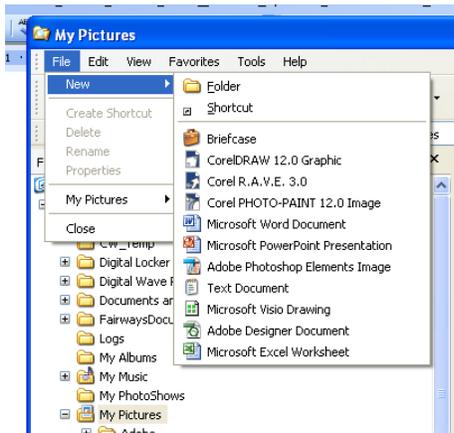


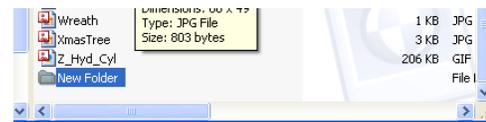
Computer Filing

My wife Gail has trouble sometime with filing on a computer. She is a wiz at regular filing though and keeps all our paper records in great shape. Computer filing is much the same as paper filing. If you think of a filing cabinet drawer as a main folder, then file folders as sub folders and then inside them you can have more sub folders or the files themselves. You should do this with your word documents, your Excel files, other special files or programs you work in and especially your picture files. If you do not put your pictures in some sort of order you will have a hard time locating them later as the pictures increase in number and the years go by. By the way, what I write here is for PC's with Windows, I no nothing about Mac's although I would hazard a guess it is similar. First you should learn to use your Windows Explorer. Go to START, then ALL PROGRAMS, then ACCESSORIES and then WINDOWS EXPLORER. Or on some computers when you click on START an icon is located near the top left of the window that first opens. Click on that and what opens shows everything (well almost everything) that is on your computer. All computer folders can have sub-folders and those sub-folders can also have sub-



folders. I will use the picture folder that comes with your computer as an example. To add a folder, click on FILE, then NEW and then FOLDER. A new folder will appear in the box on the right with the “new folder” name highlighted in blue. Right click in there to change the name to say,

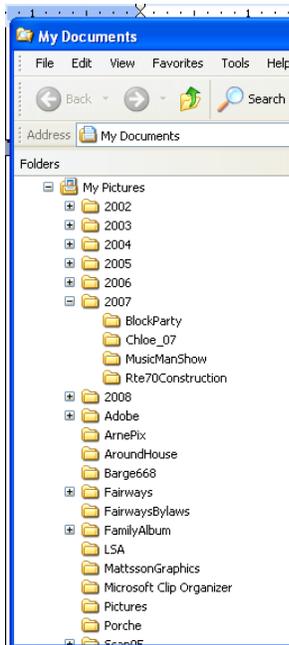
‘Birthday5_08’ or



‘Photos_06to08’ or whatever will jog your memory

when you see it. You can make a new sub-folder in that folder if you want to further separate the

pictures into categories of functions or time periods. On the left is an idea of what my Picture



folder looks like expanded. You can use Windows explorer to find pictures also and when you find the one you want, you can double click it to open. It may open a drop down asking you what program you want to use to open it. Select your Picture program and it will open automatically. You can also see thumbnails of the pictures in Windows Explorer so you can tell what they are if you didn't name them or forgot the name. Click on the little folder icon with the little pictures in it on the upper right and select 'Thumbnails' or Filmstrip' and you will see little pictures of your originals. Just double click on anyone to open it.

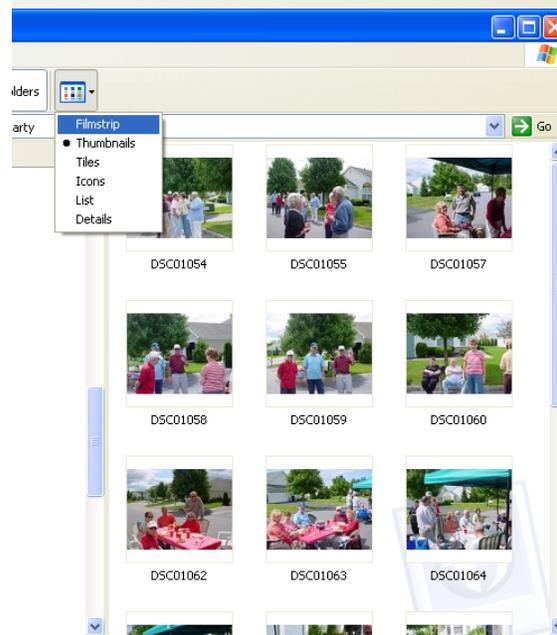
Use this same filing system for Recipes, Letters, Medical Records, etc. Or you can select details and on the upper right, click on date modified.

Keep clicking until they are in the order you want, oldest first or newest first or click on Name in the upper left and arrange them in alphabetical name order. Keep at it, you will get used to it and you really cannot hurt anything.

Coming soon to a Legend near you – DTV

Conversion (you don't need a conversion box)

and Termite Information, stay tuned.



As always, check this and other tips at - <http://www.aaazzz.net/id5.html>

Bob Mattsson