



# Managing Files

Presentation to IGO Digital Skills Group

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# **Agenda**

## **A basic guide to managing files on your device**

- What is a file?
- What is a drive?
- Why is housekeeping / file management important?
- Common file management tasks for files and drives

## What is a File?

Has to have a filename

[Drive name]—[Folder name(s)]—[filename].[filetype]

Has other attributes

Created date—last update—size—*several others*

How are files created?

By applications e.g. word processors, spreadsheets, cameras

Or by copying / downloading

Drive name discussed in more detail in next slide

Folders can be a very useful tool for organising your files. There will be a number of folders predefined on your main device drive by the operating system and applications - these should be left alone. Others on this drive are for your use, such as (My) Documents, Pictures & Music & it's good practice to adopt a scheme for naming and structuring folders for your own use.

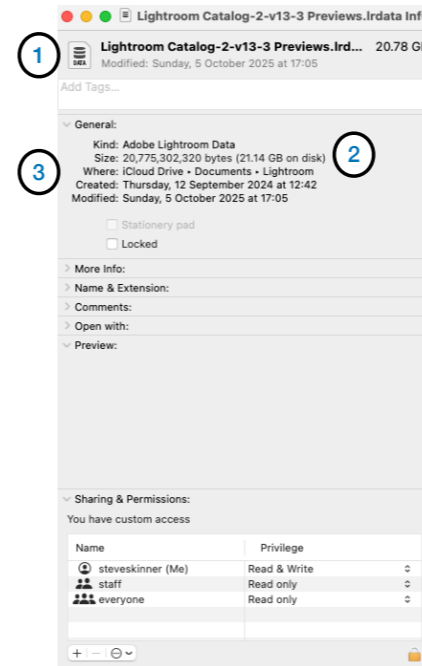
Filename is another prompt that tells you what's in the file. It might be an idea to use a scheme here as well so that you can always find the file you need quickly.

Finally filetype denotes the application used to create the file in the first place and/or needed to open the file. The full filename has to be unique on your system.

File sizes vary hugely depending on what they contain. It will be given as KB (kilobyte: 1,000 bytes), MB (megabyte: 1,000,000 bytes) or occasionally GB (gigabyte: 1,000,000,000 bytes)

# My Largest File

1. Filename & type
2. Filesize
3. Drive & folder information



Lightroom is an App from Adobe & sister product to Photoshop, used to organise and edit digital photographs. This particular file contains 'previews' of more than 38,000 images that are all referenced in a Catalogue - a different file that is also very big at 372 MB

# What is a Drive?



Floppy Disk - some very early PC only used floppy disks, physical sizes were 8", 5.25" and 3.5" and the most common capacities were 720Kb and 1.44Mb. Over 14,000 would be needed to hold my largest file

Internal drive - this is an older version, classified as HDD (hard disk drive); newer models are classified as SSD (solid state disk) - less moving parts. Early PCs had an internal disk capacity as low as 20MB, today 2 TB is quite widely available. (1 TB is 1,000,000,000,000 bytes).

CD ROM or RW - common size is 650MB

USB Flash Drive - vary in size from 8MB up to 4TB

SD Card - also vary in size - this specimen can hold 2TB, needs to have a card reader

External drive - can be HDD or SSD, capacity can be several TB, typically attach via USB

Network Attached Storage (NAS) - separate enclosure that plugs into your router, can house multiple drives so very high capacity, dual copy

Cloud storage - rented storage from an internet provider, have to be connected to internet

# How I use Drives

Drive Type	My Usage
Floppy Disk	None
<b>Internal Drive</b>	498 GB SSD, currently 52% full. See screenshot for usage
<b>CD</b>	External device for CD & DVD, last used for 'ripping' 000's of music CDs
<b>USB Flash</b>	Used for sharing files to others e.g. for Photography Club
<b>SD Card</b>	Used for transferring image files from camera
<b>External Drive (1)</b>	4 TB SSD: 53% used (contains image files, music & ex-One Drive files)
<b>External Drive (2)</b>	2 TB SSD: 11% used (contains system backups)
NAS	None
<b>Cloud Drive(1)</b>	iCloud 200 GB, 13% used: image files from iPhone / iPad, Notes, Passwords, iPhone & iPad backups + Documents sync
<b>Cloud Drive(2)</b>	Google Cloud 15GB, 49% used: Gmail, shared photos, shared files
<b>Cloud Drive(3)</b>	Adobe Cloud 20GB, 14% used: image file transfers between devices

I am in the process of migrating from Windows to Mac at the moment, so this is work in progress, major considerations include very large Music (1.23 TB) and Pictures (595 GB) libraries (not including Lightroom files mentioned earlier)- both re too big for my internal drive, 122 GB of files previously stored on OneDrive + having backups of important files.

