

Ken

Apple Mac
iPhone



Andy

Windows
Android



The two rules of storage

**Your files expand
to 110% of
capacity**

**If you have plenty
of storage, it will
not last**

Real-world tips to manage disk space, files, photos and videos

**My phone /
tablet / computer
has run out of
space. What do I
do?**

**PLAN
AHEAD**

**How to find what
you want**

**GOOD
STRUCTURE**

Today's plan

Give our files helpful names

Arrange our files in folders that work well

How to identify large files

How to offload files

Photos best practice

What we need to do

Have a strategy

**Manage storage
as you go along**

Components of our strategy

FILES

- How to name files
- How to organize files
- Identifying large rogue files
- Version numbers
- Offloading files to external disks

PHOTOS

- How to manage photos
- Tags and albums (why they work well and are efficient)
- Face identification
- Write a journal so you know what the files are

File names

Name	Date Created	Date Modified	Size	Kind
 ChatGPT Image Nov 5, 2025 at 08_49_19 PM.png	Today, 20:49	Today at 20:49	3.7 MB	PNG image
 ChatGPT Image Nov 5, 2025 at 08_37_33 PM.png	Today, 20:37	Today at 20:37	3.5 MB	PNG image
 ChatGPT Image Nov 5, 2025 at 08_32_47 PM.png	Today, 20:32	Today at 20:32	3.1 MB	PNG image
 ChatGPT Image Nov 5, 2025 at 08_26_20 PM.png	Today, 20:26	Today at 20:26	2.5 MB	PNG image

- **Problem:** Computers can lose the date created and date modified
Result: don't know age of files or photos
- **Solution:** rename files meaningfully, with date and contents in file name
IMG_6940.MOV or **2025-11 stuck propeller shaft.MOV**
- Much work, but using **renaming tools** can help.
 - Windows: I recommend ancient, brilliant and free **A.F.5**
<http://fauland.com/download.htm>
 - Mac: use the renaming built into **Finder**
 - iPhone: **FileBrowser Professional** by Stratospherix £14.99
 - Use special characters in the file name if you like: ! % & * @ and more

