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Do we really need all these
back issues of U3A
Newsedit dear??

Content

- 1. What is a filing system
- 2. Filing on Windows
 - Folders flat and nested
- 3. Android Filing
 - Photos views and tagging

A Computer Filing System

- Drives - Usually the physical Hard drive
- Folders - containers to put your files or other folders
- Files - the documents, pictures, music, spreadsheets etc
- Mobile phone – uses the same principle with folders and files
 - Eg phone/DCIM/Camera/ will contain your photos
 - phone/pictures/screenshots/ contains screenshots

Windows filing system

C:

C:\USERS

C:\USERS\name

\documents

\Pictures

\Downloads

\Desktop

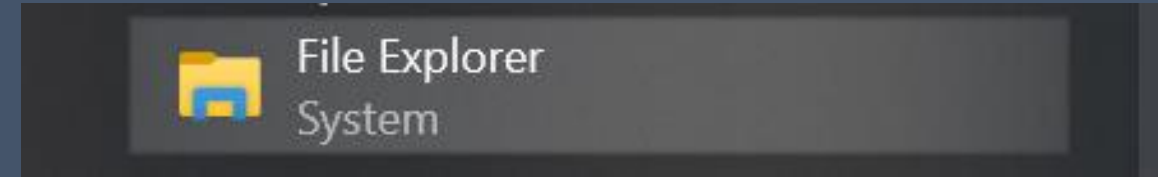
=My Documents

=Pictures

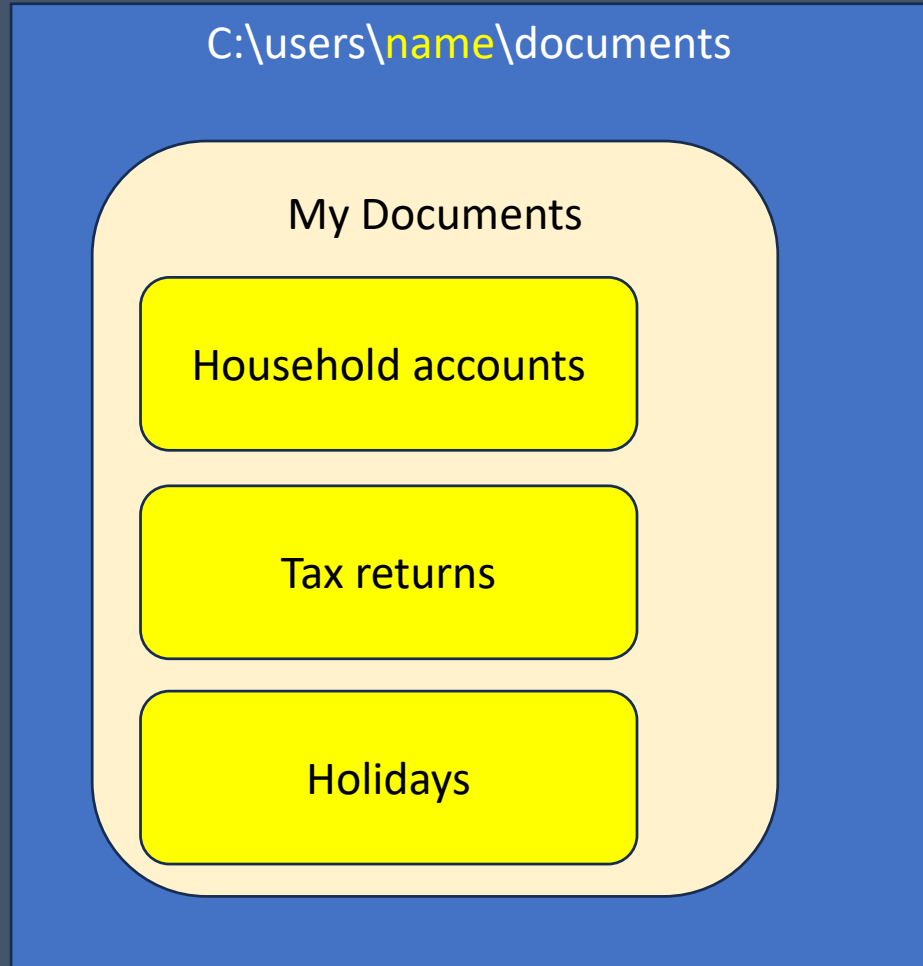
=Download

=Desktop

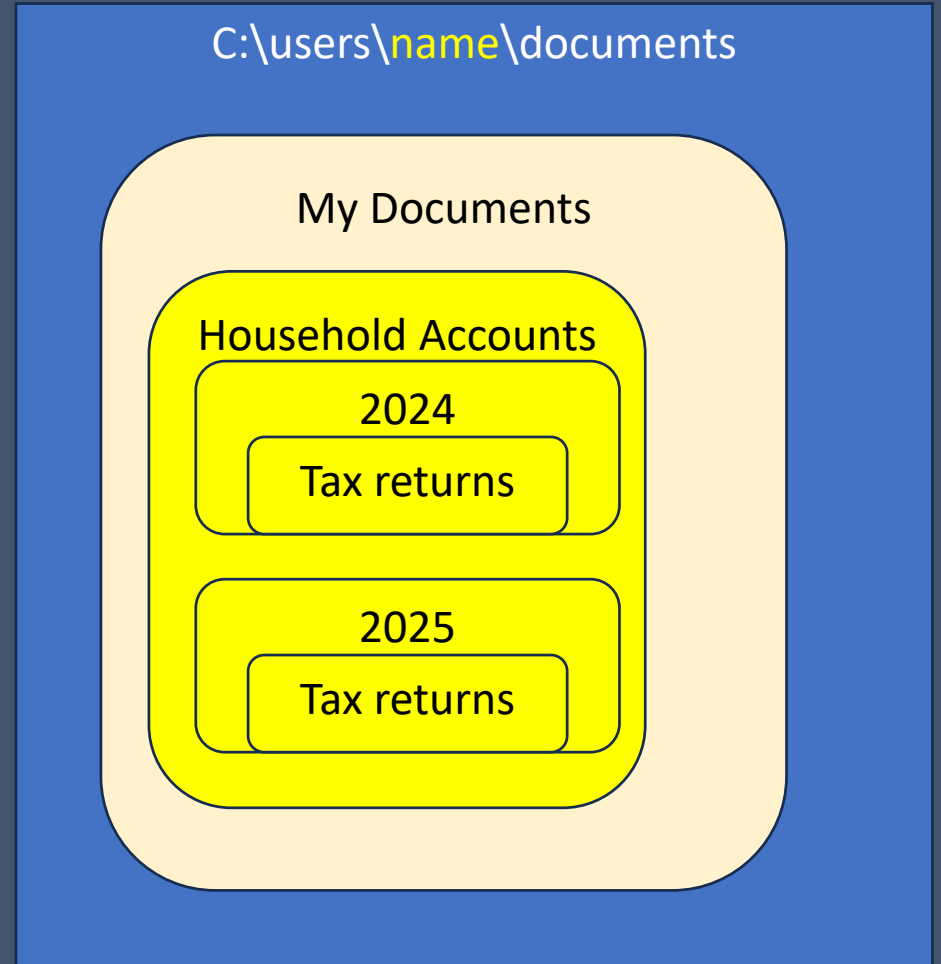
Use Windows File Explorer – It's your friend!



