



FILES, FOLDERS, PDF'S & ZIP FILES



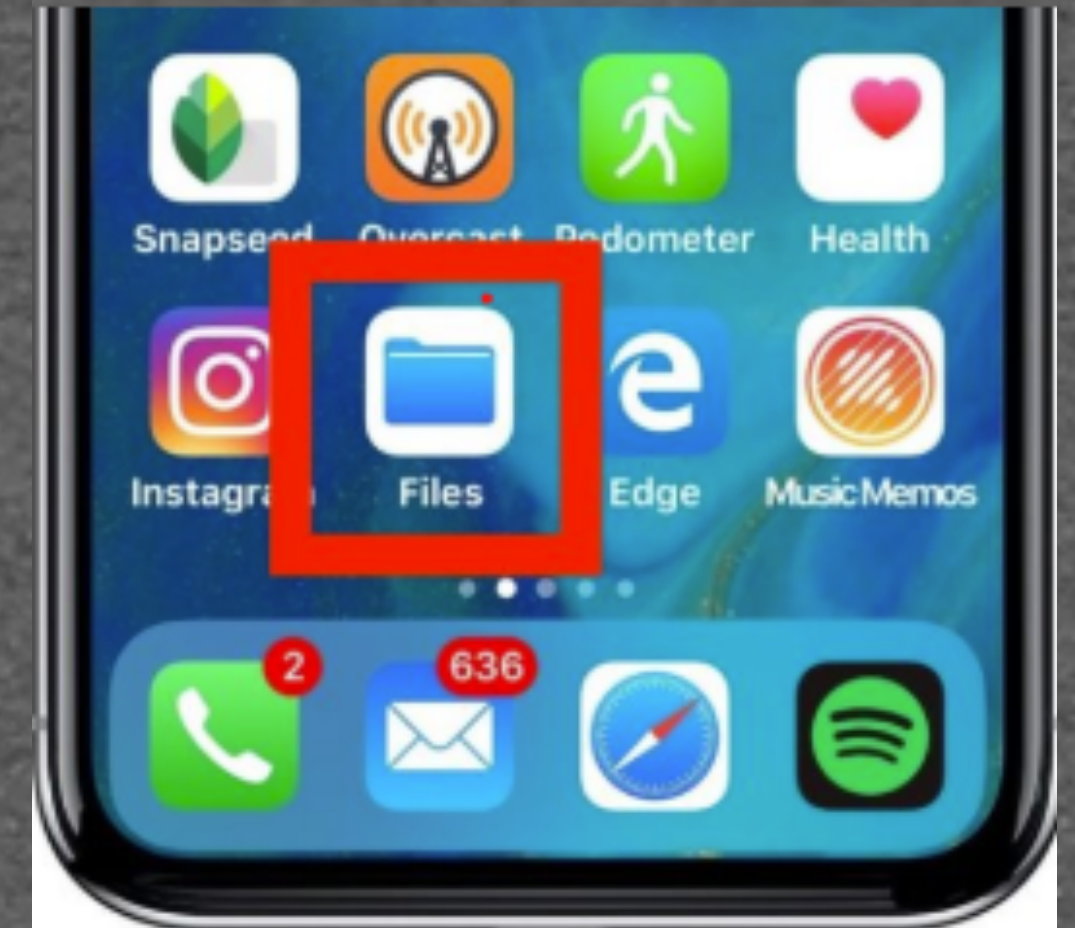
FILE MANAGEMENT

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



File = a single document, photo, song, or video

Like a sheet of paper, a photograph, or a cassette tape.

Examples: a letter, a holiday photo, or a recipe.

"A file suffix is like the label on a storage box.

The label tells you whether the box contains
photographs, music, documents, or videos."

letter.pdf .pdf PDF document

holiday.jpg .jpg Photo

music.mp3 .mp3 Audio file

report.docx .docx Word document

budget.xlsx .xlsx Spreadsheet

video.mp4 .mp4 Video

Folder = a container that holds files.

Like a manila folder or a drawer in a filing cabinet.

You might have a "Family Photos" folder containing many photo files.



