

Sun Lakes Apple Club

File Storage and Data Organization

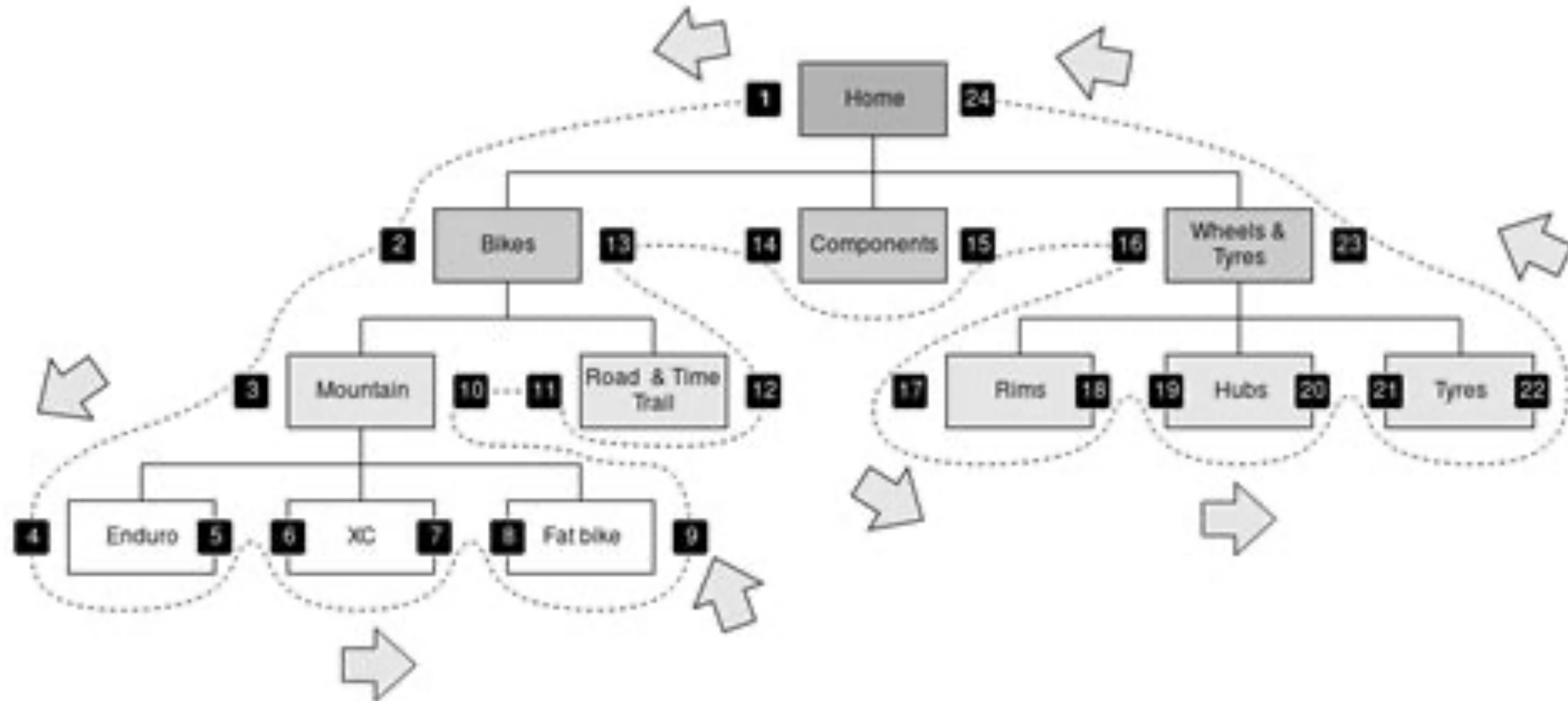
Sun Lakes Apple Club

- Welcome - Please mute your devices!
- Last Month
 - IOS Settings
- Next Month
 - Find My App and AirTags
- Todays Agenda
 - How to organize & manage data
- Treasurer's Report
- Open Q&A Session



Traditional File Architecture

Heirarchical, Starting with Root/Home



Finder

Mac

- Finder is the tool for File Management on the Mac
- Very Powerful and Capable Tool
- Can search all data sources to find files
- Like File Explorer on Windows
- It is easier to see file structure on a big screen
 - iCloud data will be the same on all devices



Favorites

- AirDrop
- Recents
- Downloads
- gary
- Pictures
- Applications
- Movies
- Music
- Personal
- Purchasing Docs
- Recipes
- Movies

iCloud

- iCloud Drive
- Documents
- Desktop
- Shared
- Sun Lakes Apple

Locations

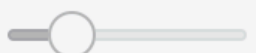
- Snowflake
- Blizzard
- Campfire
- Network

Tags

- Orange
- Work
- Important
- Home
- Blue

Pages	Sun Lakes Apple	Personal	Numbers	Documents	Keynote	TV Shows	Desktop	PDF Office	TextEdit
Archives	Work	Genealogy	Movies	Music	Shortcuts	Show Low	PDF Viewer	Letter Opener	Documents
Desktop	PDF	.com.greenworlds oft.sync...rspro	.DS_Store 2						

iCloud Drive



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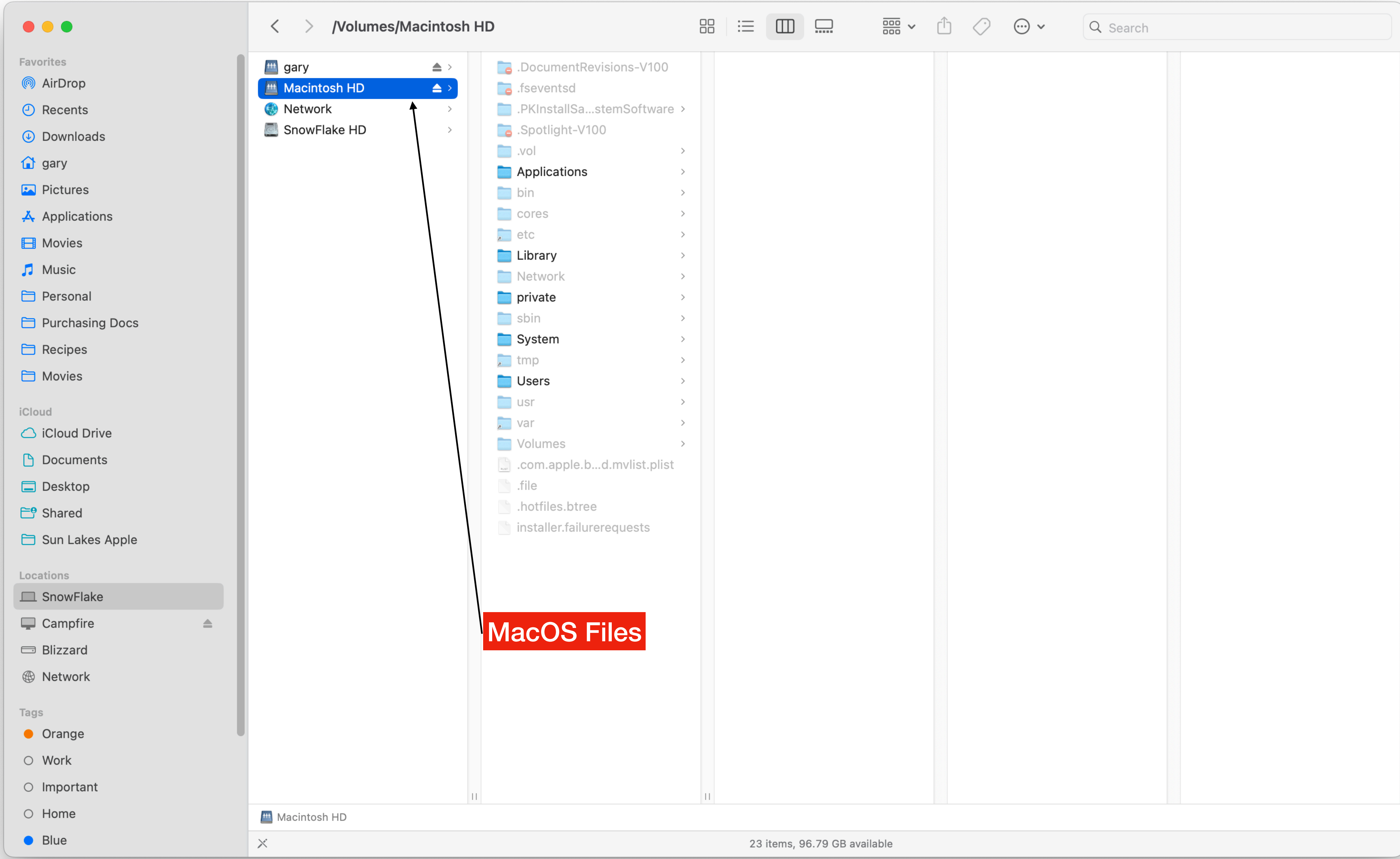
- gary
- Macintosh HD
- Network
- Snowflake HD

