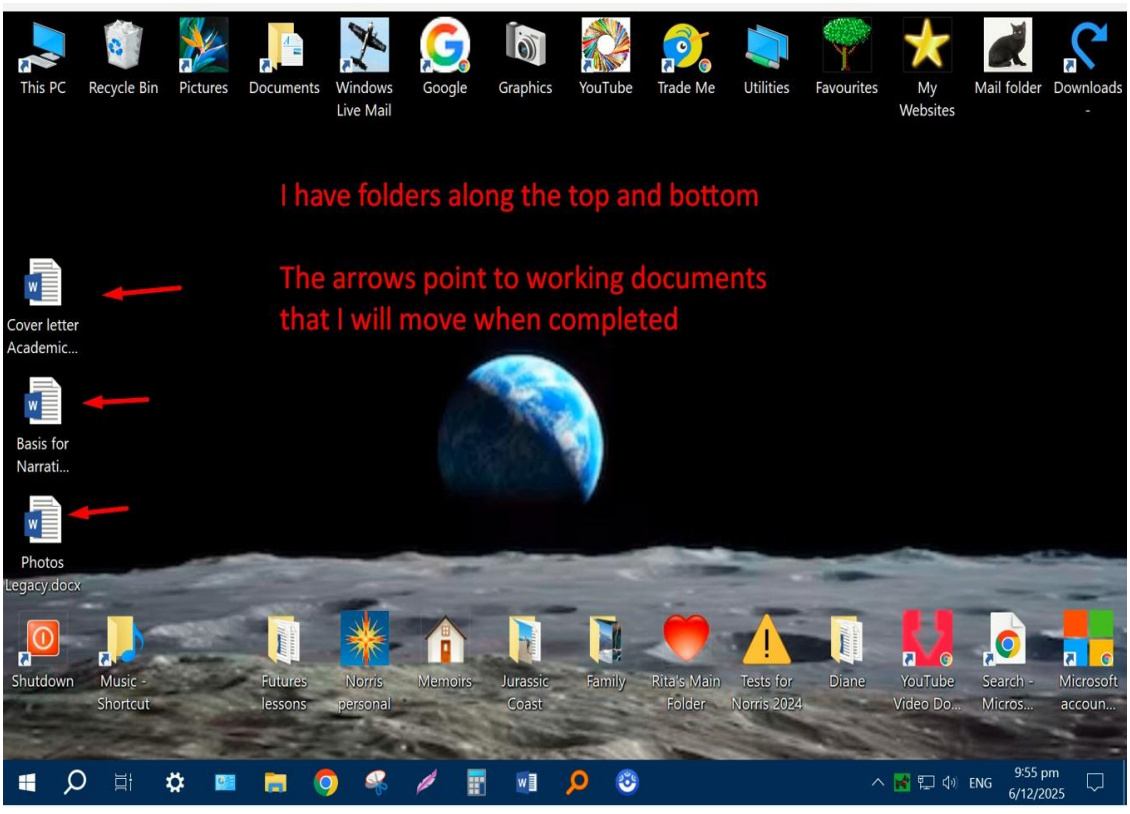
Finding files and Photos and everything else.

When I first started to learn computing in 2001 at SeniorNet Hawkes Bay one thing was drilled into us and that was “File Management”. If anything over the years I have been paranoiac about it for I have created so many files, photos, PowerPoints, music and videos that I do not want to lose them hiding in the debris of my hard drive. If I want to go back and find a tutorial made months and years ago I want to find it quickly. I see so many computers littered with unknown files. Yes I have now saved this document already with a name to my desktop for that is my work area. When I have finished this document I will move it to the correct place on my computer. Every few minutes I save the document so I won’t lose what I type.

I have seen worse than this below. (I.e. On my sister’s computer with no spare place at all. She spends ages wondering where items are).

