



Liang, Ying <liangy3@miamioh.edu>

Techno Tuesday: Files Files Files Files Files Files

Liang, Ying <liangy3@miamioh.edu>
To: chapter@psemiami.org

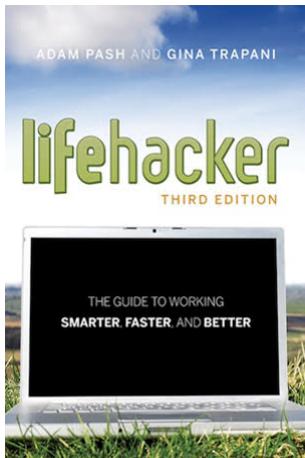
Tue, Jul 21, 2015 at 11:59 PM

Hey... Guess what this issue is going to be about? 😊

(OK super off-topic, but have you seen the [Sharknado/Mascara Commercial](#)? It makes me confused, happy, and confused that I'm happy.)

Spring Cleaning: Files Overdue!

Lemme preface. This book is magic. A lot of tech tools & tips I got/refined are from this beauty, for ex. the password system.



This is the best way I've found so far to organize my files. (Isn't going to work for everyone, but it's just an example!) In my documents folder, I've split it up into 4 main folders:

- backup
- docs
- docs-arc
- media

The "backup" folder holds compressed files that I still need to back up (more on that later). The "docs" folder holds all my current working docs, with a subfolder named "temp" for temporary working files. "docs-arc" is short for documents-archive, and these are all the documents that I've already backed up into different devices. "media" is split into "mus" (music), "pic" (pictures), & "vid" (videos). As you can tell, this method is based on **timeliness**--it gets rid of outdated junk files, keeping your desktop nice and clean. The files **cycle** until they end up in the archive. & the folders have simple names because they can be remembered in a command line interface.

```
>Last login: Tue Sep 29 13:08:56 on ttys006
jim@Hostkins-Mac:~ jdad ls -la
total 0
drwxr-xr-x 13 jim  staff  442 Sep 25 13:08 .
drwxr-xr-x  1 jim  staff   20 Sep 25 13:08 ..
drwxr-xr-x  1 jim  staff   3 Sep 25 12:58 .CFUserTextEncoding
drwxr-xr-x  2 jim  staff   68 Sep 25 12:52 .Truth
drwxr-xr-x  1 jim  staff   37 Sep 25 12:52 .bash_history
drwxr-xr-x 18 jim  staff  340 Sep 25 12:52 .bashrc
drwxr-xr-x  4 jim  staff  136 Sep 25 12:58 Documents
drwxr-xr-x  4 jim  staff  136 Sep 25 12:58 Downloads
drwxr-xr-x  3 jim  staff  102 Sep 25 12:58 Movies
drwxr-xr-x  3 jim  staff  182 Sep 25 12:58 Music
drwxr-xr-x  3 jim  staff  182 Sep 25 12:58 Pictures
drwxr-xr-x  3 jim  staff  176 Sep 25 12:58 Public
jim@Hostkins-Mac:~ jdad Where am I?
```

(I sense your eyes glazing over.... & you're chanting **NERD** in your head. Just know it's an option to de-clutter your screen as you tell your computer what to do. & on an operating system like Linux, this can be very powerful & efficient.)

If you want to rename batches of files for whatever reason, you can use a tool like [Bulk Rename Utility](#) that can literally do anything to any file/groups of file names you want. For mac, you can check out this [app](#).

Pop It, Lock It, Drop It.



Squidward 'bout to go hard, yo.

BACK UP YOUR FILES PLZ OK? ELSE U WILL LOSE THEM & CURL UP IN THE FETAL POSITION CRYING RIVERS OF DESPAIR THE DAY BEFORE FINALS.

Anything that stores data can fail. No current solution is meant to be permanent. So back up your files in different places: USB drives, external hard drives, CD, DVD roms, & email/cloud. Compress your files to save space. Do like a monthly "temp" folder backup party before moving files to something more permanent & reward yourself with a Twinkie or an episode of the Bachelorette. Hey, no judgement.

If you really want to read about enthralling, captivating research (that is not at all), you can check out these links:

[Though external hard drives are reliable](#)

[They can still fail](#)

[Nevermind a home-test on CD failure rates](#)

& this amazing, enthralling, captivating research from the Council on Library and Information Resources about storing DVDs & CDs

& also this list of common reasons why flash drives fail

But Don't Drop It.

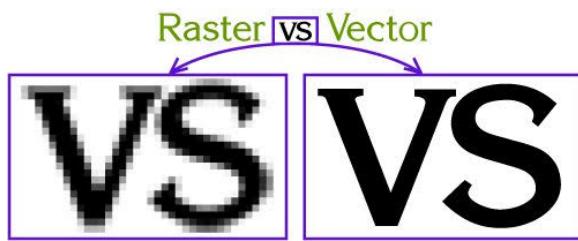
For all you hipsters afraid the NSA or the po-po is coming to get you, you can always encrypt files/folders/drives. ISA 235 covered symmetrical & asymmetrical encryption, but here's a [refresher](#) if you want to learn more about file encryption. At any rate, [AES Crypt](#) is the way to go--their instructions are pretty easy to follow, but remember **never** to lose your password, because you'll **never** be able to decipher your files. *Never say never?* Sorry J Beibs, I just said it 4 times. #sorrynotsorry #idkhowtousehashtagsandbecoolusingthem.

That Format, Tho....

I'm guessing learning file formats isn't on your to-do list. And it isn't on mine either, trust me. But if you're every curious about them, check out this great guide on [common file extensions](#). I don't want to bore you, but I want to clear something up really quick about images (which is format-related).

Raster (Bitmap) vs. Vector Images:

All our wonderful graphic designers know this. Basically, raster images (.JPEG, .PNG, .BMP, .GIF, etc.) are pixel-based, so when you zoom in close enough, it'll become blurry. Vector images (.SVG, .AI, .ESP, etc.), meanwhile, rely on math calculations to get each point in relative position to each other, so the beauty is that *no matter how far you zoom or how big you make the image, the lines will stay crisp!* There really isn't a limit beyond how well your computer can handle the graphics. So in terms of printing something, **300 dpi** (300 dots per inch--300 pixels printed within 1 inch of paper) is generally considered high definition--anything higher is overkill. So keep that in mind when you're making images, or asking for images to be printed!



Finally, I'll leave you with this [AMAZING VIDEO](#) (mp3, actually) that gives you 3D sound and the feeling of actually having someone at the nape of your neck, snipping away at your hair (freaky and scalp-tingling).

Thanks for reading! Hope you have a scalp-tingling week in a good, not-creepy way. (Ok I'll shut up & sleep now. Bye!)

Sincerely,
-Ying