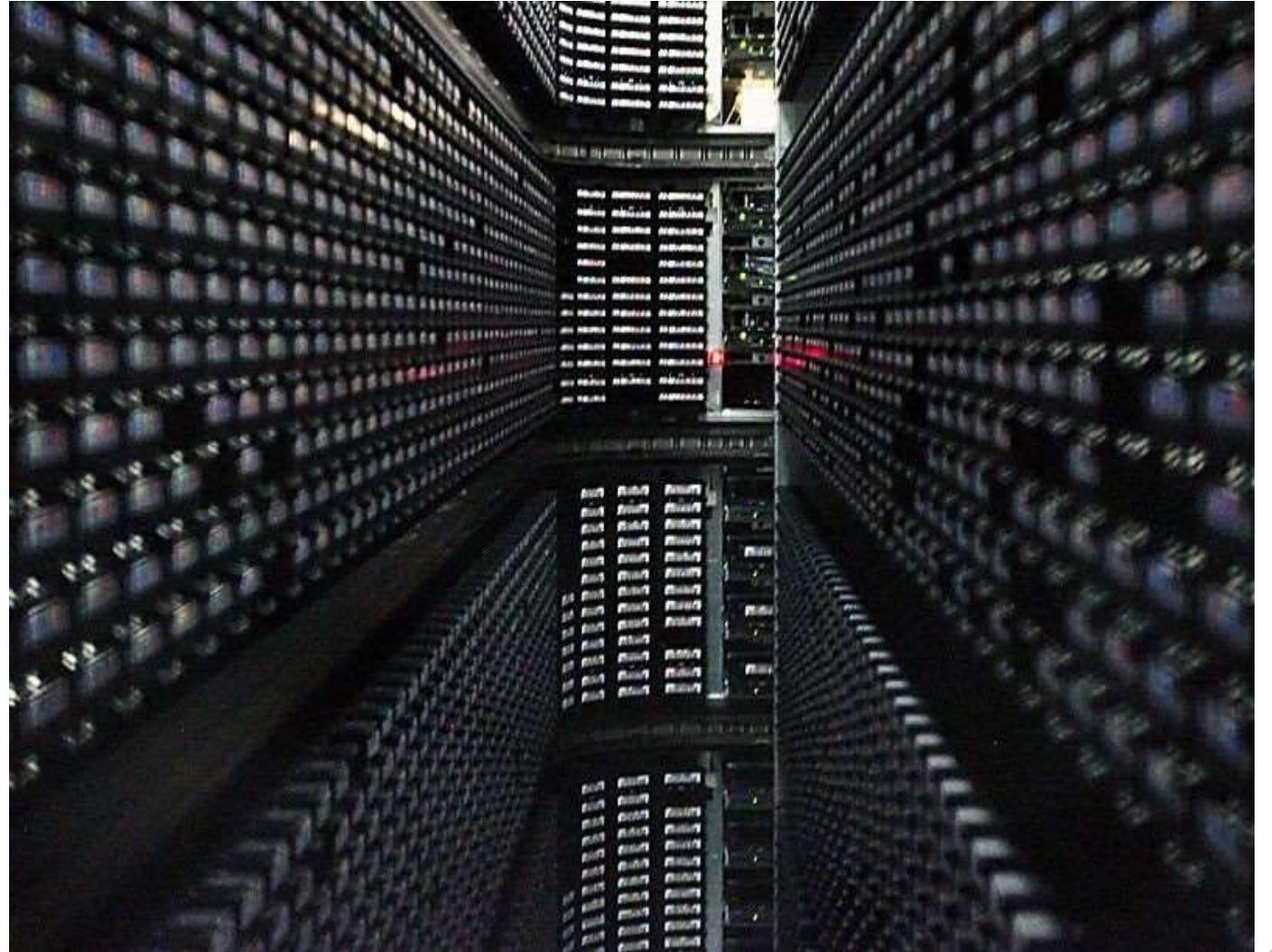
**MODEL 2
SERIES 4000C
DISC FILE**

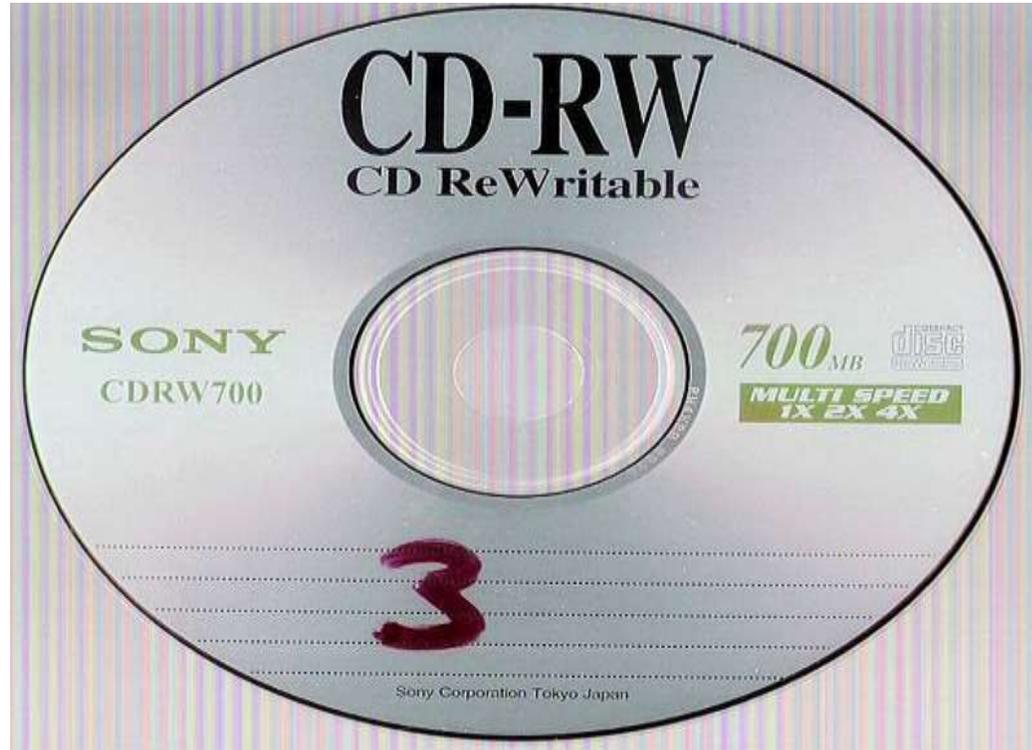
















Storage Devices

- Block oriented 512-byte blocks 4096-byte sectors
- Memory bit/byte addressable
- Storage devices block addressable
- Block 0 to maximum block capacity





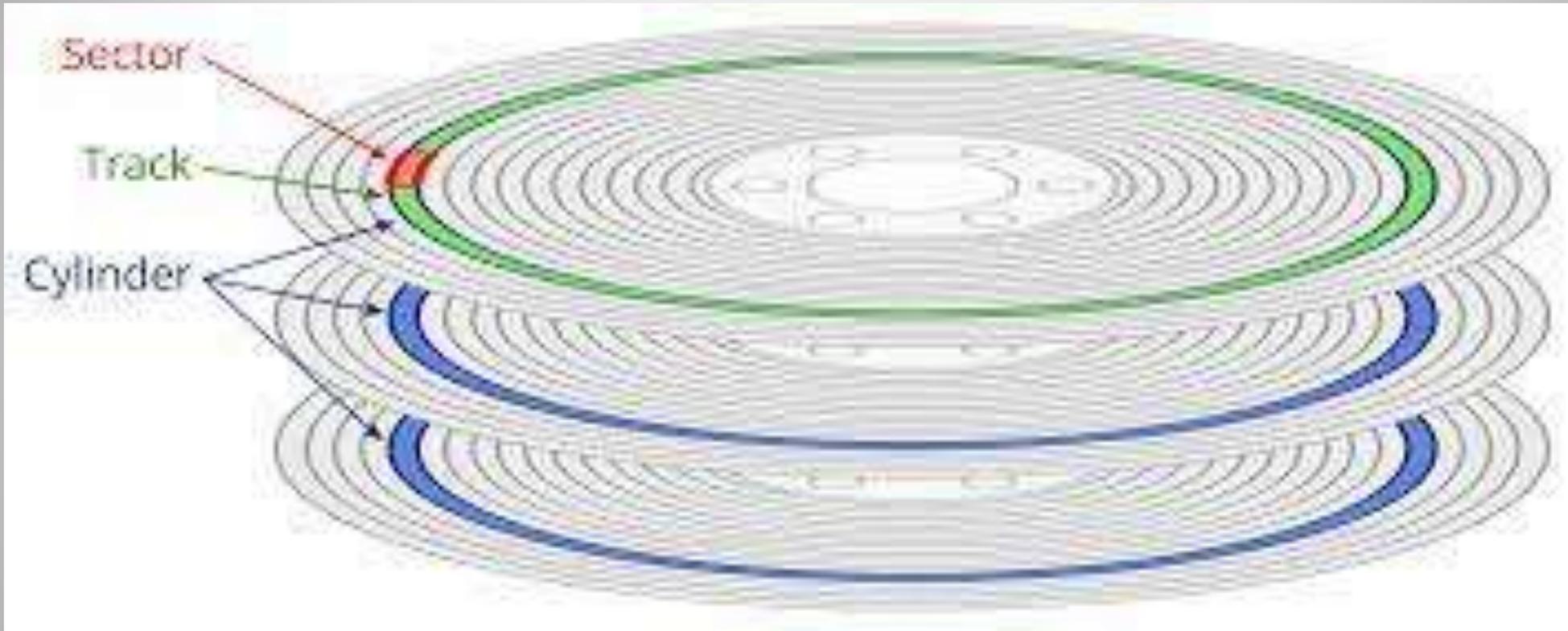
Hard disk drive example





Magnetic Disk (Disc) Mechanical





Hard Drive Disk



Hard Disk Drive Issues

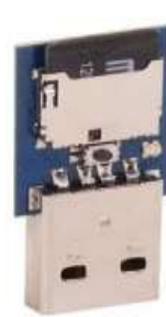
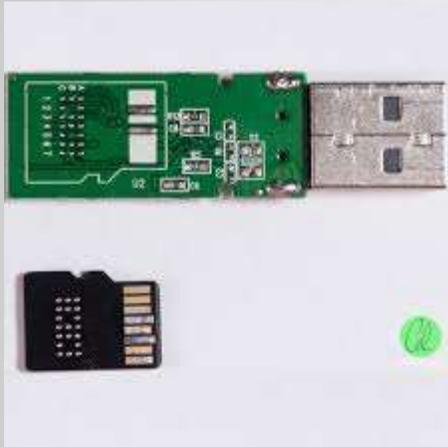
- Block oriented
- Logical block number -> Cylinder + Track + Sector
- Latency Rotational delay + Head select + head settle + transfer
- Head settle
- Head crash
- Spin up Spin down (head "parking") Spinning
- Speed rotational delay
- Size
- Power consumption
- Noise
- Geometry inner cylinders vs. outer cylinders
- Transfer rates 140MB/s
- Fragmentation
- Bad Blocks – static vs Dynamic
- Head flying – needs fluid



Solid State Disk Advantages

- Durability and resistance
- Random Access block
- Small
- Less power consumption
- Shape
- Disadvantages
 - Capacitive storage
 - Less "real" capacity





Micro SD Storage

Replay Button

LED Indicator

Type A Plug



60 MHz 32-Bit CPU

Covert Case

Optional Decal



Semiconductor Disk



- Formatting

 - Each block labeled

 - Servo tracking

 - Magnetic domains – vertical vs. horizontal

 - Encoding - avoid bit bleed

How to find *my data*



Filesystem

- Translation from bits to data
- Speed vs. Security
- Size, Complexity, ...
- How & where files (and folders/directories) are located
- Data about data - Metadata
- Permissions Ownership Encryption
- Volumes split or join
- Microsoft – FAT32 ExFAT NTFS
- Apple HFS+ APFS
- Linux Ext2 Ext3 Ext4



- Bit 0 or 1
- Nibble 4 bits 16 values One Hex value
- Byte 8 bits 256 values ASCII EBCDIC
- Unicode and multibyte encoding
- 16 bits 65,536
- 32 bits 4GiB
- 64 bits 18 quintillion

Digital Encoding



**I asked what time it
was, you told me how
to build a watch**





- Personal Computers
- Printers and Faxes
- Digital Cameras
- Smart phones & tablets
- Garman
- Black Boxes
- CCTVs

Files and Folders Any/Everywhere

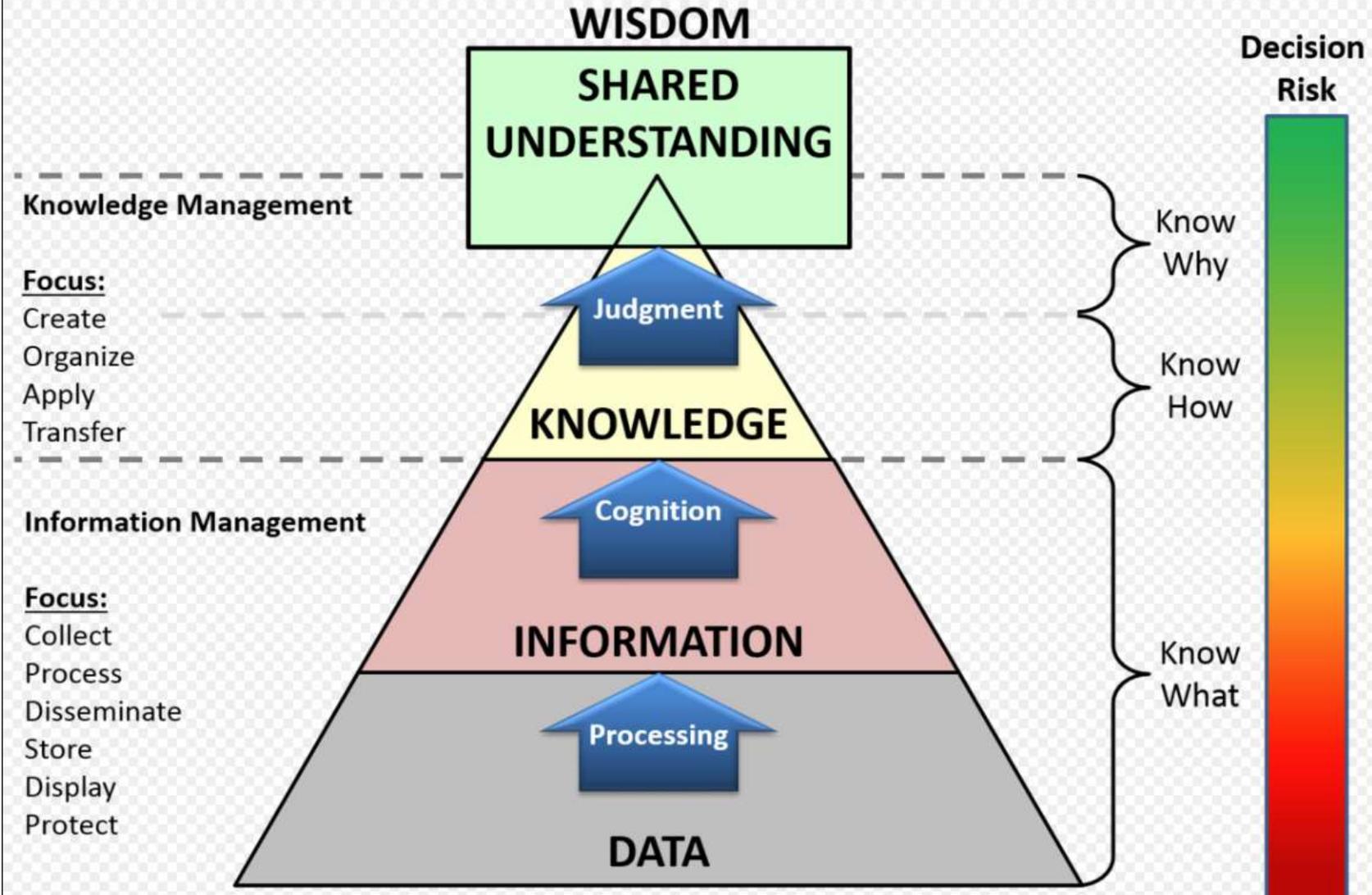


- Data Centers, Cloud, Big Data, Internet

Data in your files, folders, volumes,



Knowledge Management Cognitive Pyramid



File Systems

- Folders – Directories Files of Files
- Files contain data
- Data – text, music, videos, movies, any/everything
- Solve the disconnect

Smart device -> Music, messages, maps, etc. -> the one I want

Name/type/date/



- GUI
- Point – and – click
- Drag – and – drop
- Double tap
- Mouse
- Touch Screen
- Pencil – Pointing Device
- Gaze & focus
- Keyboard

Graphical User Interface



Filesystem

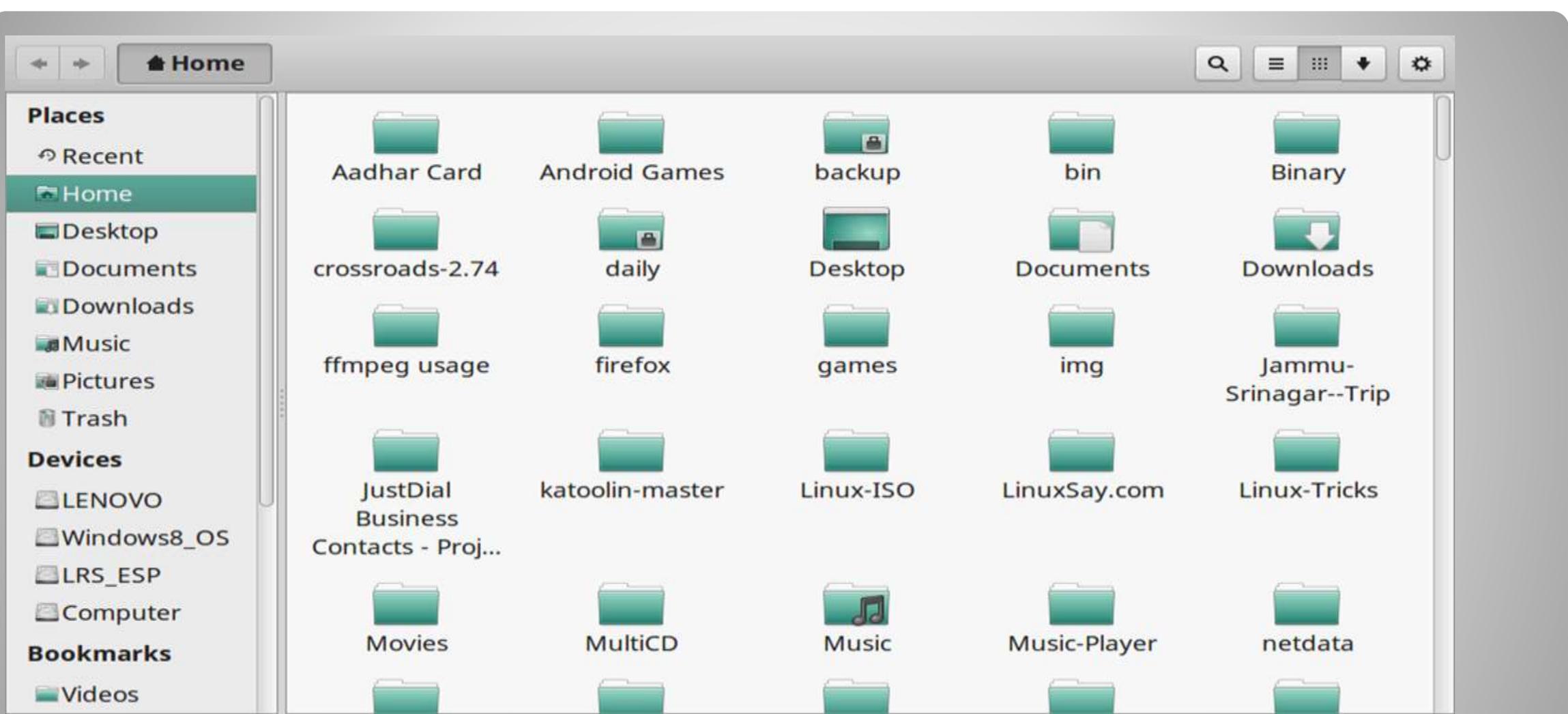
- Our history Files, Folders, File cabinets
- Logical Filesystem – User interface Open, Read, Close, Delete
- Virtual Filesystem – Volumes, Shares, Cloud, USB, cameras, Network
- Physical – Device Drivers



Filesystem

- Space Management
- File Names
- Folders / Directories
- Metadata
- Extensions
- Utilities
- Granting/Denying Access
- Integrity
- Your "stuff"
- The "Path" Volumes