- .cups
- 32bitCheck12
- Archive
- Desktop
- Documents
- Downloads
- iCloud Drive (Archive)
- Library
- Movies
- Music
- Pictures
- Public
- Temps-darwin-x64
- .CFUserTextEncoding

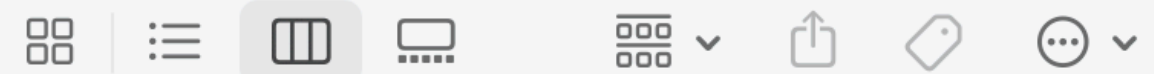
Localization Data For User

MacOS Files

Computer Name



< > /Volumes/Macintosh HD



Search

Favorites

- AirDrop
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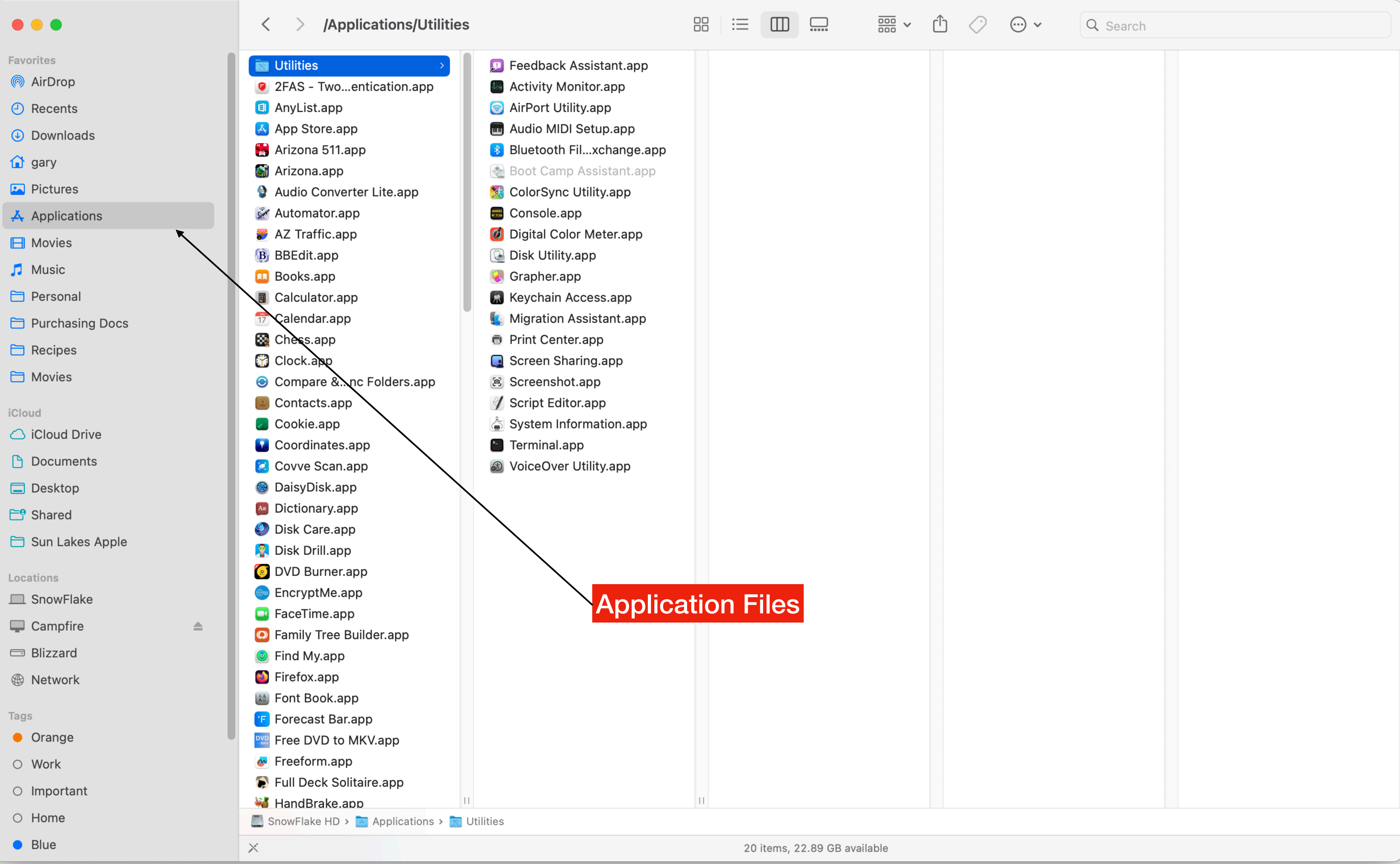
- gary
- Macintosh HD**
- Network
- SnowFlake HD

- .DocumentRevisions-V100
- .fsevents
- .PKInstallSa...stemSoftware >
- .Spotlight-V100
- .vol >
- Applications >
- bin >
- cores >
- etc >
- Library >
- Network >
- private >
- sbin >
- System >
- tmp >
- Users >
- usr >
- var >
- Volumes >
- .com.apple.b...d.mvlist.plist
- .file
- .hotfiles.btree
- installer.failurerequests