Avoid nesting too much – becomes hard to find things

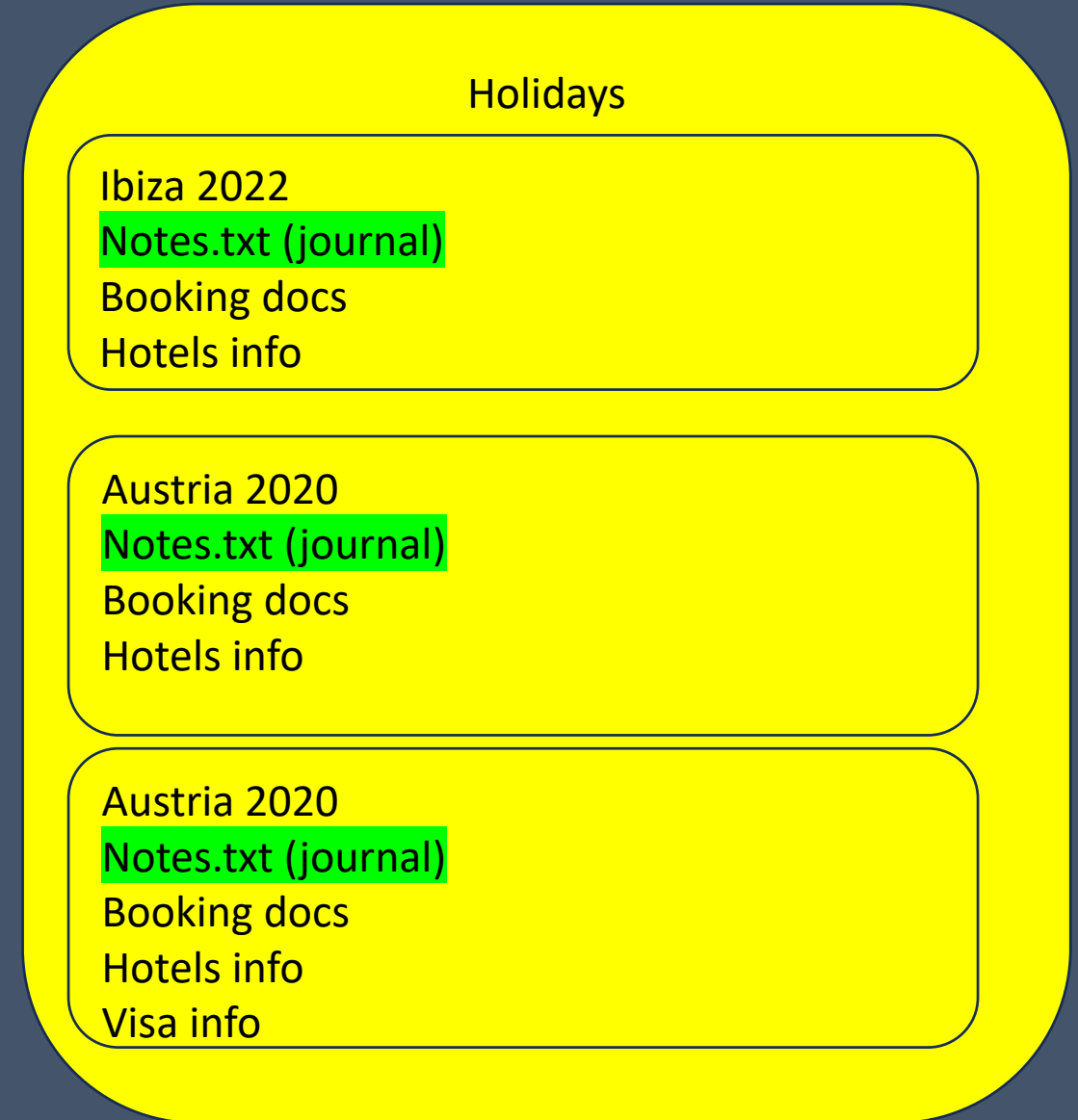
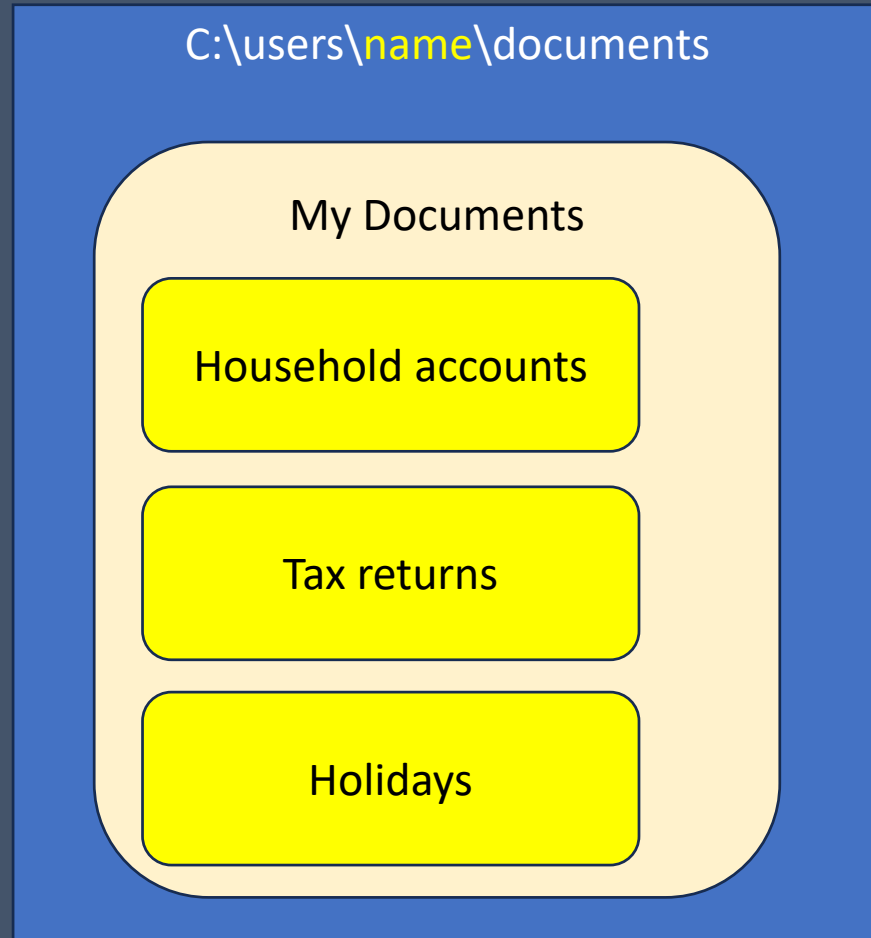