Current issues: finding synchronization between Mac and iCloud very slow; unable to backup all the larger libraries

## Why is Housekeeping / File Management Important

- **To help easily find files:**
  - Create a drive, directory and file naming structure that is easy to remember
  - And stick to it!
- **To protect against data loss:**
  - Options include: manual copies, synchronised folders (e.g. iCloud, OneDrive), synchronised drives (e.g. with NAS), purpose-built backup & recovery solutions
  - Make sure you know how to recover files in the event of data loss!
- **To avoid drives filling up:**
  - Keep an eye on your storage levels
  - Most devices have tools available to view what's taking up space
  - Look at: downloads folder, recycle bin, applications no longer used, large media files (video, audio, photographs), 'old' and temporary files, disk cleaning

Search is also a pretty effective tool for finding lost files

Data loss can occur as a result of corruption, inadvertent erasure, hardware failure

A couple of free backup tools I've used are:

Syncback - <https://www.2brightsparks.com/>

and GoodSync - <https://www.goodsync.com/>

At best, filling a drive means that you can no longer save files to it

Filling your main device drive can be more serious, including slow responses or system freezes

# Space Management Examples

Storage

Macintosh HD 257.81 GB of 494.38 GB used

236.57 GB

Applications iCloud Drive Documents Music Mail System Data

Recommendations

Optimize Storage [Optimize...](#)

Save space by automatically removing movies and TV shows that you've already watched from this Mac.

Applications	98.42 GB
Documents	16.3 GB
iCloud Drive	21.42 GB
Mail	2.5 GB
Music	12.69 GB
Photos	1.07 GB
Other Users & Shared	2.35 GB
macOS	21.37 GB
System Data	81.7 GB

Applications - 98.42 GB

Remove applications you can download again from the App Store to free storage space.

[Open Applications](#)

Name	Kind	Last Accessed	Size
Adobe Photoshop 2025	Other	14/10/2025, 12:47	6.19 GB
Adobe Lightroom Classic	Other	18/10/2025, 17:13	5.2 GB
Adobe Lightroom	Universal	03/10/2025, 16:36	1.89 GB
Microsoft Word	Universal	03/10/2025, 15:30	1.62 GB
Microsoft Excel	Universal	18/10/2025, 16:33	1.33 GB
Google Chrome	Universal	20/10/2025, 18:13	1.32 GB
OneDrive	Universal	18/10/2025, 14:53	1.21 GB
Microsoft Teams	Universal	20/10/2025, 19:01	1.2 GB
Microsoft PowerPoint	Universal	12/09/2025, 10:47	1.17 GB
Keynote	Universal	20/10/2025, 09:52	568.9 MB

[Show in Finder](#) [Delete...](#)

Documents - 16.3 GB

Sort through documents and permanently erase files you no longer need.

Large Files Downloads Unsupported Apps File Browser

Name	Kind	Last Accessed	Size
Mobile Downloads.indata	Adobe Lightroom...	02/10/2025, 11:37	2.94 GB
VTS_of_1.VOB	Document	15/07/2025, 15:15	456.4 MB
GoodSync-master-vsub	Application	22/08/2025, 21:05	66.1 MB
Lightroom Library/Library	Lightroom Library	07/01/2025, 10:56	121.5 MB
goodsync-vsub-mac.zip	ZIP archive	26/08/2025, 16:35	83.9 MB
VTS_of_0.VOB	Document	15/07/2025, 15:15	70 MB

## Some 'How To' Links

- Organising Folders
  - <https://www.youtube.com/watch?v=MM-MPS57qKA>
  - <https://www.youtube.com/watch?v=LMFP3-qF6UE>
- Backup
  - Windows: <https://www.youtube.com/watch?v=d3iAiAqMtvq>
  - Android: <https://www.youtube.com/watch?v=QcKmeqZH9ws> (some of this is specific for Samsung phones only)
  - iPhone: <https://www.youtube.com/watch?v=AcckZH-PCqQ> (similar for iPad)
  - Mac: [https://www.youtube.com/watch?v=A74Q5\\_YHvHU](https://www.youtube.com/watch?v=A74Q5_YHvHU)
- Storage Management
  - Windows: <https://www.youtube.com/watch?v=7N4d96NfUZw>
  - Android: <https://www.youtube.com/watch?v=QwyybmZ7UMk>
  - iPhone: <https://www.youtube.com/watch?v=bwjcYyCneNc>
  - Mac: <https://www.youtube.com/watch?v=phFdXb9-xEQ>