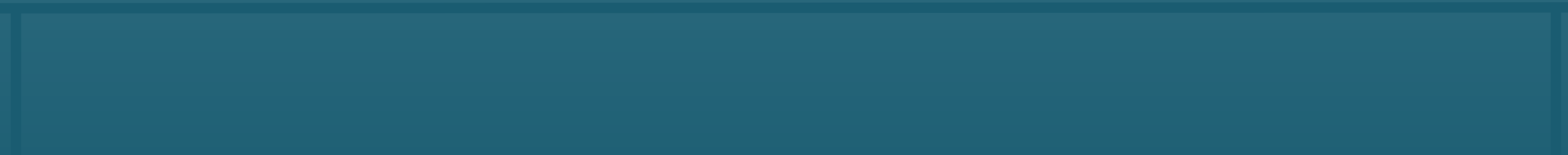




CLEARING AND CLEANING UP FILES



I asked you ALL recently what type devices you use i.e. PC/Desktop or Tablet/Smart phone

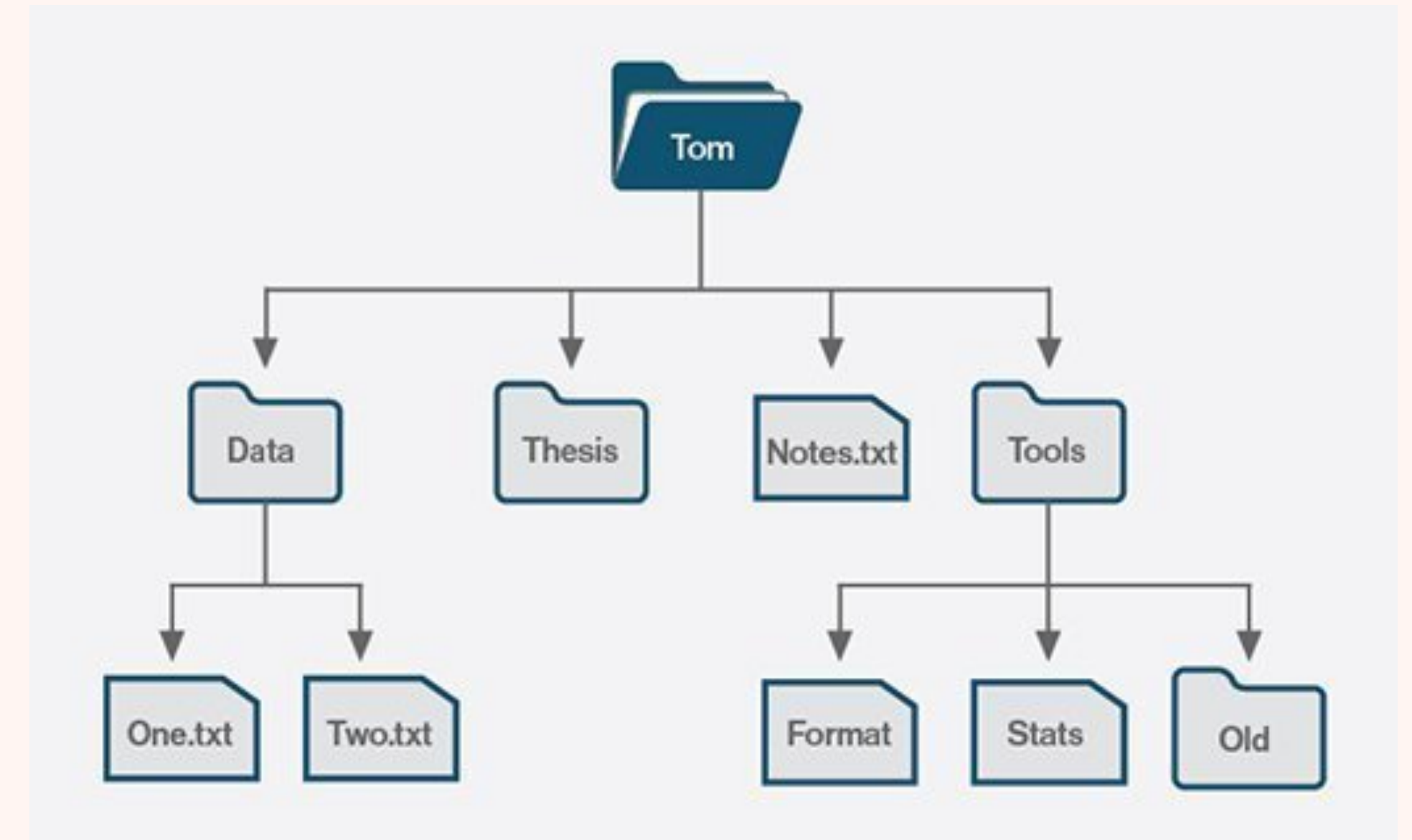
WHY.....

