

Getting Organized ~~with~~ ^{using} Your Computer

**(Information storage/desktop search options)
(Pieces of paper/safe places)**



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Pieces of Paper/Safe Places – eliminate

After many frustrating hours looking for documents I had stored in supposed safe places I finally decided to become better organized. In these slides I describe an approach to storing documents on your computer in a compact form that can be found and retrieved readily. In Part 1, I describe ways to convert documents including web pages to pdf files for computer storage and in Part 2, I describe desktop search options for non-Vista users that provide a very fast search of files with the desired search name. I still maintain paper files particularly for critical documents but rely heavily on this approach to cure my filing organizational deficiencies!!

Part 1: Storing stuff

- **Information in many forms**
 - emails, office docs
 - web pages (banking, reports, articles.....)
 - hard copies

Part 2: Finding stuff

- **Desktop indexes (like Vista)**

I include reference numbers for information specific to each page

References #

Supplemental approach to storage/retrieval

Storing Stuff with PDF Files

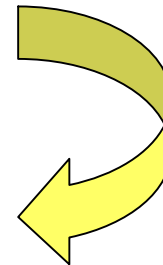
- Many documents already stored easily.....office docs, emails....convert to smaller pdf format
- Web pages (articles, bills, credit card & banking info) - not easily handled

**Convert to pdf files
(free pdf converter)**



- Hard copy files

**Scan to pdf files
(4in1 printer/scanner <\$60)**



Storing Stuff – PDF Files

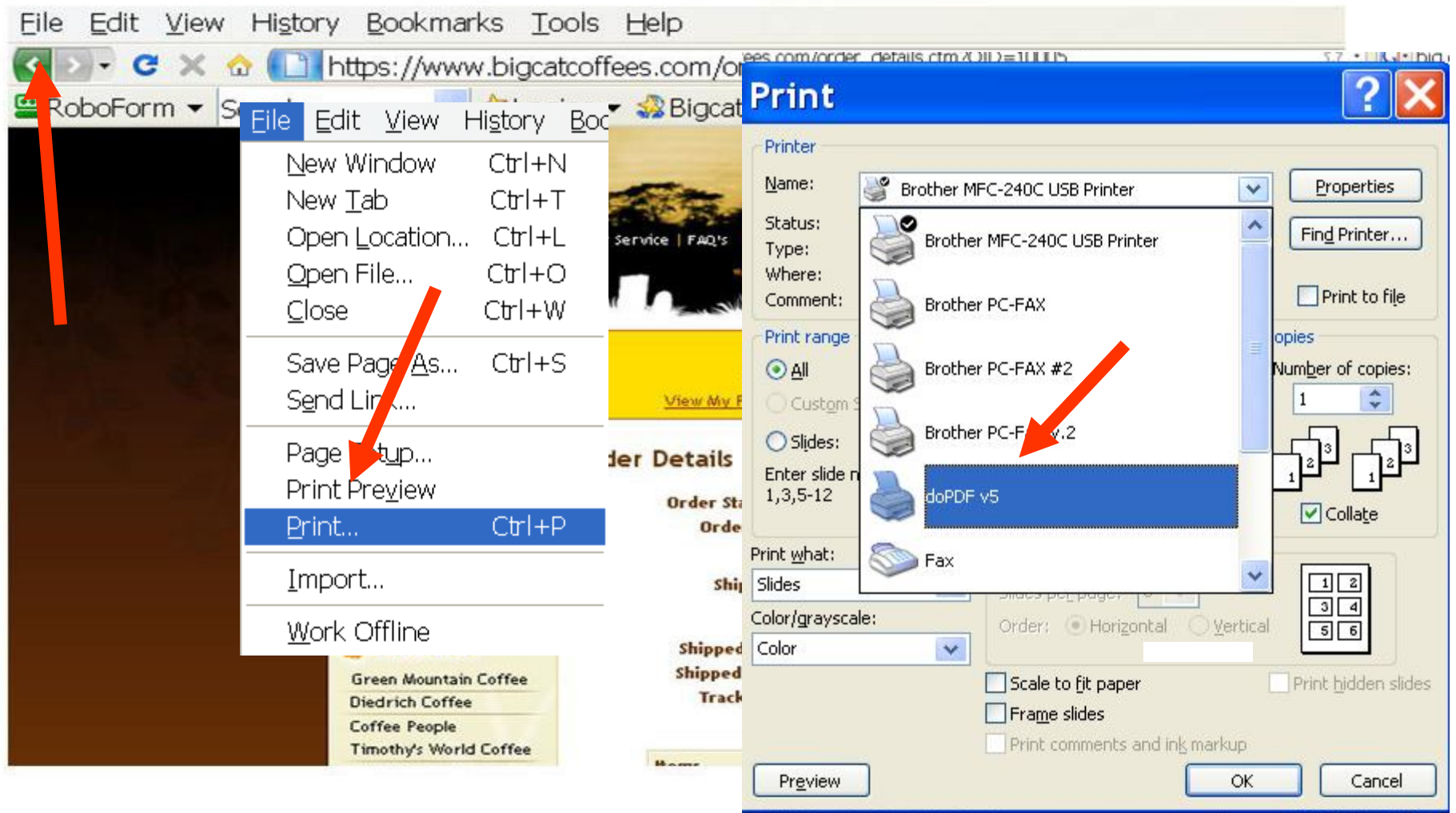
- **Convert information to pdf files using free software (any printable document)...the following are options**
 - primo pdf
 - cutepdf
 - **dopdf – I prefer this one**
- **Easy to store and transfer**
- **Reduced size**
 - **eg compress many documents, store on flash drive in safety box**