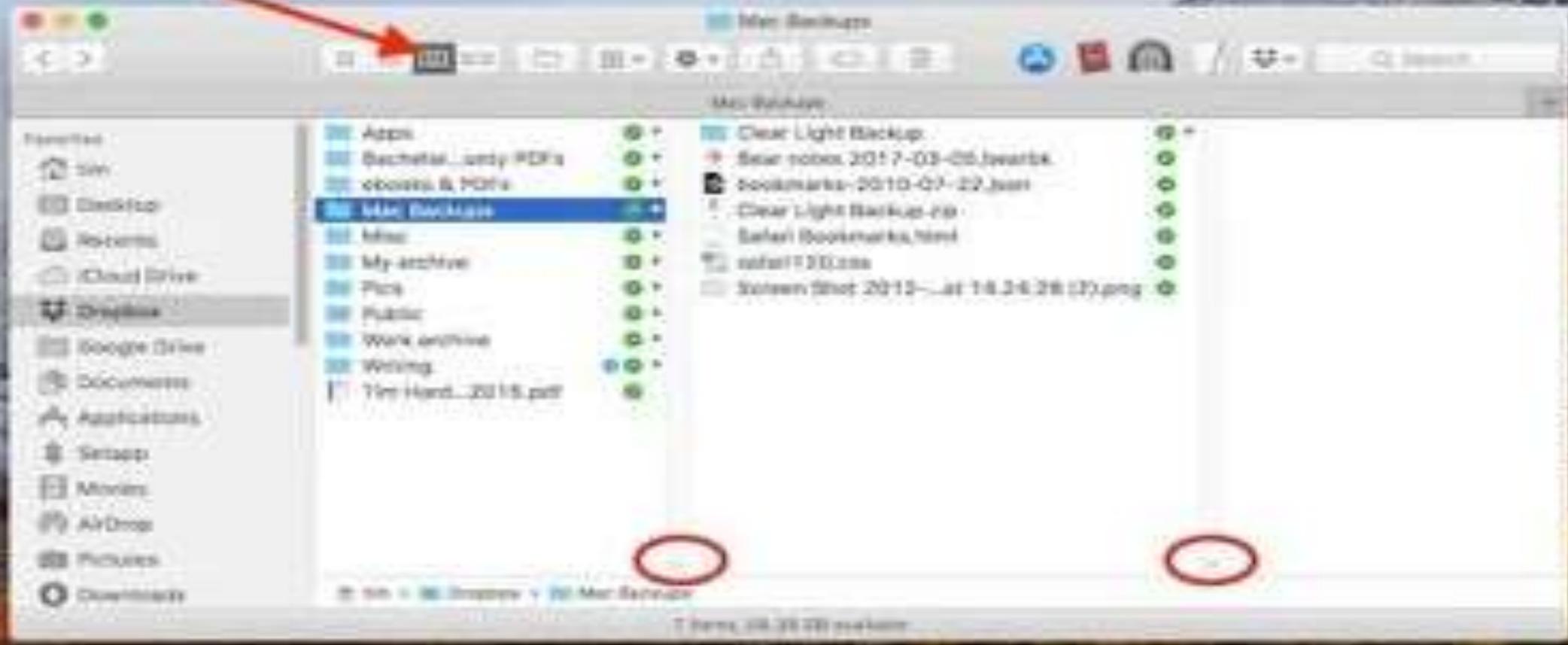




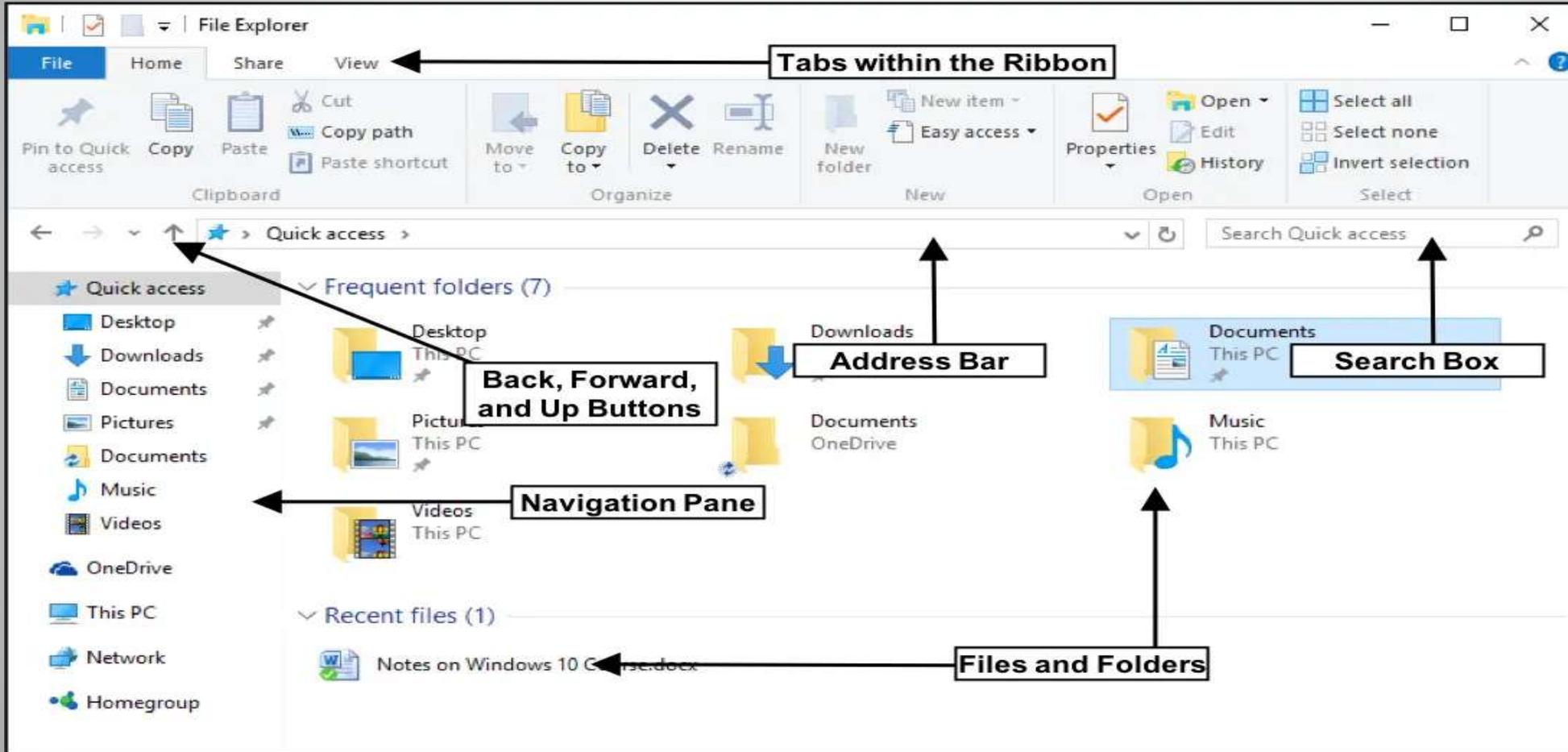
Linux Filesystem GUI



Column view



Windows File Explorer



- https://www.youtube.com/results?search_query=files+and+folders+macmost

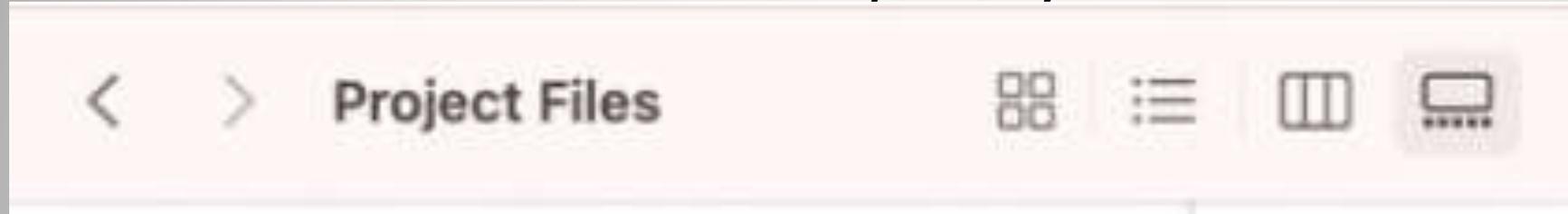
| | |
|----------------|---|
| 2019 | |
| September 2019 | - macOS Catalina |
| May 2019 | - iCloud Considerations |
| April 2019 | - Photo Project Extension Apps |
| March 2019 | - Markups |
| February 2019 | - Cyber Security |
| January 2019 | - Some New Things in Mojave |
| 2018 | |
| November 2018 | - Some Little Extras |
| October 2018 | - Numbers, A Powerful Spreadsheet |
| September 2018 | - Mojave macOS 10.14 - IP's Coming! |
| May 2018 | - Mac Do's & Don'ts |
| April 2018 | - Miscellaneous Tips |
| March 2018 | - Fun With Preview |
| February 2018 | - Using Markup For Image Files |
| January 2018 | - Some Search Basics |
| 2017 | |
| November 2017 | - iOS 11's Dock on the iPad |
| September 2017 | - macmost.com - Great Video Help Online |
| June 2017 | - Phillip Pensabone's iCloud Presentation |
| April 2017 | - Printing Your Best Photos |
| January 2017 | - URLs |
| 2016 | |
| Nov | - Time Machine |
| Oct | - macOS Sierra 10.12 |
| Sept | - Help, Help, Help |

Mac

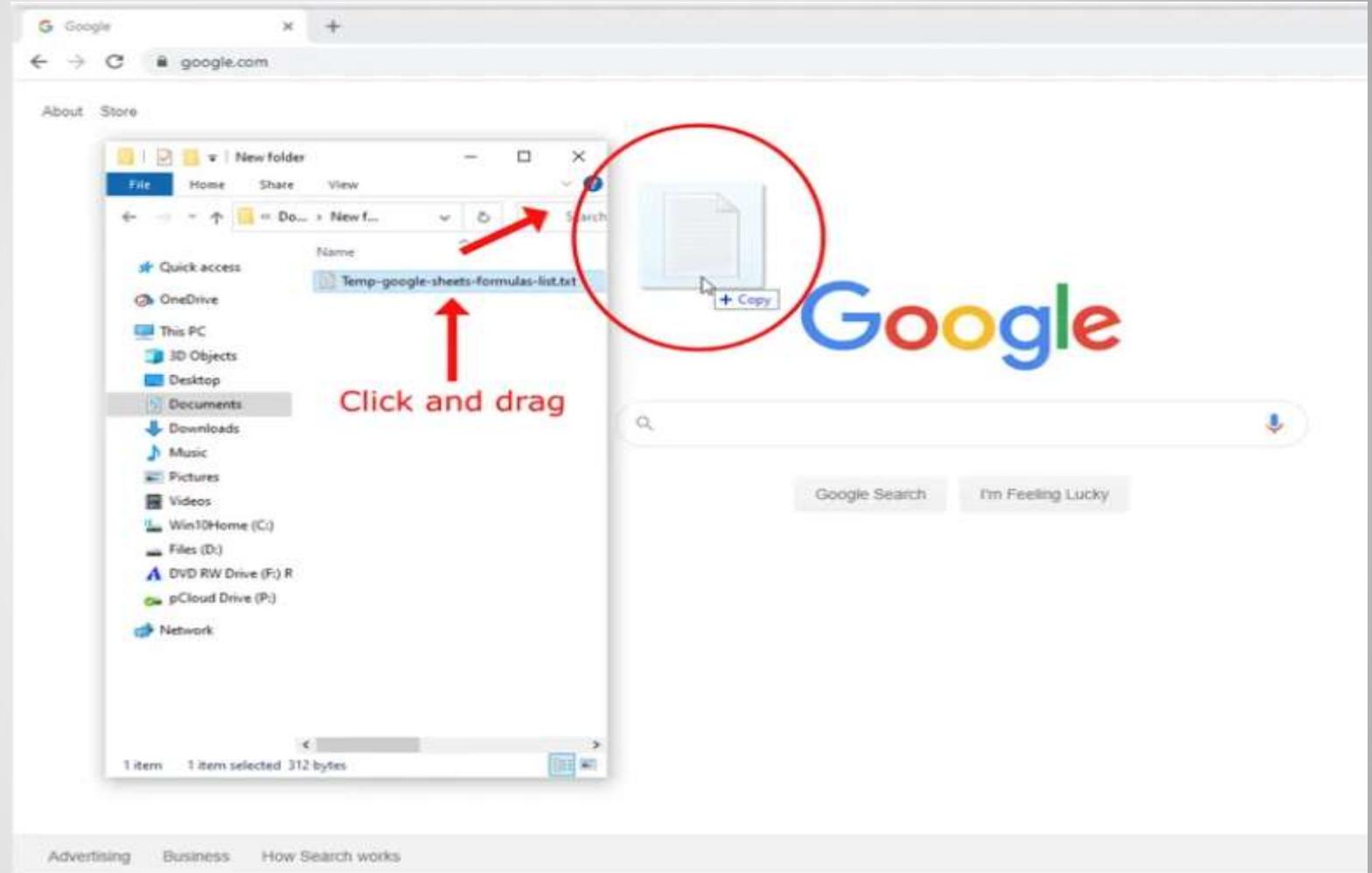


macOS Finder

- How files & folders displayed
icons lists columns gallery



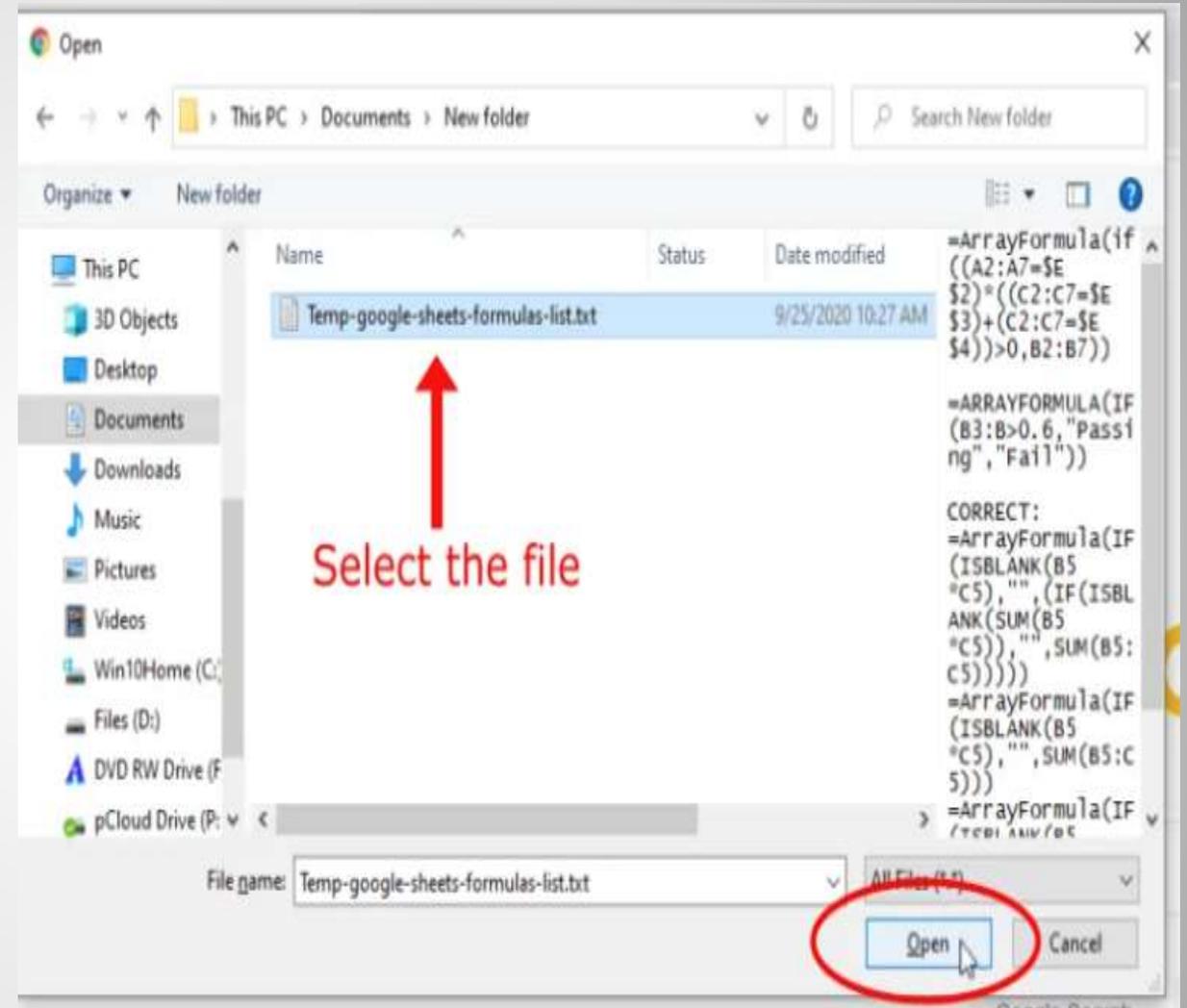
- Drag + Drop



View file in a browser



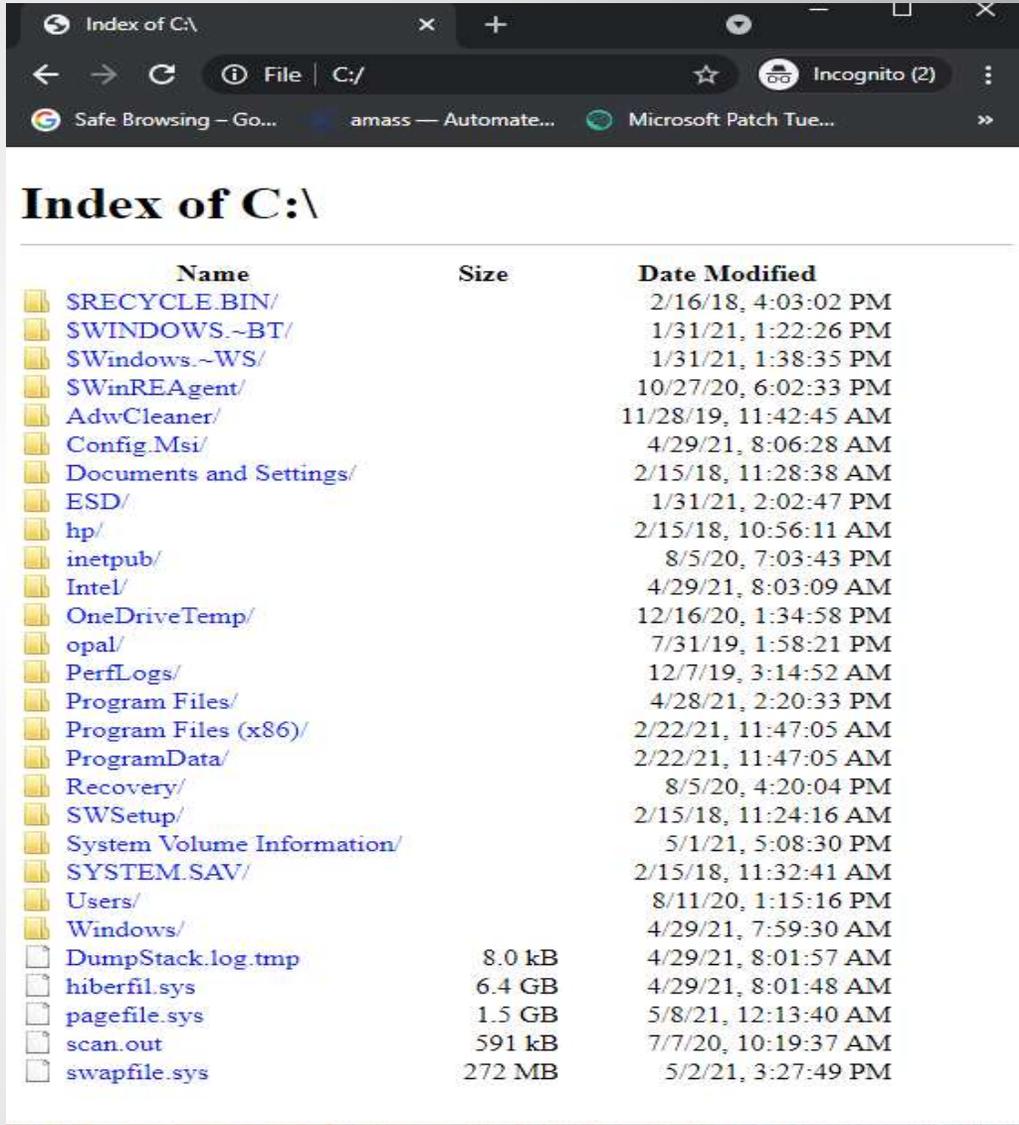
- Browser “Open”
- CTRL + O - Windows
- CMD + O Mac



View file in a browser



- Use address bar
- Provide path name



The screenshot shows a web browser window displaying the 'Index of C:\' directory. The browser's address bar shows the path 'C:/' and the page title is 'Index of C:\'. The content area displays a table of files and folders with columns for Name, Size, and Date Modified.

| Name | Size | Date Modified |
|----------------------------|--------|-----------------------|
| SRECYCLE.BIN/ | | 2/16/18, 4:03:02 PM |
| SWINDOWS.~BT/ | | 1/31/21, 1:22:26 PM |
| SWindows.~WS/ | | 1/31/21, 1:38:35 PM |
| SWinREAgent/ | | 10/27/20, 6:02:33 PM |
| AdwCleaner/ | | 11/28/19, 11:42:45 AM |
| Config.Msi/ | | 4/29/21, 8:06:28 AM |
| Documents and Settings/ | | 2/15/18, 11:28:38 AM |
| ESD/ | | 1/31/21, 2:02:47 PM |
| hp/ | | 2/15/18, 10:56:11 AM |
| inetpub/ | | 8/5/20, 7:03:43 PM |
| Intel/ | | 4/29/21, 8:03:09 AM |
| OneDriveTemp/ | | 12/16/20, 1:34:58 PM |
| opal/ | | 7/31/19, 1:58:21 PM |
| PerfLogs/ | | 12/7/19, 3:14:52 AM |
| Program Files/ | | 4/28/21, 2:20:33 PM |
| Program Files (x86)/ | | 2/22/21, 11:47:05 AM |
| ProgramData/ | | 2/22/21, 11:47:05 AM |
| Recovery/ | | 8/5/20, 4:20:04 PM |
| SWSetup/ | | 2/15/18, 11:24:16 AM |
| System Volume Information/ | | 5/1/21, 5:08:30 PM |
| SYSTEM.SAV/ | | 2/15/18, 11:32:41 AM |
| Users/ | | 8/11/20, 1:15:16 PM |
| Windows/ | | 4/29/21, 7:59:30 AM |
| DumpStack.log.tmp | 8.0 kB | 4/29/21, 8:01:57 AM |
| hiberfil.sys | 6.4 GB | 4/29/21, 8:01:48 AM |
| pagefile.sys | 1.5 GB | 5/8/21, 12:13:40 AM |
| scan.out | 591 kB | 7/7/20, 10:19:37 AM |
| swapfile.sys | 272 MB | 5/2/21, 3:27:49 PM |

Open file in browser



- Unique location in filesystem
- Volume Directory Subdirectory(s) File
- Volume Folder Subfolder(s) File

What is a file path name



Index of C:\Users\john\Documents x +

File | C:/Users/john/Documents/MUG%20presentations/ ☆ Incognito (2)

Safe Browsing - Go... amass - Automate... Microsoft Patch Tue... Change this one set... >>

Index of C:\Users\john\Documents\MUG presentat

 [\[parent directory\]](#)

| Name | Size | Date Modified |
|--|---------|---------------------|
|  FEB072019_MUG.PDF | 2.4 MB | 3/14/21, 1:06:02 PM |
|  header_logo.jpg | 36.0 kB | 3/14/21, 1:55:01 PM |
|  JAN2019-NEWTHTINGSINMOJAVE.PDF | 1.6 MB | 3/14/21, 1:13:02 PM |
|  MACMUGJUNE2017ICLOUD.PDF | 8.1 MB | 3/14/21, 1:33:42 PM |
|  MAY2018.PDF | 87.4 kB | 3/14/21, 1:14:03 PM |
|  MAY2019.PDF | 158 kB | 3/14/21, 1:05:16 PM |
|  MEETING-NOTES-APR2018 (1).PDF | 164 kB | 3/14/21, 1:15:02 PM |
|  MEETING-NOTES-APR2018.PDF | 164 kB | 3/14/21, 1:14:16 PM |
|  MEETING-NOTES-FEB2018 (1).PDF | 42.5 kB | 3/14/21, 1:15:15 PM |
|  MEETING-NOTES-FEB2018.PDF | 42.5 kB | 3/14/21, 1:14:28 PM |
|  MEETING-NOTES-JAN2018 (1).PDF | 99.9 kB | 3/14/21, 1:15:50 PM |
|  MEETING-NOTES-JAN2018.PDF | 99.9 kB | 3/14/21, 1:21:00 PM |
|  MEETING-NOTES-MAR072019.PDF | 142 kB | 3/14/21, 1:05:47 PM |
|  MEETING-NOTES-NOV2017.PDF | 5.7 MB | 3/14/21, 1:32:30 PM |
|  MEETING-NOTES-SEP2018.PDF | 13.9 MB | 3/14/21, 1:13:46 PM |
|  MEETING-NOTESFEB12018.PDF | 172 kB | 3/14/21, 1:15:25 PM |
|  MEETING-NOTESSEP2019.PDF | 15.7 MB | 3/14/21, 1:04:55 PM |
|  MUGMACMOST.PAGES.PDF | 244 kB | 3/14/21, 1:32:53 PM |
|  MUGOCTOBER42018.PDF | 4.6 MB | 3/14/21, 1:13:32 PM |
|  PHOTOS_ON_MAC.PDF | 4.1 MB | 3/14/21, 1:05:33 PM |
|  SOMELITTLEEXTRAS_NOV2018.PDF | 92.7 kB | 3/14/21, 1:13:14 PM |
|  The Mac User overview.docx | 12.6 kB | 3/14/21, 1:54:27 PM |