These two types of computer use totally different methods of file structure.

The file structure of a regular computer/desktop/laptop is organized in a hierarchical system that allows for efficient storage, retrieval, and management of files and directories.

The tablet/smart phone we'll look at later.

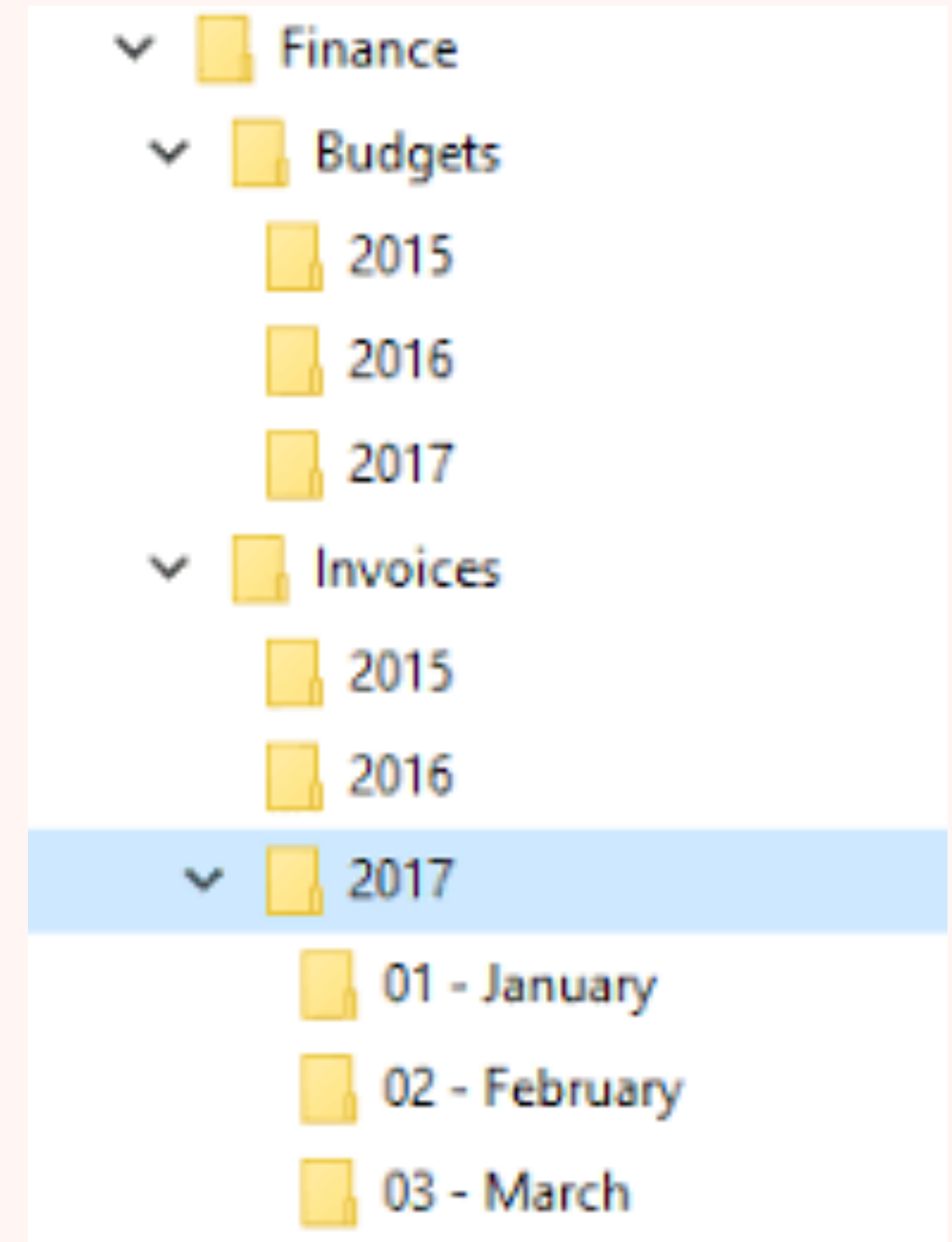
BASICS:The root directory is the topmost directory in a file system. It is the starting point from which all other directories and files branch out. In most operating systems, the root directory is represented by a single slash (/) or a drive letter followed by a colon and backslash (e.g., C:\) in Windows.



