



# FILE MANAGEMENT



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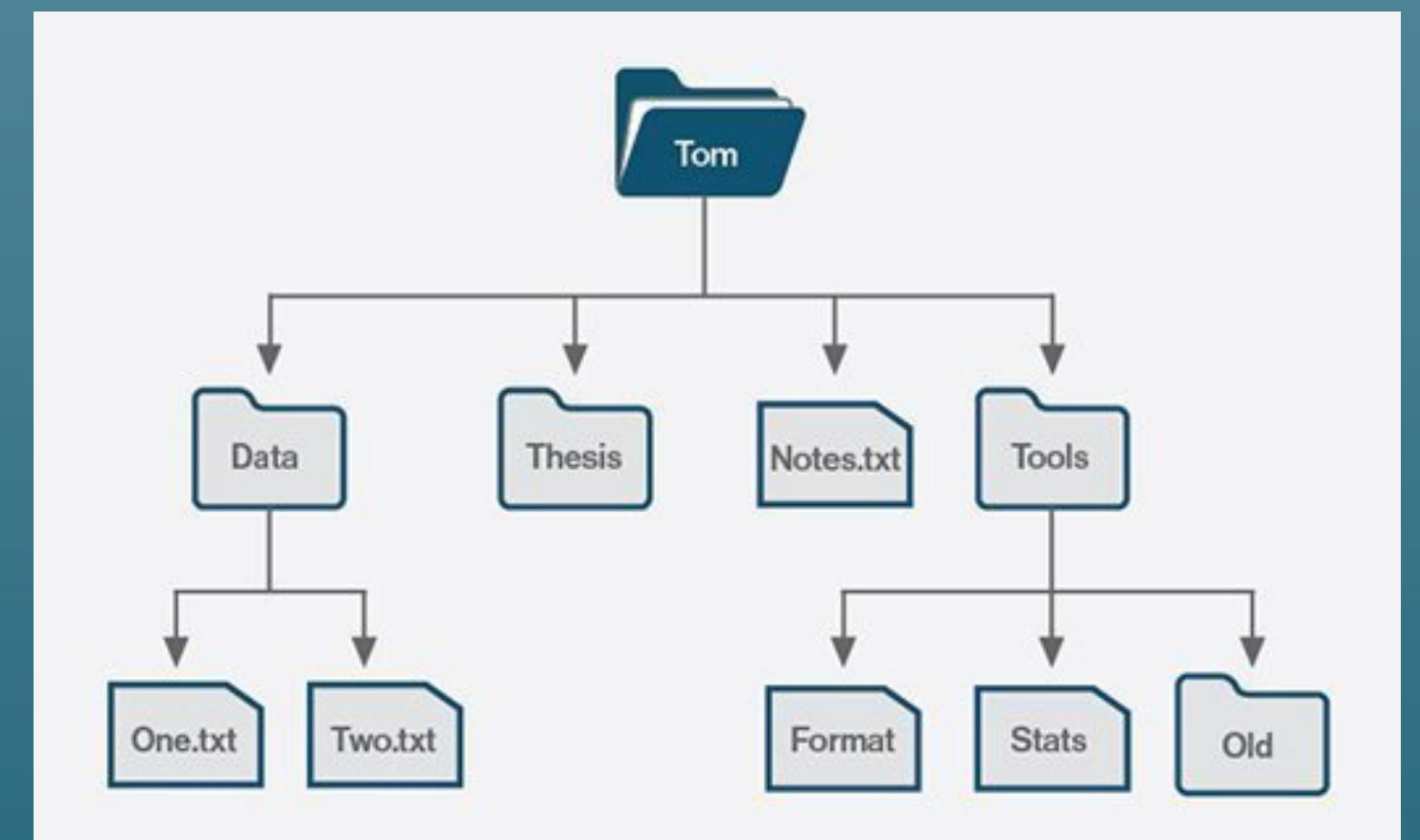