C:\Users\john\Documents\MUG presentations

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

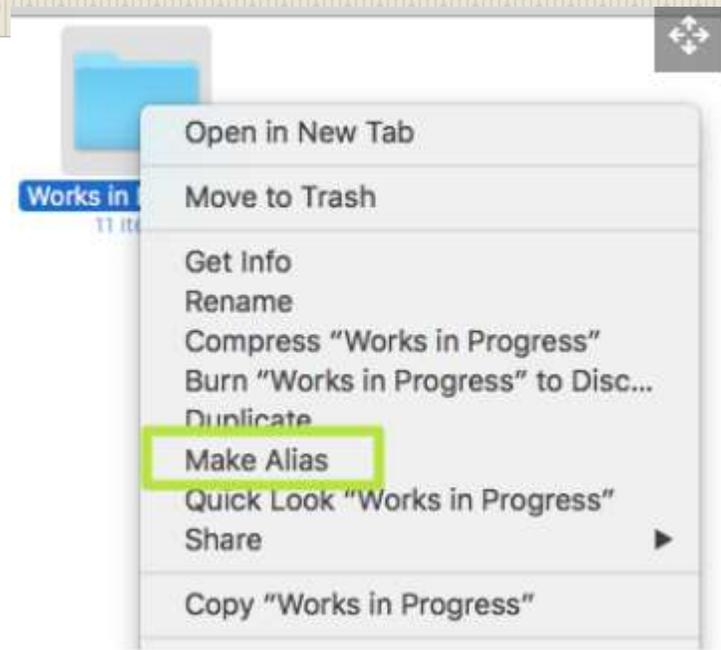
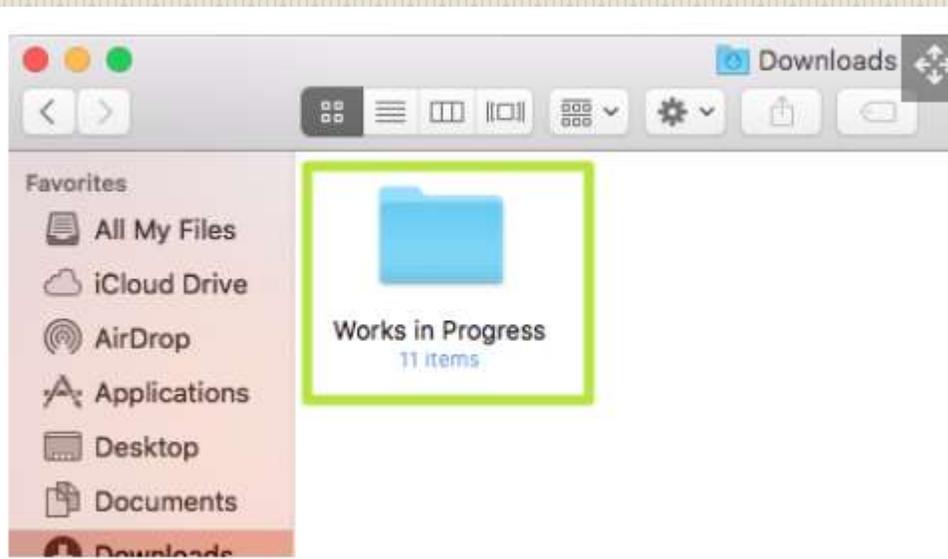
Select: Select all, Select none, Invert selection

john > Documents > MUG presentations

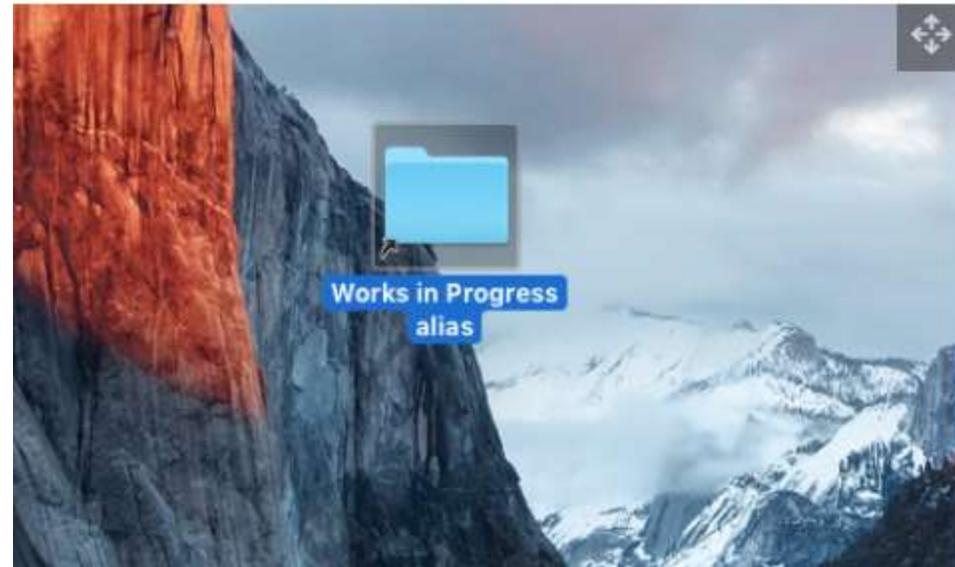
| Name | Date modified | Type | Size |
|--------------------------------|-------------------|---------------------|-----------|
| FEB072019_MUG.PDF | 3/14/2021 1:06 PM | Microsoft Edge P... | 2,415 KB |
| header_logo.jpg | 3/14/2021 1:55 PM | JPG File | 36 KB |
| JAN2019-NEWTHTINGSINMOJAVE.PDF | 3/14/2021 1:13 PM | Microsoft Edge P... | 1,688 KB |
| MACMUGJUNE2017ICLOUD.PDF | 3/14/2021 1:33 PM | Microsoft Edge P... | 8,253 KB |
| MAY2018.PDF | 3/14/2021 1:14 PM | Microsoft Edge P... | 88 KB |
| 8 (1).PDF | 3/14/2021 1:05 PM | Microsoft Edge P... | 159 KB |
| 8.PDF | 3/14/2021 1:15 PM | Microsoft Edge P... | 165 KB |
| 8 (1).PDF | 3/14/2021 1:15 PM | Microsoft Edge P... | 43 KB |
| 8.PDF | 3/14/2021 1:14 PM | Microsoft Edge P... | 43 KB |
| 8.PDF | 3/14/2021 1:15 PM | Microsoft Edge P... | 172 KB |
| 8 (1).PDF | 3/14/2021 1:15 PM | Microsoft Edge P... | 100 KB |
| 8.PDF | 3/14/2021 1:21 PM | Microsoft Edge P... | 100 KB |
| 2019.PDF | 3/14/2021 1:05 PM | Microsoft Edge P... | 143 KB |
| 17.PDF | 3/14/2021 1:32 PM | Microsoft Edge P... | 5,852 KB |
| 8.PDF | 3/14/2021 1:13 PM | Microsoft Edge P... | 14,220 KB |
| .PDF | 3/14/2021 1:04 PM | Microsoft Edge P... | 16,070 KB |
| DF | 3/14/2021 1:32 PM | Microsoft Edge P... | 244 KB |
| | 3/14/2021 1:13 PM | Microsoft Edge P... | 4,708 KB |
| | | Microsoft Edge P... | 4,177 KB |
| | | Microsoft Edge P... | 93 KB |
| | | Microsoft Word D... | 13 KB |

- Expand
- Open in new window
- Pin to Quick access
- Open in Windows Terminal
- Scan with VIPRE...
- Exclude from VIPRE scans
- Give access to >
- Restore previous versions >
- Include in library >
- Scan with Malwarebytes
- Pin to Start
- PowerRename
- Send to >
 - Bluetooth device
 - Compressed (zipped) folder
 - Desktop (create shortcut)
 - Documents
 - Fax recipient
 - Mail recipient
 - DVD RW Drive (E:)
- Cut
- Copy
- Delete
- Rename
- New >
- Properties





Drag Alias to Desktop



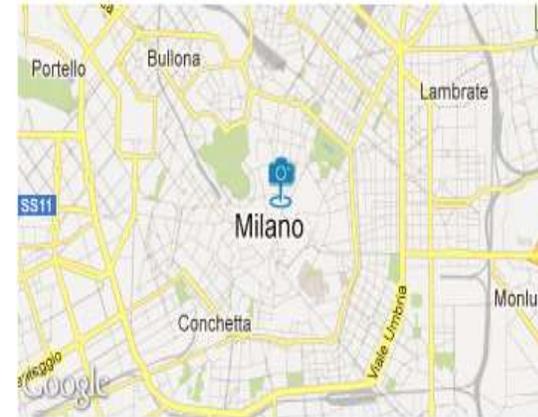
Exif details

| | |
|-----------------|---------------------------------|
| File Name | Example Teatro Scala.JPG |
| Creation Date | 2012-02-18 22:15:34 |
| File Size | 266,358 bytes (260.1 KB) |
| Dimensions | 1024 x 768 pixels |
| Make | Apple |
| Model | iPhone 4S |
| Latitude | 45.467 |
| Longitude | 9.18967 |
| GPS Coordinates | 45.467, 9.18967 |

Image



Location



Exif metadata example



APDV

File Settings Help

Check out our other software at acutesystems.com

C:\Use

- Show image preview
- Show embedded preview if available (faster)



| Image Summary | EXIF General Tags | EXIF General Tags (continued) |
|--|---|---|
| File name: Softpedia exif photo-QR.jpg | Make: Hewlett Packard | FNumber: F4.7 |
| File size: 1.8 MB | Model: Photosmart M425 | FileSrc: Digital Still Camera (DSC) |
| File Modified: 9/6/2014, 3:42 | Orientation: top, left side | Flash: Flash did not fire, auto mode |
| Pixel W x H: 2576 x 1920 pixels | ResolutionUnit: inches | FlashPixVersion: 0100 |
| DPI W x H: 230 x 230 dots per inch | Software: Version 1.4100,SN:CN63KC70SGF | FocalLength: 6.0 mm |
| Print size W x H: 11.2 x 8.3 inches | XResolution: 230 | FocalLengthIn35mmFilm: 36 mm |
| Color type: RGB | YCbCrPositioning: Datum point | GainControl: None |
| Color bits per pixel: 24 | YResolution: 230 | ISOSpeedRatings: 100 |
| Transparency: No | ApertureValue: F4.7 | LightSource: D50 |
| Background color: No | BrightnessValue: 7999/1000 | MakerNote: IIII |
| | ColorSpace: sRGB | MaxApertureValue: F2.8 |
| | ComponentsConfiguration: YCbCr | MeteringMode: Center weighted average |
| | CompressedBitsPerPixel: 16/5 bits/pixel | PixelXDimension: 2576 0 |
| | Contrast: Normal | PixelYDimension: 1920 0 |
| | CustomRendered: Normal process | Saturation: Normal |
| | DateTimeDigitized: 2008:09:17 08:14:59 | SceneCaptureType: Standard |
| | DateTimeOriginal: 2008:09:17 08:14:59 | SceneType: Directly photographed image |
| | DigitalZoomRatio: 0/10 | SensingMethod: One-chip color area sensor |
| | ExifVersion: 0220 | Sharpness: Normal |
| | ExposureBiasValue: 0 | ShutterSpeedValue: 1/256 sec |
| | ExposureIndex: 100/1 | SubjectDistanceRange: Distant view |
| | ExposureMode: Auto exposure | WhiteBalance: Auto white balance |
| | ExposureProgram: Program normal | InteroperabilityIndex: R98 |
| | ExposureTime: 301/125000 sec | InteroperabilityVersion: 0100 |

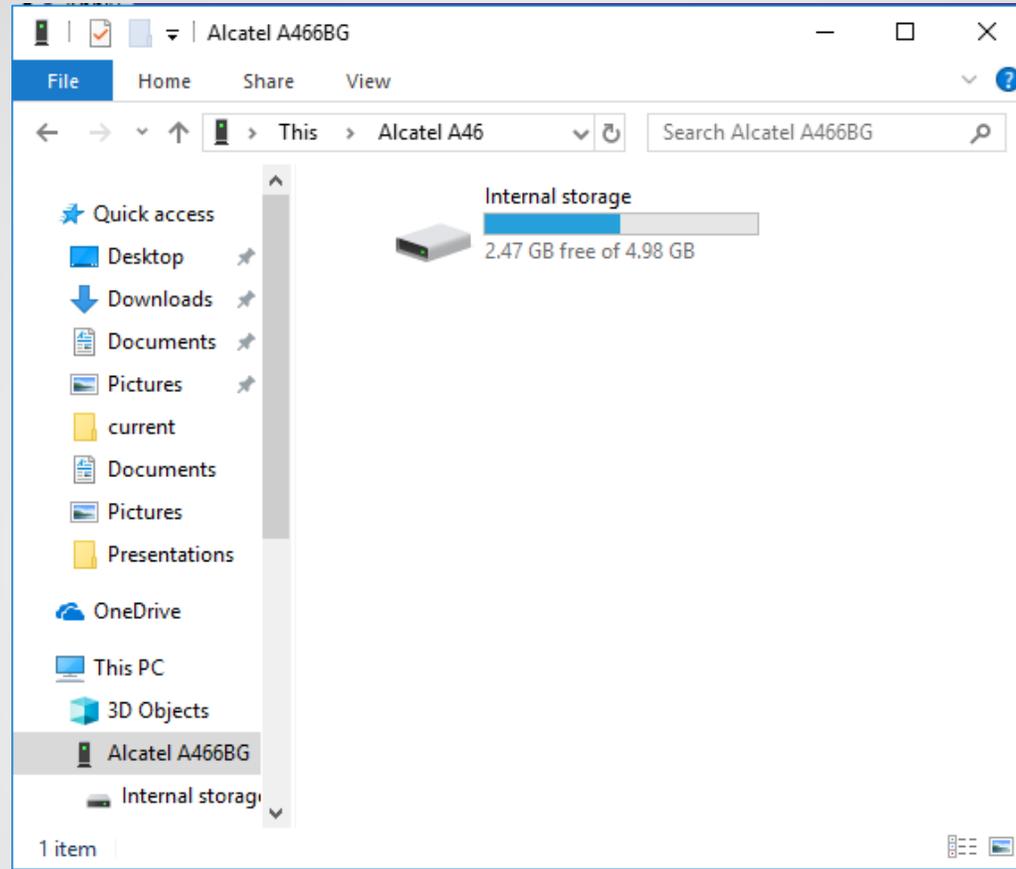


- Unlock Android phone



Micro USB device





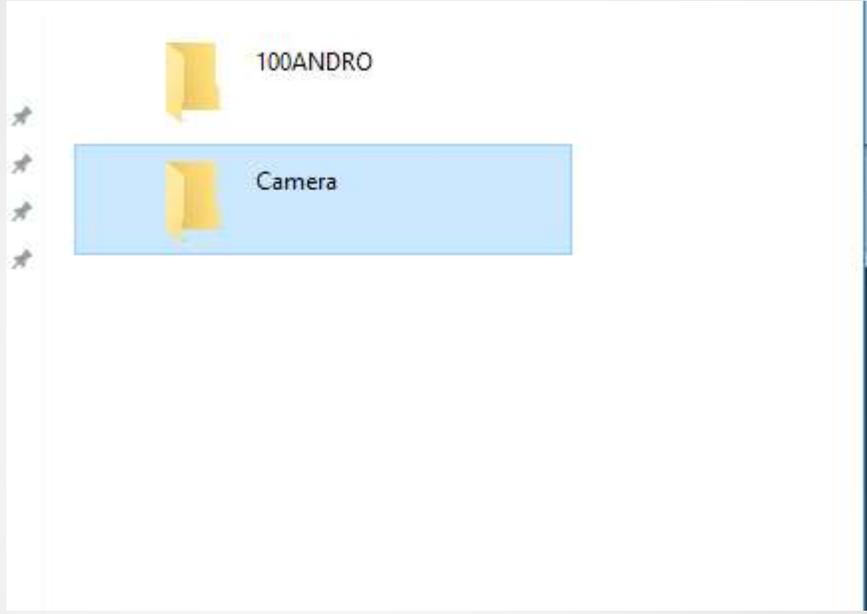
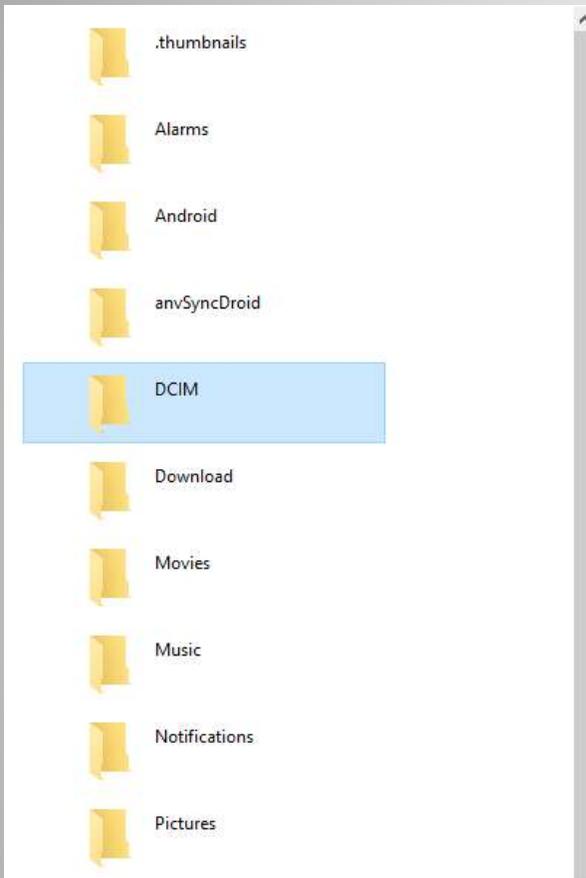
Windows





Android phone as Folder







Name

Type



IMG_20180718_151735.jpg

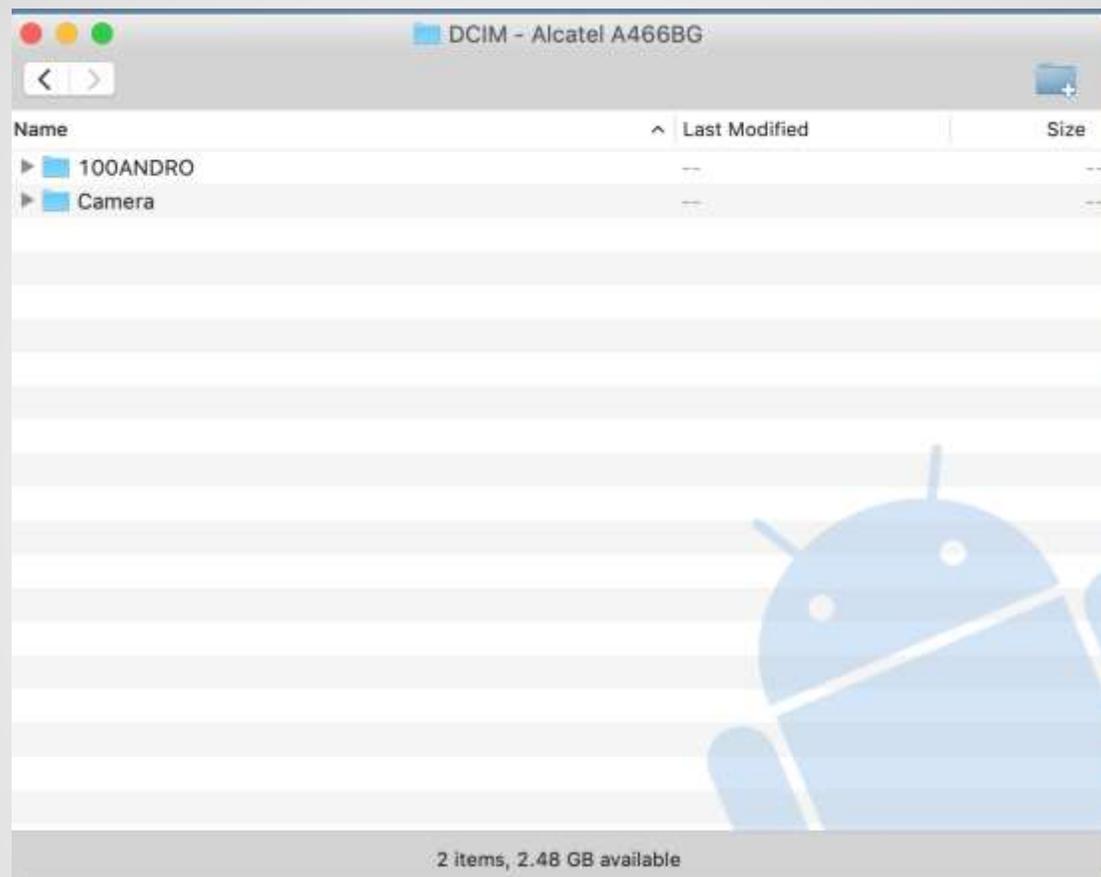
JPG File





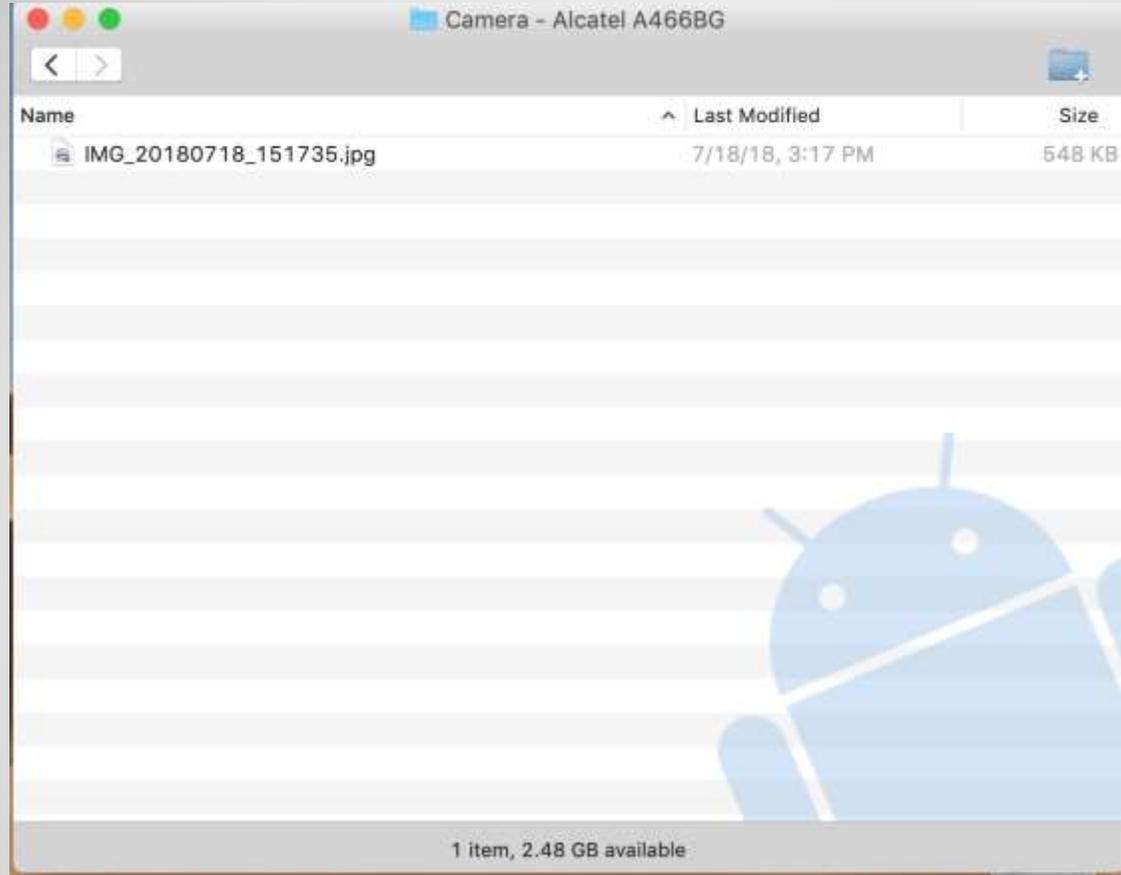
Android File Transfer





Select Camera





The Photo Drag and Drop



Files and Folders Generic

Sun City Computer Club Seminar
Part 2

John Jenkinson



My Apologies

- File – Digital resource for recording data on a storage device
- Folder – Virtual container within a digital filesystem in which groups of files and other folders can be kept and organized
- Directory – Similar definition for folder
- Filesystem – hierarchical (resembles tree with branches)
 - Parent and child folders/directories
- Folder metaphor
- Folder Graphical User Interface Icon
- Directory – element of a path



- Path – general form of the name for a file and/or folder specifies unique location in a filesystem follows directory hierarchical tree expressed as character string delimiters separate directory structure usually colon ":" slash "/" backslash "\"
- Examples:
 - Unix (MacOS) /home/user/docs/Letter.txt
 - Windows C:\user\docs\Letter.txt

Definitions





Filename extensions



- 8.3
- Filetype
- Filename suffix
- Characteristic of file contents - intended use
- WhatsApp
- Period usual separator
- Metadata
- MAY NOT BE DISPLAYED - icon instead
- LETTER-FOR-YOU.TXT.vbs

Common (?) Filename extensions



Common filename extensions – NOT inclusive

- Audio - .mid .mp3 .wav
- Compressed - .7z .rar .z .zip
- Disk & media - .bin .iso .vcd
- Data & database .csv .dat .log .sav .sql .xml
- eMail .email .msg .ost .pst .vcf
- Executable .bat .pl .exe .jar .py .wsf
- Font .fnt .otf .ttf
- Image .pbm .gif .ico .jpg .jpeg .ps
- Internet .asp .cgi .css .htm .html
- Presentation .key .pps .ppt .pptx
and so on and so on



- Network – Volume – Directory – filename – extension
- Network – Volume – Directory – filename – extension – version
- Artificial versioning
 - filename_1 filename_2
 - filename_21-May-2021
 - filename_save filename save your version naming scheme

Versions



Universal Naming Convention (UNC)

- Networked Files and Folders

\\ComputerName\SharedFolder\Resource

Filenames can be the same

Paths must be unique



- WEB file address (path)
scheme:[//authority]path[?query][#fragment]
authority = [userinfo@]host[:port]



`mailto:someone@example.com`

Uniform Resource Locator (URL)