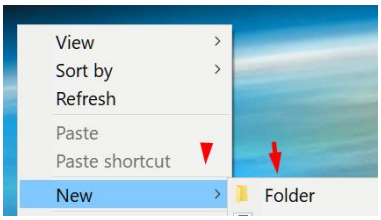


Here is my desktop. A row of important folders along the top and bottom. Three working documents and a taskbar just over half full. I do not have a background with a myriad of colours to hide the files and folders.

Pretty but useless

My style

Folders are so important and it is easy to create a new folder. You do this by right clicking on an empty space on your desktop or in a folder like “Documents or Pictures” and click on “**New Folder**”. Give the new Folder a name immedistely for you will want to find it.



The title will initially be in blue so you can type a name to replace it. Once you have a folder you can create sub folders inside it.

I have so many folders in My Documents and Pictures. Many go back years. Below is one page out of four. If you want a folder to come first put a number in front of its name. Usually folders I use a lot.

Documents

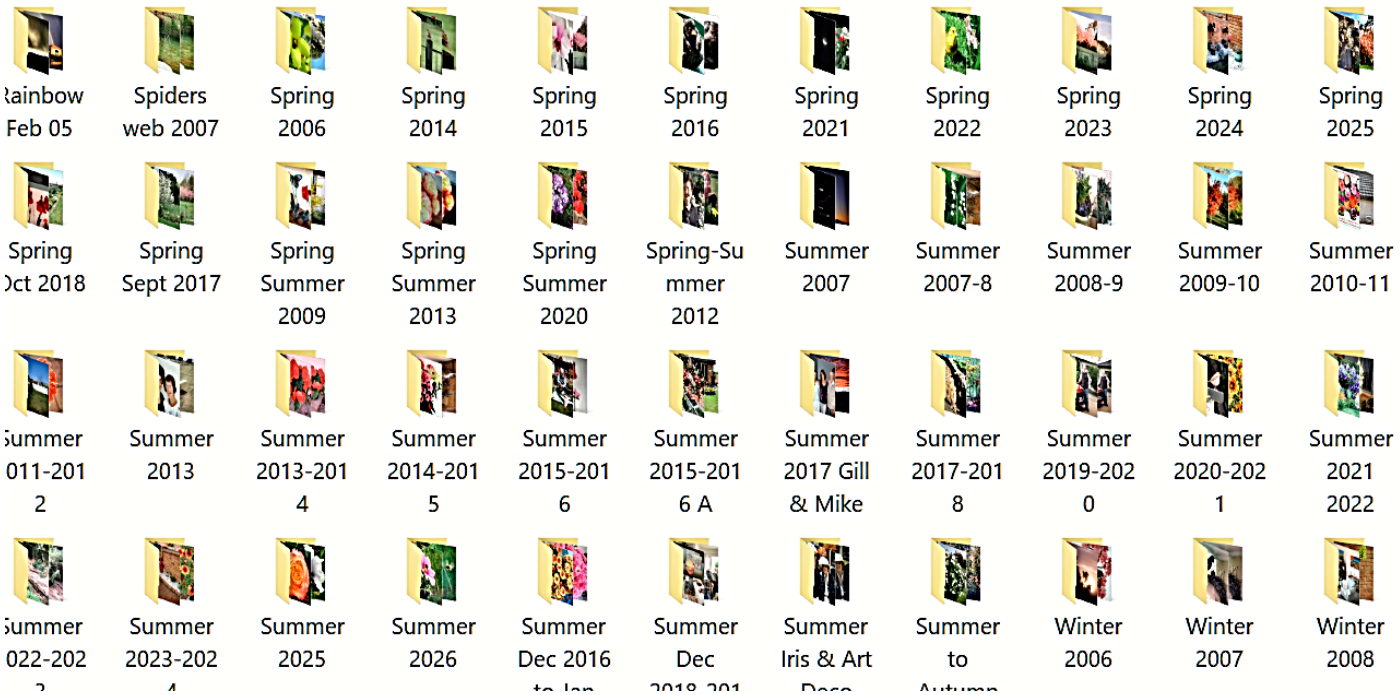
Search D...