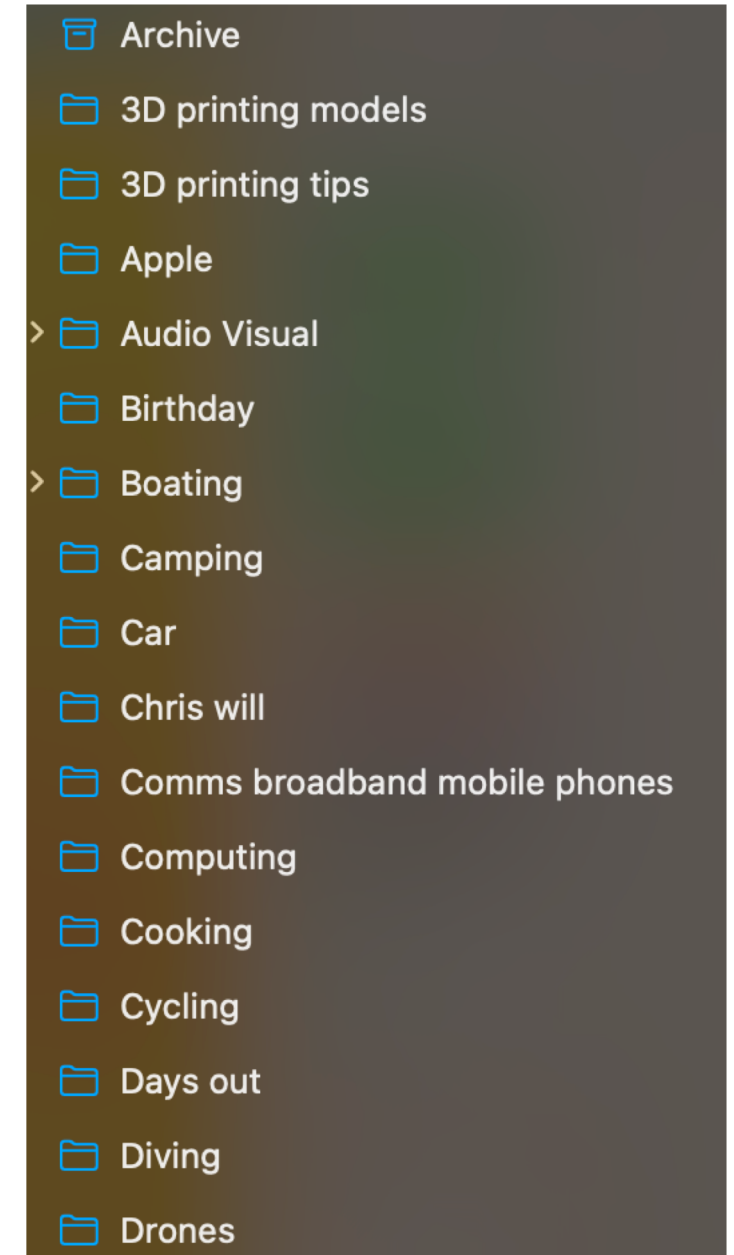
Best practice example - photos

- You return from holiday with four memory cards, covering different days
- Alert! Some cameras restart numbering when you change cards
Result: **potential files with the same name**. e.g. DSC001.jpg
- What to do
 - For each card, rename all files
“**2025-11-11 u3a holiday Chineham** DSC001.jpg” DSC002/3/4... etc.
- **Now, wherever your file goes, you know when it was taken and what the content is**

EXAMPLE

How to organize files

- As you go along, put files into folders and subfolders
- Try to limit your top folders to no more than two screens vertically. Do this and filing is a pleasure



Identifying large forgotten files - Mac

- Mac – my favourite - Grand Perspective
- Sourceforge for free or from the App Store for \$2.99.
- Alternatives
<https://alternativeto.net/software/grandperspective/>



Identifying
large
forgotten
files - iPhone



Clever Cleaner

Truly Free iPhone Cleaner App

 Download from AppStore

 **"Top 100"** Productivity app
on  AppStore 

SEP 16 | Fresh Update:  Swiping photos and  Compression is here!

Identifying large forgotten files – Windows



WinDirStat

♡ 1141 likes



Comprehensive disk analysis tool offering treemap visualizations to identify large files, duplicate detection, and versatile cleanup actions. Operates offline, ad-free, and open-source, it runs portably on Windows without registration, providing a lightweight solution to manage disk storage.

[92 WinDirStat alternatives](#)

LICENSE MODEL

Free • Open Source

APPLICATION TYPES

Disk Usage Analyzer

Duplicate File Finder

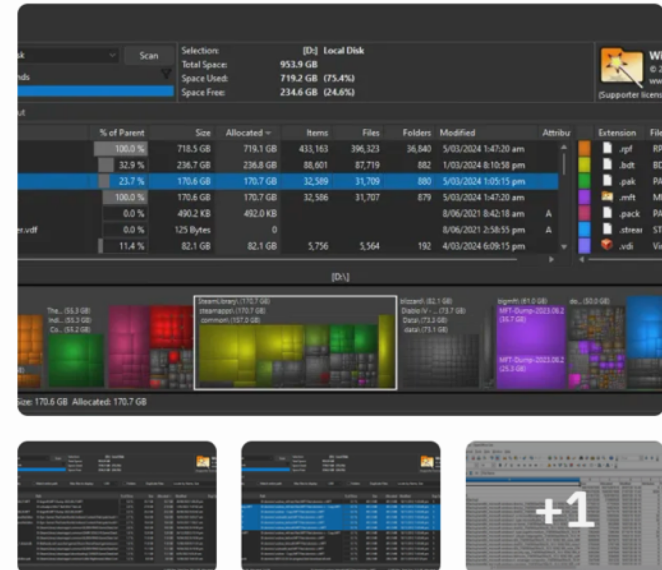
COUNTRY OF ORIGIN

🇩🇪 Germany

🇪🇺 EU

PLATFORMS

Windows



WizTree

♡ 264 likes



Comprehensive disk usage analyzer providing ultra-fast insight into space consumption by directly reading NTFS file systems. Identify top space hogs, sort content by size, and enjoy features like portability, offline access, dark mode, and no registration needs.

Learn more about WizTree [exclusive to NTFS drives.](#)

[86 WizTree alternatives](#)

LICENSE MODEL

Free Personal • Proprietary

APPLICATION TYPES

Disk Usage Analyzer

Duplicate File Finder

COUNTRY OF ORIGIN

🇦🇺 Australia

PLATFORMS

Windows

[More about WizTree](#) ➔

Identifying
large
forgotten
files -
Android

- <https://www.guidingtech.com/best-apps-to-find-large-files-on-android/>

Alternative storage

- Amazon Prime – free photo storage
- Buy a disk

Purchased Dec 2020



WD 8TB My Book external hard drive, Desktop HDD with Password Protection, USB 3.0, SuperSpeed USB, software for device managemen...

4.2 ★★★★★ (4.5K)

£164⁹⁸

Instalment options available

FREE delivery 16 - 17 Oct

Only 1 left in stock.