MacOS Files

Macintosh HD

23 items, 96.79 GB available



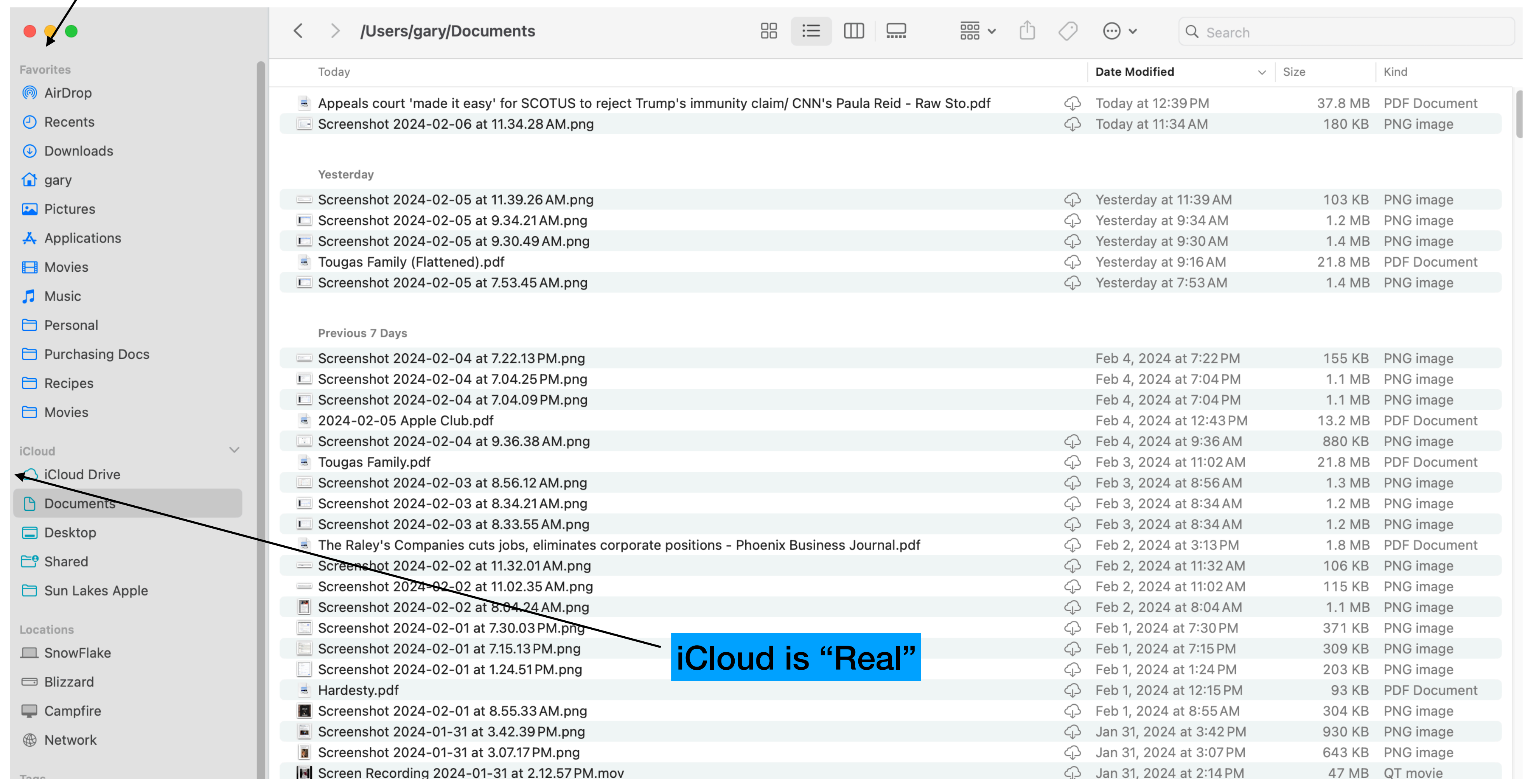
Application Files

Favorites are Virtual

Modern Storage is Virtual

Structure is fluid which can be hard to grasp, MacOS

Recipe Folder



iCloud is "Real"

Data Synching

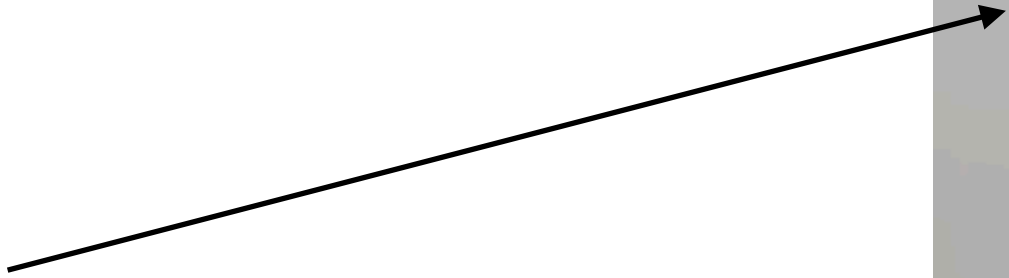
Managing Data on Multiple Computers

- 30 Years ago I had a Laptop and a Desktop
 - Plus a phone but that before smart phones so no data there
- Each computer had onboard hard drives where data was stored
- Data for each computer was independent and different
- Updating a file on one computer did not update on the other
- Had to use programs to synch the data
- The Cloud fixes this

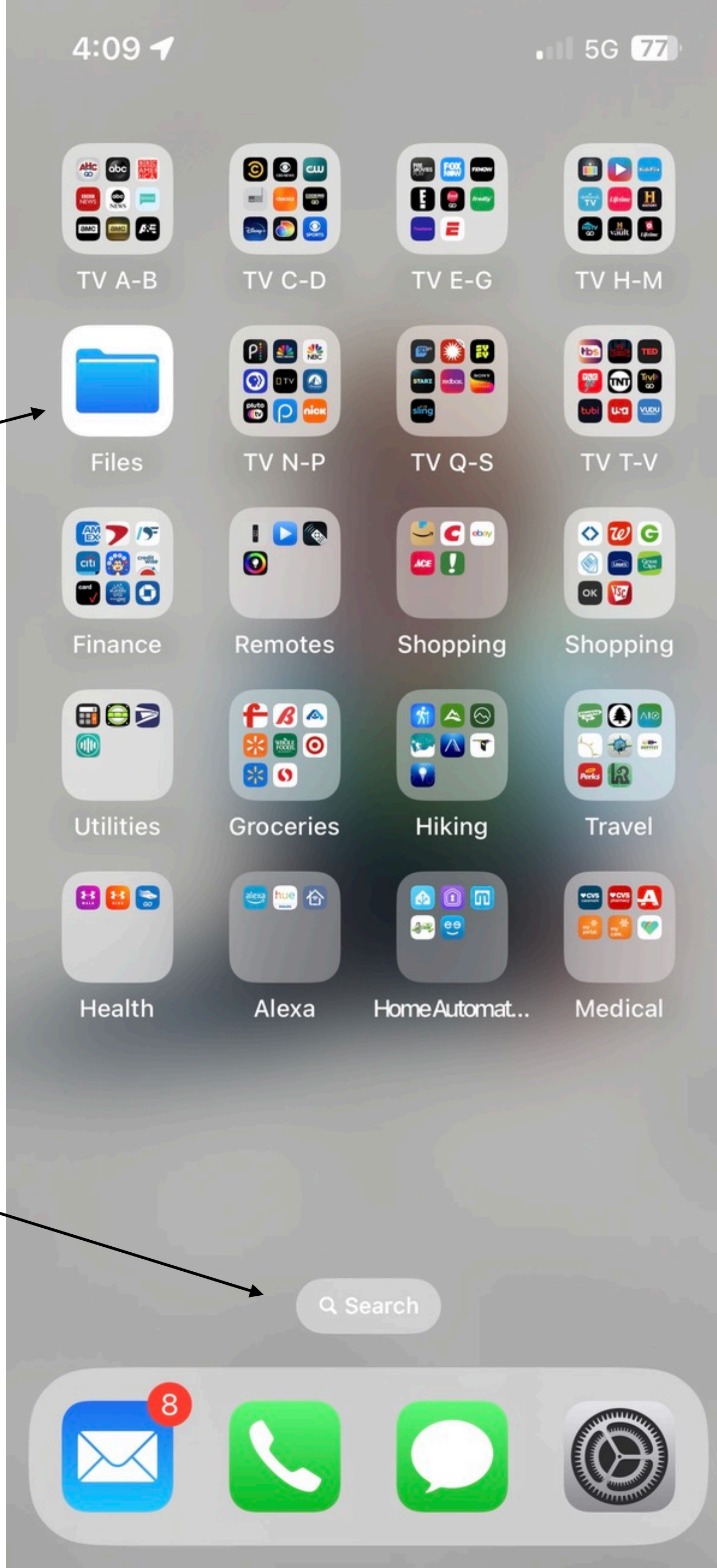
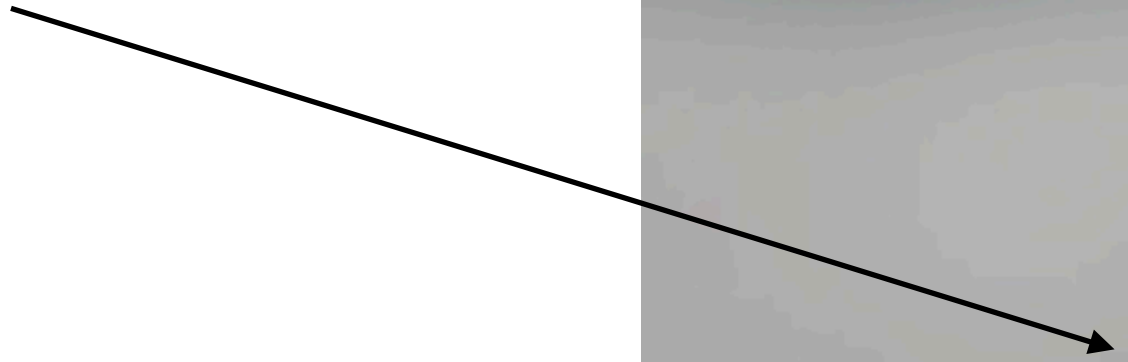
Files App