00 U3A Committee 2024 to 2026	Bay Bins	FFOutput	GFI backup
0 Tutorials 1 2025	Birdwoods	Folder Magic	Gifford Devine solicitors
0 U3A Dropin Centre 2026	Canon printer	Fonts	Gmail
1 U3A Drop-in Centre 2025	Car Licence	Food	GomPlayer
2 Family History photos & Birthdays	Cloud Eight	FormatFactory	Google Docs Abel Word
3 Christmas Newsletters & others	Comic animations	Forsyth Barr & Epplett	H.B. Mineral club
4 Christmas cards	Cowley School	Frank Energy on Line	Hastings G.H.S
5 Mail Folders	Custom Office Templates	Geology 2014	Hastings U3A
AA Insurance	Dell Computer Jan 2026	Geology 2015	Hawkes Bay Outpost 1987
Abbyy Fine Reader	Domininion Post	Geology 2016	House Repairs
Address Bk & Favourites	Electrolux Vacuum	Geology 2017	Icons & Symbols
Address Lists	Elive computing	Geology 2018	Income Tax
Adobe PDF converter	Email settings	Geology 2019	Irfanview
Airpoints™ Store Online	Emirates	Geology 2020	Kiwi Quads
All Alphas	Excel Tips	Geology 2021	lakelandcam photos
Animation shop,Tags & sigs	Exec Files	Geology 2022	Lightshot

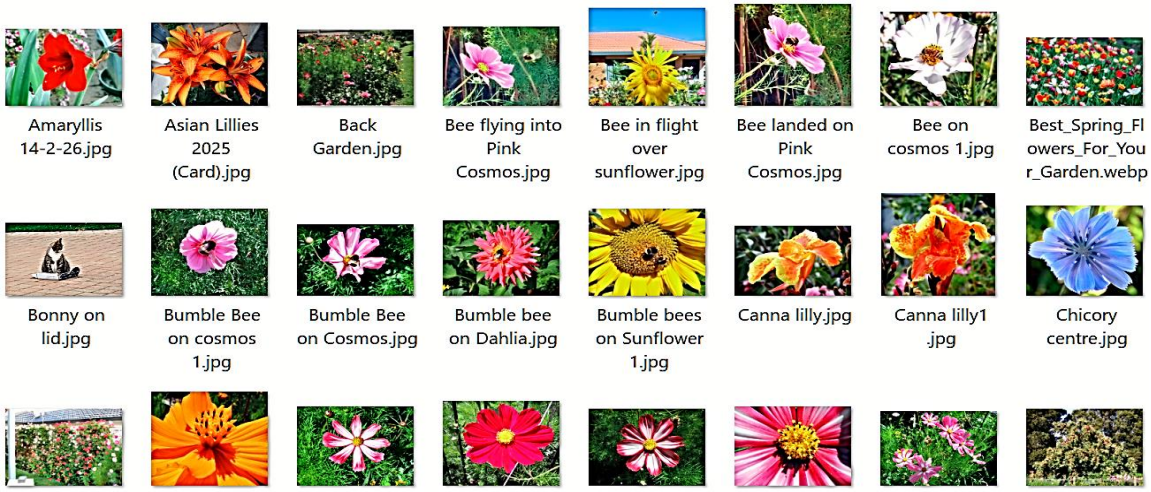
Here is a page in “Pictures”.

Australia Oct 2018	Camera Roll	Cartoons	Cats& animals	David Skiing South Islan...	Days of Week	Diane Wonder Trip	Diane's Wedding	Digital camera talk	Ella OE	England 2019
England Trip 2018	Family	Family History	Family Holidays in NZ	Flowers	Friends	Garden Photos closeups 2025	Google views	Hawkes Bay & Art Deco	Iris & Bob Wedding	Japan Holiday 2023
Kiwi Fruit David	Making Alphas	mending Pictures	Names	New Zealand Scenes	Norris Early years	Norris Memories of Sutton ...	Photos old	Pinhole Camera	PowerPoint Backgrounds	R & N Sigs

I do a huge amount of photography. For every house I have lived in I have a folder for every year. In each folder are subfolders of the seasons, all named. In each season are photos that I have taken. All the pictures will be named.