Directories, also known as folders, are containers used to organize files and other directories. Directories contain:

Files: Files are the basic units of storage on a computer. Each file has:

- **Filename: The name of the file, which usually consists of a base name and an extension (e.g., document.txt).**
- **Extension: A suffix that indicates the file type (e.g., .txt for text files, .jpg for images).**



.docx - Microsoft Word document

.xlsx - Microsoft Excel spreadsheet

.jpg - JPEG image file

.pdf - Portable Document Format

.mp3 - MP3 audio file

.zip - Compressed archive file

The file extension is crucial for proper file handling and compatibility across different software and operating systems.

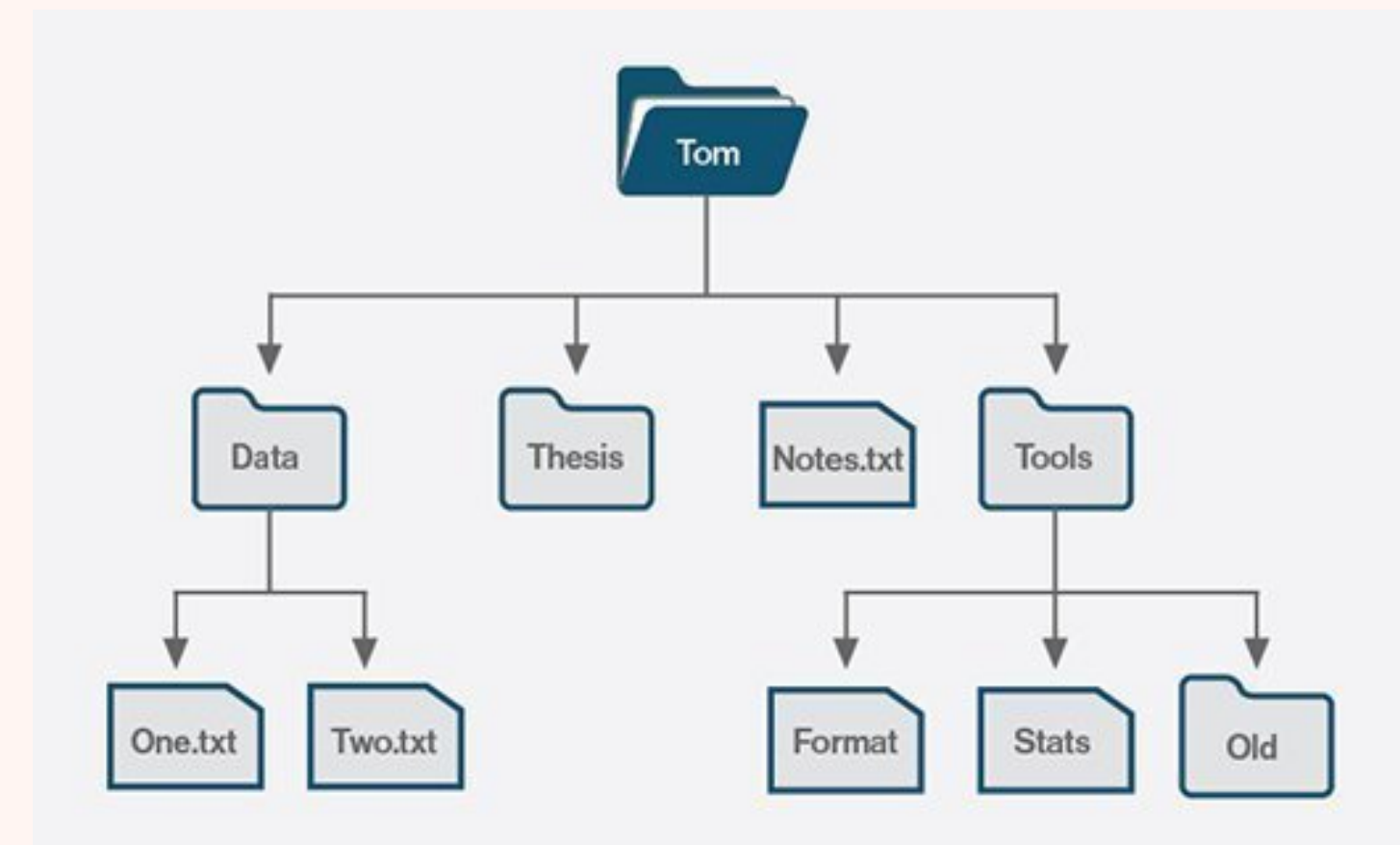
CLEARING & CLEANING FILES

Clearing and cleaning files can help improve efficiency and make it easier to find what you need.

Create a Plan

Decide on a folder structure that makes sense for your files. For example:

- **Documents: Work, Personal, Receipts, Projects**
- **Media: Photos, Videos, Music**
- **Downloads: Sort by file type or purpose**
- **Applications: Organize by usage or type**