Storing Stuff – Methodology

- Download and install free software (Convertors)
- PDF convertors show up as an added printer in list
- Convertors only – pro versions for editing
- Limited editing by using Open Office 3.0 and plugin
 - Open office 3.0 **BETA**
 - Open pdf document in Draw
 - Highlight/click on text and change
- Foxit reader **excellent** substitute for Adobe Reader
 - loads fast, no update reminders
 - set as default for pdf documents

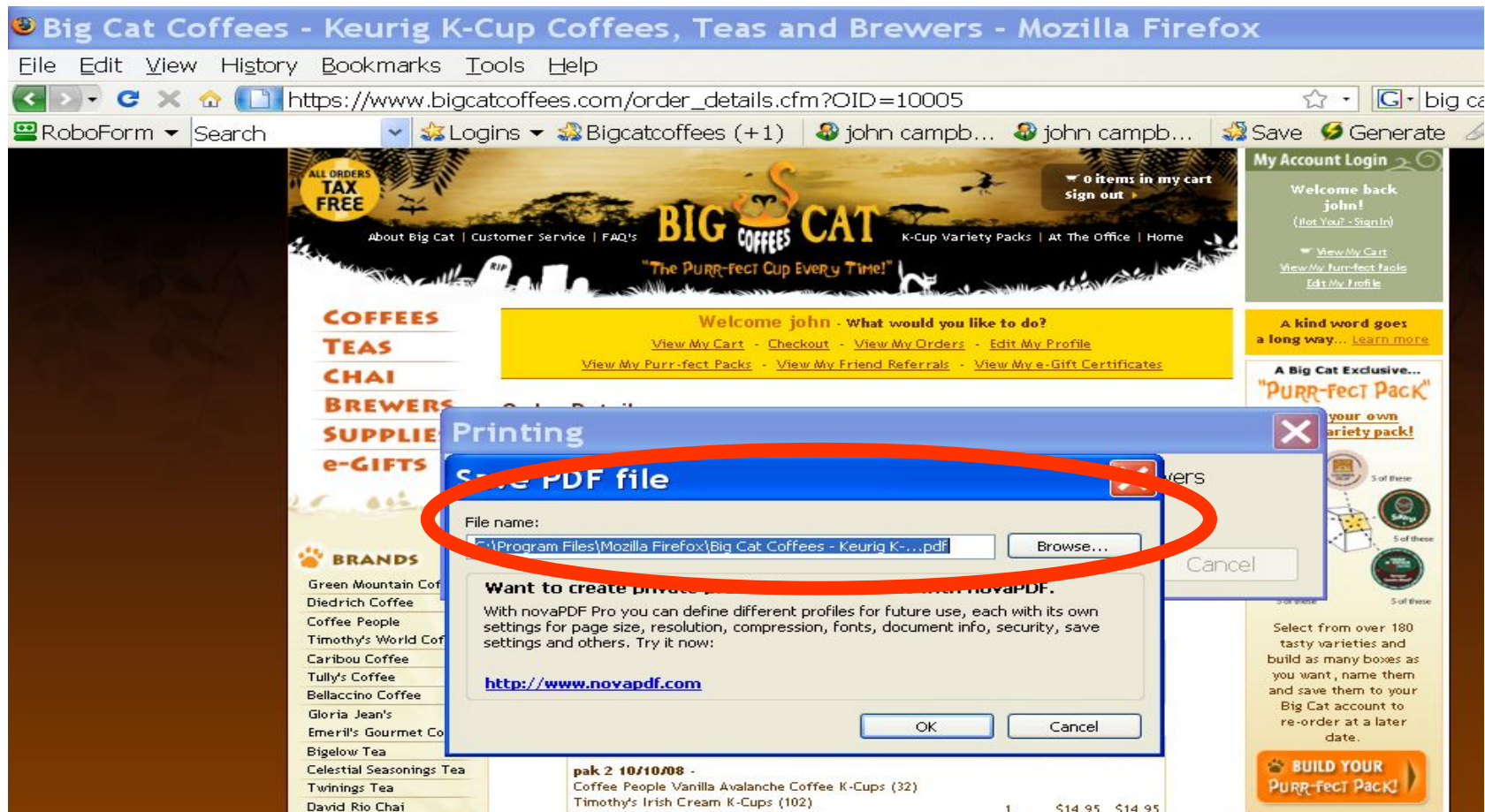
Dopdf Convertor

Once a PDF converter software is installed simply click on file to convert a document (in this case a web page), select print, select the PDF converter you installed which in this case is do pdf and the next window (next slide) will appear. This window asks for the location and name of the new pdf file.



Dopdf Convertor

When assigning a name to a pdf file I try to make the name somewhat unique so that when I search I will be able to tell if that file is the one I want. For example, I try to avoid duplicate file names and an easy way to do this is to add a date as part of the file name.



Converted File - PDF

The converted file will then appear which is being opened with Foxit reader, my preferred PDF reader (versus Adobe reader) and you have now successfully converted this file to a pdf document.

The screenshot shows a Foxit Reader window titled "Big Cat Coffees - Keurig K-Cup Coffees, Teas and Brewers". The window displays a PDF of the Big Cat Coffees website's order confirmation page. The page includes a navigation menu, a welcome message for "john", and detailed order information.

