



Seltek Tech Tips June 2011

Seltek welcomes Wendy Logan!

Wendy joins Seltek as Director of Business Development. A graphic designer and marketing specialist, Wendy brings 12 years of experience - plus her enthusiasm and creativity.



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Using Windows Explorer to Sort and File Files

In this month's newsletter we discussed ways to keep your folders and files organized on your computer. But many users may already have a large number of files and might find it hard to organize them.

You may or may not know that you can use Windows Explorer to sort a specific folder however you want. In Documents, for example, make sure you are using the "detail" view. Then, you can click on the categories at the top (such as Name, Date Modified, Type, Size) to sort by that particular

Tips for Managing Files and Folders

By Kara Mueller, Primary Help Desk Analyst
From Microsoft at Work

The tips in this article can help you learn how to better manage and organize computer files. After you've decided on a strategy for managing your files and folders, we bet you'll see improved time management skills and increased productivity.

1. Use the Documents folder.

De-clutter your desktop by moving items to the My Documents folder! This is a folder that every Windows user has. To open the folder, click Start then "Documents" (Windows 7 or Vista) or "My Documents" (Windows XP). You'll also see separate folders for pictures, video and music - this is a great way to keep these items organized, too. There are many reasons to use these folders:

- Find files. Windows provides easy access to the Documents folder (and its subfolders) in many places, including the Start menu, the task pane in Windows Explorer, and common File Open and File Save dialog boxes, among other places.
- Back up files. You should back up files regularly. Keeping your files in these few, easy to reach places can help make backups easier.
- Keep files separate from programs. By separating document files and program files you reduce the risk of accidentally deleting your documents when you install or upgrade programs.

2. Adopt consistent methods for file and folder naming.

When learning how to manage files and folders, it is important that you develop a naming scheme for the kinds of files you create most often and then stick to it.

3. Keep names short.

Even though you can use long file names in Windows, you should not necessarily do so. Long file names can be harder to read.

4. Separate ongoing and completed work.

Every month or so, move the files you're no longer working on to a different folder or backup location

category. Choosing Name, for example, will sort the folder alphabetically. If you click Name again, it will re-sort the list, but in reverse alphabetical order. Sort the list by Date Modified to find the file within the folder that was modified most recently. This can be a great tool to help find the file you need quickly!

Did you also know that you can view and sort by other categories that aren't listed? Position your mouse over the categories listed and right-click for a few more options. Click More, and you'll see dozens! Of course, not every file will have information associated with each of these fields, but there may be a few that could be helpful.



For more information about any of these topics, contact the Seltek Help Desk at (804) 360-4490 x7 or [e-mail us](mailto:help@seltek.com).

such as a network folder.

5. Store like with like.

Restricting folders to a single document type (or predominantly one type) may make it easier for you to find files. Some even like to have one folder for Word documents, one for Excel, etc.

6. Use shortcuts instead of multiple copies.

If you need to get to the same file from multiple locations, don't create copies of the file (which can be confusing!). Instead, create a shortcut. Shortcuts are links to files or programs and are represented by icons with an arrow in the lower-left corner. To create a shortcut, right-click the file and then click Create Shortcut. You can drag the shortcut to other locations.

7. Use abbreviations.

Keep file names short by using common abbreviations, such as "MTG" for meeting, or "ACTG" for accounting. This makes the file names more descriptive, and you can more easily find files through the Search function, if necessary.

8. Don't save unnecessary files.

Be selective about the files you keep. You probably don't need to keep them all. With email, for example, you don't need to keep everything you receive.

9. Put Documents on the desktop.

Put a shortcut to Documents on the desktop: Right-click the Documents folder, and then click Create Shortcut. You can save several clicks of the mouse and get where you want to be sooner.

Contact Seltek at 360-4490 to set up a review of your processes!

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