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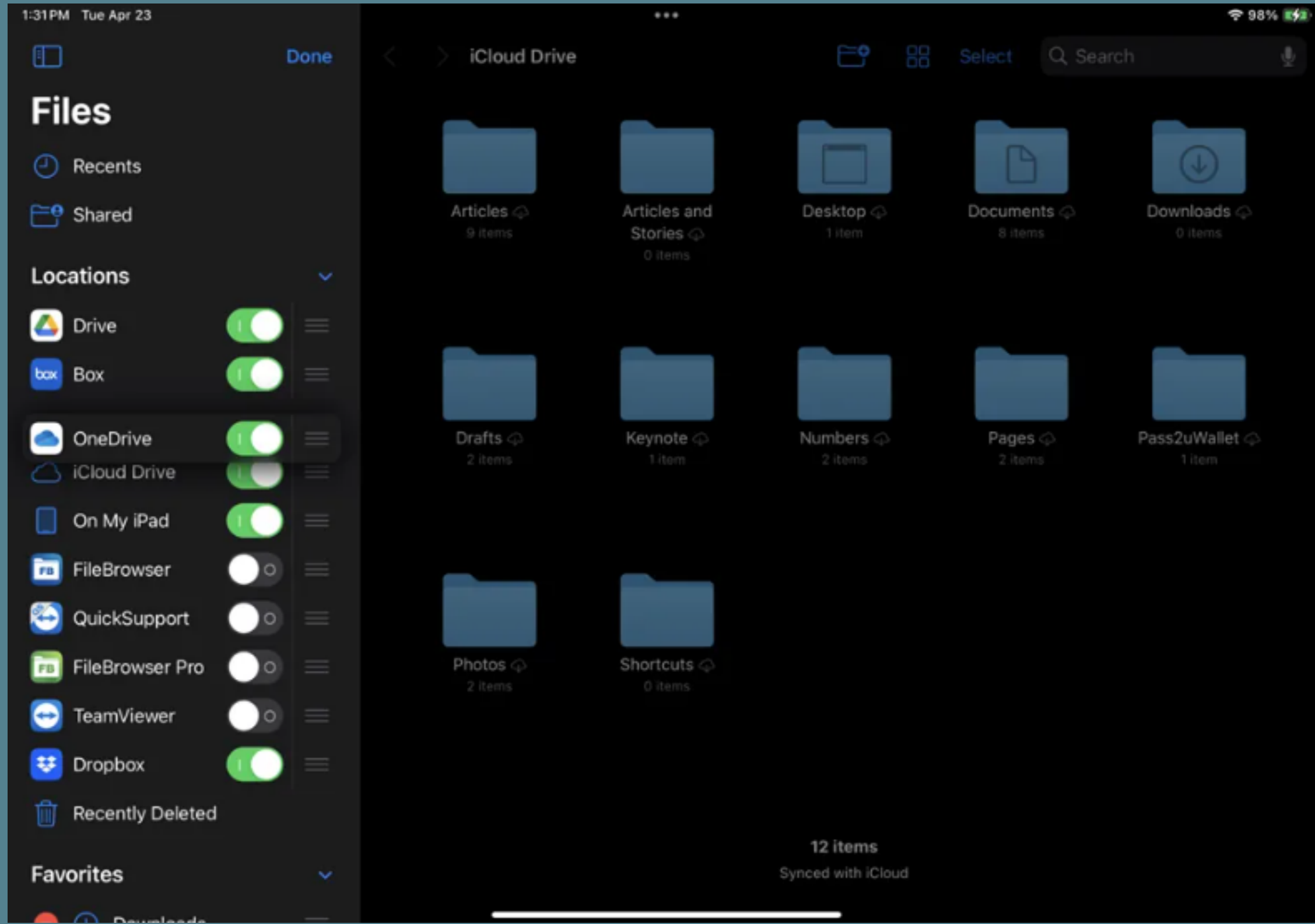
Can help improve efficiency and make it easier to find what you need.