Untitled - Edited

View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate Format Document

125%

7

Text

Body

Style Layout More

Font

Helvetica Neue

Regular 11 pt

B I U S

Character Styles None

Text Color

Spacing 1.0 - Single

Bullets & Lists None

Drop Cap



Untitled - Edited

125%

View Zoom Add Page

Insert Table Chart Text Shape Media Comment Collaborate Format Document

Text

Body

Style Layout More

Font

Helvetica Neue

Regular 11 pt

B I U S

Character Styles None

Text Color

Spacing 1.0 - Single

Bullets & Lists None

Drop Cap

7

Save As: Expenses

Tags:

Where: Documents

Cancel Save



- New... ⌘N
- Open... ⌘O
- Open Recent >
- Close ⌘W
- Save... ⌘S
- Duplicate ⇧⌘S
- Rename...
- Move To...
- Revert To >
- Export To >
- Save as Template...
- Reduce File Size...
- Advanced >
- Set Password...
- Print... ⌘P

Untitled - Edited

View Zoom Add Category

Table Cell Text Arrange

Table 1

| | A | B | C | D | E | F | G |
|----|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | 7 | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |

Text 7

Table Styles

Table Options

- Title
- Caption

Headers & Footer

Rows 22

Columns 7

Table Font Size A A

Table Outline

0.35 pt

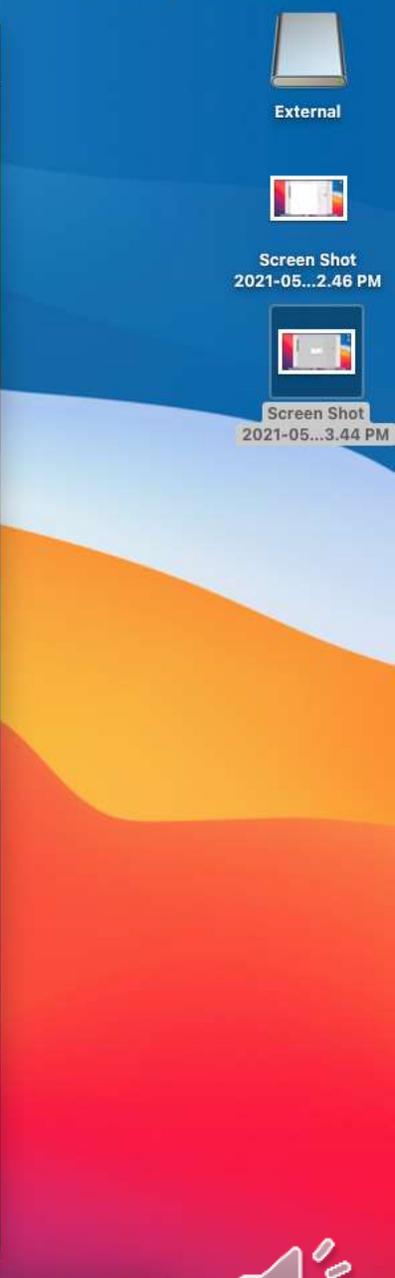
Gridlines

Alternating Row Color

Row & Column Size

Height 20 pt Fit

Width 98 pt Fit





Shape Styles

Fill, Border, Shadow, Reflection, Opacity (100%), Title (Top), Caption

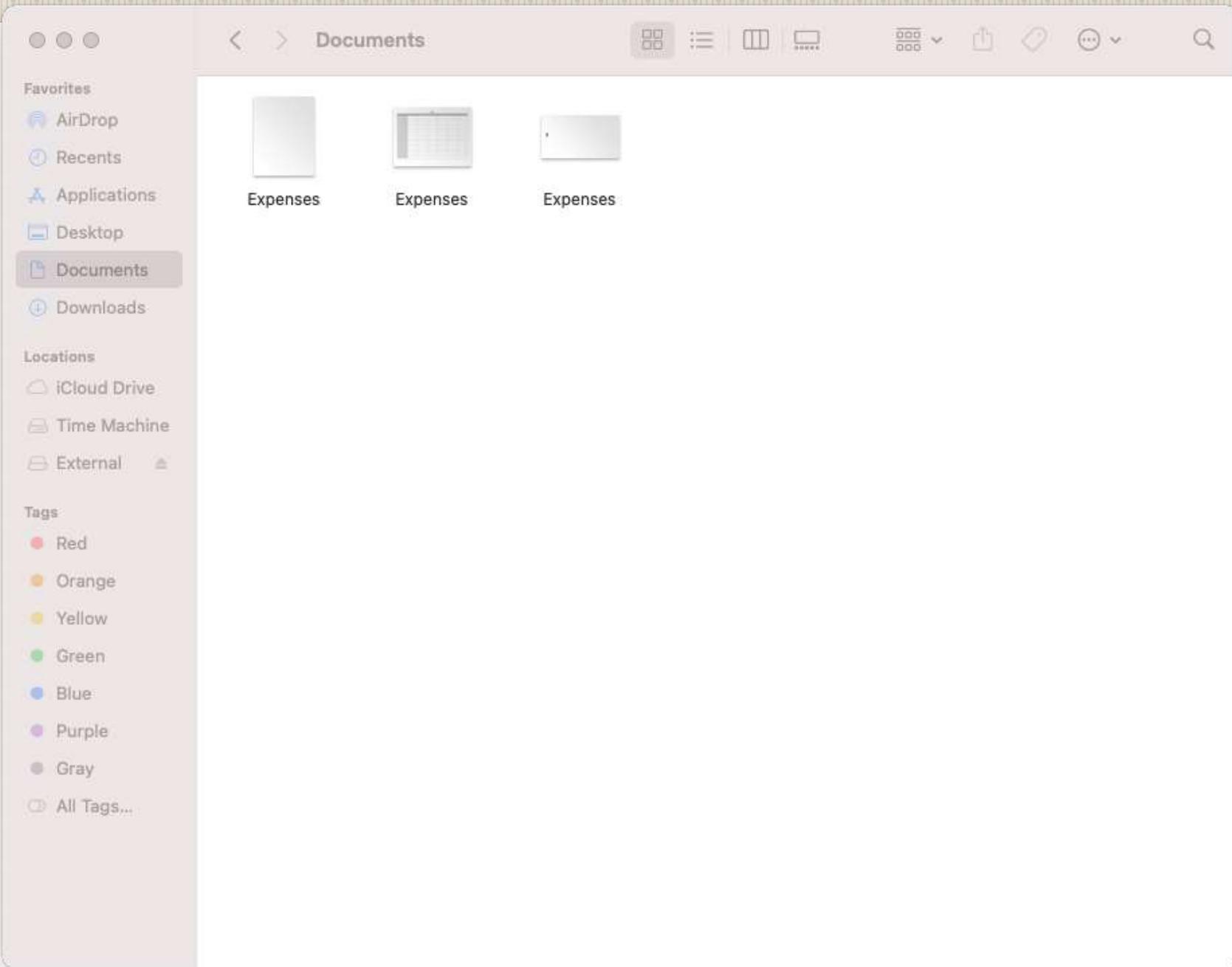
7

Presentation Subtitle

Author and Date

Save As: Expenses
Tags:
Where: Documents
Cancel Save





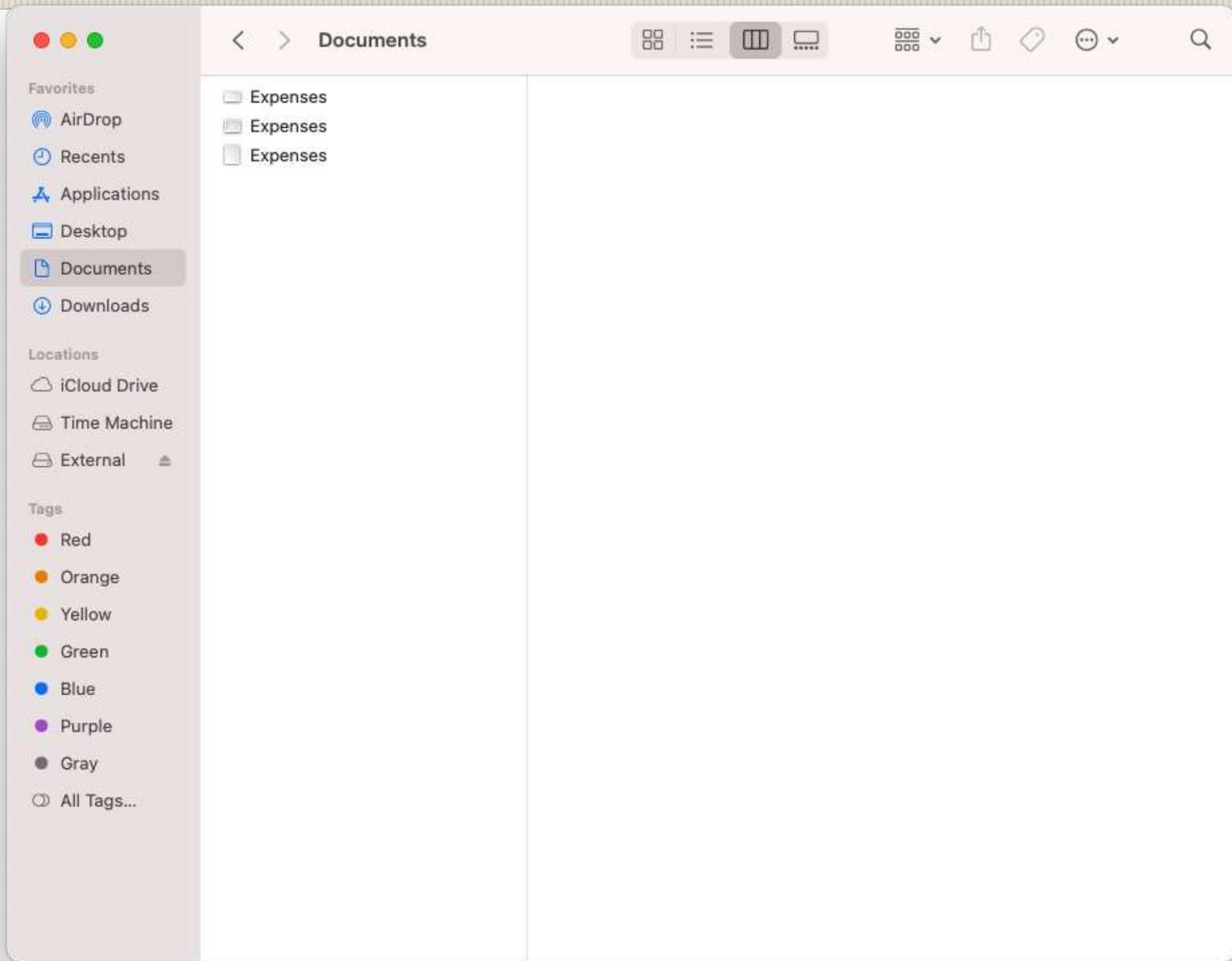
Documents

| Name | Date Modified | Size | Kind |
|----------|------------------|--------|---------|
| Expenses | Today at 2:57 PM | 429 KB | Keynote |
| Expenses | Today at 2:55 PM | 132 KB | Numbers |
| Expenses | Today at 2:53 PM | 85 KB | Pages |

Left sidebar:

- Favorites
 - AirDrop
 - Recents
 - Applications
 - Desktop
 - Documents
 - Downloads
- Locations
 - iCloud Drive
 - Time Machine
 - External
- Tags
 - Red
 - Orange
 - Yellow
 - Green
 - Blue
 - Purple
 - Gray
 - All Tags...





Documents

Expenses
Keynote - 429 KB

Information

| | |
|-------------|----------------|
| Created | Today, 2:57 PM |
| Modified | Today, 2:57 PM |
| Last opened | Today, 2:57 PM |

Tags
Add Tags...

7

Expenses

More...



Documents

Expenses
Pages Document - 85 KB

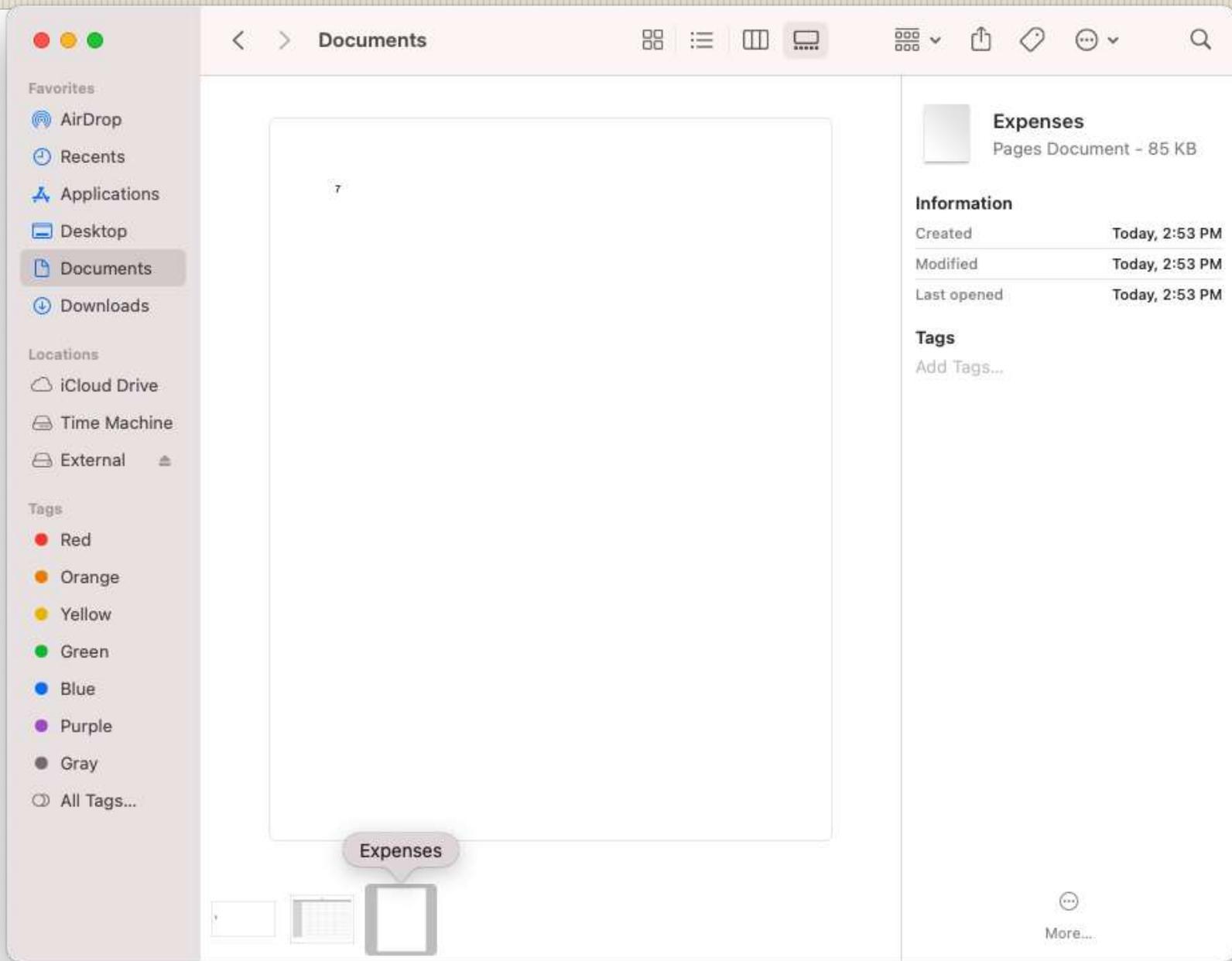
Information

| | |
|-------------|----------------|
| Created | Today, 2:53 PM |
| Modified | Today, 2:53 PM |
| Last opened | Today, 2:53 PM |

Tags
Add Tags...

Expenses

More...



This PC > Documents > river



Search river

| <input type="checkbox"/> Name | Date modified | Type | Size |
|-------------------------------|-------------------|-----------------------------------|-------|
| expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB |
| expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB |
| expenses.xlsx | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB |

Size All Columns to Fit

Name

Date modified

Type

Size

Date created

Authors

Categories

Tags

Title

More...



| Name | Date modified | Type | Size | Date created | Authors | Title |
|---------------|-------------------|-----------------------------------|-------|-------------------|-------------|-------------------------|
| expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM | John Jen... | |
| expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM | John Jen... | PowerPoint Presentation |
| expenses.xlsx | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM | john | |

Choose Details [X]

Select the details you want to display for the items in this folder.

Details:

- Name
- Date modified
- Type
- Size
- Date created
- Authors
- Title
- #
- 35mm focal length
- Account name
- Album
- Album artist
- Album ID
- Anniversary
- Assistant's name

Width of selected column (in pixels):

Move Up
Move Down
Show
Hide

OK Cancel



Refresh View Windows

This PC > Documents > river

Search river

| Name | Date modified | Type | Size | Date created | Authors | Title |
|---------------|-------------------|-----------------------------------|-------|-------------------|-------------|-------------------------|
| expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM | John Jen... | |
| expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM | John Jen... | PowerPoint Presentation |
| expenses.xlsx | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM | john | |

Choose Details

Select the details you want to display for the items in this folder.

Details:

- Name
- Date modified
- Type
- Size
- Date created
- Authors
- Title
- #
- 35mm focal length
- Account name
- Album
- Album artist
- Album ID
- Anniversary
- Assistant's name

Width of selected column (in pixels): 272

OK Cancel



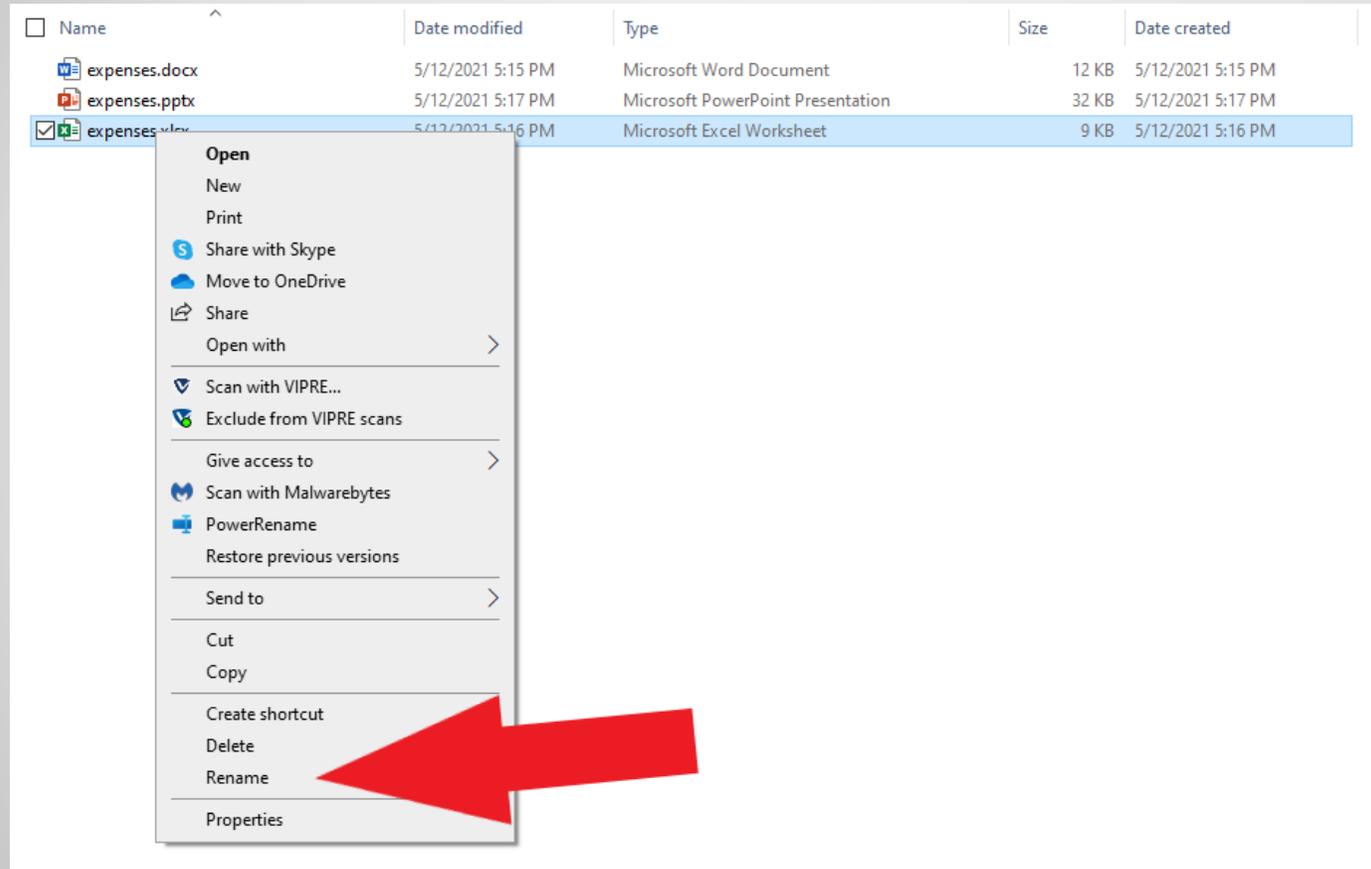


Search river

Presentation



Windows Rename



The screenshot shows a Windows File Explorer window with a table of files. The file 'expenses.xlsx' is selected, and a context menu is open over it. A red arrow points to the 'Rename' option in the menu.

| Name | Date modified | Type | Size | Date created |
|---------------|-------------------|-----------------------------------|-------|-------------------|
| expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM |
| expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM |
| expenses.xlsx | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM |

- Open
- New
- Print
- Share with Skype
- Move to OneDrive
- Share
- Open with >
- Scan with VIPRE...
- Exclude from VIPRE scans
- Give access to >
- Scan with Malwarebytes
- PowerRename
- Restore previous versions
- Send to >
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Properties



| <input type="checkbox"/> Name | Date modified | Type | Size | Date created |
|---|-------------------|------|------|--------------|
|  expenses.docx | 5/12/2021 5:15 PM | | | |
|  expenses.pptx | 5/12/2021 5:17 PM | | | |
| <input checked="" type="checkbox"/>  expenses.xlsx.doc | 5/12/2021 5:16 PM | | | |

Rename

 If you change a file name extension, the file might become unusable.

Are you sure you want to change it?