COFFEES
TEAS
CHAI
BREWERS
SUPPLIES
e-GIFTS

BRANDS
Green Mountain Coffee
Diedrich Coffee
Coffee People
Timothy's World Coffee
Caribou Coffee
Tully's Coffee
Bellacino Coffee

Welcome john - What would you like to do?
[View My Cart](#) - [Checkout](#) - [View My Orders](#) - [Edit My Profile](#)
[View My Purr-fect Packs](#) - [View My Friend Referrals](#) - [View My e-Gift Certificates](#)

Order Details

Order Status: Shipped
Order ID:
Order Date: Oct 09, 2008
Customer ID: C29.....

Ship to: 1 M Avillager
Beautiful Day Drive
lady lake, FL 32162
Shipped on: Oct 09, 2008
Shipped via: UPS Standard
Tracking: 123.....

Bill to: 1m Avillager
Beautiful Day drive
lady lake, FL 32162
Paid via: CC
Credit Card:

Items	Qty	Price	Total
Gloria Jean's Gloria Jean's Flavored Variety Pack K-Cup (67) - K-Cup 25ct	1	\$9.95	\$9.95

0 Items in my cart
Sign out

My Account
Welcome
(Not logged in)
View My Account
Edit My Profile
Akin a long way
A Big Cat Coffee
"Purr-fect"
K-Cup
Fill take...
3 of these
Select tasty varieties as many as you want, and save them

Hard Copy Storage

For paper documents it is necessary to scan them to store them on your computer. I recommend using a 4 in 1 machine which can be obtained fairly inexpensively on sale....these scanners convert directly to pdf format and allow ready storage of paper files.