Delete Unnecessary Files

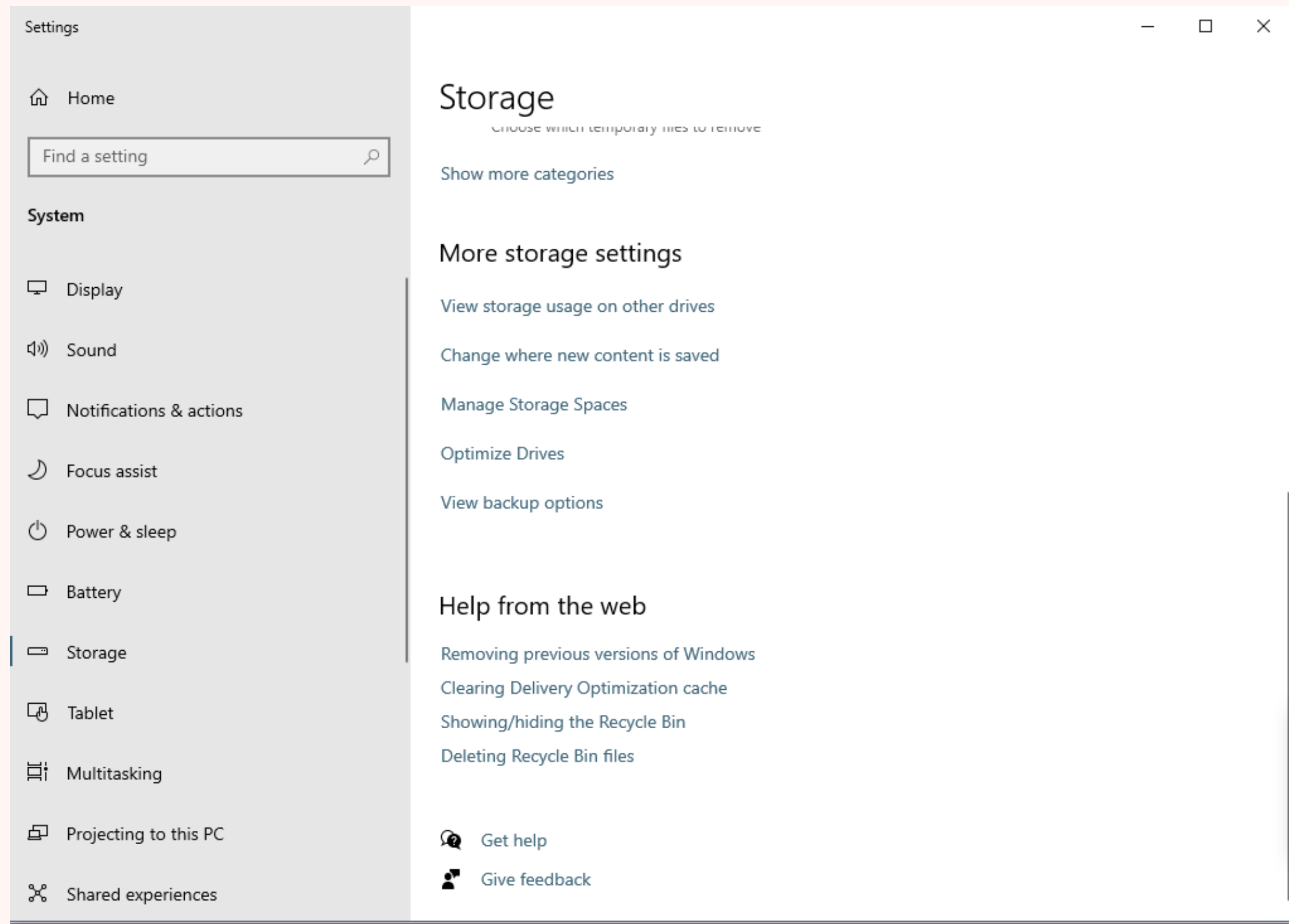
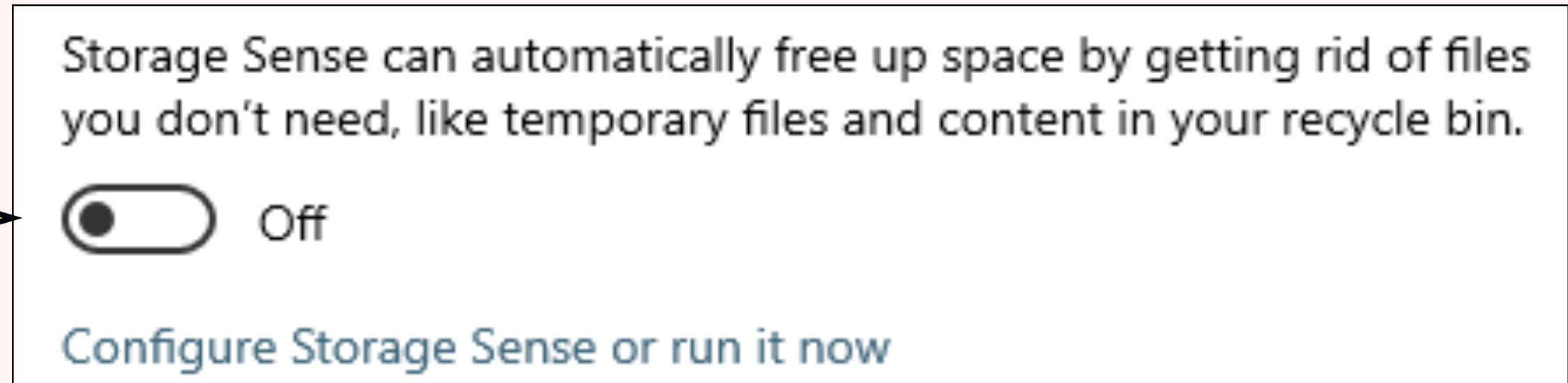