Windows WARNING!!



| <input type="checkbox"/> Name | Date modified | Type | Size | Date created |
|---|-------------------|-----------------------------------|-------|-------------------|
|  expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM |
|  expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM |
| <input checked="" type="checkbox"/>  expenses.xlsx.doc | 5/12/2021 5:16 PM | Microsoft Word 97 - 2003 Document | 9 KB | 5/12/2021 5:16 PM |

Windows Type has changed
Contents have not changed



| <input type="checkbox"/> Name | Date modified | Type | Size | Date created |
|---|-------------------|-----------------------------------|-------|-------------------|
|  expenses.docx | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM |
|  expenses.pptx | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM |
|  expenses.xlsx | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM |

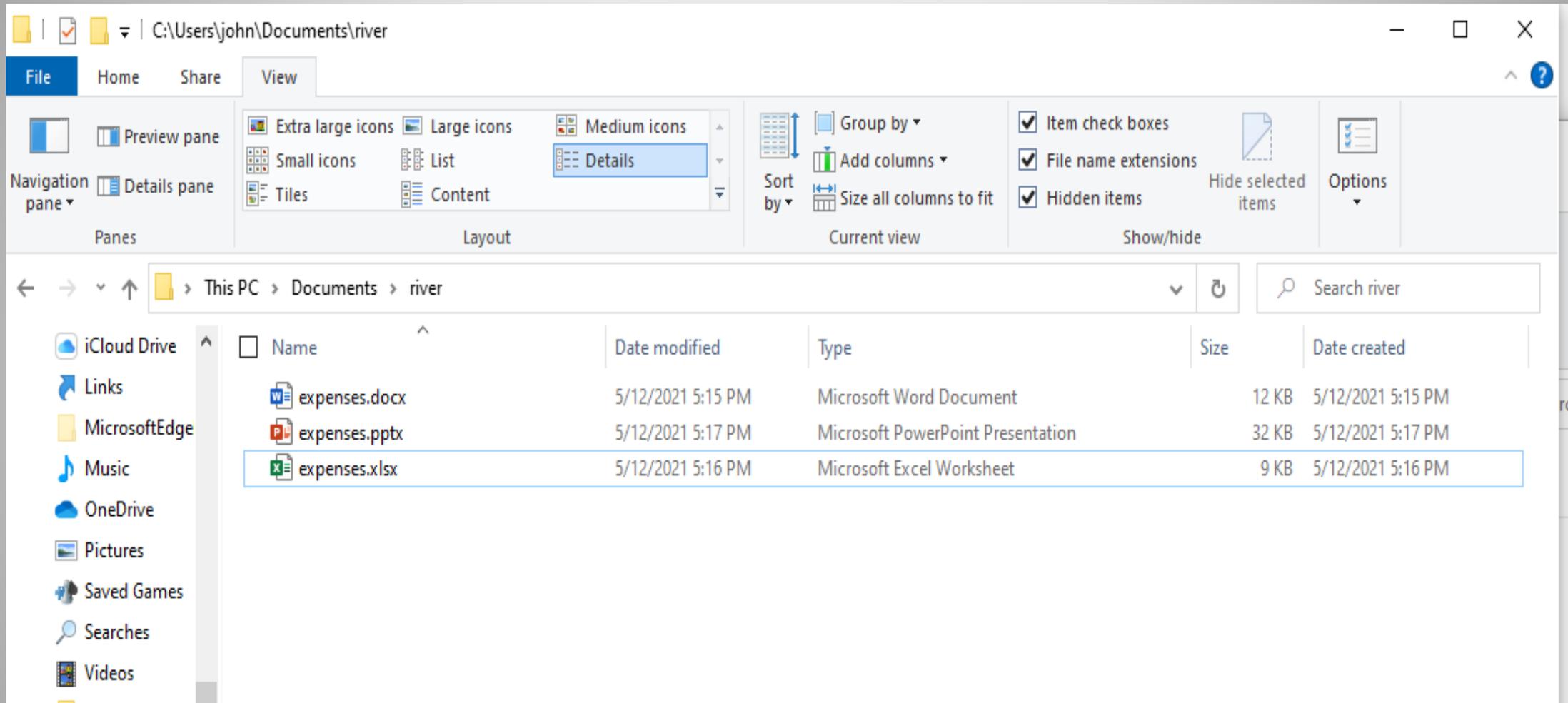
Windows Rename the Rename Rename back





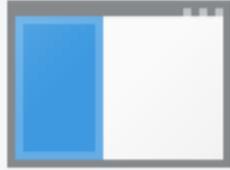
Windows File Explorer icon





Windows File Explorer View Tab





Navigation
pane ▾



Preview pane

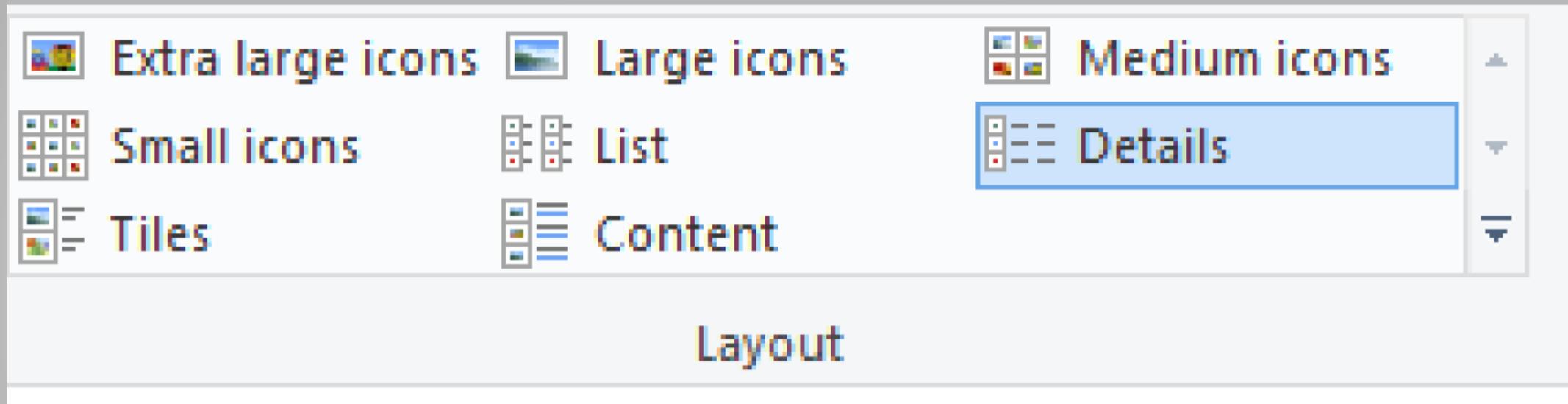


Details pane

Panes

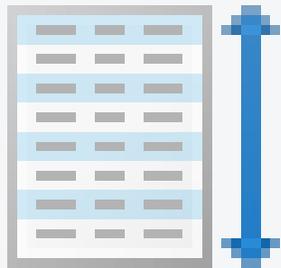
Windows File Explorer - Panes



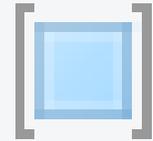


Windows File Explorer - Layout

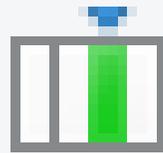




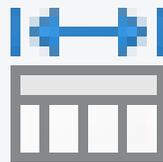
Sort
by ▾



Group by ▾



Add columns ▾



Size all columns to fit

Current view

Windows File Explorer – Current View



Item check boxes

File name extensions

Hidden items

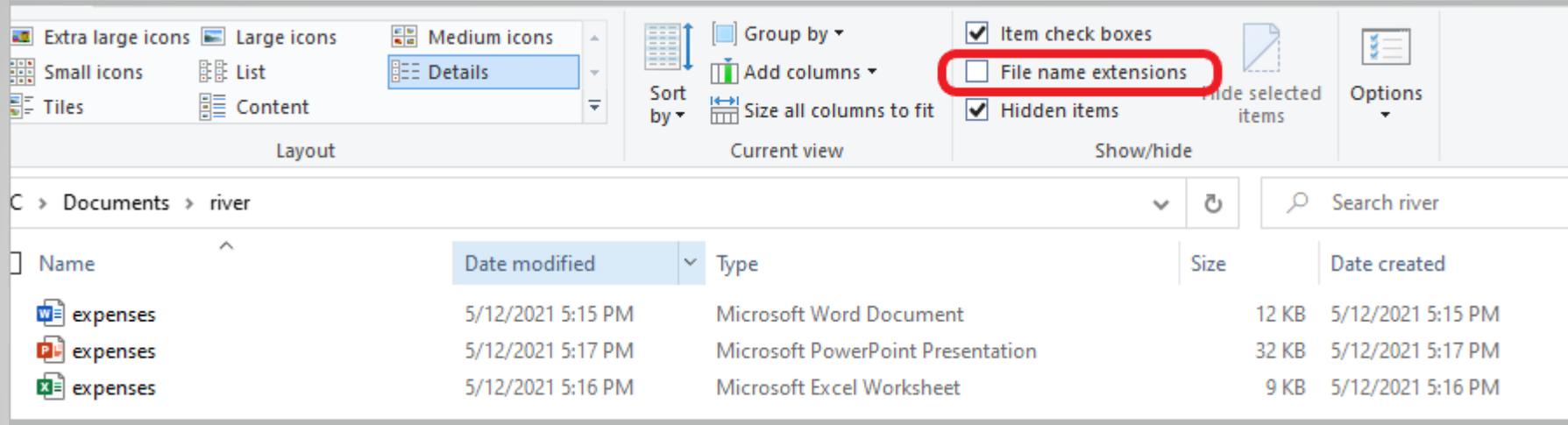


Hide selected
items

Show/hide

Windows File Explorer – Show/Hide





The screenshot shows the Windows File Explorer interface for a folder named 'river' located in 'Documents'. The 'Details' view is selected. In the 'Show/hide' section, the 'File name extensions' checkbox is unchecked and highlighted with a red circle. The file list below shows three files named 'expenses' with their respective extensions (.docx, .pptx, .xlsx) visible.

| Name | Date modified | Type | Size | Date created |
|----------|-------------------|-----------------------------------|-------|-------------------|
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM |

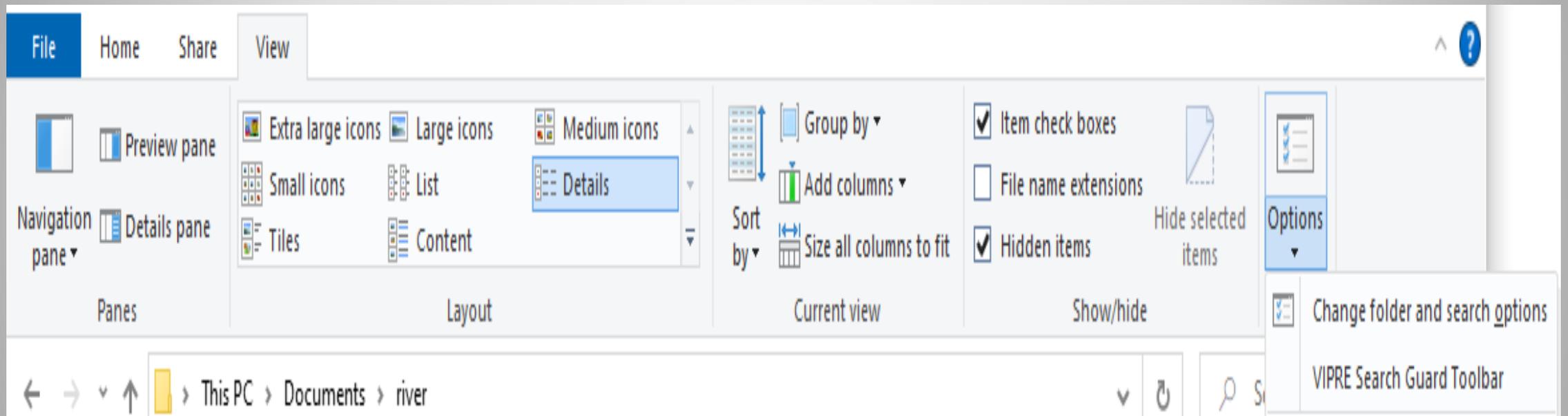
Windows File Explorer – Hide Extensions Default



Microsoft Windows Hide File Extensions

- Why – Avoid user error
- Can actually cause user error
- Important Notice.txt.exe will display Important Notice.txt
- BAD BAD for security - suggest showing file extensions
 - Double check the icon of the file

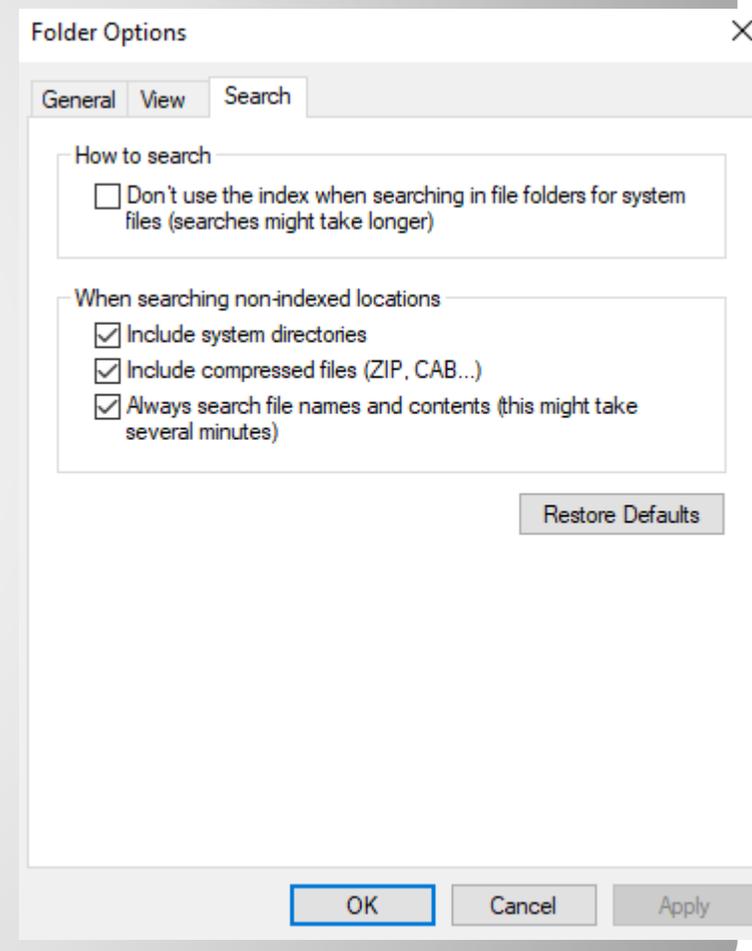
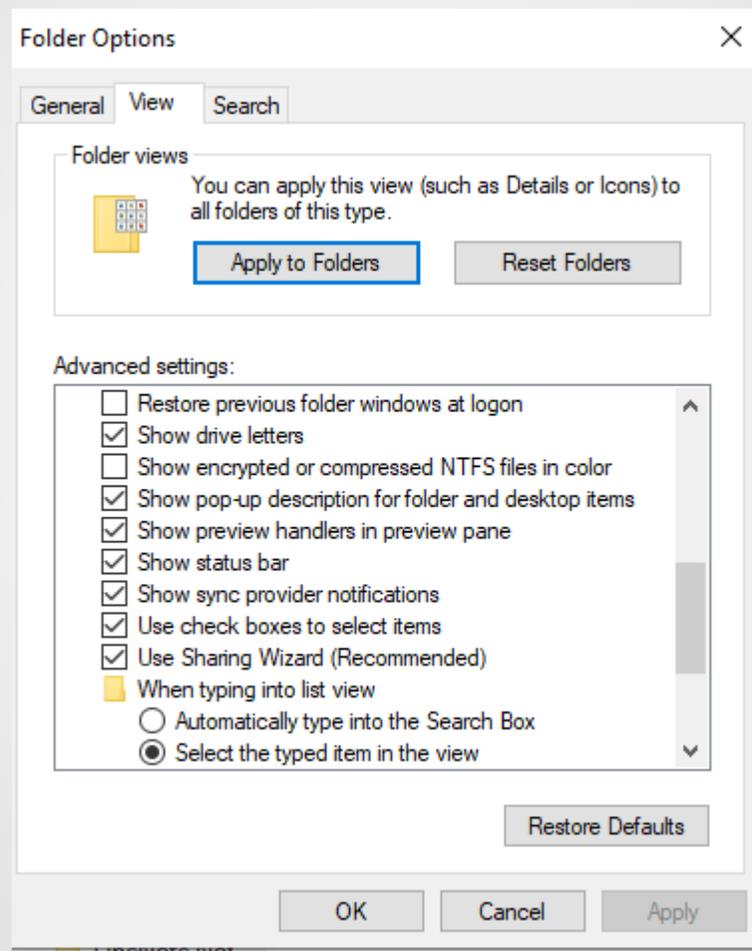
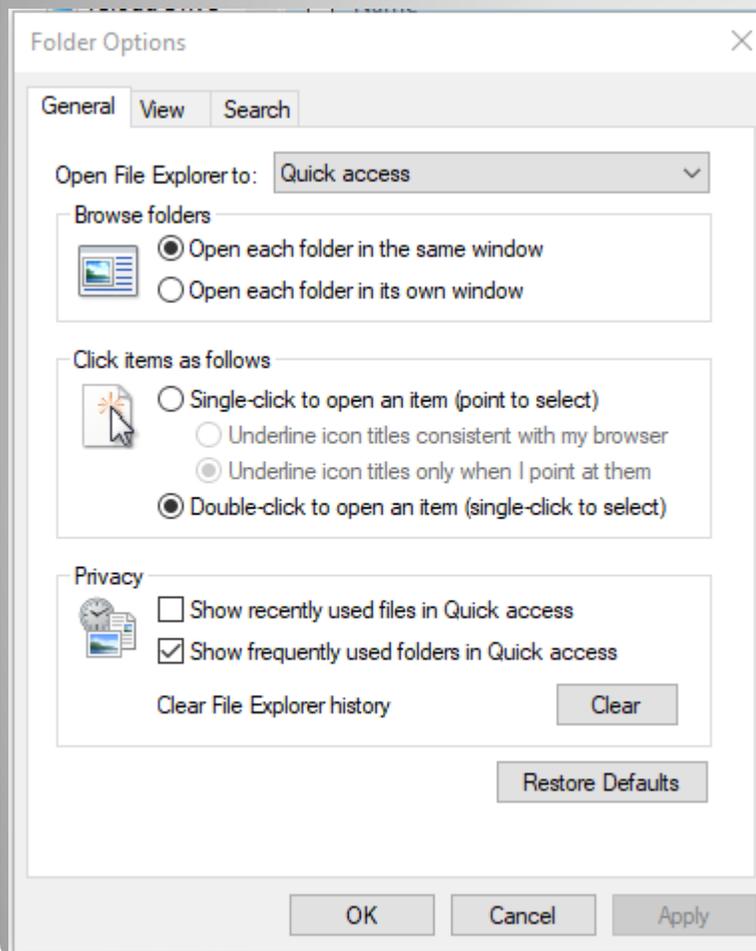




Windows File Explorer - Options



Windows File Explorer - Options

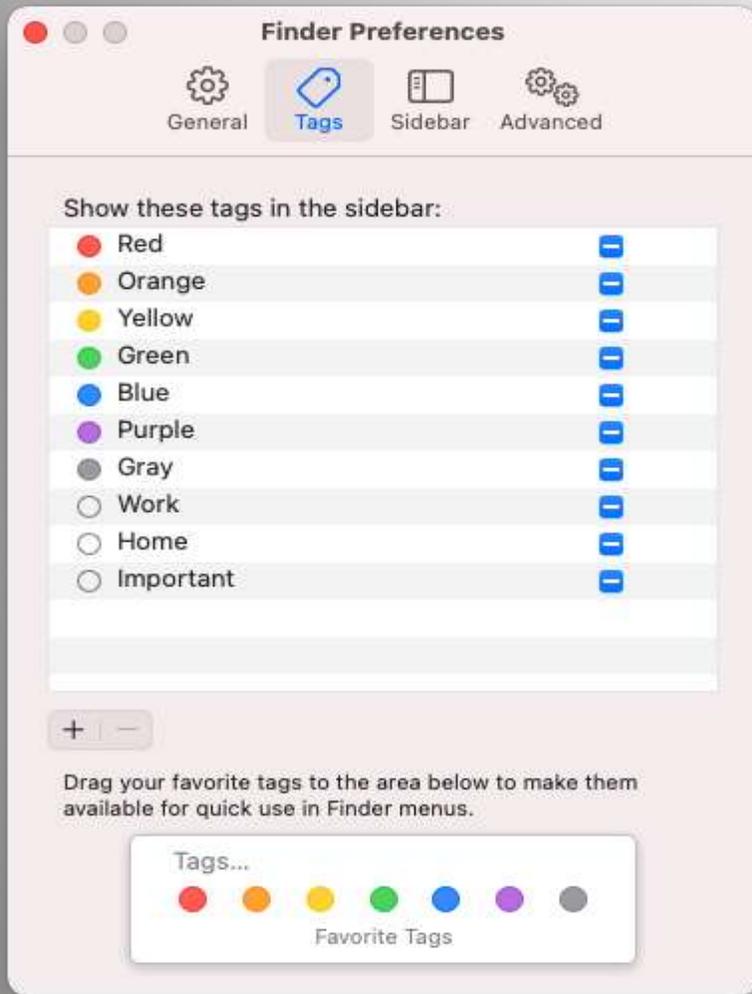


Windows File Explorer

- File & Folder Explorer
- Folders are files of files and folders
- Path  C:\Users\john\Documents\river



macOS Finder



Finder Preferences

General Tags Sidebar Advanced

Show these tags in the sidebar:

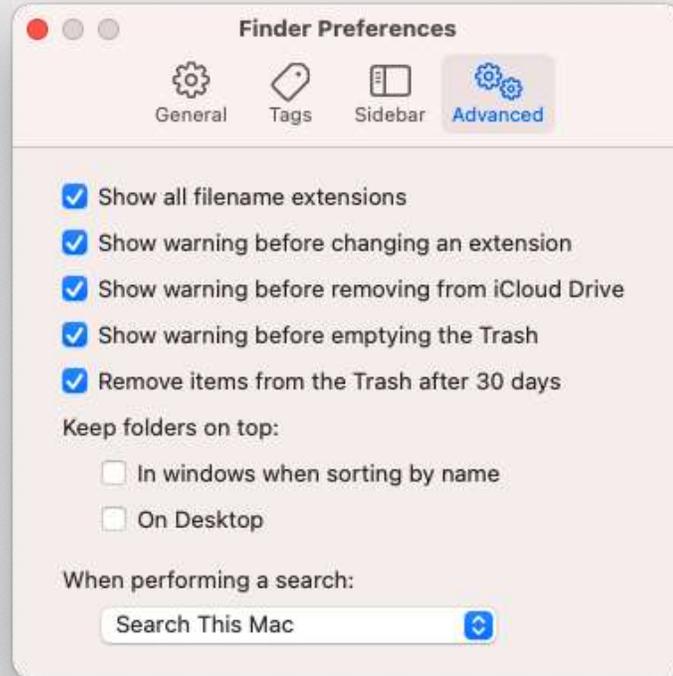
| | | |
|-------------------------------------|-----------|--------------------------|
| <input checked="" type="checkbox"/> | Red | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Orange | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Yellow | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Green | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Blue | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Purple | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Gray | <input type="checkbox"/> |
| <input type="checkbox"/> | Work | <input type="checkbox"/> |
| <input type="checkbox"/> | Home | <input type="checkbox"/> |
| <input type="checkbox"/> | Important | <input type="checkbox"/> |

+ -

Drag your favorite tags to the area below to make them available for quick use in Finder menus.

Tags...