IOS

Files App



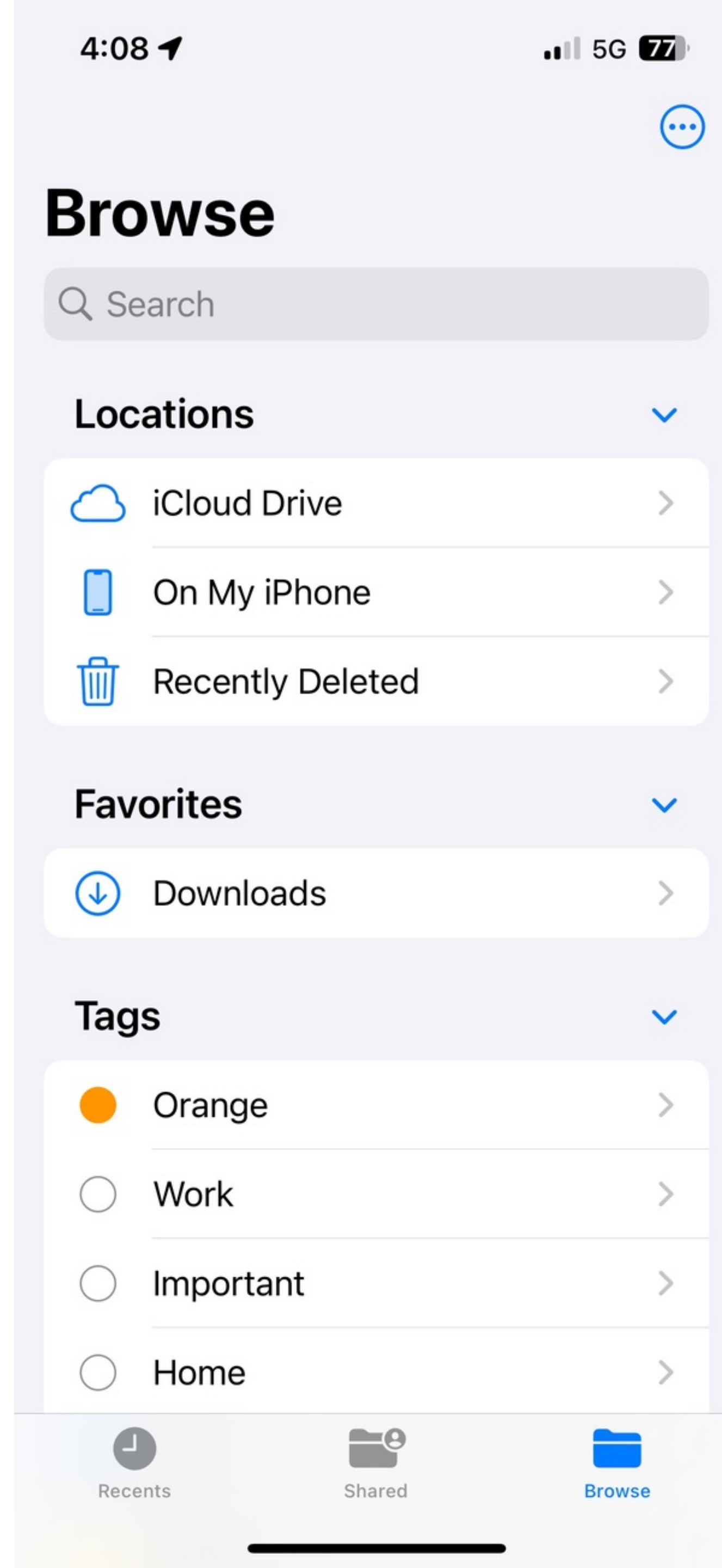
If you can't Find it
Use Search



Files App

Top View (Root)