- **PDF convertor works on any printable document**
- **Hard copy storage by scanning**
- **Look for sales!!!....black Friday online**
 - **HP 4 in 1 for \$60 with auto feed**
 - **Brother 4 in 1 for \$60 with auto feed**
- **Scanners automatically scan to pdf format**
- **Reduced 2 feet of files to < 1GB**

Cautions

Since we are now relying on our computer to save files, it is important to use good security measures and to back up data. For critical documents I use data encryption although for most purposes this is not necessary. One advantage of pdf files is that with the small size they can be transported to a Flash drive and, for critical files, stored in a safe place such as a safety deposit box. Secunia psi is an interesting program that analyzes a computer and lists any updates necessary. Once one is selected, the program will take you to the appropriate web update page.

- **Hard copy scan to pdf, printable docs(web) via convertors**
 - all on hard drive
- **Follow good security practices (antivirus, firewall, updates..)**
 - **free updating software (secunia psi)**
- **Backups important**
 - external hard drive
 - DVDs, flash drive
- **Data security**
 - encrypt folder contents (Windows)
 - encrypt using True Crypt (free)

References 7,8a,b

Finding the Safe Place

While Vista users enjoy very fast search capability as part of Vista, the rest of us have had to make do with the standard search capability which is very slow or rely on alternate indexing software. However, recently Windows Search 4.0 has become available for both Vista and Windows XP. Other operating systems will need to use something else such as Google or Copernic desktops (I can't comment on the Yahoo or MSN versions as I've not used them). In the past, I have used Copernic desktop but have now switched to Windows Search 4.0 for the reasons to be described.

- **Vista has excellent search capability – quick response**
- **Standard Search for other operating systems (e.g. XP, 2000, ME, 98.....)**
.....**but SLOW!!!!**
- **Alternatives for non-Vista users (fast retrieval!!)**
- **Google desktop, Windows search, Copernic, Yahoo, MSN.....**
- **Tremendous improvement over standard Search**
- **Balance convenience and resource use**

Indexing Choice

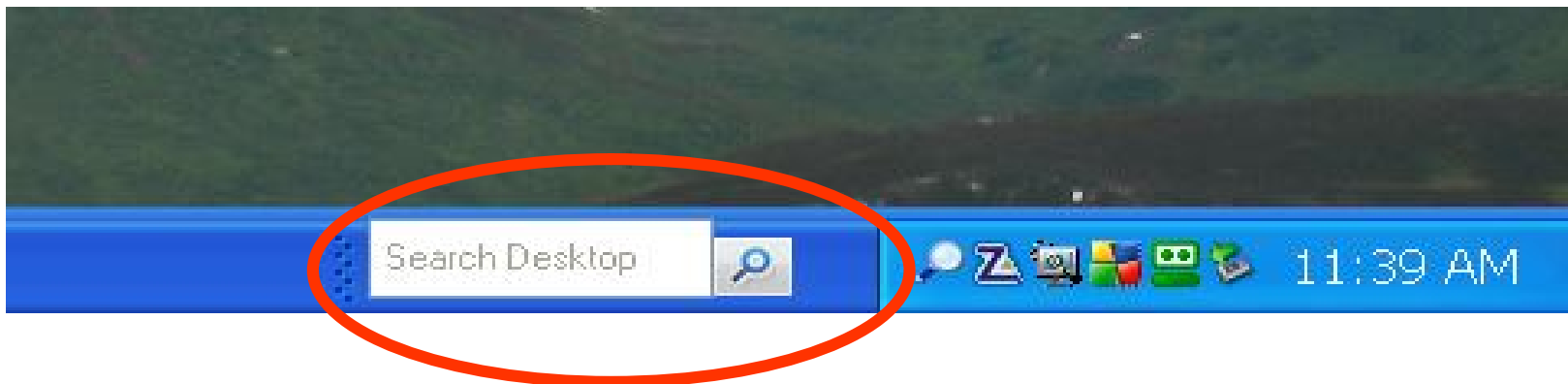
Google, Copernic and Windows Search all have similar features with both Google and Copernic appropriate for older Operating systems. On my XP computers, I use windows Search 4.0 as Google desktop gave me some scrambled titles. This problem may result from my use of encrypted drives and if you don't have such drives then Google desktop is probably a reasonable choice. The rest of the slides will demonstrate features of windows Search as well as an example of my problem with Google Desktop.