Favorite Tags



Finder Preferences

General Tags Sidebar Advanced

Show all filename extensions

Show warning before changing an extension

Show warning before removing from iCloud Drive

Show warning before emptying the Trash

Remove items from the Trash after 30 days

Keep folders on top:

In windows when sorting by name

On Desktop

When performing a search:

Search This Mac



Finder Preferences

General Tags Sidebar Advanced

Show these items in the sidebar:

Favorites

Recents

AirDrop

Applications

Desktop

Documents

Downloads

Movies

Music

Pictures

river

Locations

iCloud Drive

John's Mac mini

Hard disks

External disks

CDs, DVDs, and iOS Devices

Cloud Storage

Bonjour computers

Connected servers

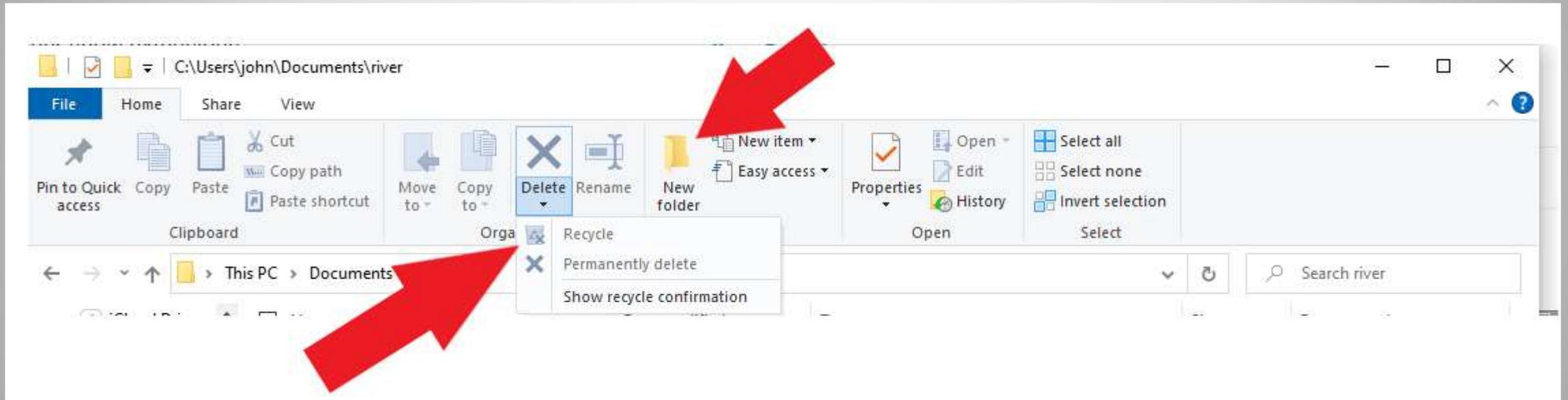
Tags

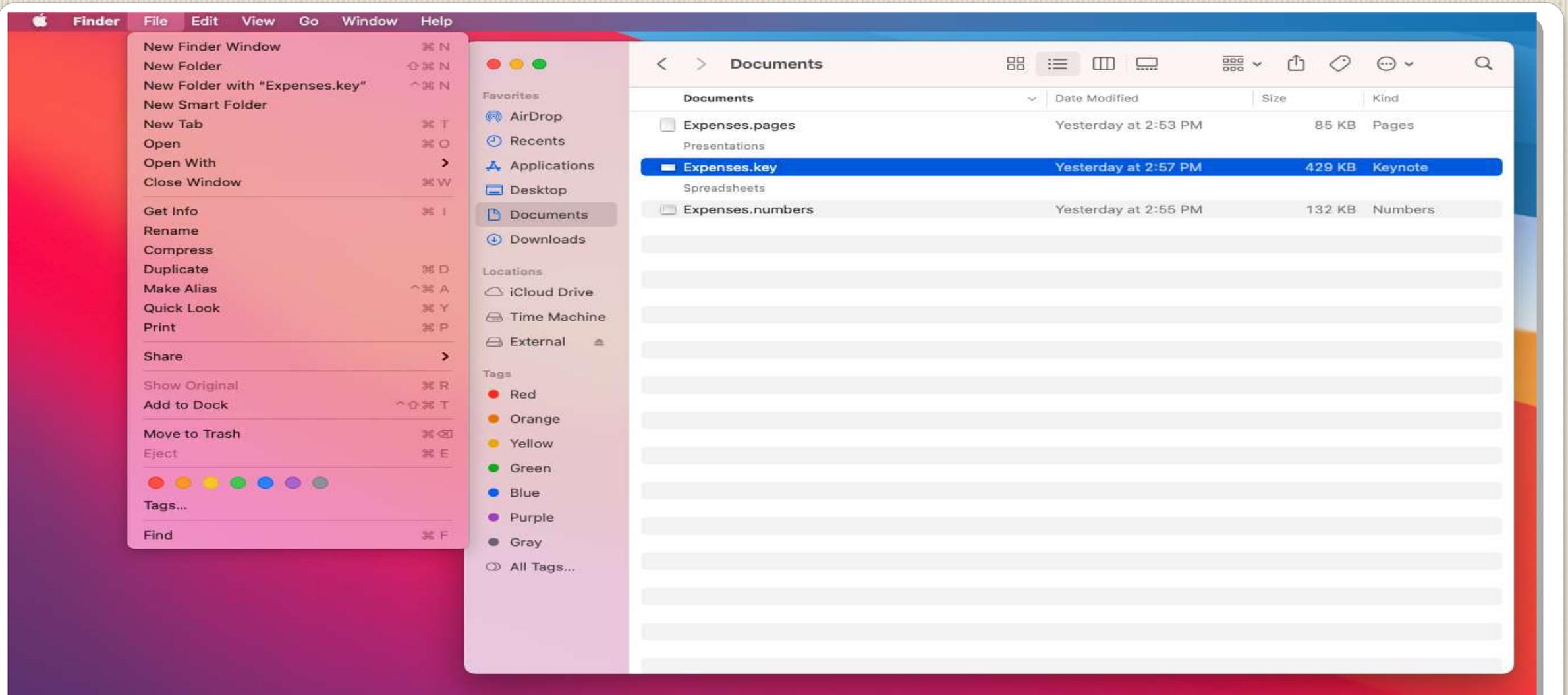
Recent Tags



Files and Folders

- Windows





Files and Folders Mac



- Digital analog to physical files and folders
- Cameras, Smart TVs, tablets, smart phones, printers, copiers, fax, Garman, drones, ...

Files and Folders





Android phone as Folder



C:\Users\john\Documents\river

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

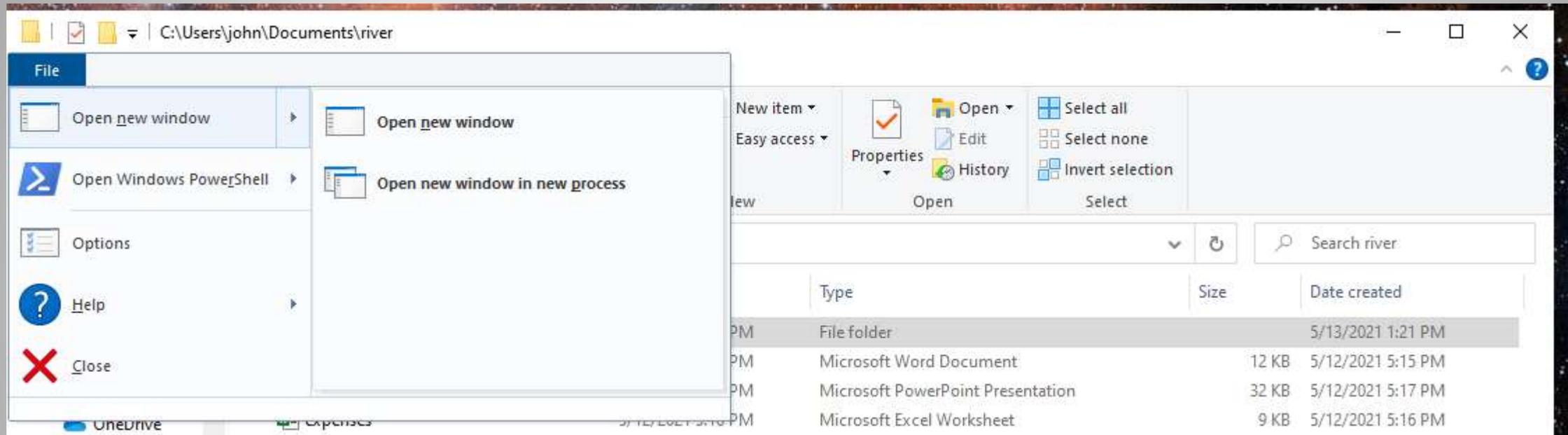
Select: Select all, Select none, Invert selection

This PC > Documents > river

| Name | Date modified | Type | Size | Date created |
|--|-------------------|-----------------------------------|-------|-------------------|
| <input checked="" type="checkbox"/> New folder | 5/13/2021 1:21 PM | File folder | | 5/13/2021 1:21 PM |
| <input type="checkbox"/> expenses | 5/12/2021 5:15 PM | Microsoft Word Document | 12 KB | 5/12/2021 5:15 PM |
| <input type="checkbox"/> expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation | 32 KB | 5/12/2021 5:17 PM |
| <input type="checkbox"/> expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet | 9 KB | 5/12/2021 5:16 PM |

Windows File Explorer - New Folder





Windows File Explorer – Open new Window



C:\Users\john\Documents\river

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete

C:\Users\john\Documents\river\New folder

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, New item, Easy access

Open: Properties, Open, Edit, History

Select: Select all, Select none, Invert selection

This PC > Documents > river

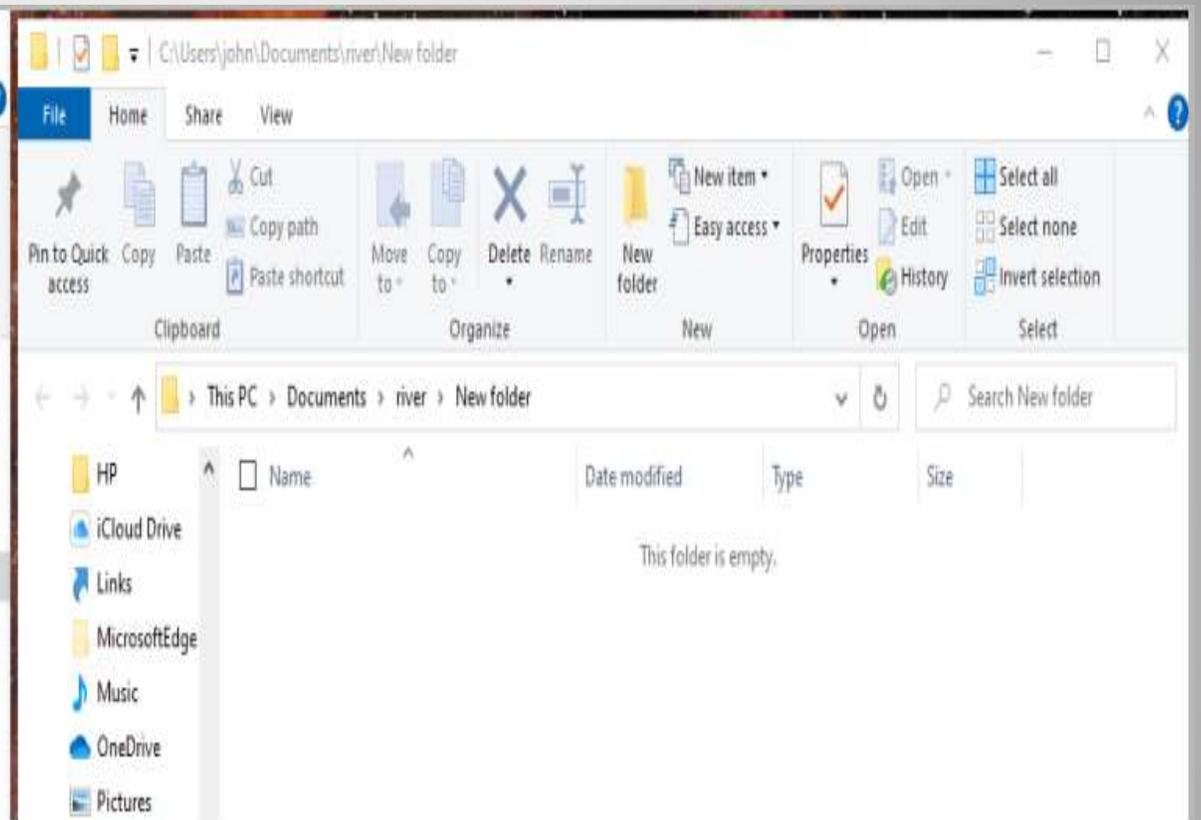
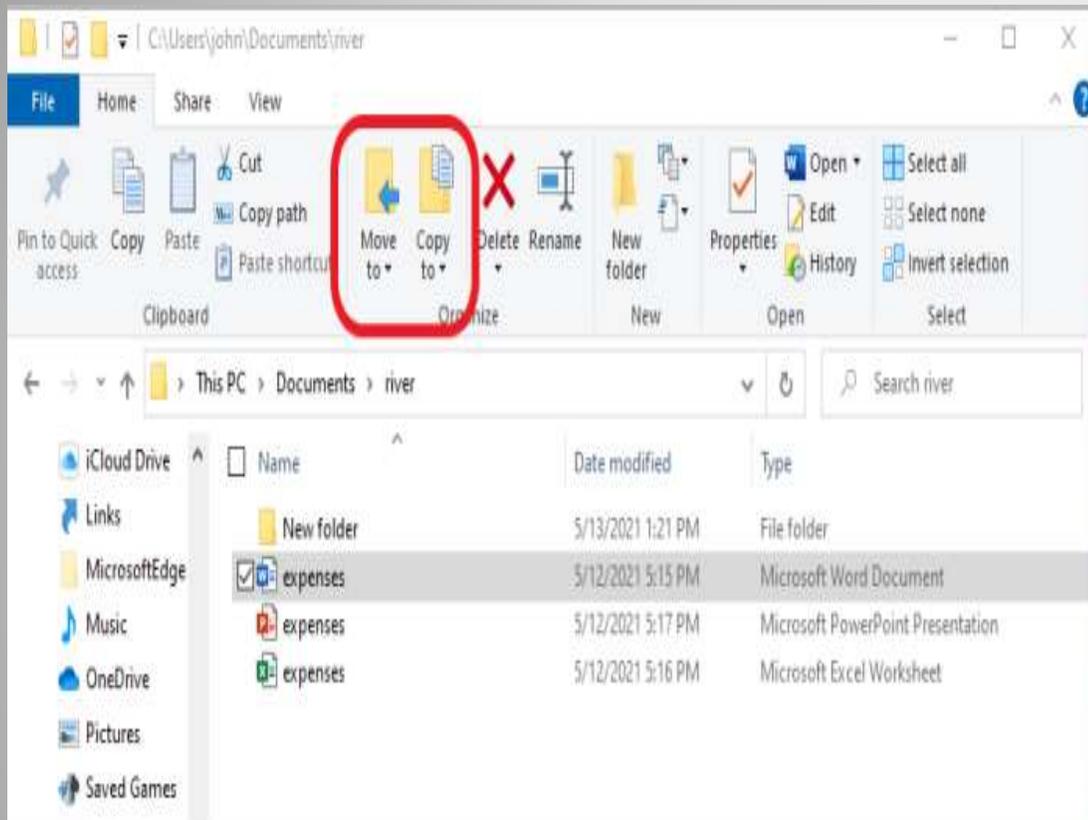
- iCloud Drive
- Links
- MicrosoftEdge
- Music
- OneDrive
- Name
- New folder
- expenses
- expenses
- expenses

This PC > Documents > river > New folder

Search New folder

| Name | Date modified | Type | Size |
|-----------------------|---------------|------|------|
| This folder is empty. | | | |





Windows Files and Folders



File Explorer window showing the contents of the 'river' folder. The address bar shows the path: C:\Users\john\Documents\river. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Move to, Copy to, Delete, Rename, New folder, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The left sidebar shows the navigation pane with 'river' selected. The main pane displays a table of files:

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:21 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

The status bar at the bottom shows: 4 items, 1 item selected, 11.6 KB.

File Explorer window showing the contents of a 'New folder' created inside the 'river' folder. The address bar shows the path: C:\Users\john\Documents\river\New folder. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Move to, Copy to, Delete, Rename, New folder, New item, Easy access, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The main pane is empty, displaying the message: "This folder is empty."

Copy Items dialog box. The title bar is "Copy Items". The text inside says: "Select the place where you want to copy 'expenses', then click the Copy button."

The dialog shows a tree view of the file system with the following structure:

- hp.system.package.metadata
- MUG presentations
- My Kindle Content
- OneNote Notebooks
- Presentations
- Quicken
- river
 - New folder
- Shared Folder

The "Folder:" text box contains "New folder". At the bottom are three buttons: "Make New Folder", "Copy", and "Cancel".



File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`.

Address bar: `C:\Users\john\Documents\river`

Navigation pane: `This PC > Documents > river`

| Name | Date modified | Type |
|--|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:31 PM | File folder |
| <input checked="" type="checkbox"/> expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

4 items 1 item selected 11.6 KB

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`.

Address bar: `C:\Users\john\Documents\river\New folder`

Navigation pane: `This PC > Documents > river > New folder`

| Name | Date modified | Type | Size |
|----------|-------------------|---------------------|-------|
| expenses | 5/12/2021 5:15 PM | Microsoft Word D... | 12 KB |

1 item



File Explorer window showing the contents of the 'river' folder. The address bar shows the path: C:\Users\john\Documents\river. The ribbon includes File, Home, Share, and View. The main pane displays a list of files:

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:32 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

The left sidebar shows the navigation pane with 'Documents' expanded and 'river' selected. The status bar at the bottom indicates '4 items' and '1 item selected 11.6 KB'.

File Explorer window showing the contents of a newly created 'New folder' within the 'river' folder. The address bar shows the path: C:\Users\john\Documents\river\New folder. The ribbon includes File, Home, Share, and View. The main pane displays the message: "This folder is empty."

A 'Move Items' dialog box is open, prompting the user to select the destination for the 'expenses' files. The dialog shows a tree view of the file system with the 'river' folder expanded and 'New folder' selected. The 'Folder:' field contains 'New folder'. The 'Move' button is highlighted.

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`.

Address bar: `C:\Users\john\Documents\river`

Navigation pane: `This PC > Documents > river`

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:32 PM | File folder |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

3 items

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`.

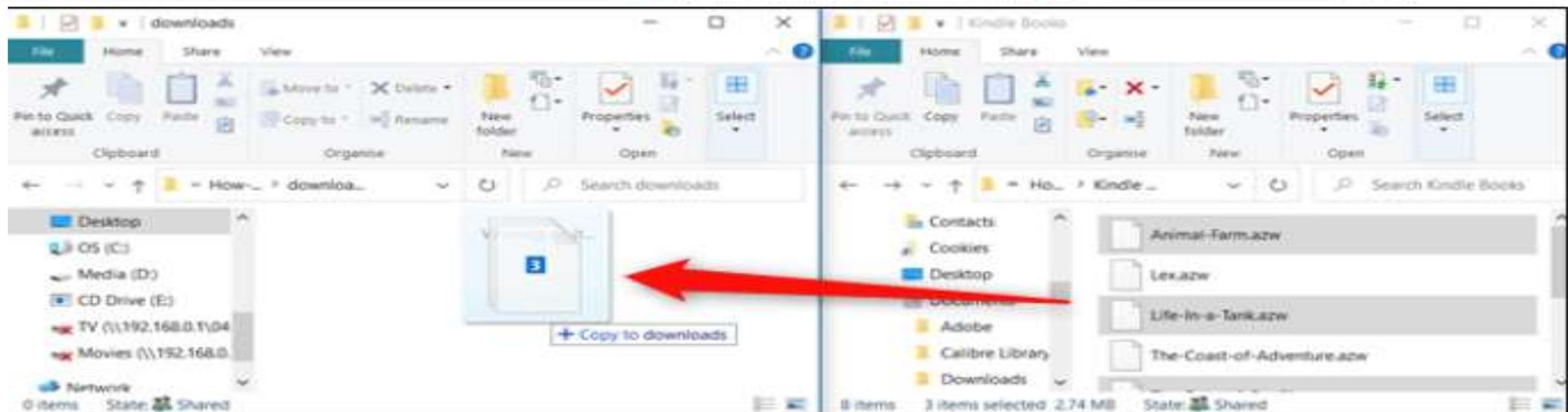
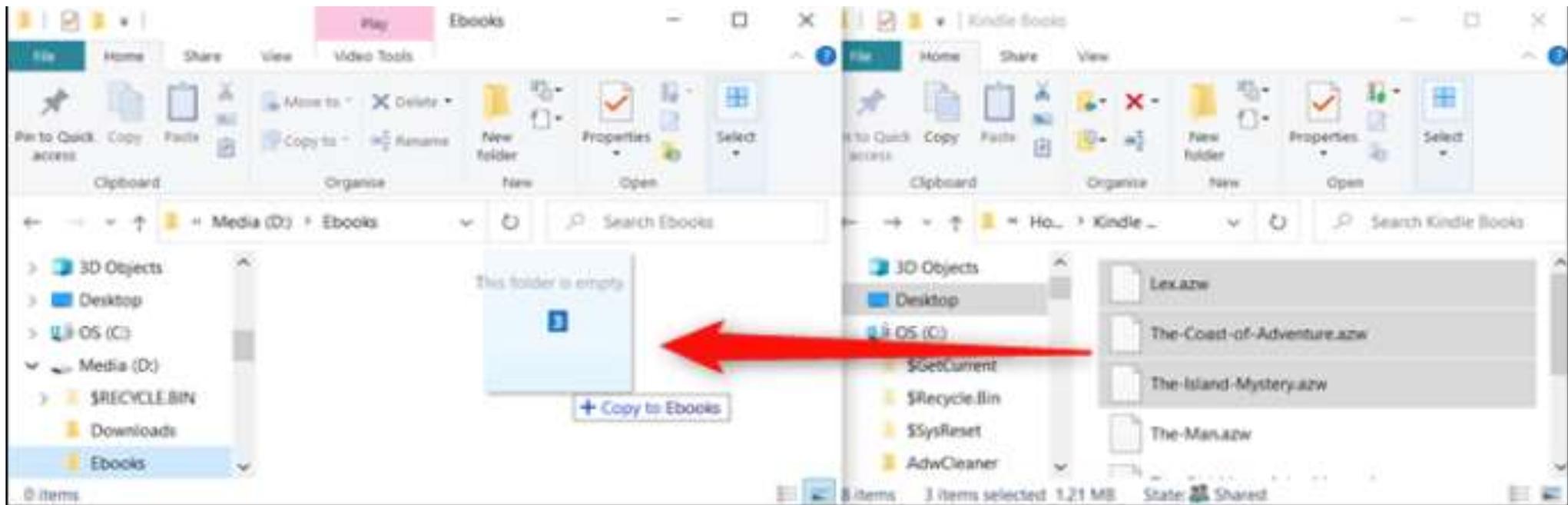
Address bar: `C:\Users\john\Documents\river\New folder`

Navigation pane: `This PC > Documents > river > New folder`

| Name | Date modified | Type | Size |
|----------|-------------------|---------------------|-------|
| expenses | 5/12/2021 5:15 PM | Microsoft Word D... | 12 KB |

1 item





- Copy – result two copies
- Move – result one copy
- Copy – default for different drive
- Move – Default for same drive

- Copy to same drive
 - Drag – BEFORE DROP press CTRL to trigger copy mode
- Move to different drive
 - Drag – BEFORE DROP press SHIFT to trigger move mode

Windows Files and Folders Move vs Copy



File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Properties, Edit, History, Select all, Select none, and Invert selection.

The address bar shows the path: `This PC > Documents > river`. The search bar contains "Search river".

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:43 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

A context menu is open over the selected "expenses" file (Microsoft Excel Worksheet). The menu items are: Open, New, Print, Share with Skype, Move to OneDrive, Share, Open with, Scan with VIPRE..., Exclude from VIPRE scans, Give access to, Scan with Malwarebytes, PowerRename, Restore previous versions, Send to, Cut, Copy, Create shortcut, Delete, Rename, and Properties.

At the bottom, it shows "4 items" and "1 item selected 8.09 KB".

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Easy access, Properties, Edit, History, Select all, Select none, and Invert selection.

The address bar shows the path: `This PC > Documents > river > New folder`. The search bar contains "Search New folder".

The folder is empty, displaying the message: "This folder is empty."

At the bottom, it shows "0 items".



C:\Users\john\Documents\river

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder

Open: Properties, Edit, History, Open

Select: Select all, Select none, Invert selection

This PC > Documents > river

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 1:43 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

4 items 1 item selected 8.09 KB

C:\Users\john\Documents\river\New folder

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New item, Easy access, New folder

Open: Properties, Edit, History, Open

Select: Select all, Select none, Invert selection

This PC > Documents > river > New folder

This folder is empty.

- View >
- Sort by >
- Group by >
- Refresh
- Customize this folder...
- Paste
- Paste shortcut
- Undo Move Ctrl+Z
- Open in Windows Terminal
- Give access to >
- New >
- Properties

0 items



File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`.

Address bar: `C:\Users\john\Documents\river`

Navigation pane: `This PC > Documents > river`

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:00 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

4 items 1 item selected 8.09 KB

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`.

Address bar: `C:\Users\john\Documents\river\New folder`

Navigation pane: `This PC > Documents > river > New folder`

| Name | Date modified | Type | Size |
|----------|-------------------|----------------------|------|
| expenses | 5/12/2021 5:16 PM | Microsoft Excel W... | 9 KB |

1 item 1 item selected 8.09 KB



File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The address bar shows the path: `This PC > Documents > river`. The search bar contains the text "Search river".

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:01 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

The left sidebar shows the navigation pane with the following items: Pictures, Saved Games, Searches, Videos, VirtualBox VMs, This PC, 3D Objects, Desktop, Documents, Custom Office, Cyberlink, hp.applicatio, hp.system.pa, MUG present, My Kindle Co, OneNote Not, Presentations, Quicken, river, New folder, and Shared Folder.

The status bar at the bottom indicates: 4 items, 1 item selected, 8.09 KB.

A context menu is open over the selected "expenses" file, showing options: Open, New, Print, Share with Skype, Move to OneDrive, Share, Open with, Scan with VIPRE..., Exclude from VIPRE scans, Give access to, Scan with Malwarebytes, PowerRename, Restore previous versions, Send to, Cut, Copy, Create shortcut, Delete, Rename, and Properties.

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Paste shortcut, Move to, Copy to, Delete, Rename, New folder, Easy access, Properties, Open, Edit, History, Select all, Select none, and Invert selection.

The address bar shows the path: `This PC > Documents > river > New folder`. The search bar contains the text "Search New folder".

The left sidebar shows the navigation pane with the following items: Downloads, Favorites, HP, iCloud Drive, Links, MicrosoftEdge, Music, OneDrive, Pictures, Saved Games, Searches, Videos, VirtualBox VMs, This PC, 3D Objects, Desktop, Documents, Custom Office, Cyberlink, hp.applicatio, and hp.system.pa.

The status bar at the bottom indicates: 0 items.