This is summer 2026 and every picture is named.



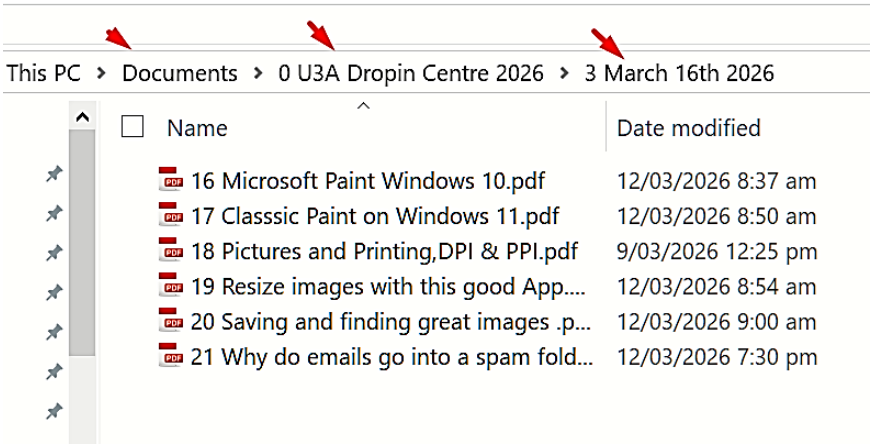
Part of my Music folder.

- Alan Jackson The Older I get lyric.mp4
- BARBARA DICKSON I KNOW HIM SO WELL SOLO VERSION .mp4
- Bowtons Yard.docx
- Bowton's Yard.mp4
- Bus-Stop-Lyrics-1080p-HD_360p.mp4
- Caravan Song BARBARA DICKSON (with lyrics[1].mp4
- Crosby Stills and Nash Our house lyrics _1080pFHR.mp4
- David Essex Myfanwy-.mp4
- Elaine Paige Barbara Dickson I Know Him So Well From CHESS.mp3
- Elaine Paige Barbara Dickson I Know Him So Well From CHESS.mp4
- every step you take.mp4
- Falling In Love - Elvis Presley.mp3
- Fleetwood Mac - Dreams (Lyrics).mp4
- FOLD MOUNTAINS.mp3
- I cant believe my eyes She is so wonderful .mp3
- I Wont Last A Day Without You Lyrics_360p.mp4
- If you'r right Barbara Dixon.mp4
- if-bread.wav
- In My Life (Remastered 2009[1].mp4
- In My Life Judy Collins.mp4
- In-The-Bleak-Midwinter-with-Lyrics-Choral.mp4
- Jealous Guy - Roxy Music - Lyrics - 05vs1 (720p, h264).
- Lady in Red (with lyrics.mp4
- Leo Sayer - Orchard Road - With Lyrics.mp4
- Only you.wav
- Our house lyrics.mp4
- Pilot Magic (1975 HD.mp3
- Ricky Nelson Garden Party Lyrics_360P.mp4
- Roxy Music Avalon.mp4
- Something Beatles.mp4
- Summer Wine Lee & Nancy.mp4
- Summer Wine Music Video_480p.mp4
- The Beatles Something (Lyrics.mp4
- The older I get.mp3
- The Waterboys How long will I love you[1].mp3
- The Waterboys - Strange Boat .mp3
- The Way You Look Tonight.mp3
- Tuppence Change[1].mp3

Some videos in the Video folder.