Zip Files, Compressed Files

"A compressed file is like vacuum-packing clothes into a suitcase.

The clothes are still there, but they're squeezed together so they take up less space and are easier to transport."

A simple analogy:

"Imagine a book that repeatedly says 'the United Kingdom'. Instead of writing those words hundreds of times, you could write 'UK' and keep a note saying 'UK means the United Kingdom'. The book becomes shorter, but the meaning stays the same. Digital compression does something similar with binary data."

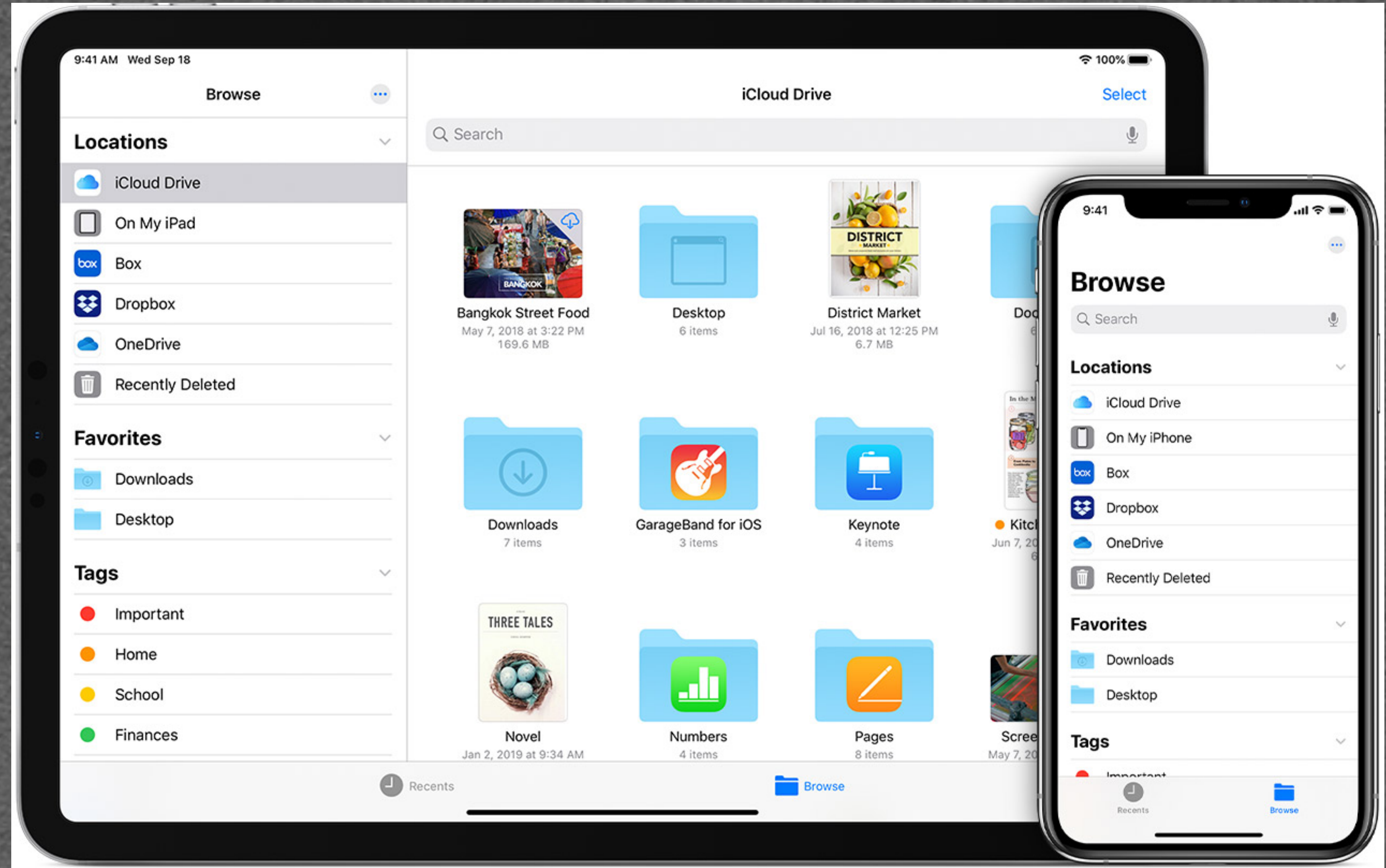
"PDF" = Portable Document Format

"A PDF is an electronic version of a printed document. It is designed to look the same no matter what computer, tablet, or phone you open it on."