Shallow nesting

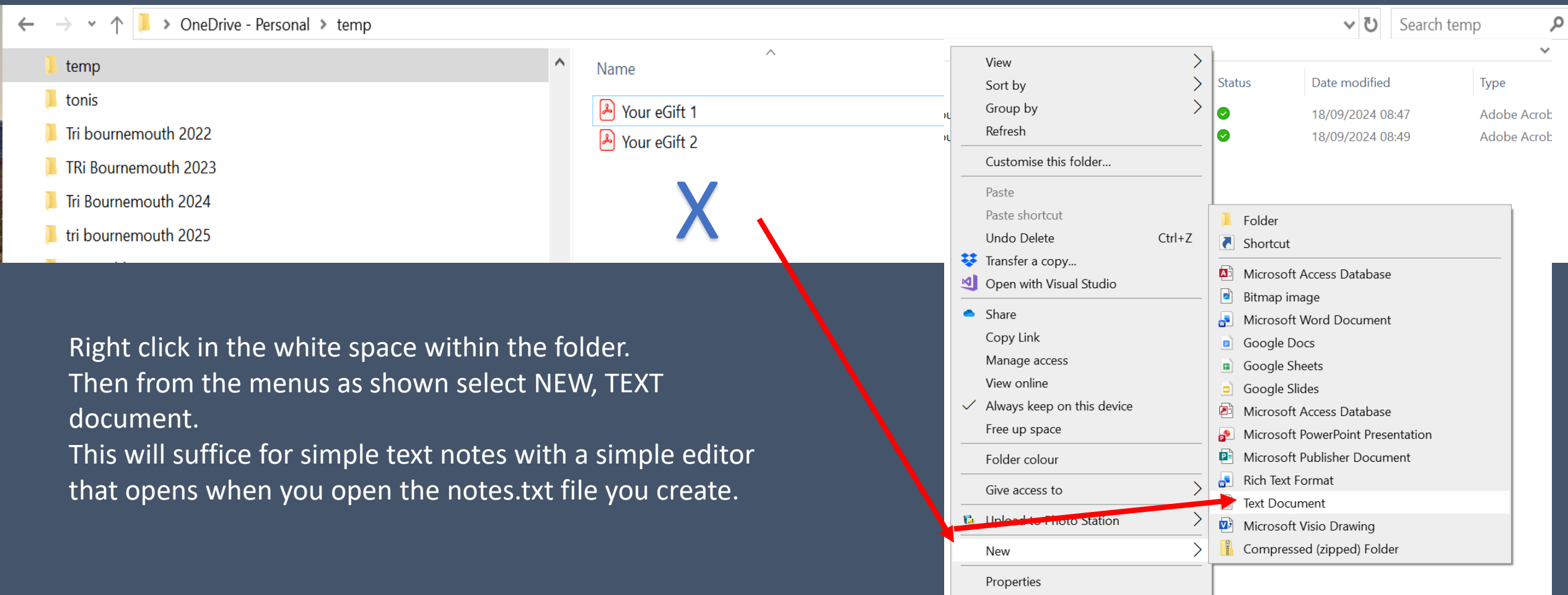


Deep nesting

Journaling – helps record useful info about the folder's content.



To create a quite notes journal I use file explorer.



Right click in the white space within the folder.
Then from the menus as shown select NEW, TEXT document.
This will suffice for simple text notes with a simple editor that opens when you open the notes.txt file you create.

Computer/phone pictures contain additional information. (Meta data)



20210723_131651 Properties	
General Security Details Previous Versions	
Property	Value
Description	
Title	
Subject	
Rating	☆☆☆☆☆
Tags	
Comments	
Origin	
Authors	
Date taken	23/07/2021 13:16
Program name	
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	1632 x 1224
Width	1632 pixels
Height	1224 pixels
Horizontal resolution	72 dpi
Vertical resolution	72 dpi

Photo viewers apps use Indexes and Tags to give different album views.



There is no need to sort photos into subjects as they can be **tagged** to access them. A single photo may appear in more than one album without being copied.

Try this Android app for tagging photos

Fast Photo Gallery Pro: F-Stop

Seelye Engineering

Contains ads · In-app purchases

4.1★

19.8K reviews

1M+

Downloads

3

PEGI 3 ⓘ

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Share



Add to wishlist



This app is available for all of your devices



There's no free lunch though. Either free version with Ads (bar at the bottom of screen) or paid pro version removes ads about £17. This app supports putting on your own tags and view by location.