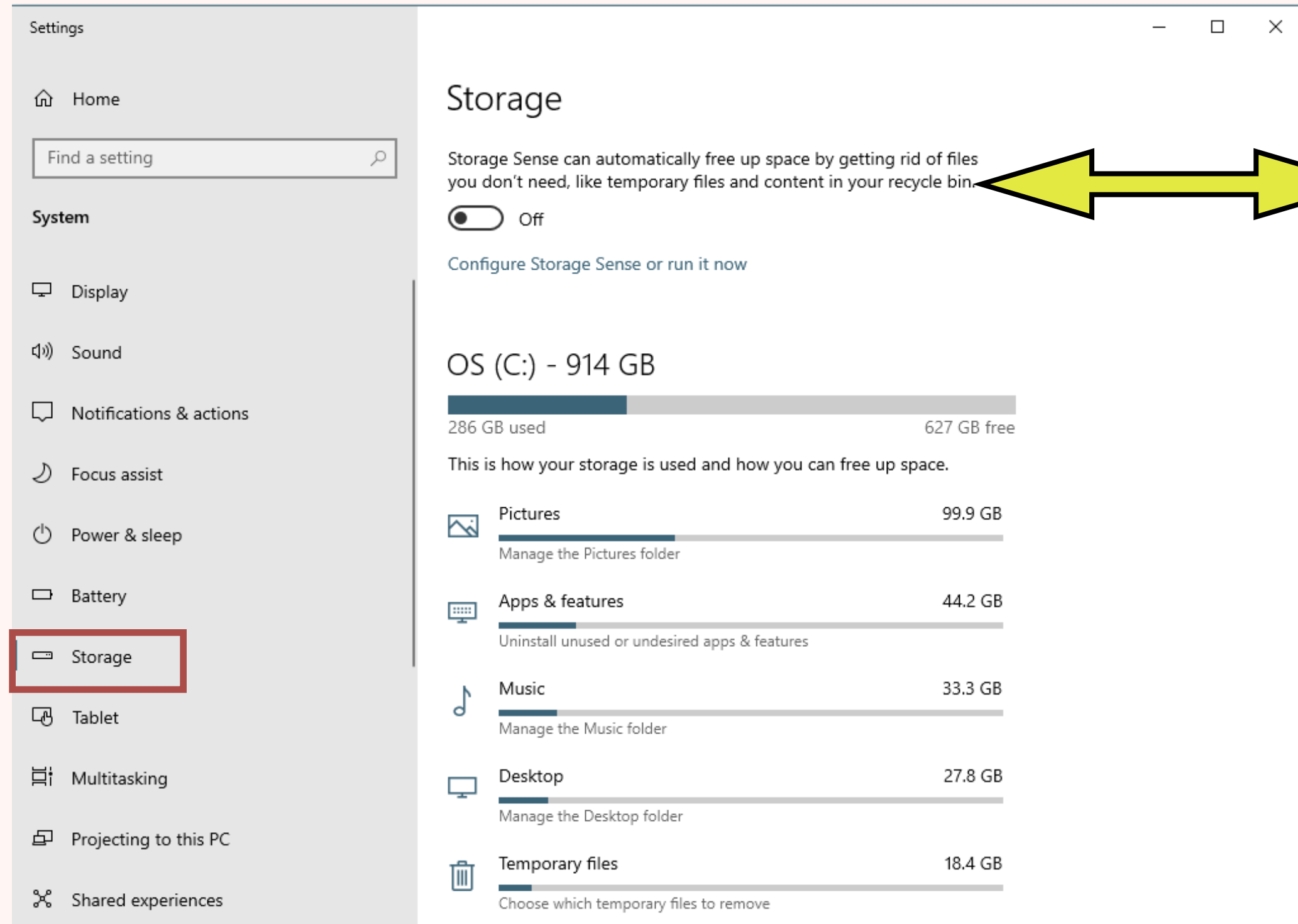
Remove files you no longer need:

- **Temporary Files:** Use built-in tools like **Disk Cleanup (Windows)** or **CleanMyMac**.
- **Duplicates:** Use tools like **Duplicate Cleaner (Windows)** or **Gemini (Mac)**.
- **Old and Unused Files:** Manually review and delete files you haven't accessed in a long time.

WARNING

Never delete program files

If you need to remove a program & its files you've installed then you must uninstall it



Open your computer settings at storage

Automate the Process (for the more advanced)

Use tools and settings to keep things organized automatically:

- **Downloads Folder: Set rules to automatically move files from your Downloads folder to appropriate folders.**
- **Cloud Storage: Use services like Google Drive, Dropbox, or OneDrive to sync and organize files.**
- **File Management Tools: Use tools like File Juggler (Windows) or Hazel (Mac) to automate file organization based on rules.**

Regular Maintenance

Schedule regular times to clean and sort your files, such as monthly or quarterly, to prevent clutter from building up again.

Tablets & Smart Phones

The file structure of an Apple iOS system (or Android with non Apple) is significantly different from traditional file systems like those on Windows or macOS computers. iOS, the operating system for the iPad/iPhone, uses a *sandboxed environment* to manage files and apps.

App Sandboxing

The term “sandbox” is aptly derived from the concept of a child's sandbox—a play area where kids can build, destroy, and experiment without causing any real-world damage. Similarly, a digital sandbox allows experimentation and testing without repercussions outside its confined space.