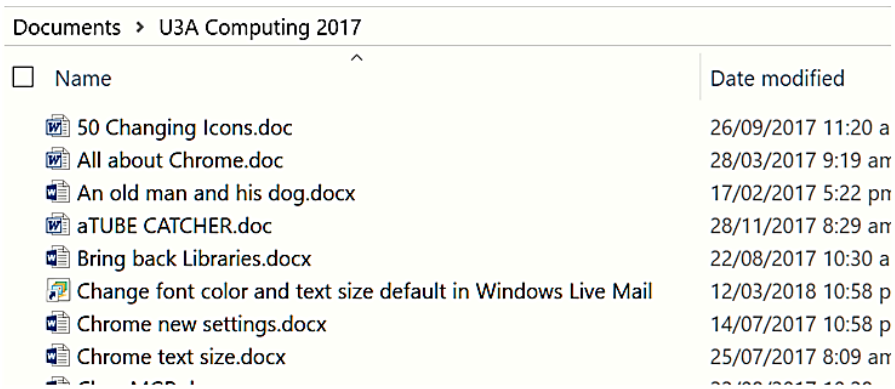
- aTubeCatcher
- Captures
- Family Photostories
- Model Plane videos
- Norris's videos
- Powerpoint displays
- RecForth
- When a knight won his spurs
- You Tube Videos Norris
- 45 lesons in life-.ppsx
- A small blue dot Carl Sagan 1994.mp4
- Garden & Art deco Feb 2011.avi
- Goalkeeper Cat Got Snubbed from World Cup!.mp4-.asf
- Hallelujah Karolina Protsenko & Daniele Vital.mp4
- Joan Baez ~ 500 Miles.mp4
- Letter Yesterday N.Mouskouri.mp4
- Lonnie Donegan - 500 Miles From Home .mp4
- Love is all around (1994 Four weddings .mp4
- Love is all around (1994 Wet Wet Wet.mp4
- Maggie Reilly Moonlight Shadow .mp4
- Mike Oldfield Maggie Reilly Moonlight Shadow lyrics.mp4
- More birds with attitude.pps

When I write tutorials there is sequence. Here I open my Documents and create a folder “0 U3A Dropin Centre 2026”. The “zero” means it will appear at the beginning of the Documents main folder for I will be using it all year and can easily find it. In this folder I will create a sub folder named 3 March 16th 2026”. The 3 means there are two earlier sub folders and then the date I will teach the topics. The topics are numbered in sequence from the topics in the previous lessons with the name of the topic. It may take time but for me it is automatic and I can find my work. If I lose anything I type the name of the file in my desktop search bar or near enough.



Delving into the Past. Here are some previous years of folders and for example what I taught in 2017; nine years ago.

- U3A Computing 2017
- U3A Computing 2018
- U3A Computing 2019
- U3A Computing 2020
- U3A Computing 2021
- U3A Computing 2022
- U3A Computing 2023
- U3A Computing 2024
- U3A Computing 2025
- U3A Computing 2026
- U3A prior Computer Courses



I can go back even further. These folders go back 17 years and there are tutorials inside all of them.

However you will notice that I have been back to them in future years to look for tutorials I could use again. This has been noted in the “Date Modified”

Name	Date modified
U3A Computing 2009	16/06/2022 10:39 am
U3A Computing 2010	16/06/2022 10:39 am
U3A Computing 2011	16/06/2022 10:40 am
U3A Computing 2012	16/06/2022 10:40 am
U3A Computing 2013	16/06/2022 10:40 am
U3A Computing 2014	16/06/2022 10:40 am
U3A Computing 2015	28/02/2026 11:17 am
U3A Computing 2016	24/06/2025 10:03 am
1 Computer Group July2012.xls	8/03/2014 11:41 pm
3 Comp Group May 2013.xls	23/07/2013 9:13 am

So file management is very important to me and I have a system to find items from years long ago- just like my Geology groups,

- Geology 2014
- Geology 2015
- Geology 2016
- Geology 2017
- Geology 2018
- Geology 2019
- Geology 2020
- Geology 2021
- Geology 2022
- Geology 2023
- Geology Files
- Geology The Earth

Cheers

Norris