## Create a Plan

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

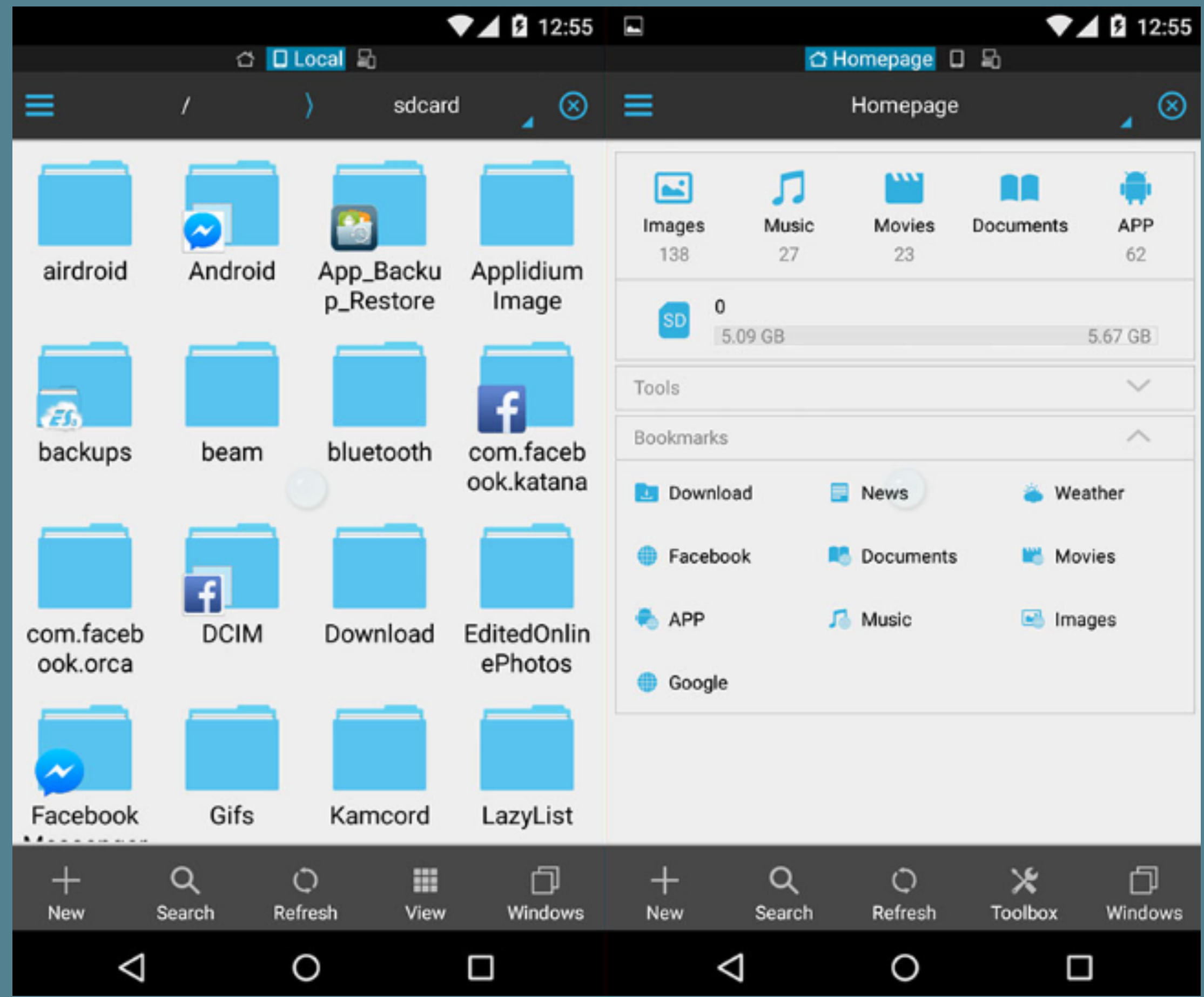
- **Documents: Work, Personal, Receipts, Projects**
- **Media: Photos, Videos, Music**
- **Downloads: Sort by file type or purpose**
- **Applications: Organize by usage or type**





Apple File App

# Android File Management App



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## **File System Basics**

<https://search.app/zevYEC4BAZWLVsxa9>

## **Android file management: An easy-to-follow guide**

<https://search.app/k2211RGakPJRpUYh7>

## **Device in Disarray? How to Use the Files App on Your iPhone or iPad**

<https://search.app/xCuKkSBUKL4DkT9b7>

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