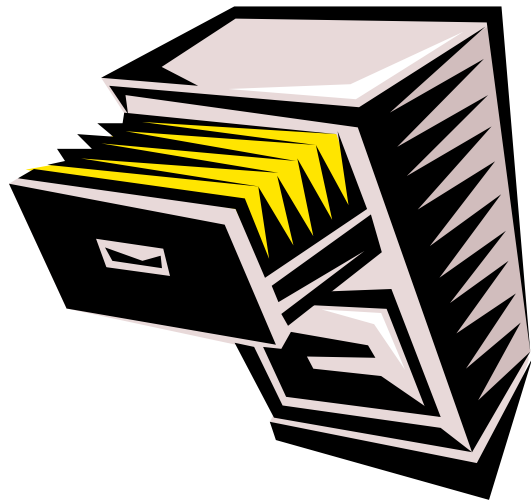


## Organized Computer File Storage

If your computer files are stored in an organized fashion, it's much easier to find a file when you need it. Plus, it makes it easier to save files and to make back-up copies of your files.

If you have not done so already, create a folder into which you will ultimately place all of your data files (including pictures, music, and/or video files that you want to keep). You can also use a separate drive (other than your hard drive) that is devoted to just your data. You will not be installing any programs into this area – you only want your data files collected here.



Now, create sub-folders to begin designating categories for your files. If you were to just leave all the files in the initial folder, you still wouldn't be able to find much when you needed it.

One of the categories that I used for a sub-folder is Books. Under that, I have new folders for several of my favorite authors. Inside these folders, I saved the freebie short stories that were available on their web sites. If I'm looking through their web site and not sure if I've previously read a freebie story that they have, I can check in my folder to see if the story is already there. (Remember to always keep copyright info!)

Another category I use is Cooking. I actually have one folder for the recipes I've created and have finally typed up. I have another folder for recipes I've found online but haven't had a chance to test. For these that I haven't tried, I ended up creating sub-folders for various food categories – such as Breads, Beverages, Desserts, Entrees, Sides, etc. Of course, with all the recipes I've collected in digital format (some I scanned in from my magazines), I actually had to split Entrees and Desserts in multiple categories. ~lol~

The examples above showed some uses of hobby/interest categories. There are also lots of ways to store home and financial data.

Create a folder for Home and add sub-folders for the various home-related bills and repairs (mortgage, electric bills, other utility bills, phone, lawn service, pool service, A/C repairs, etc). Store your scanned copies of bills and receipts in these folders. Include a folder for Product Manuals and add any manuals provided online by the manufacturer. (Save your filing cabinet space AND be able to find them quickly.) Also add a folder for home-related maintenance tips.

For financial data – create a folder for Finances and store your electronic copies of bank statements, investment statements, tax returns, and any financial tips you’ve collected. Remember to create sub-folders for each set of data to make it easier to find when you need it. If a site has lots of data that you are saving, create a sub-folder with the name of that site in which to store all the data.

The important thing is to create a folder structure that works for **your** needs. If you can easily find it, then the structure is also easy to use for saving new data. (And don’t be afraid to re-evaluate and move things around when the current structure is no longer working as well.) With organized computer files, you’ll also have an easier job when it comes time to make back-up copies of your data – something for another tip.

#### About The Author

Marie Rice is the founder and editor of [PartOfTheWhole.com](http://PartOfTheWhole.com) - wellness for body, mind, and spirit. She enjoys helping others reach their goals. When she's not online, Marie's spending time with her family, gardening, doing crafts, or **most likely** – reading a book!

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