

## **FILE HYGIENE by Don Benjamin**

Does your computer desktop screen look like the picture on the right?  
Do you keep your computer files in a folder?  
Do you keep your socks in the same drawer as your socket wrenches?  
If your answers are “yes,” “no,” and “yes,” respectively, then do read on.



*What a mess!*

Now, I am a neat person (as in organized, not as in cool), I lead a complicated life (as in I spend time at PSRC, belong to Toastmasters, and mediate municipal court cases), and I keep few paper documents (as in everything is in my computer), so if I had to face this desktop every day, I'd freak out.

To be fair, many folks whose laptop screens look like their disk drive just exploded assure me they know exactly where to find each document. But that doesn't work for me, **so I keep all my computer files in folders.** I have three top-level folders for PSRC, Toastmasters, and Mediation.

My PSRC folder includes folders for Meetings, Computer Guru articles, and Subjects (to name a few). The Meetings folder includes

Meetings – 2015, Meetings – 2016, and Meetings – 2017. And so on. In other words, I have folders within folders.



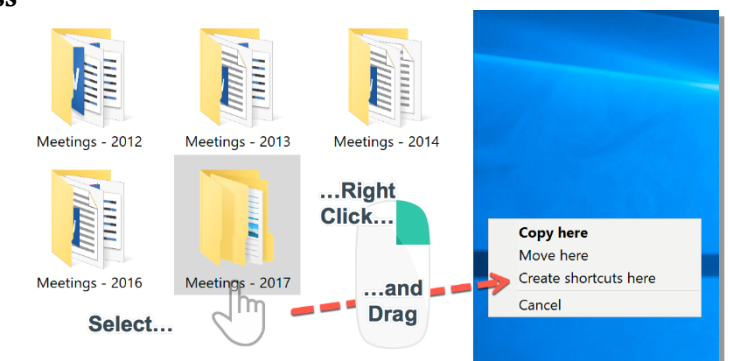
*My folder hierarchy.*

My desktop is reserved for **1. Documents in progress**

(like this article), which I drag into folders (Computer Guru) when I'm done, and

**2. Shortcuts** (or **Aliases** if you have a Mac computer) to the files and folders I use most often.

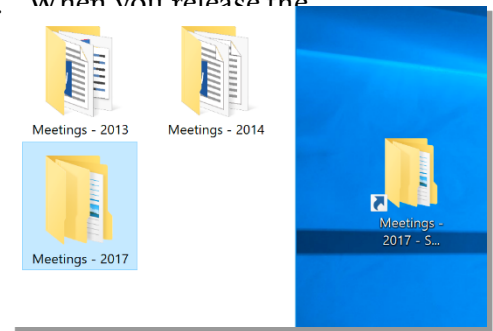
**A shortcut is a link** that opens the file or folder you need, eliminating the need to “drill down” into your folders. To create a shortcut, navigate down to the folder (or file) you need, then



*Right-click and drag to the desktop.*

**right-click the folder and drag it to the desktop.**

You'll then see a dialog box where you'll select "Create shortcuts here." When you release the mouse button, you'll see your shortcut. (The little arrow to the left of the icon shows it's a shortcut.) You can click the shortcut to open the folder, and you can and drag files into the shortcut. If you delete the shortcut, the actual folder and its contents are left intact.



*There's the shortcut!*

**Next month**, we'll venture into the Downloads and Recycle Bin folders and discuss how to organize your email messages. If you've lost your files or need help creating folders, stop by the lab for one-on-one help. Our hours are Tuesdays from 1:00 to 4:00 p.m., Wednesdays from 1:30 to 4:00 p.m., and Fridays from 10:00 a.m. to 12 noon.

You'll need to reorganize your sock drawer by yourself.