- **Many possibilities – Google desktop, Windows search, Copernic, Yahoo, MSN.....**
- **Google desktop very easy to use/install**
 - index scan of many file types
 - scanning in background when computer is idle
 - compatible with more than Vista/XP
 - encrypt & lock search results
 - index access to all your computers (**SECURITY**)
- **Windows Search 4.0 for Vista/XP only**
 - like Google Desktop & indexes encrypted drives
 - *no security issues*

References 9,10

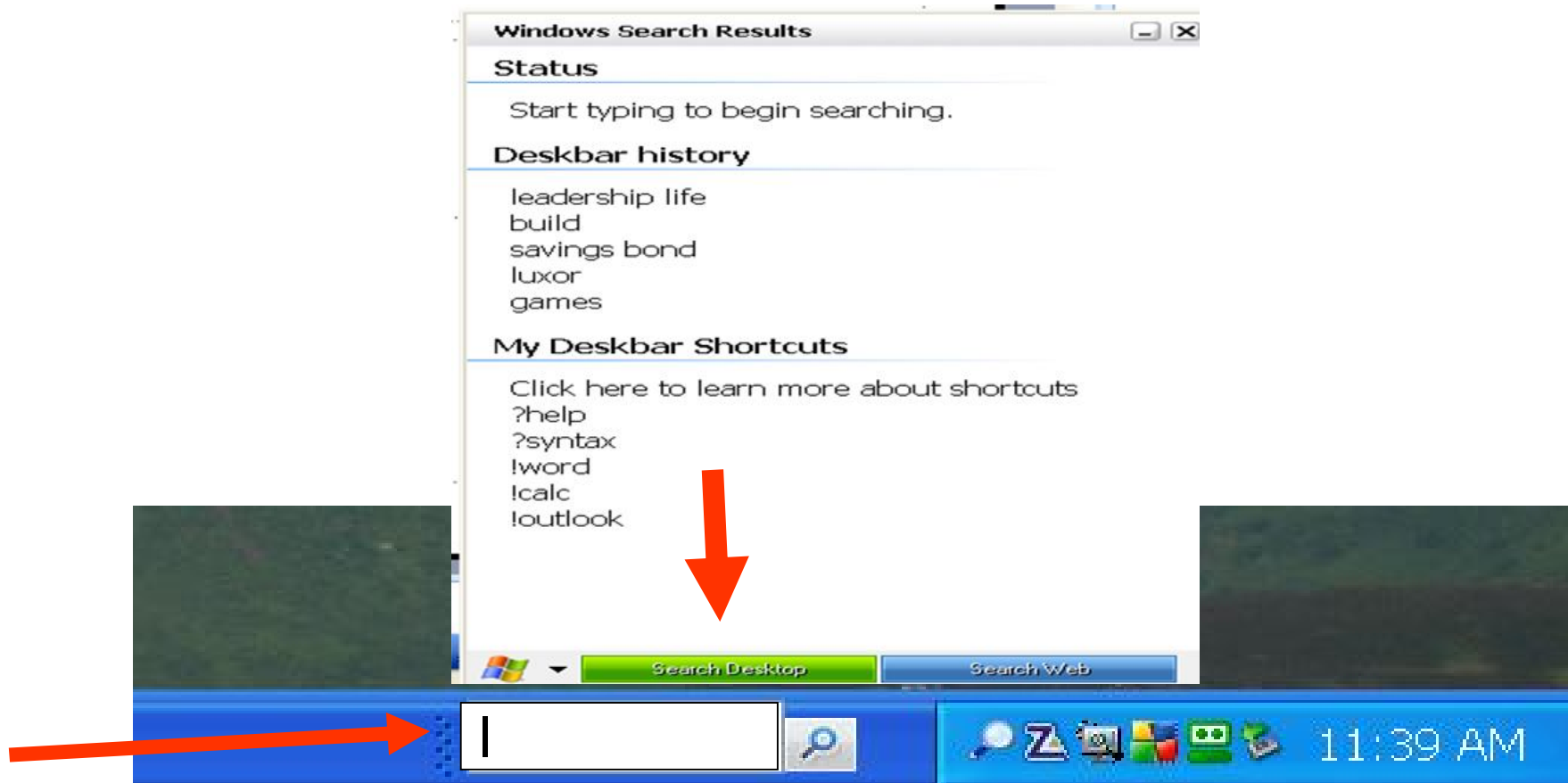
Indexing Preview

- Indexing software installs toolbar
- Type file name into box and indexer pulls up list
 - all drives indexed (if selected)
- View both title and location/direct link