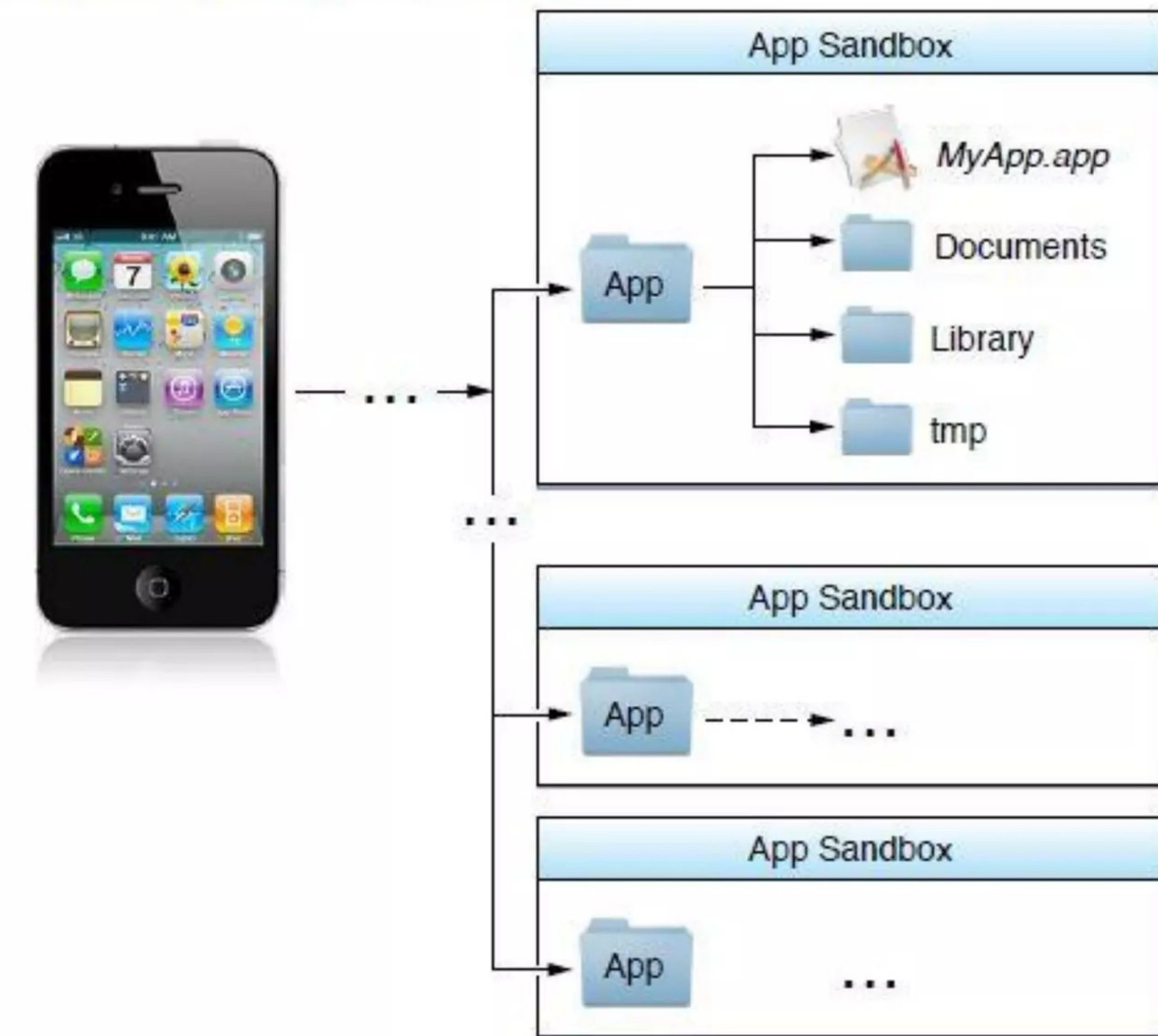
Each app on the iPad/iPhone operates in its own sandbox, which means it has a dedicated directory where it can store its files. Apps cannot access the directories of other apps directly. This ensures security and stability.

User files and data are stored within the app's sandbox. Here's a typical structure within an app's sandbox:

- **Documents/:** User-generated content and files the app creates.
- **Library/:** App-specific files and preferences.
 - **Caches/:** Temporary data that can be recreated if needed.
 - **Preferences/:** User preferences and settings.
- **tmp/:** Temporary files that are not needed after the app terminates.

The file structure of an iPad/iPhone is designed to be secure and user-friendly, abstracting the complexities of traditional file systems. By using sandboxing and the Files app, iOS ensures that users can manage their files easily while maintaining a high level of security and stability.