If you don't see this
Press the back arrow
In the upper left
Until you do

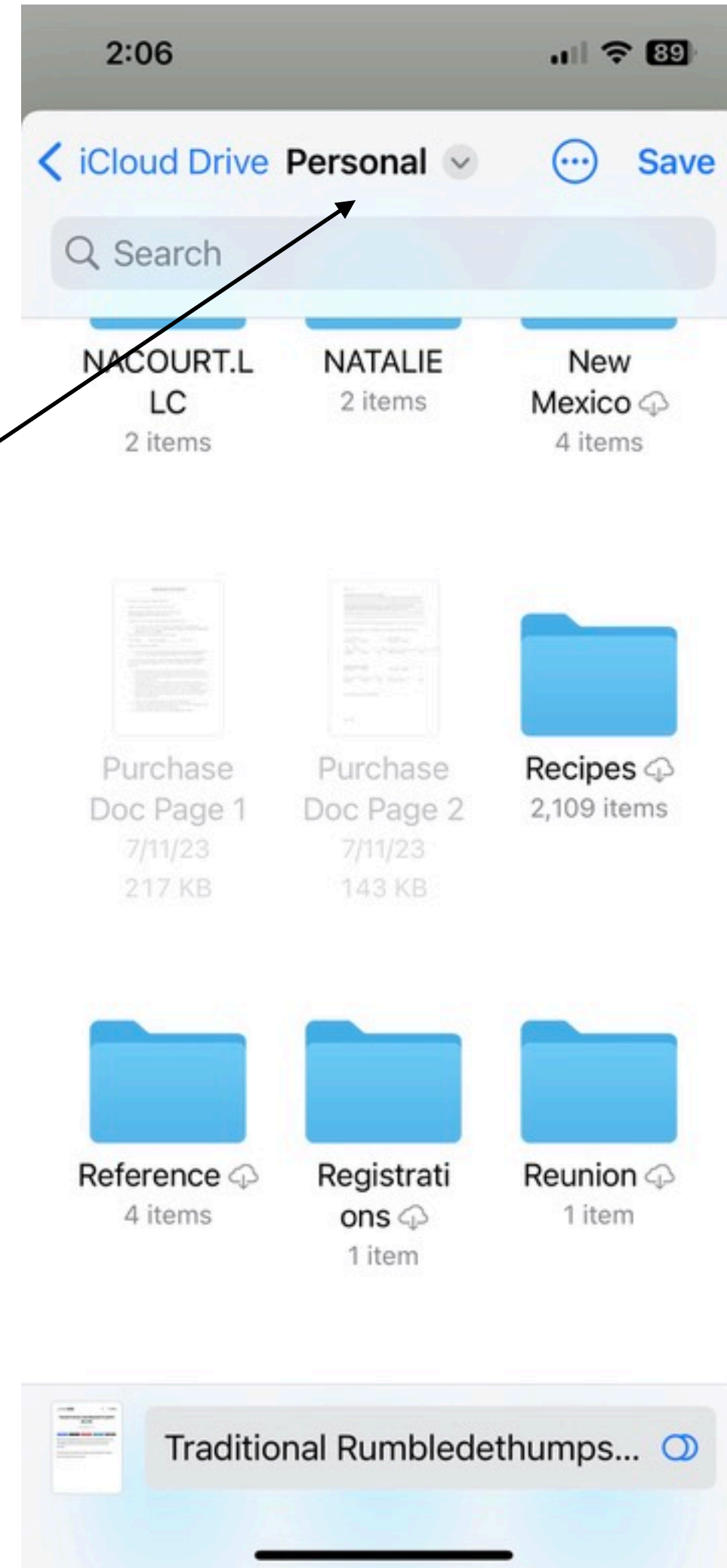


Customizing your File Structure

You can Define Your own File Structure with Folders

I Created a Folder Called Personal With Subfolders

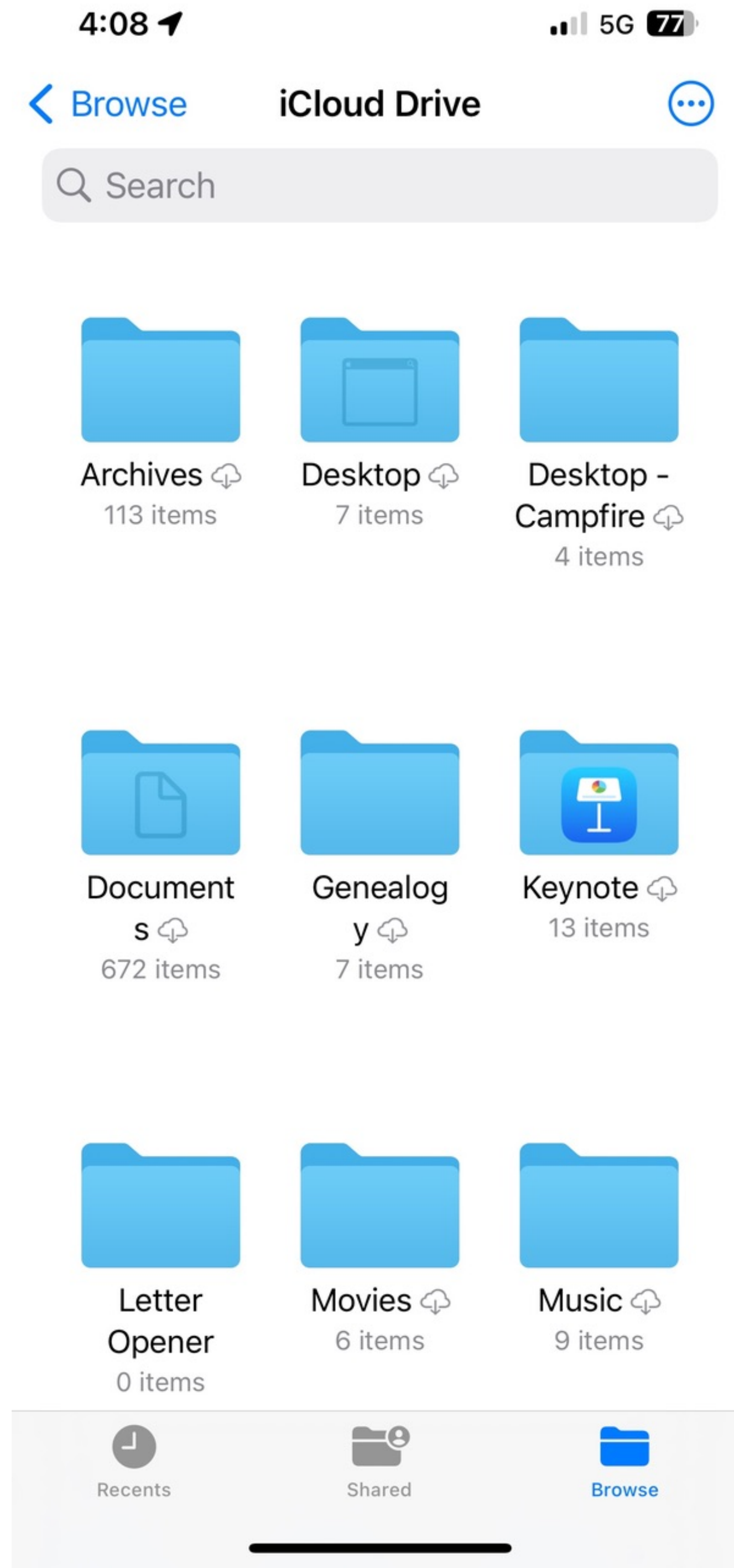
I also have several Other Folders to Organize my Data



