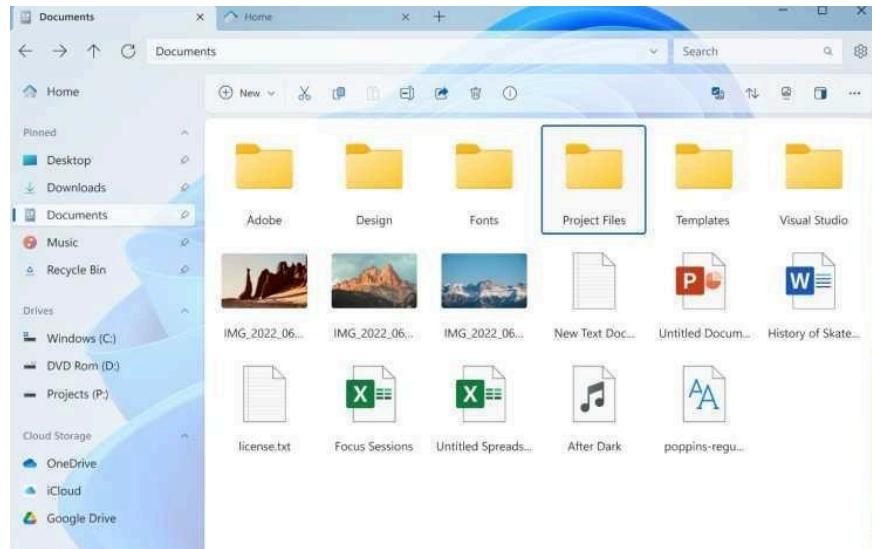


# FILES, FOLDERS, AND CLOUD DRIVE BASICS



## FILES & FOLDERS

- Files store information in specific formats
- Folders keep your files organized
- Files on your computer are using up your computer's memory and are stored only on your computer. This is called Local Storage.
- To see Local Storage files on other devices, you have to share them via the internet (email, etc.)
- To preserve your computer storage, get into the habit of moving your files to organized folders or to the Recycling Bin if you no longer need it.



## FILE FORMATS

- Files can come in many formats which determine how the computer will open the file
- The extension after the file name (the letters after the dot, like .docx, .jpg, or .mp3) tells your computer which program should open it
  - Different file formats are built for different tasks. Some are for editing, like a Photoshop .psd file, while others are for sharing, like a web-friendly .png.
  - Text: .txt for plain text or .pdf for documents that should look the same everywhere.
  - Images: .jpg for photos (smaller file size) or .png for images that need a transparent background.
  - Audio: .mp3 for compressed music or .wav for uncompressed, high-quality audio.
  - Compression: Some formats, like .zip or .7z, are designed to compress files, making them smaller to save space or transfer more quickly.

## “THE CLOUD”

- Cloud storage enables file access from anywhere and provides remote backup options. By making an account on a cloud storage platform, you can access all documents saved to the cloud via any device.
- Platforms like Microsoft OneDrive, Google Drive, iCloud, and DropBox are commonly used.

## BENEFITS TO USING CLOUD STORAGE:

- **Online Storage Accessibility**
  - Cloud drives provide seamless online storage accessible from various devices anytime and anywhere.
- **File Sharing Features**
  - Most cloud services offer easy file sharing options to collaborate with others efficiently.
- **Collaboration Tools**
  - Cloud drives support collaborative work with real-time editing and communication tools.
- **Backup and Security**
  - Reliable backup options and robust security measures protect data stored in cloud drives.
- **File Synchronization**
  - Cloud drives automatically synchronize files between your device and remote servers in real-time.
- **Seamless Access**
  - Users can access their updated files from any device connected to the cloud drive service.
- **Automatic Backups**
  - Cloud drives provide automatic backup of files to prevent data loss.

## TO CONSIDER WHEN USING CLOUD STORAGE:

- Files that need frequent sharing, collaboration, or backup are best stored in the cloud so that everyone can see all updates in real time
- Large media files may be too large to store on the Cloud
- Sensitive documents should only be in the Cloud if there are extra security measures. Documents can be made password protected or private to only specific users. Ensure you have a strong password before uploading any sensitive documents to the Cloud.
- You can only access the Cloud while you have access to the internet, unless the document has been downloaded to your device's Local Storage