Each iOS app operates within its own sandbox



A couple of free applications that I use for file control

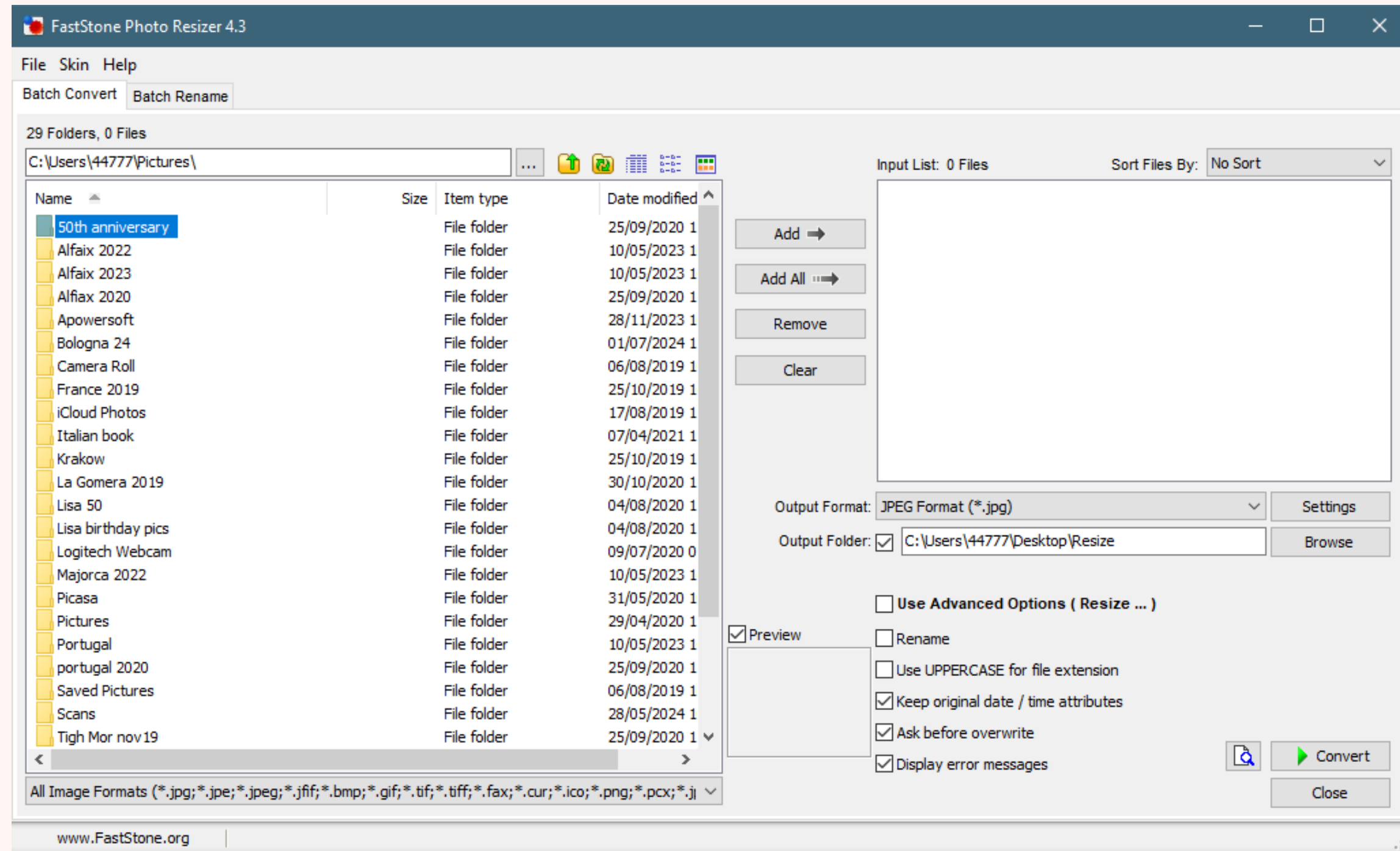
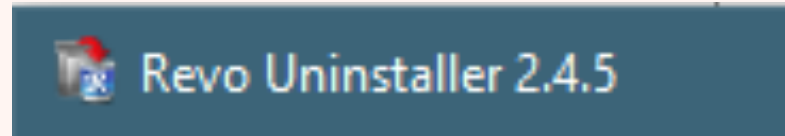
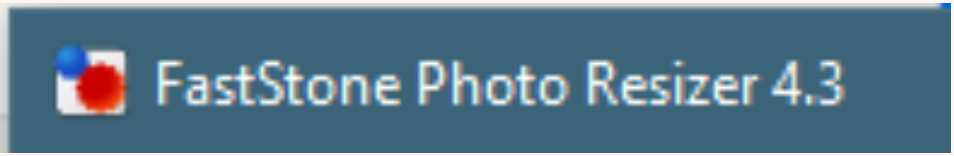


Photo Resizer



Uninstaller