Files App

iCloud Drive

This shows what you
Have stored in your
iCloud Drive



Files App

File Management
On the iPhone, iPad

Files on iCloud

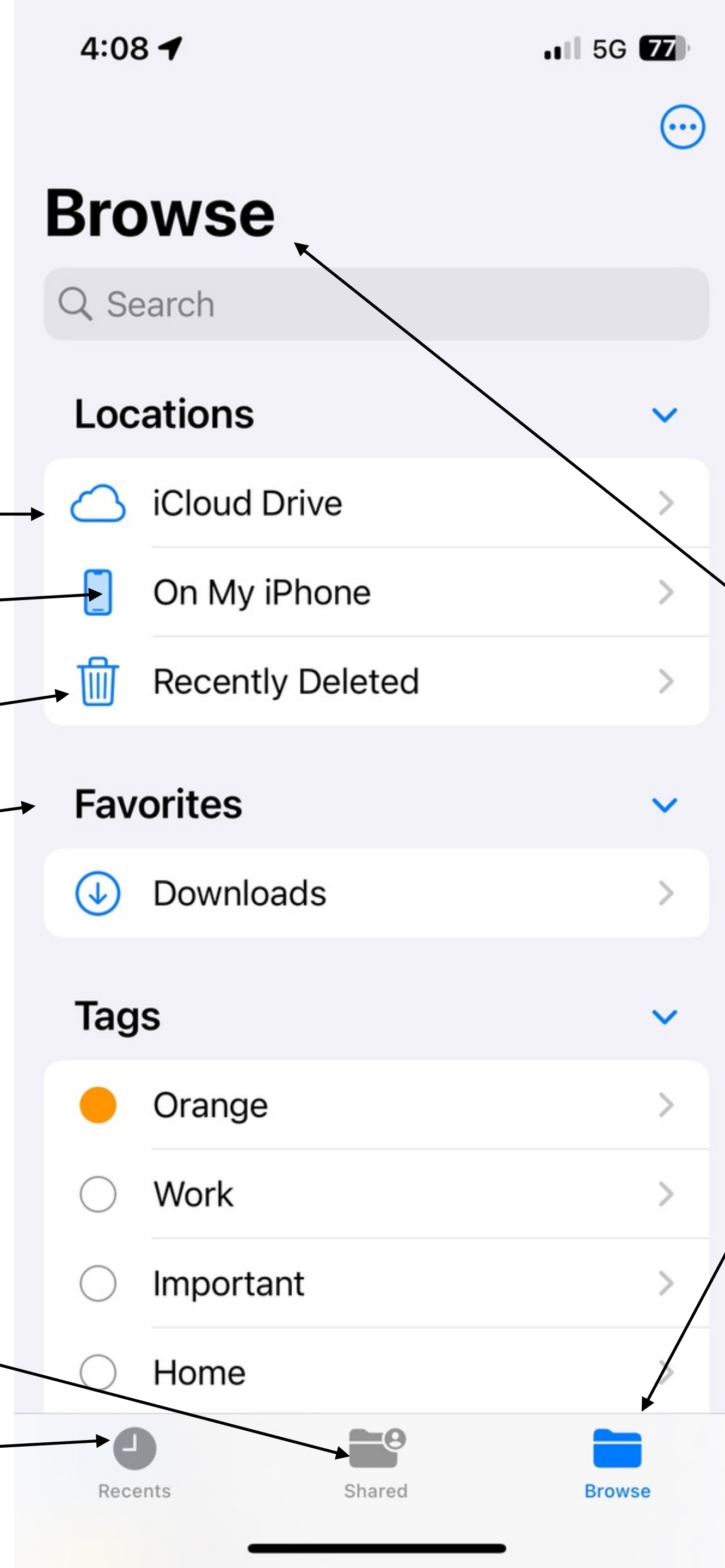
Files on iPhone

Recently Deleted

Files you have
Favorited

Shared either
By Me or With Me

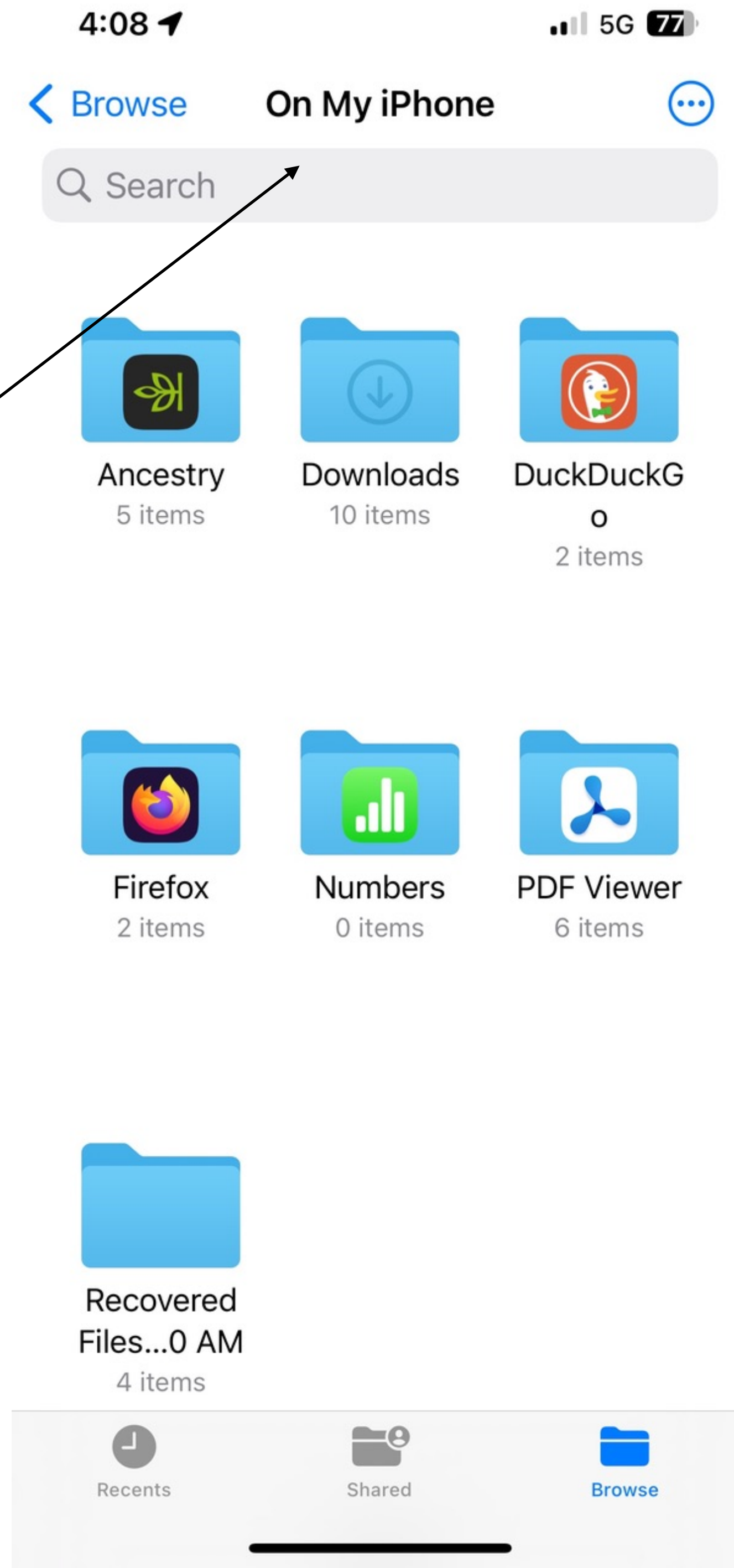
Recents



Browse

Files App On My iPhone

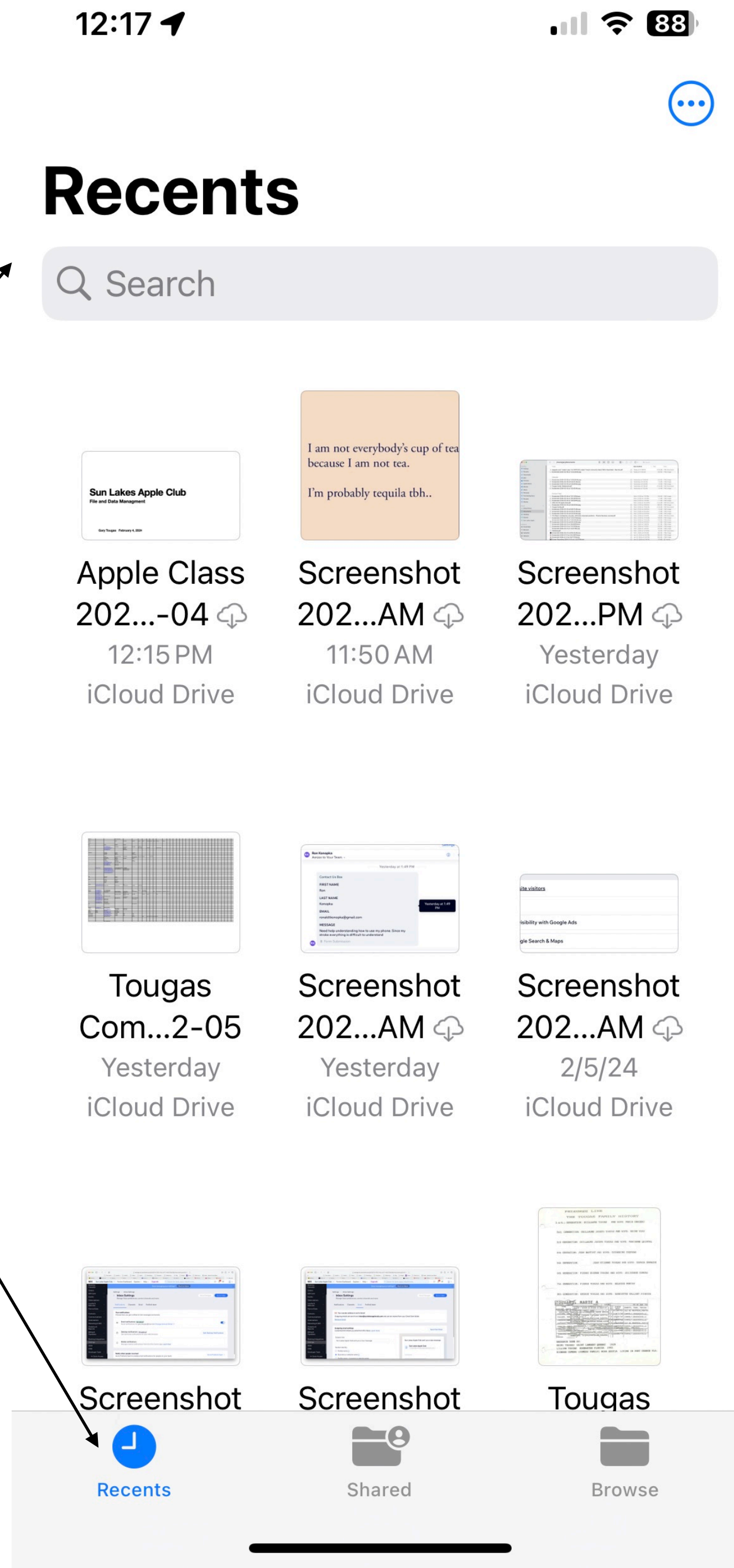
This shows the files
That are stored
On Your iPhone



