

# Data Storage Tips

Many people store their data in the Windows My Documents. Some will save their data within the programs default save folder. If only a few files are saved, this may be ok. However, after a while one can accumulate quite a few files.

This makes keeping track of all files for backup difficult. Just trying to remember where all the files are can be a problem.

One approach is to create specific folders to keep any personal data files in. To accomplish this an understanding of Windows Explorer File Manager is helpful. The following gives a brief description on file management using Windows Explorer.

**Windows Explorer:** If the [ Windows Explorer ](icon) isn't on desktop, follow this procedure to put it on the desktop.

- [ Start ] [ All Programs ] ( see Fig.Expr-01.bmp )
- While holding down the [ Ctrl ](key)...Place the cursor on .. [ Windows Explorer ] listing and .....
- { Left-click-and hold } the mouse button. Drag the cursor over an empty spot on the desktop and .....
- release the [ Ctrl](key) & Mouse button.

This should place a copy of the Explorer icon on the desktop. ( Fig.Expr-02.bmp )  
Pick and drag the icon to a location on the desktop as desired.

*In the following I'll set Explorer up a specific way. There are other ways to make Explorer look. For sake of this instruction I'll use this look. It can be returned later.*

Open Explorer. On top toolbar select.....[ Tools ] [ Folder Options ]  
Set as shown in ( Fig.Expr-03.bmp ) [ Apply ] [ ok ]

On top toolbar select..[ View ] [ Details ]

Click on [ Folders](icon) Until Explorer looks like ( Fig.Expr-05.bmp )

Fig.Expr-05.bmp

Click the [ + ] to open/expand the folder.

In left pane, select [ Drive\_C (C:) ]

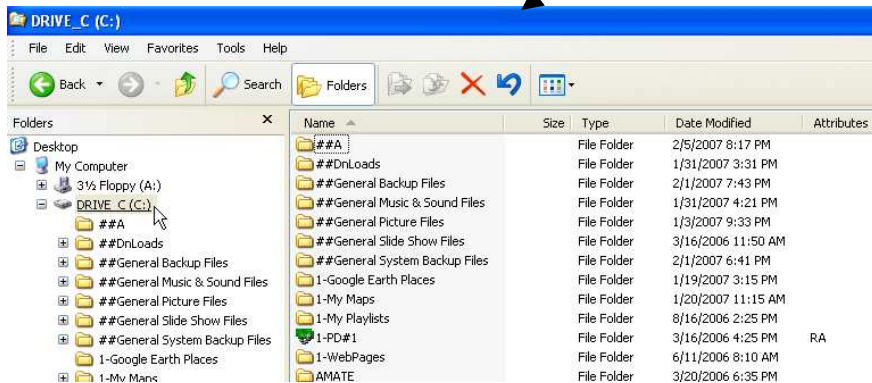


Fig.Expr-05.bmp

## Custom Data Folders:

Custom data Folders in Explorer can be placed anywhere desired.  
I've found it convenient to place them just under the root directory... C:\  
That way they can be found quicker.

When creating a custom folder, type a ... # or 1- in front of the name.  
This will locate it above other program folders. ( see Fig.Expr-05.bmp )

**Create a Folder:** Place cursor on and highlight the.... Drive\_C (C:)  
[ File ] [ New ] [ Folder ] Type in a new name for the folder. \_\_\_\_\_  
( Be sure to precede it with a... 1- or # to locate it above other system folders. )

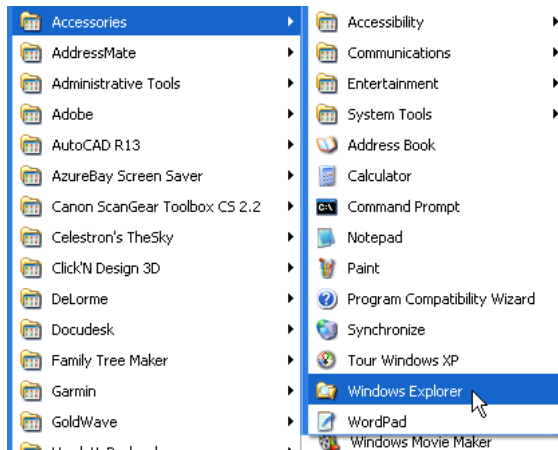


Fig.Expr-01.bmp

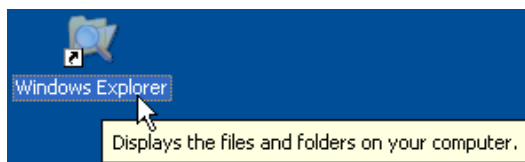


Fig.Expr-02.bmp

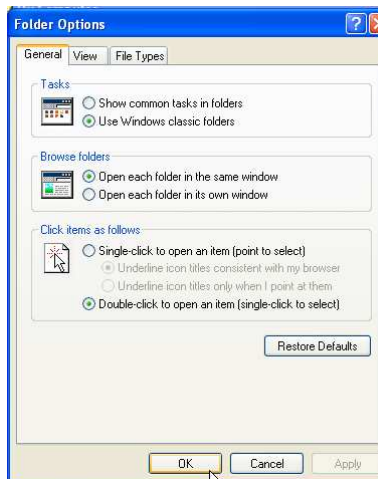


Fig.Expr-03.bmp



Fig.Expr-06.bmp

**Delete a Folder:** Right-click on the folder and select.. [ Delete ] [ Yes ]