



# Introduction To Information And Communication Technologies

BS(CS)

Week 2

Fall, 2025



# Organizing Data on Personal Computer

Keep your Electronic Files  
Organized !!!

1.

# Get Rid of Duplicate Files

# Having Multiple Copies of the Same File is a Dangerous Game

- ❖ Waste of storage space
- ❖ Any changes won't sync between them
- ❖ Leads to having different versions of the same document

Copies of files often arise when they are saved in different places. Don't do this. Instead, use shortcuts. Within the folder, **right click** and choose **New > Shortcut** and follow the wizard.

2.

# Group Files in Folders and Sub-Folders

Now that you've gotten rid of the excess, you'll want to put the files that passed the test into Folders

## Main/Large Folders

When you're creating folders, think minimal.

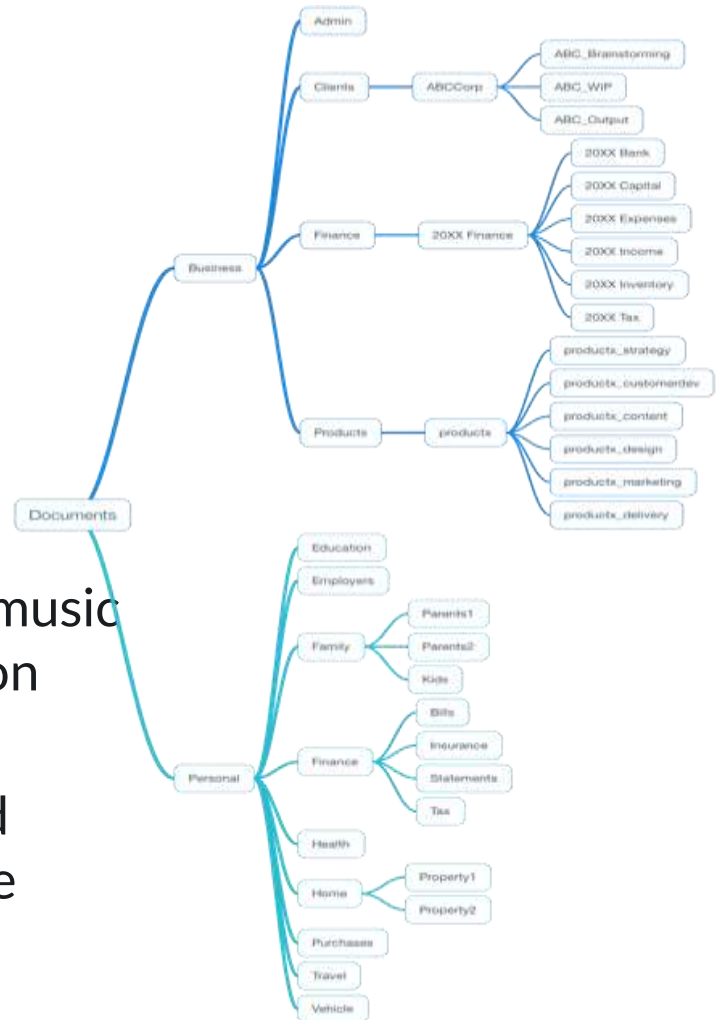
For instance with Three Large folders:

- ❖ Documents (Personal, Business, University, Family etc.)
- ❖ Shared (Photos, etc.)
- ❖ For things made by the rest of the world (MP3s, Movies, Software, etc.)

# Keep your Desktop Clean!

## Sub-Folders

- ❖ Each folder will present its own particular set of requirements for further sub-organization.
- ❖ You may decide to organize your music collection into sub-folders based on the artist's name or
- ❖ Digital photos might get organized based on the year/place they were taken.





3.

# Folders/Files Naming Convention

Some operating systems (such as Unix) do not allow  
spaces in file or folder names,  
Avoid it!

- ❖ Use underscores as a delimiter (e.g. Doe\_John\_Proposal.doc.)
- ❖ Other characters such as / ? < > \ : \* | " ^ are also prohibited in file or folder names under Windows

Under Windows the maximum full path length for a file (e.g. the drive letter + folder names + file name) is 260 characters.

- ❖ Use common abbreviations wherever possible, such as Jan for January or Corp for Corporation
- ❖ But, don't use un-common abbreviations. They might make sense at the time, but you'll probably forget what they mean

## Access Folders And Files Quickly

- ❖ Use descriptive file names
- ❖ Ensure your spelling and grammar are accurate so that they correctly appear in any searches
- ❖ Folders or Files used a lot, rename with a ! or an AA at the beginning of the file name, to keep them on top

4.

# General Tips to Remember

# Use the Default Installation Folders for Programs

- ❖ Installing applications elsewhere is confusing and unnecessary
- ❖ Get in the habit of using the "Save As" dialogue box to file your document as well as name it, putting it in the right place in the first place

## Keep the Downloads folder Clean!

- ❖ You'll never need that old concert ticket PDF, so go ahead and delete the contents of your downloads folder

## Back up Your Files Regularly!!!

- ❖ Always keep a backup to avoid Data Loss
- ❖ Keep your backup on separate storage device
- ❖ Drive can get damaged or ransomware can encrypt your data
- ❖ Better keep a backup!!!



5.

# Stick To Your Organization Plan

Even if you don't know where something is, you  
know where it should be



Once you come up with an organizational plan, make sure you stick to it. "Every new file you get, spend those extra few seconds to file it where it belongs. Otherwise, in just a month or two, you'll be worse off than before — half your files will be organized and half will be disorganized — and you won't know which is which."