Files App

Recents

Recents contains all Files you have looked At recently



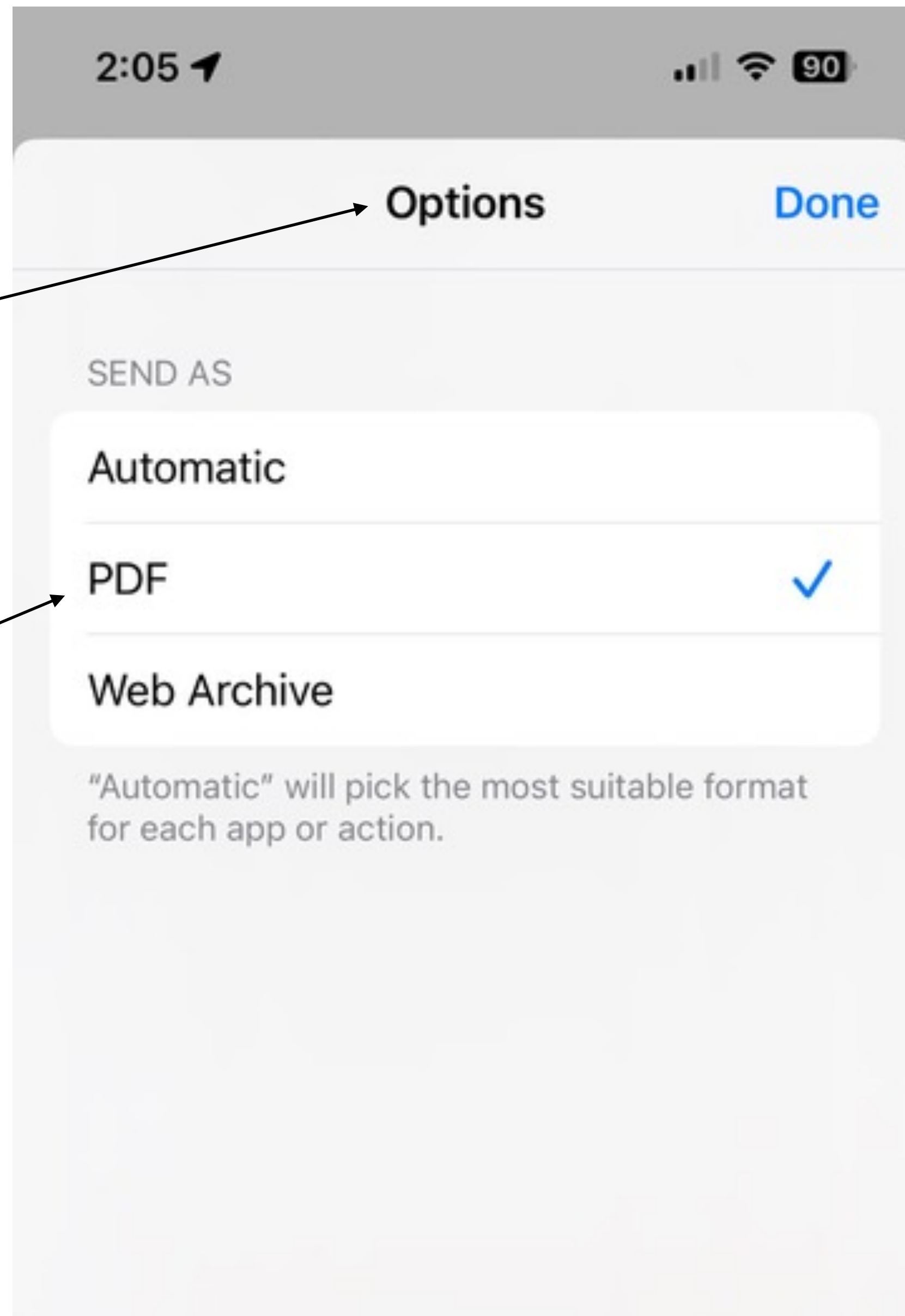
How to Save a File on an iPhone With Safari