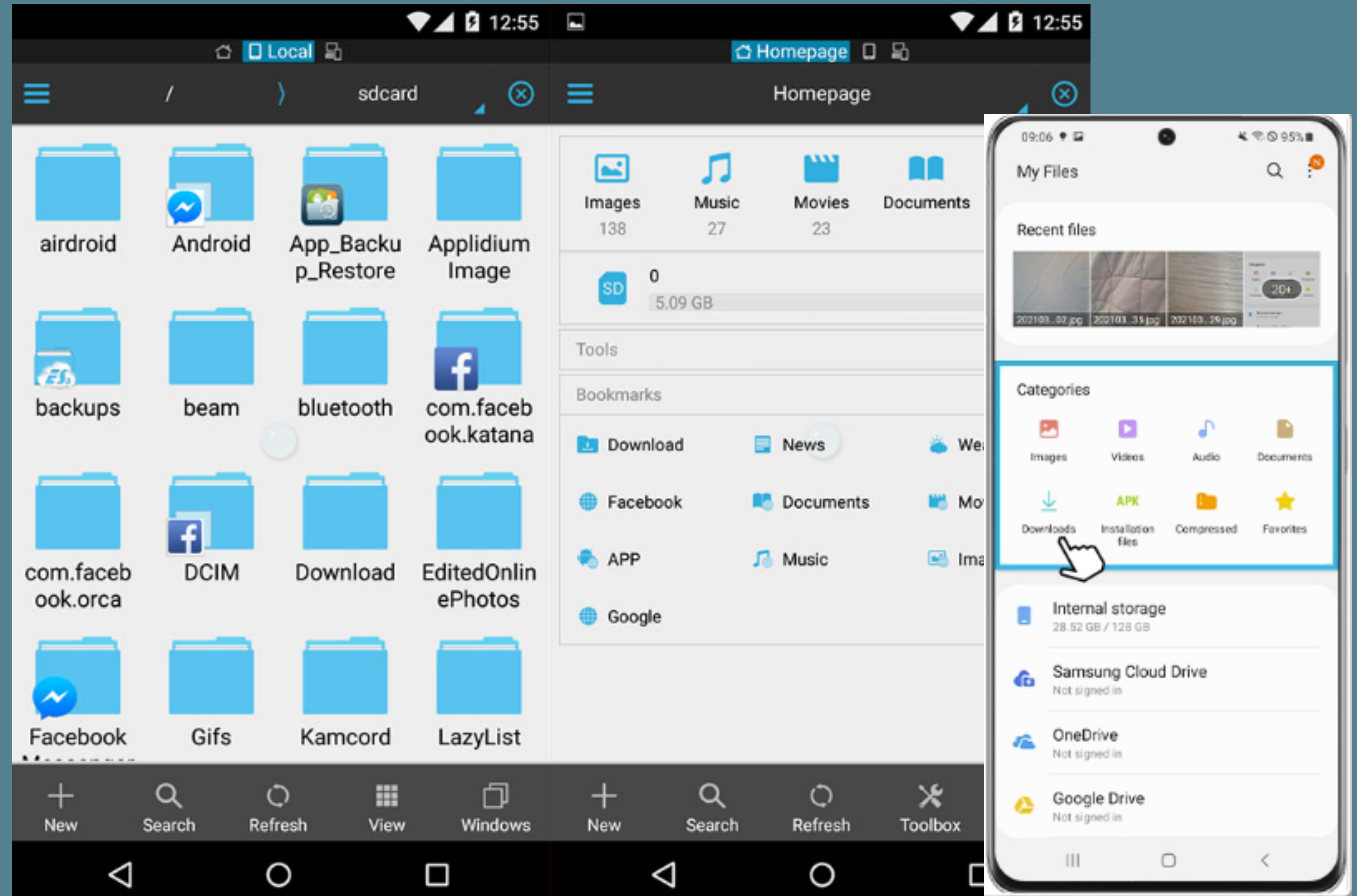
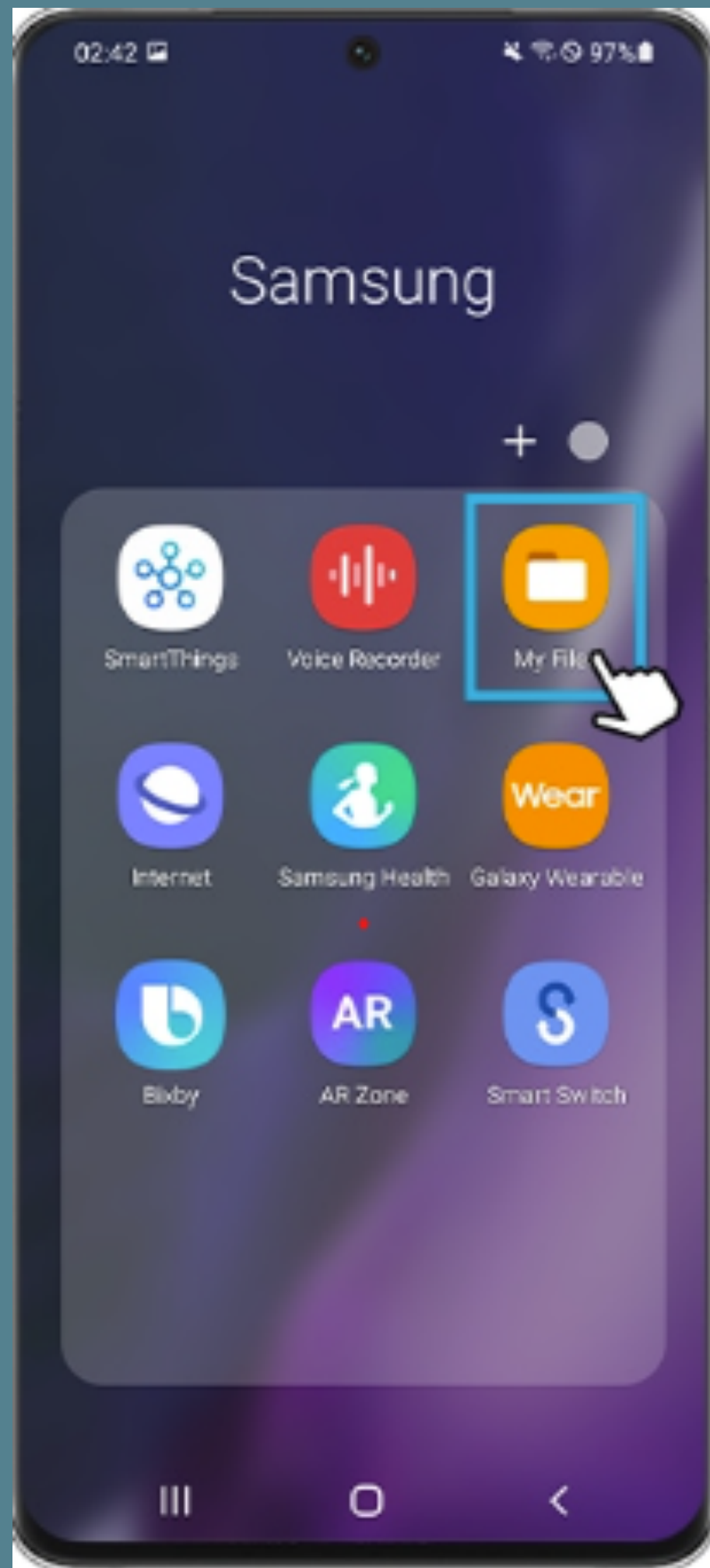
Filing cabinet analogy

"Think of a PDF as a document that has been 'sealed' so everyone sees the same page layout, fonts, and pictures. It's like receiving a printed leaflet in the post rather than a document that can easily change shape."

Apple Files App



Android Files Management App



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>
