

## Keeping things organized - Part 1

On today's computers, which are capable of large volumes of data storage, keeping things organized is very important.

Recently I visited a client and asked the receptionist if she could print a copy of a recent invoice.

Five minutes later I returned, expecting to pick up my printout. Instead, she said she was still looking for the invoice. Ten minutes later I returned and was given the same answer. Seeing the frustration in her face, I walked around behind her.

The source of the problem became obvious. All documents created in the past year were in a folder called "My Documents". The documents were named Document1, Document 2,.... Document 358, etc. To find the invoice required opening each document and reading the information.

The office manager told me privately that they were about to terminate her because she was too slow. I had been employed by this company for several years as a computer consultant and decided to offer them an alternative to terminating the employee. They agreed to let me retrain the employee.

If documents and files are named and grouped in an organized manner, information becomes easy to recall.

What follows in this section is a fast paced, comprehensive crash course in data organization.

In an effort to minimize file corruptions while we are practicing techniques, we will be doing all our work on floppy disks. This will allow us to practice making folders, moving, renaming and deleting files without risking damage, loss or misplacement of existing files.

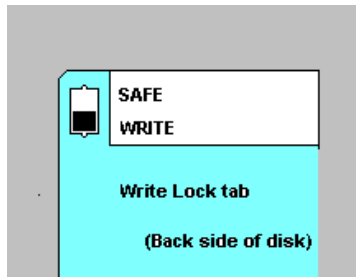
The first step is preparing the floppy.

### Formatting a floppy

What is formatting a disk? It is the process of preparing the disk to receive information. The operating system cannot write to an unformatted disk. Formatting can also be used to erase all the old information on a disk.

Most floppy disks sold today are purchased preformatted. Preformatted disks will indicate on their packaging if they are formatted for IBM or Macintosh. For Microsoft Windows computers, you need IBM formatted disks.

There are two types of floppies used with Windows: 3-1/2 & 5-1/4 inch disks. Both sizes come in double density (DD) & high density (HD) formats. 3-1/2 inch HD disks are most popular on newer computers. (Our discussion will only cover 3-1/2 inch disks.)



Does your floppy disk have two square holes alongside the label? If so, you have a HD disk. (HD=1.44MB, DD=720KB storage)

To recognize the different disk densities, remember that 2 holes are better than 1.

When viewed from the back side of the floppy, notice that the upper left corner has a button which can be moved. In the down or 'write' position, information can be placed on the disk. In the up position, the disk is 'safe' (write protected) and you cannot write information to the disk.

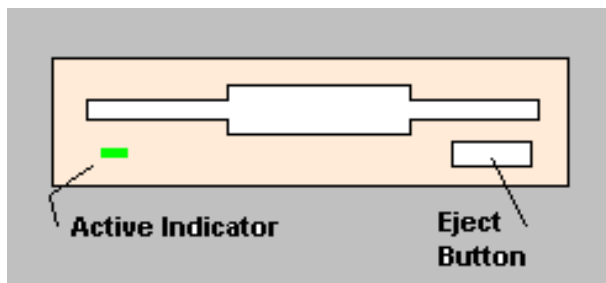
Disks can only be properly inserted into a computer one way.

**Don't force the disk if it doesn't insert easily!**

Most disk drives are installed to allow disks to be inserted horizontally.

The sliding metal media-protect goes in first with the label facing up.

Insert the disk until it clicks in place.



To remove the disk, press the small eject button on the disk drive face plate.