File Explorer window showing the path C:\Users\john\Documents\river. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Move to, Copy to, Delete, Rename, New folder, Properties, Edit, Open, Select all, Select none, Invert selection, History, and Paste shortcut.

The address bar shows: This PC > Documents > river. The search bar contains "Search river".

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:01 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

The left sidebar shows the navigation pane with "river" selected. The status bar at the bottom indicates "4 items" and "1 item selected 8.09 KB".

File Explorer window showing the path C:\Users\john\Documents\river\New folder. The ribbon includes File, Home, Share, and View. The ribbon buttons are: Pin to Quick access, Copy, Paste, Copy path, Move to, Copy to, Delete, Rename, New folder, Easy access, Properties, Edit, Open, Select all, Select none, Invert selection, History, and Paste shortcut.

The address bar shows: This PC > Documents > river > New folder. The search bar contains "Search New folder".

The main area displays "Working on it..." and a context menu is open over the folder. The context menu options are:

- View >
- Sort by >
- Group by >
- Refresh
- Customize this folder...
- Paste
- Paste shortcut
- Undo Delete Ctrl+Z
- Open in Windows Terminal
- Give access to >
- New >
- Properties

The left sidebar shows the navigation pane with "New folder" selected. The status bar at the bottom indicates "0 items".



File Explorer window showing the contents of the folder `C:\Users\john\Documents\river`.

Address bar: `C:\Users\john\Documents\river`

Navigation pane: `This PC > Documents > river`

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:01 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |

3 items

File Explorer window showing the contents of the folder `C:\Users\john\Documents\river\New folder`.

Address bar: `C:\Users\john\Documents\river\New folder`

Navigation pane: `This PC > Documents > river > New folder`

| Name | Date modified | Type | Size |
|----------|-------------------|----------------------|------|
| expenses | 5/12/2021 5:16 PM | Microsoft Excel W... | 9 KB |

1 item 1 item selected 8.09 KB



Documents

Folders

- untitled folder
- Documents
- Expenses.pa
- Presentations
- Expenses.ke
- Spreadsheets
- Expenses.nu

Favorites

- AirDrop
- Recents
- Applications
- Desktop
- Documents
- Downloads

Locations

- iCloud Drive
- Time Machine
- External

Tags

- Red
- Orange
- Yellow
- Green
- Blue
- Purple
- Gray
- All Tags...

Documents

Folders

- New Folder

Documents

- Expenses.pages

Presentations

- Expenses.key

Spreadsheets

- Expenses.number
s



- ⋮
- Favorites
 - AirDrop
 - Recents
 - Applications
 - Desktop
 - Documents
 - Downloads
- Locations
 - iCloud Drive
 - Time Machine
 - External
- Tags
 - Red
 - Orange
 - Yellow
 - Green
 - Blue
 - Purple
 - Gray
 - All Tags...

< > Documents

| Folders | Date Modified | Size | Kind |
|------------------|----------------------|--------|---------|
| New Folder | Today at 2:16 PM | -- | Folder |
| Presentations | | | |
| Expenses.key | Yesterday at 2:57 PM | 429 KB | Keynote |
| Spreadsheets | | | |
| Expenses.numbers | Yesterday at 2:55 PM | 132 KB | Numbers |

- ⋮
- Favorites
 - AirDrop
 - Recents
 - Applications
 - Desktop
 - Documents
 - Downloads
- Locations
 - iCloud Drive
 - Time Machine
 - External
- Tags
 - Red
 - Orange
 - Yellow
 - Green
 - Blue
 - Purple
 - Gray
 - All Tags...

< > New Folder



- Recovery Codes
- Authenticator Codes

Do Not forget Paper



- Scan into Digital format
- Scanned image for digital document transfer
- Optical Recognition (OCR) for textual searches

Forget Paper



Electromagnetic Pulse (EMP)

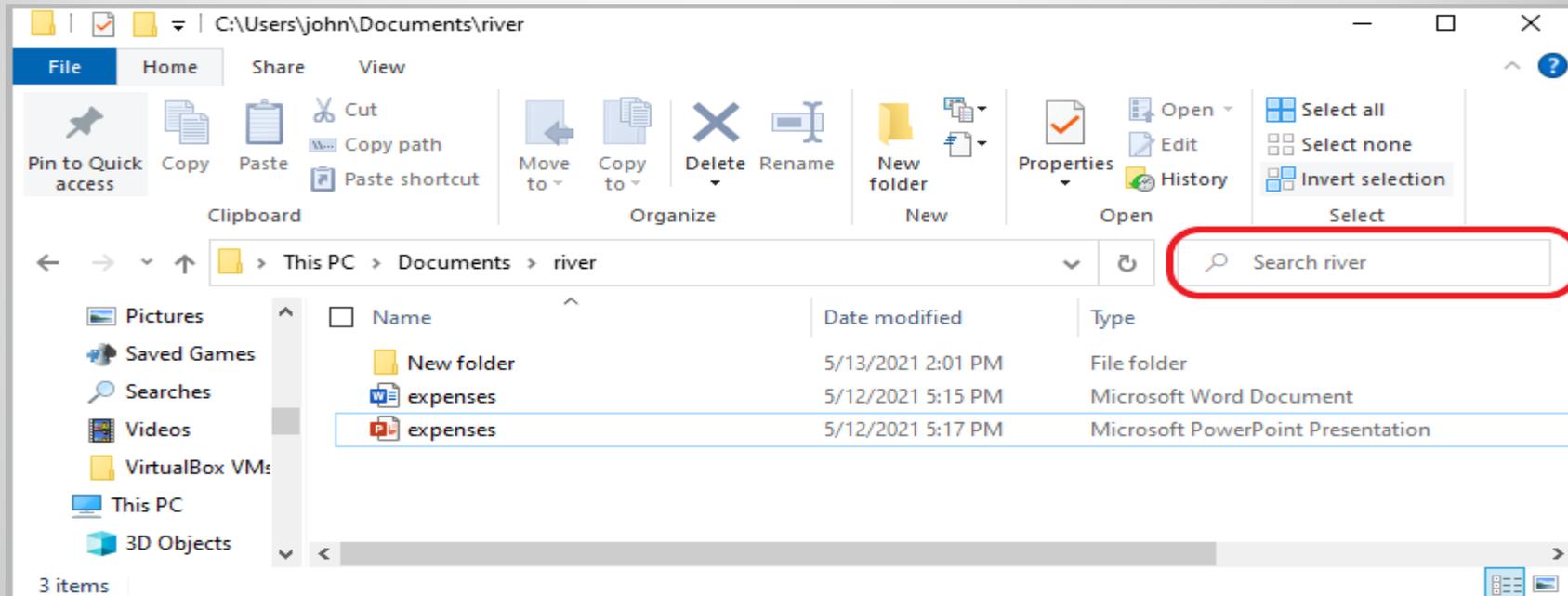


- macOS Spotlight

- Siri

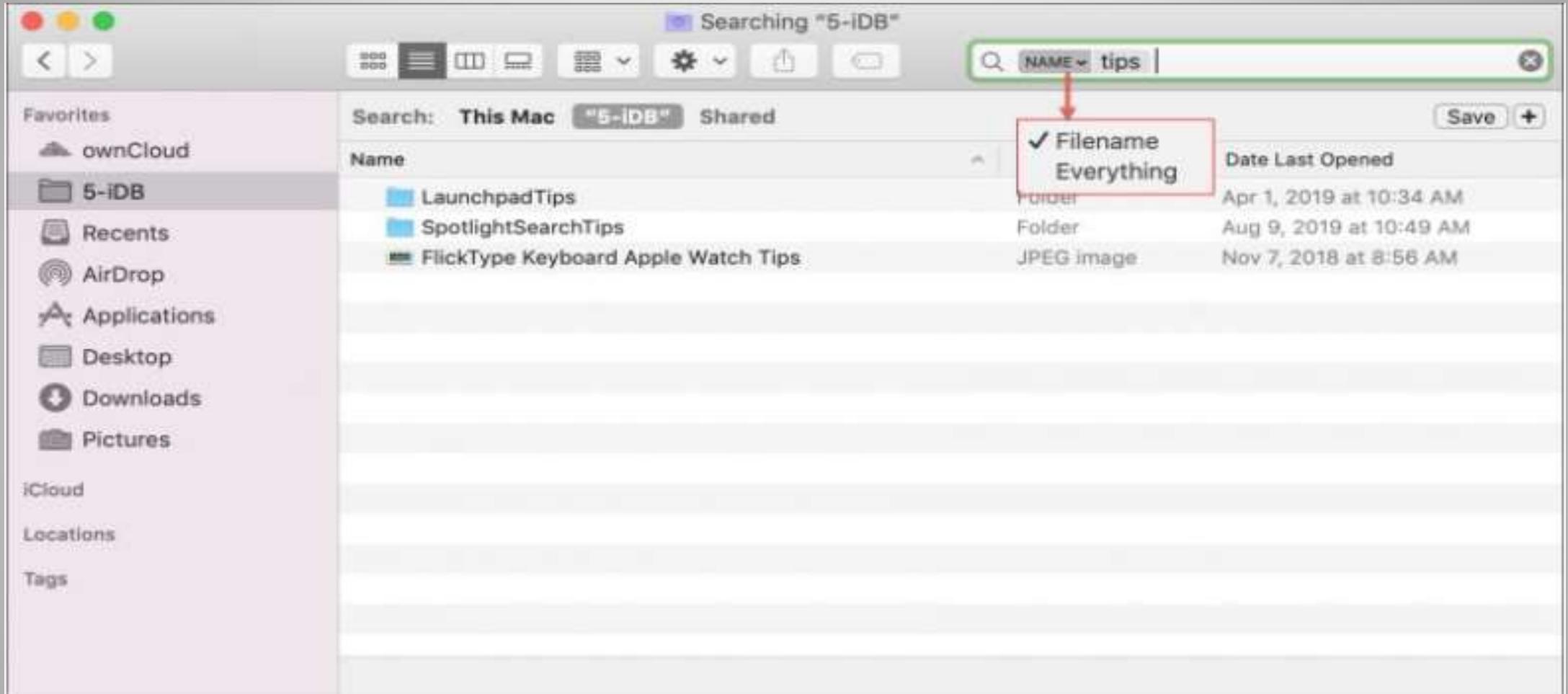
- Windows

- Cortana



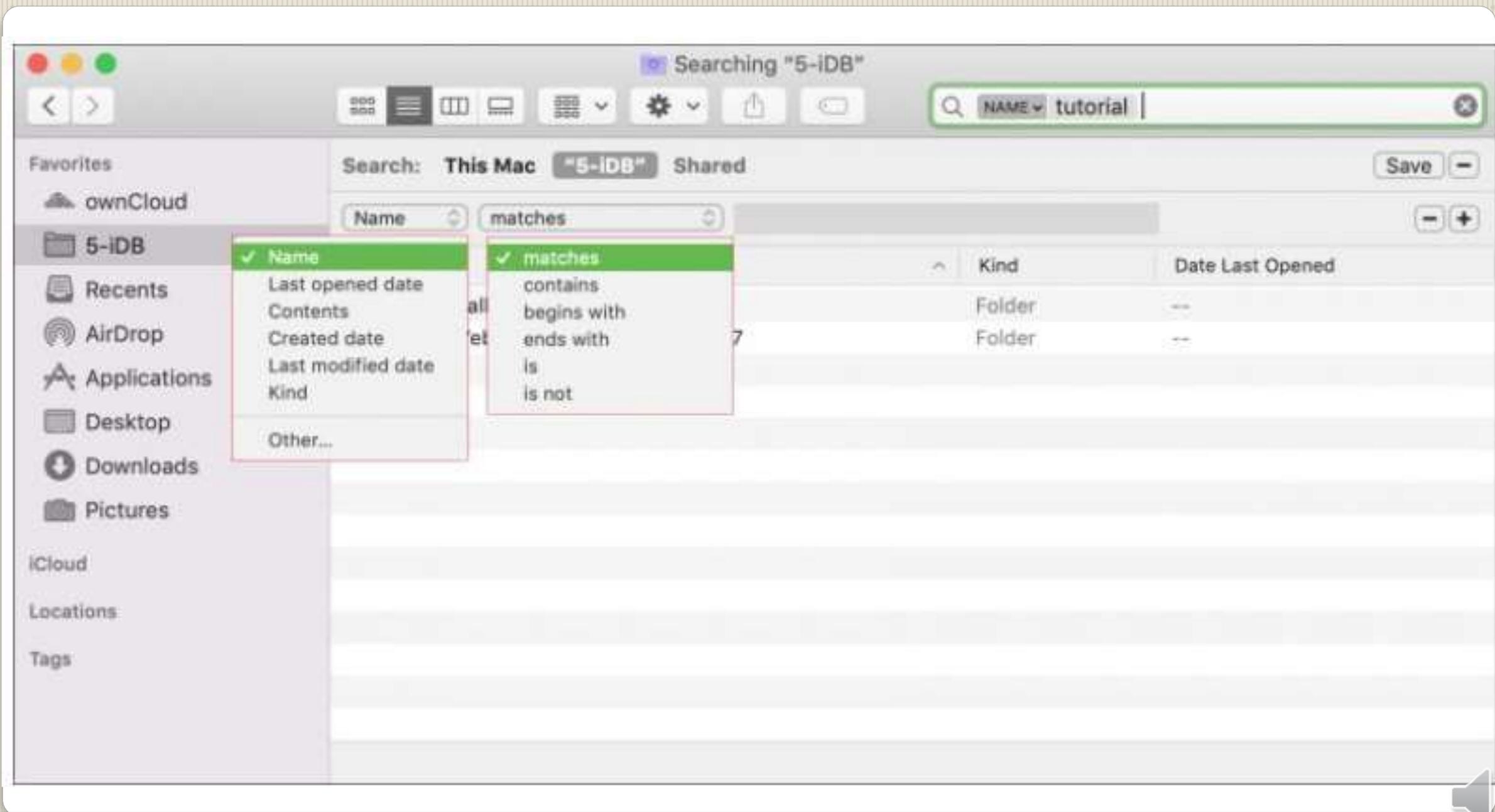
Search





macOS Finder search

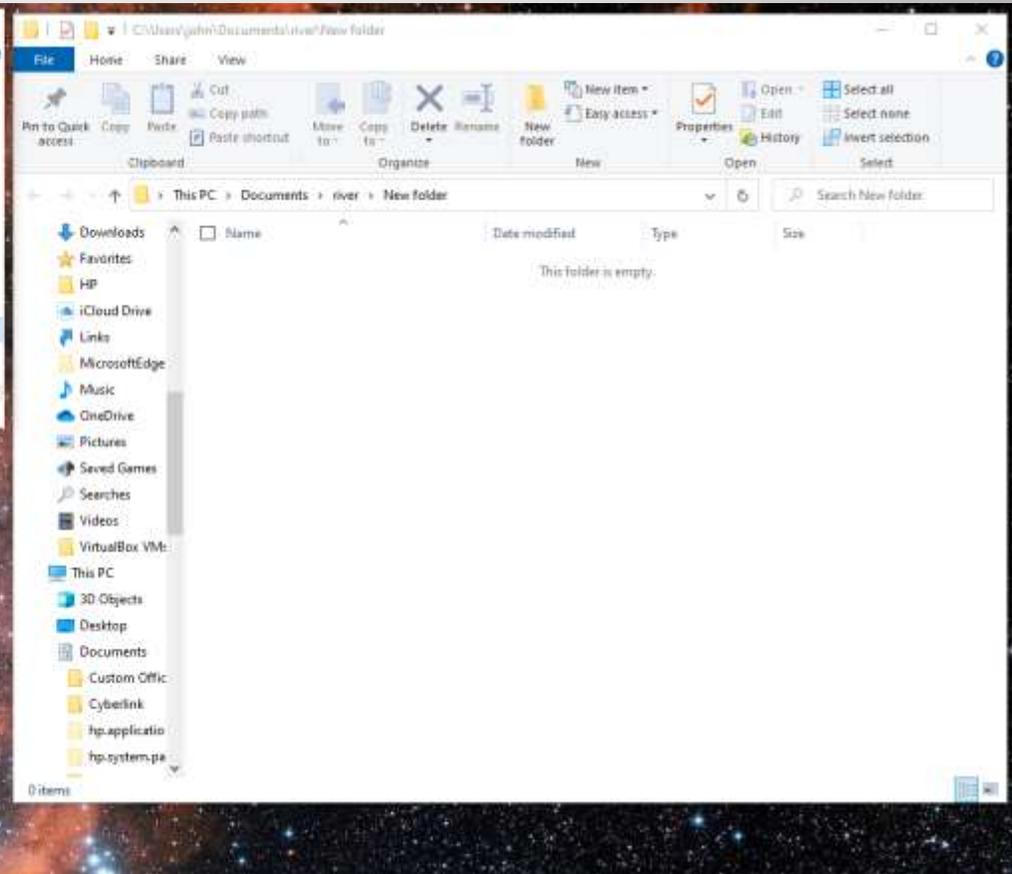
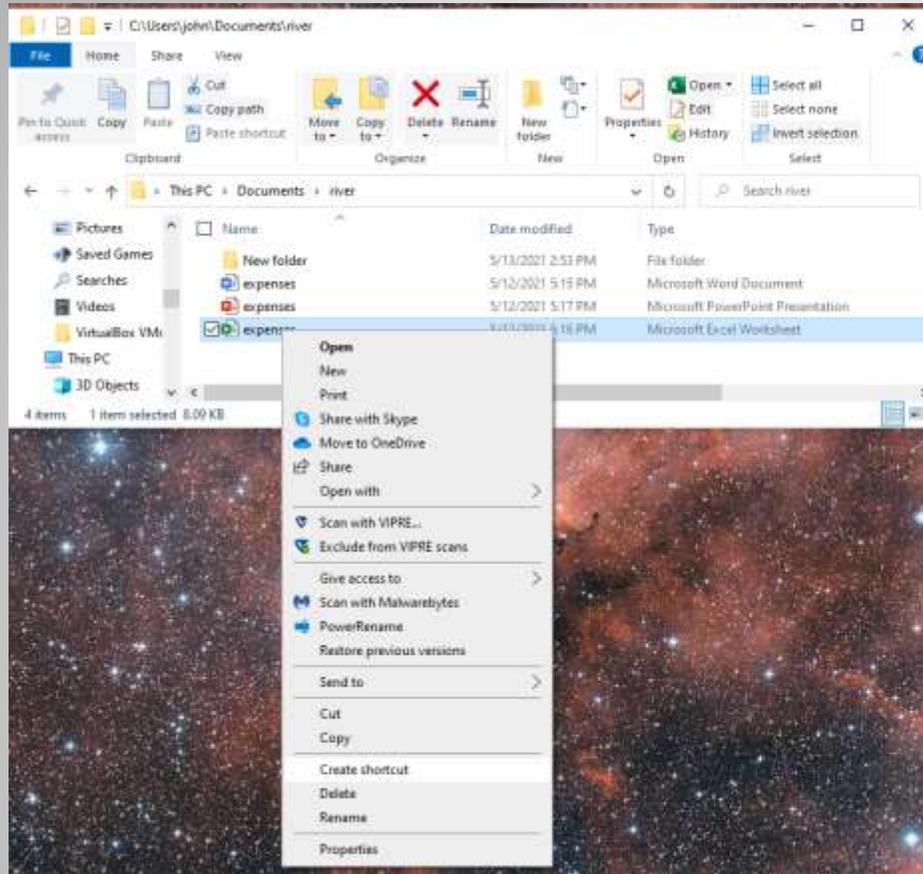




- Copy – identical copy
- Aliases – shortcuts , Links
 - Filesystem feature - same blocks, different directory/folder entry
- Duplicates – copy in same folder – must be renamed

Copies, Aliases, Duplicates





Alias - shortcut



C:\Users\john\Documents\river

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder

Open: Properties, Open, Edit, History

Select: Select all, Select none, Invert selection

← → ↕ ↑ This PC > Documents > river Search river

| Name | Date modified | Type |
|--|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:53 PM | File folder |
| expenses - Shortcut | 5/13/2021 2:54 PM | Shortcut |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| <input checked="" type="checkbox"/> expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

5 items 1 item selected 8.09 KB



C:\Users\john\Documents\river

File Home Share View

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder

Open: Properties, Open, Edit, History

Select: Select all, Select none, Invert selection

← → ↑ > This PC > Documents > river > Search river

| Name | Date modified | Type |
|------------|-------------------|-----------------------------------|
| New folder | 5/13/2021 2:53 PM | File folder |
| expenses | 5/12/2021 5:15 PM | Microsoft Word Document |
| expenses | 5/12/2021 5:17 PM | Microsoft PowerPoint Presentation |
| expenses | 5/12/2021 5:16 PM | Microsoft Excel Worksheet |

4 items

C:\Users\john\Documents\river\New folder

File Home Share View Manage Shortcut Tools

Clipboard: Pin to Quick access, Copy, Paste, Cut, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename, New item, Easy access

New: New folder

Open: Properties, Open, Edit, History

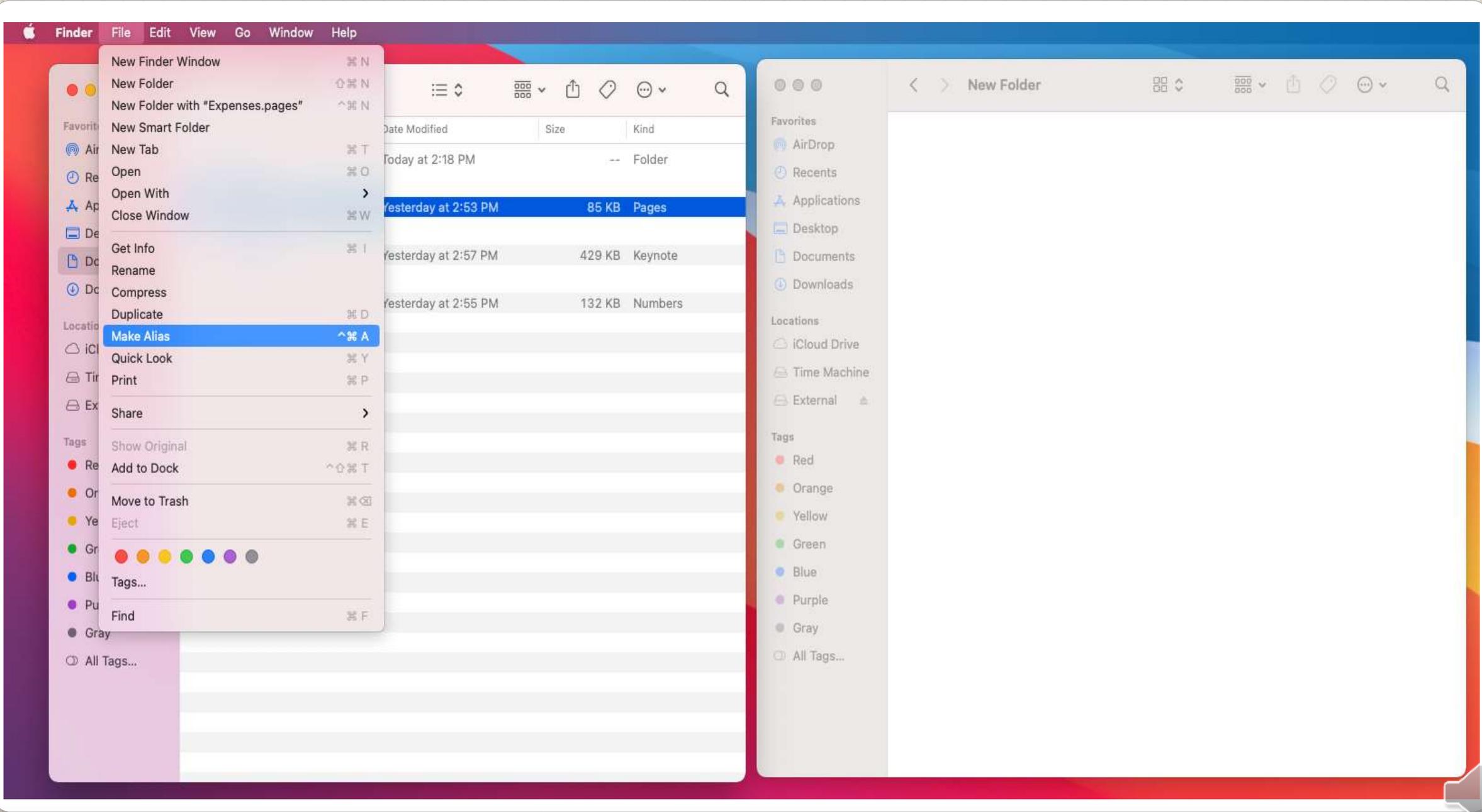
Select: Select all, Select none, Invert selection

← → ↑ > This PC > Documents > river > New folder > Search New folder

| Name | Date modified | Type | Size |
|---------------------|-------------------|----------|------|
| expenses - Shortcut | 5/13/2021 2:54 PM | Shortcut | 2 KB |

1 item 1 item selected 1.17 KB





Colorful window control buttons (red, yellow, green).