Service: Setup

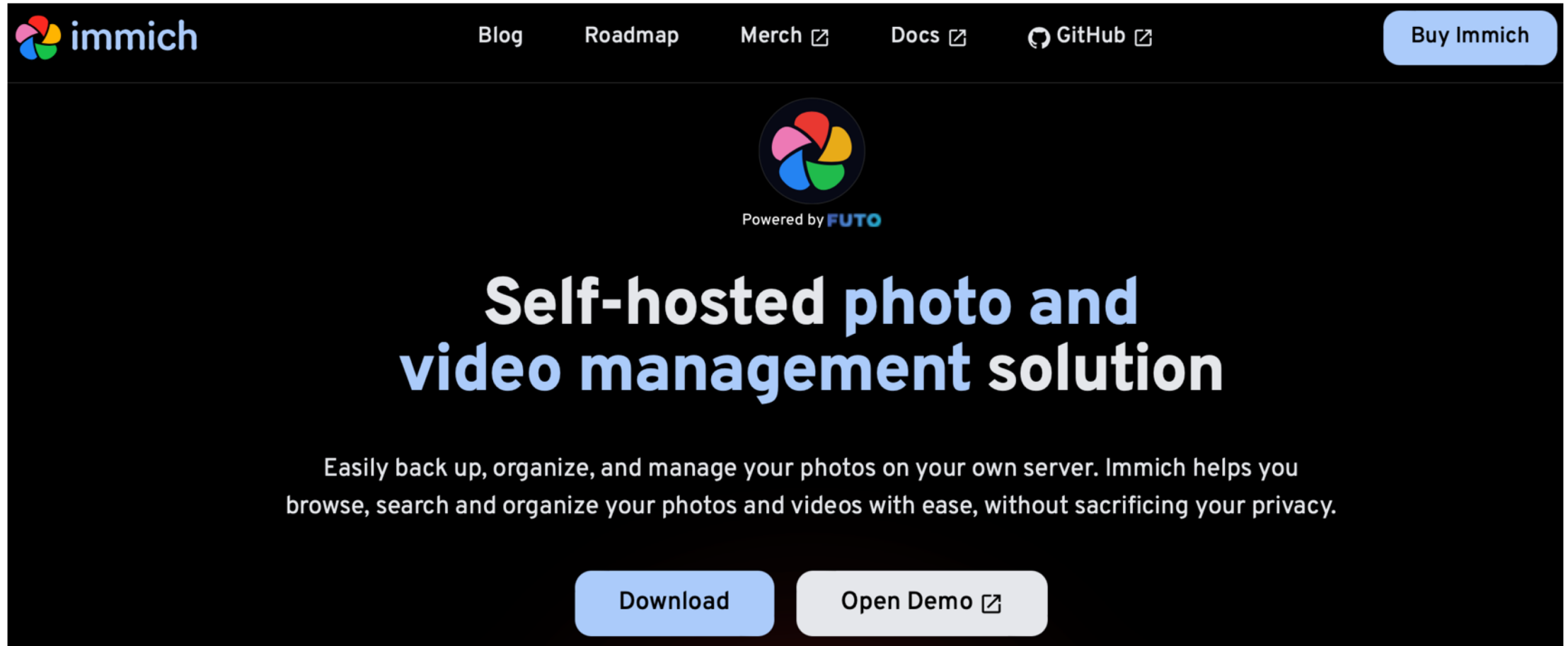
Add to basket

More buying choices

£140.23 (21+ used & new offers)

Now £160. Elements External Hard Drive, USB 3.0 compatible, Easy add on storage for all your pictures, videos, music and documents.

Alternative photo storage for the brave



The screenshot shows the Immich website homepage. At the top left is the Immich logo, which consists of a colorful camera shutter icon followed by the word "immich". To the right of the logo are navigation links: "Blog", "Roadmap", "Merch" (with an external link icon), "Docs" (with an external link icon), and "GitHub" (with an external link icon). In the top right corner is a blue button labeled "Buy Immich". The main content area has a dark background. In the center, there is a circular logo with a colorful camera shutter icon, and below it, the text "Powered by FUTO". Below this is the main heading "Self-hosted photo and video management solution" in a large, bold, white font. Underneath the heading is a paragraph of text: "Easily back up, organize, and manage your photos on your own server. Immich helps you browse, search and organize your photos and videos with ease, without sacrificing your privacy." At the bottom of the main content area are two buttons: a blue "Download" button and a grey "Open Demo" button (with an external link icon).

immich

Blog Roadmap Merch Docs GitHub

Buy Immich

Powered by FUTO

Self-hosted photo and video management solution

Easily back up, organize, and manage your photos on your own server. Immich helps you browse, search and organize your photos and videos with ease, without sacrificing your privacy.

Download Open Demo

Questions and future topics?



**Here's Andy to
talk about
managing
photos**