Save A Recipe

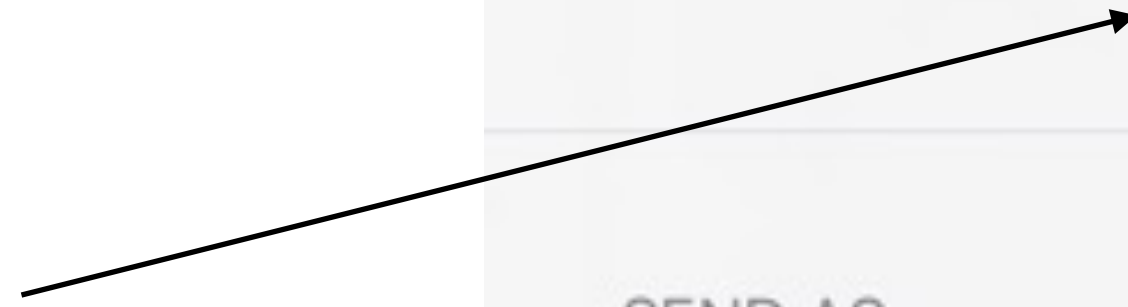


Press Here

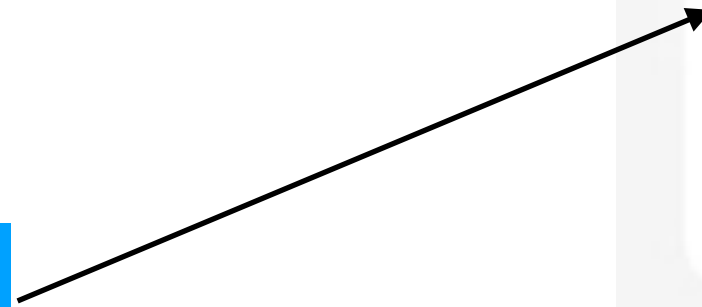




Press Here



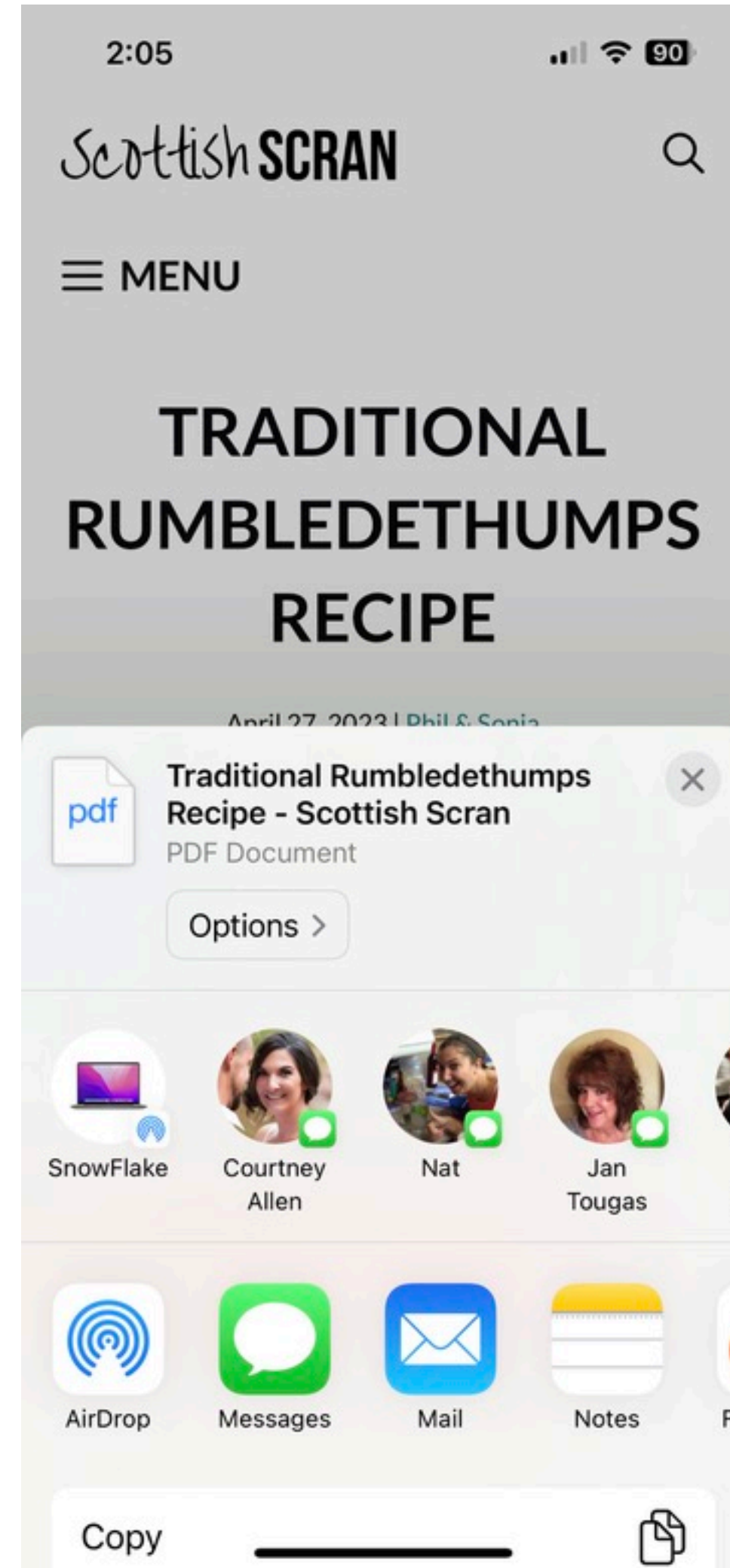
Choose PDF

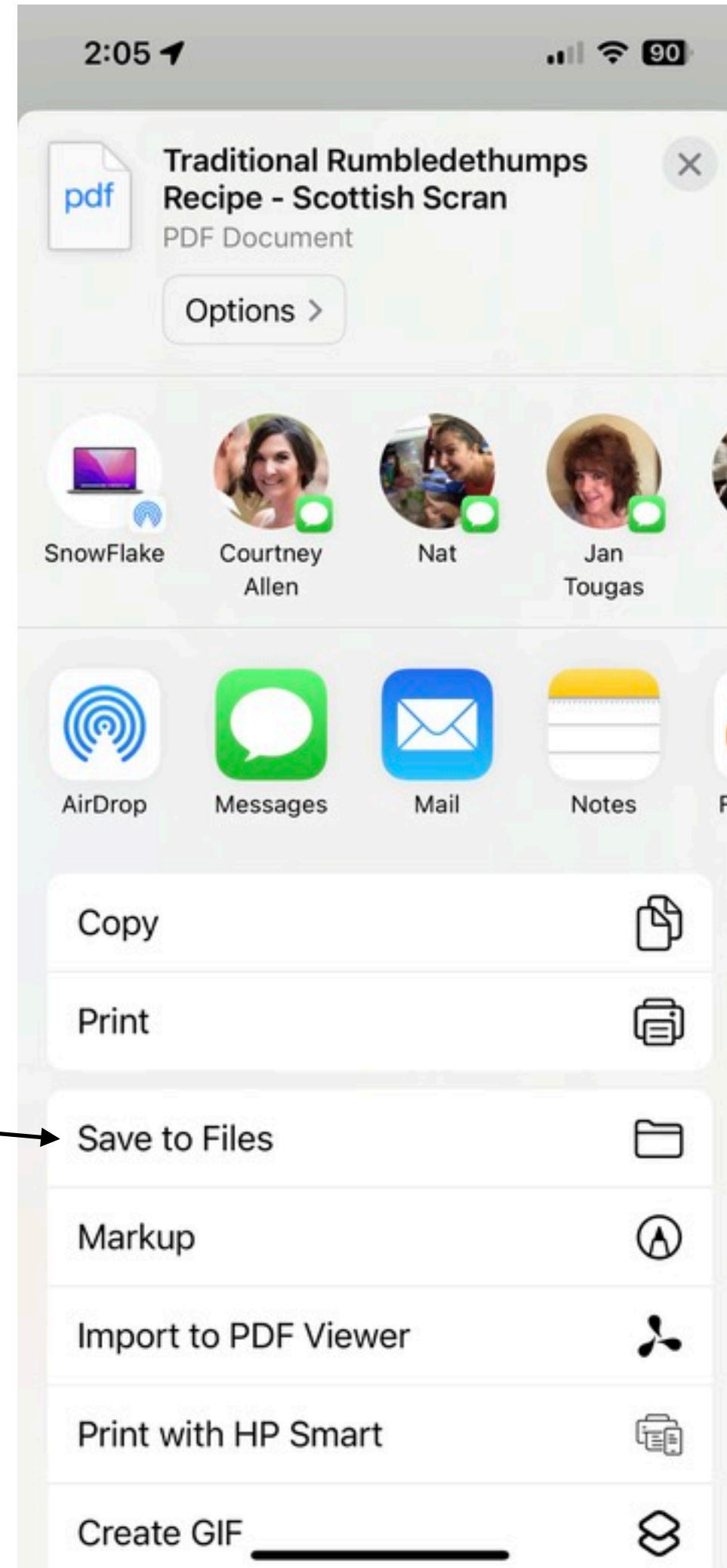


Finish by Pressing Done



Scroll Down
To Find
"Save to Files"





Click Here

You Need to Choose Where to Save the File

To Create
New Folder
Click Here

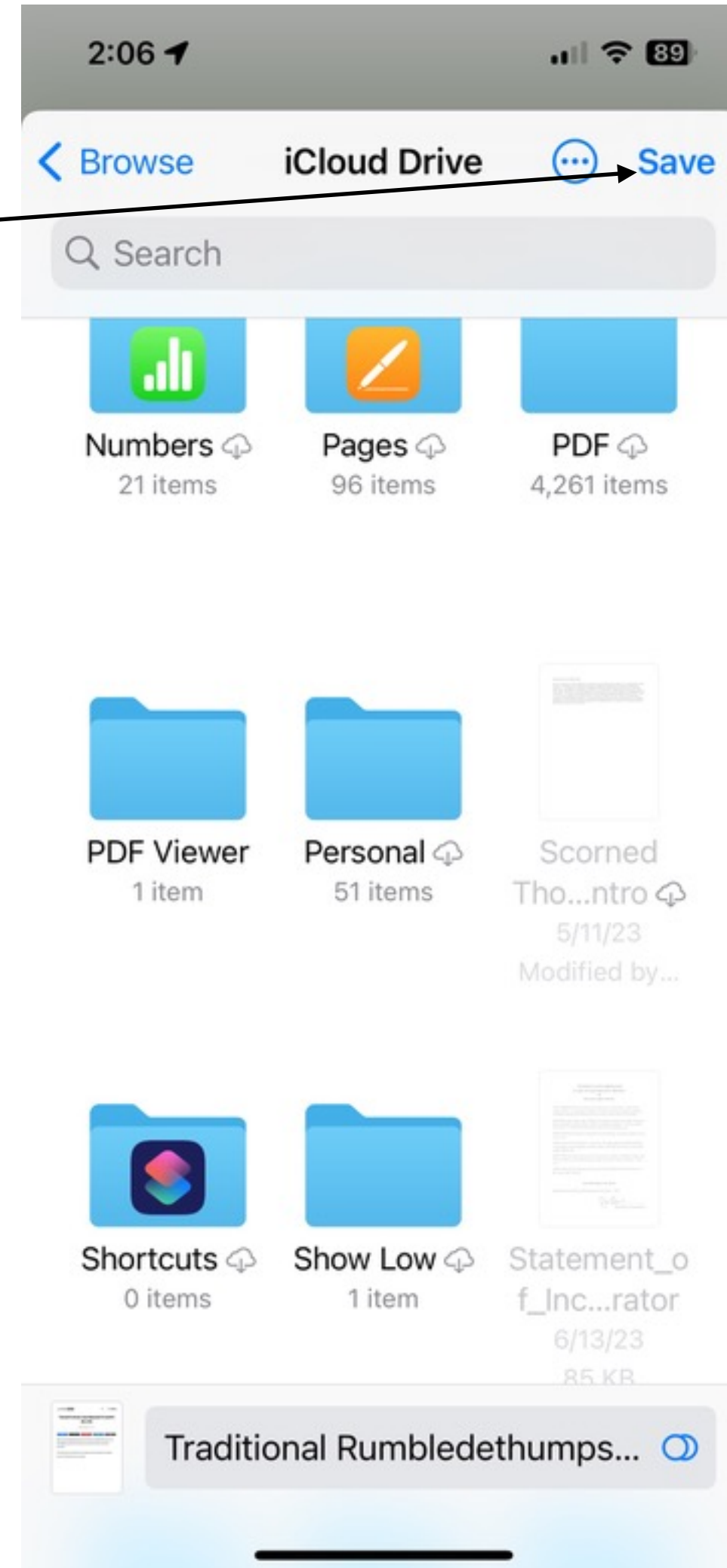
Recent Folders

To Search Existing
Folders Open Here

Files on iPhone



Always Look for
And Press Save
To Complete
The Process



**When you Press
Save, it will prompt
If the File Already
Exists**