Favorites

- AirDrop
- Recents
- Applications
- Desktop
- Documents**
- Downloads

Locations

- iCloud Drive
- Time Machine
- External

Tags

- Red
- Orange
- Yellow
- Green
- Blue
- Purple
- Gray
- All Tags...

Documents

| Folders | Date Modified | Size | Kind |
|-----------------------------|-------------------------|------------------|--------------|
| New Folder | Today at 2:18 PM | -- | Folder |
| Documents | | | |
| Expenses.pages | Yesterday at 2:53 PM | 85 KB | Pages |
| Expenses.pages alias | Today at 2:58 PM | 860 bytes | Alias |
| Presentations | | | |
| Expenses.key | Yesterday at 2:57 PM | 429 KB | Keynote |
| Spreadsheets | | | |
| Expenses.numbers | Yesterday at 2:55 PM | 132 KB | Numbers |

New Folder

Empty content area.

Favorites

- AirDrop
- Recents
- Applications
- Desktop
- Documents
- Downloads

Locations

- iCloud Drive
- Time Machine
- External

Tags

- Red
- Orange
- Yellow
- Green
- Blue
- Purple
- Gray
- All Tags...



Documents

| Folders | Date Modified | Size | Kind |
|------------------|----------------------|--------|---------|
| New Folder | Today at 2:59 PM | -- | Folder |
| Documents | | | |
| Expenses.pages | Yesterday at 2:53 PM | 85 KB | Pages |
| Presentations | | | |
| Expenses.key | Yesterday at 2:57 PM | 429 KB | Keynote |
| Spreadsheets | | | |
| Expenses.numbers | Yesterday at 2:55 PM | 132 KB | Numbers |

Locations: iCloud Drive, Time Machine, External

Tags: Red, Orange, Yellow, Green, Blue, Purple, Gray, All Tags...

New Folder

| Name | Date Modified | Size | Kind |
|----------------------|------------------|-----------|-------|
| Expenses.pages alias | Today at 2:58 PM | 860 bytes | Alias |

Locations: iCloud Drive, Time Machine, External

Tags: Red, Orange, Yellow, Green, Blue, Purple, Gray, All Tags...



- Icons differ
- Can be renamed
- Link count kept by filesystem
- Quick access from desktop (or anywhere)
- Cross references Expenses 2018 2019 2020 2021
2018 Expenses letters bills photos
- Your design flexibility

Uses of aliases, shortcuts, duplicates

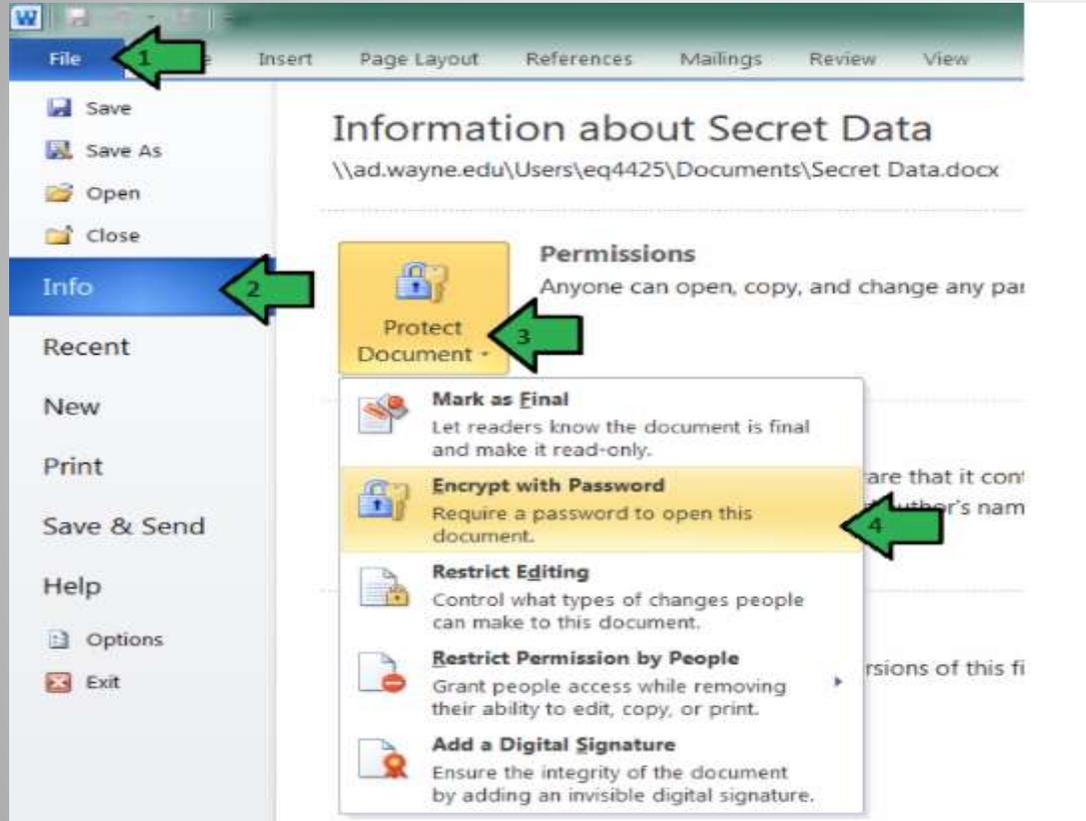


- Operating system Recovery point Image backup hard drive clone cloud dedicated drive
- 3-2-1 backup
 - Three copies of your important data
 - Two different media choices
 - One copy offline (most of the time)
- Use of cloud OneDrive iCloud Google Drive, etc.
- ENCRYPTION

Backup



- Microsoft Office document encryption



Encryption



- Apple office Documents
- File -> Set Password

Require a password to open this spreadsheet:

Password:

Verify:

Password Hint:
(Recommended)

Remember this password in my keychain

Encryption



File name:

Save as type: ODF Text Document (.odt) (*.odt)

- Automatic file name extension
- Save with password
- Edit filter settings

Libre Office

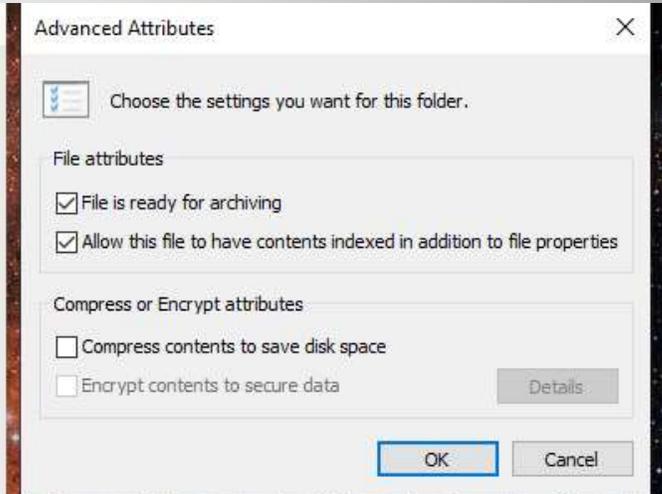
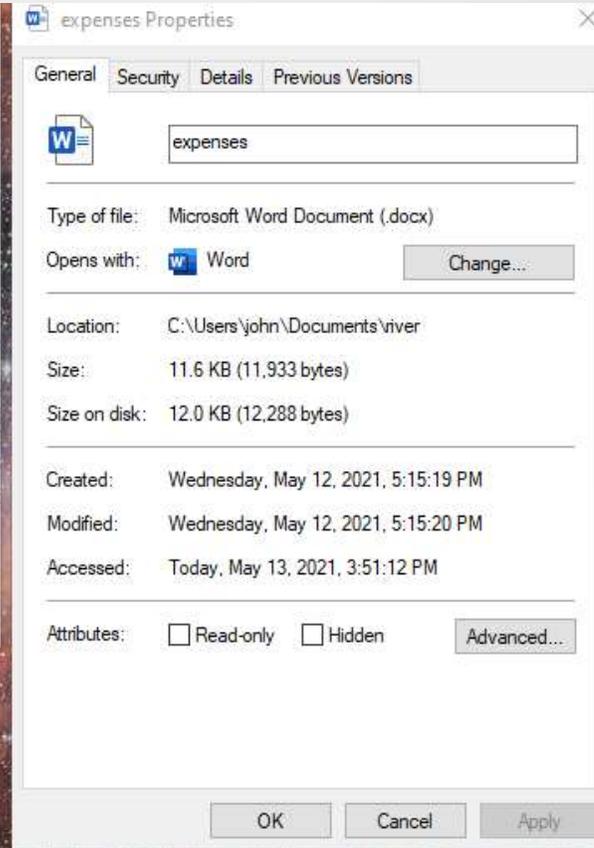
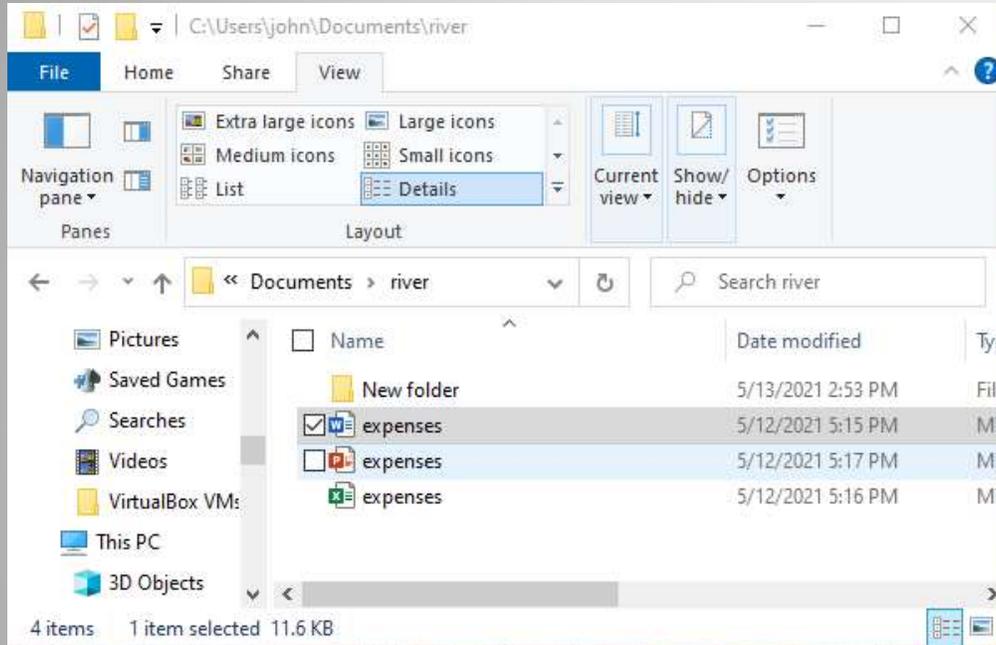


- Use Consumer Reports, PC World, Macworld
- System Disk Encryption
 - Laptop vs Desktop
 - Vendor supplied preference

Third-party Encryption

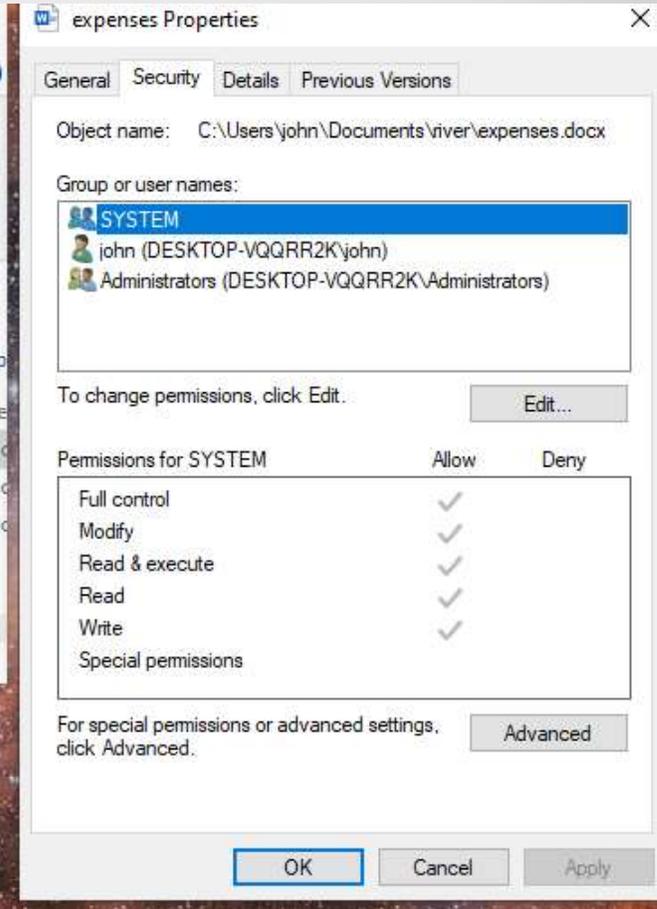
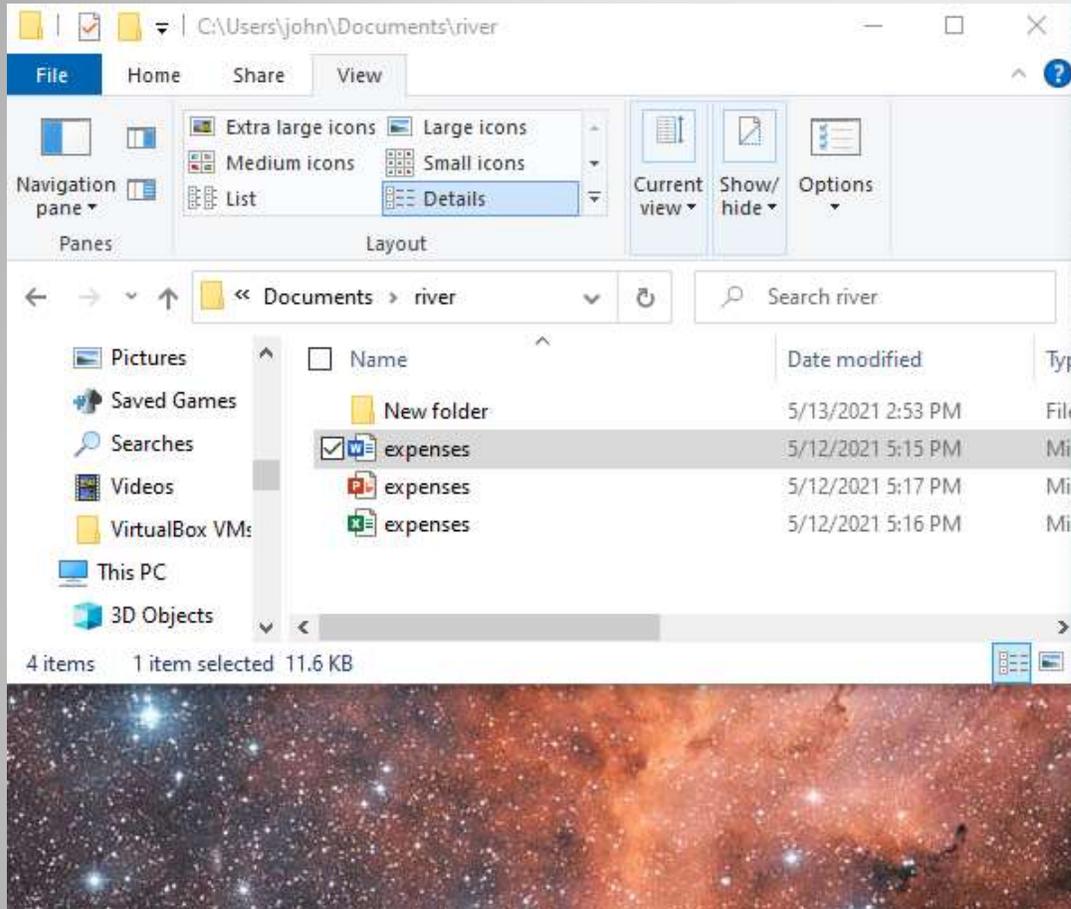


- Data about the data



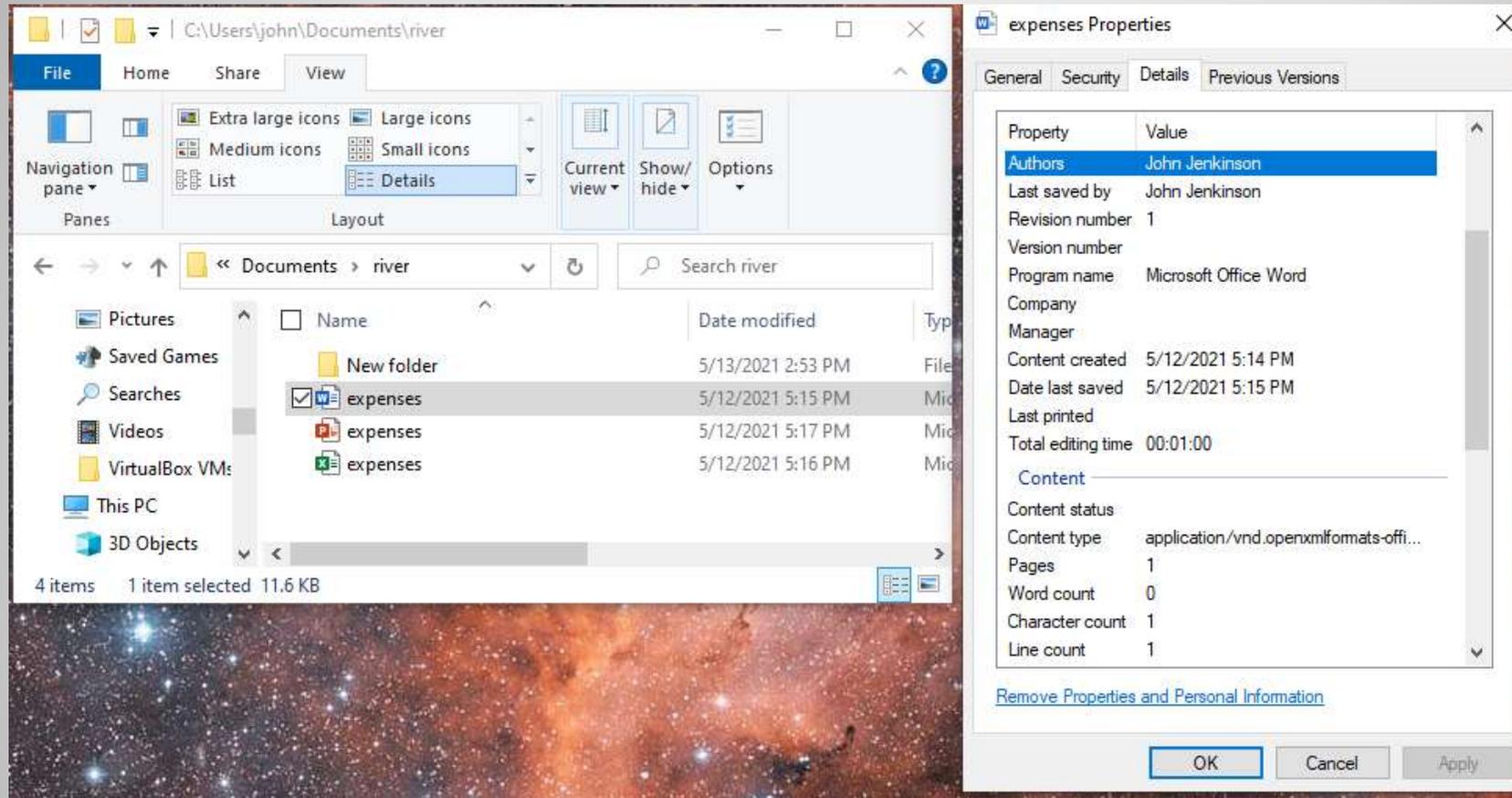
File Metadata





Permissions - Security

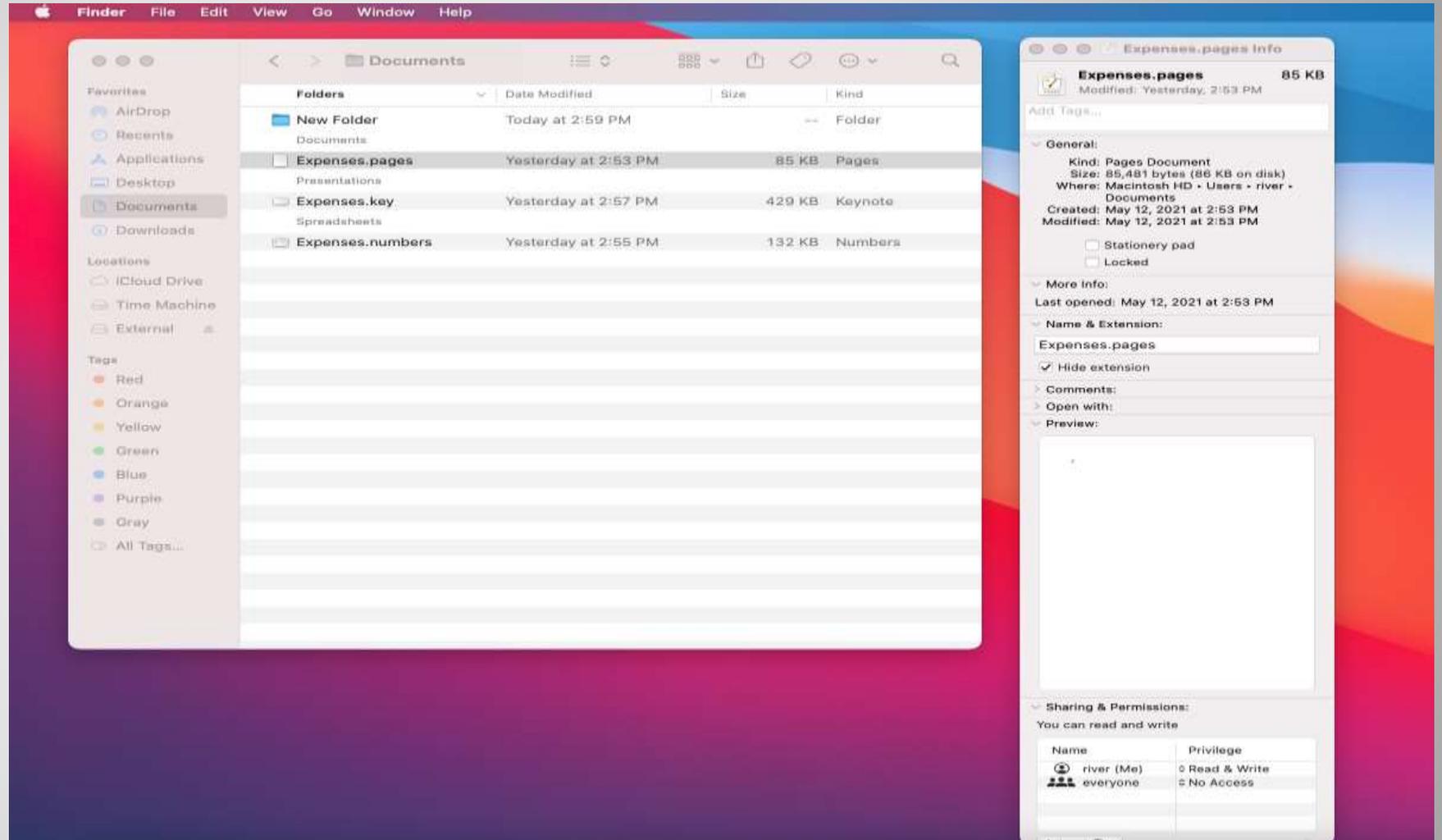




Windows Metadata - Details



- CMD + "I"



macOS metadata



We want you!



- The Computer Club seeks new instructors and new course ideas.
- Instructors might receive fame, fortune, and a free membership to the club for the following year.
- We could especially use Mac courses and Android classes!
- Contact: educationdirector@sctxcompclub.org

New Instructors and New Courses Wanted!



QUESTIONS?