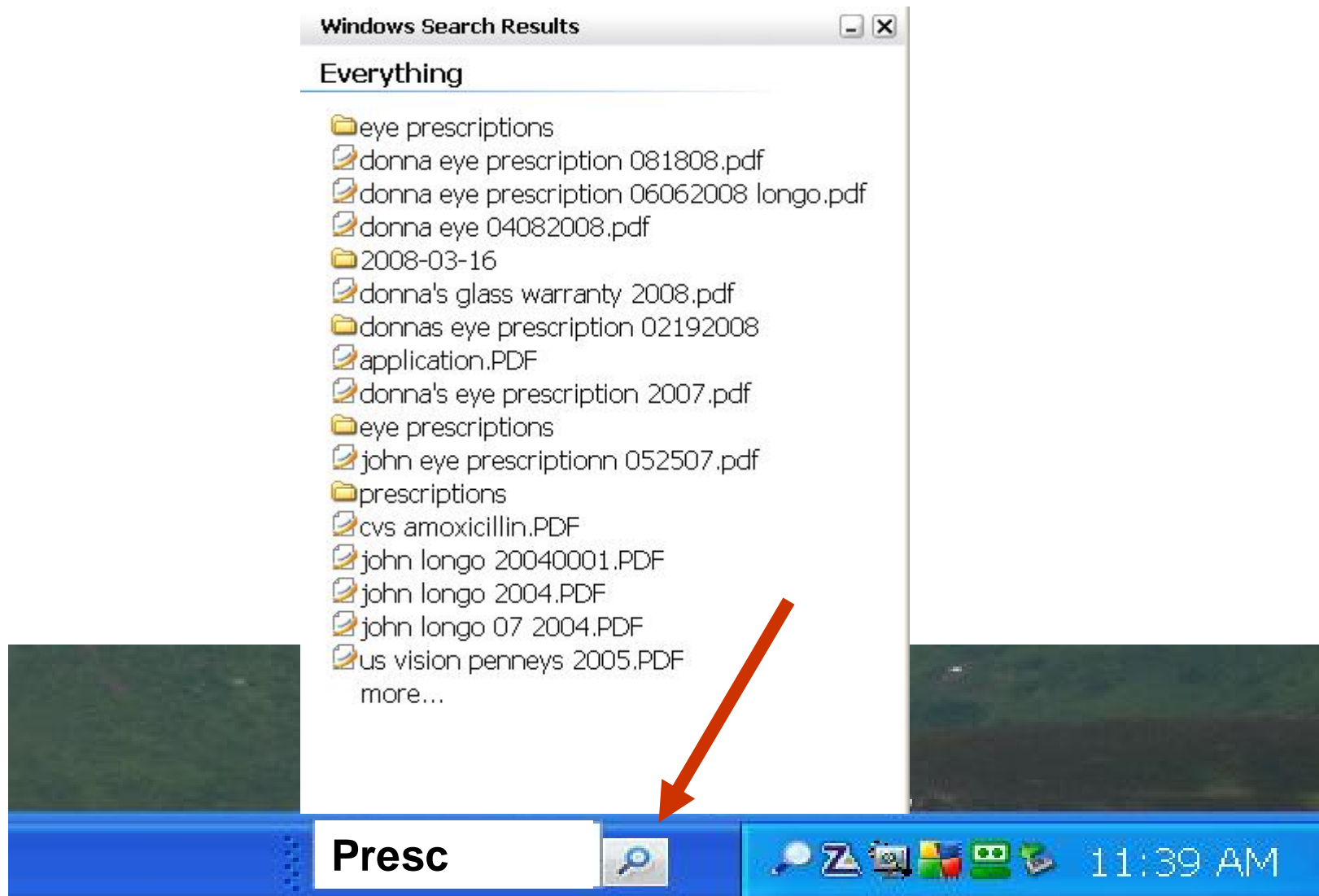


Windows Search

Once the cursor is placed in the desktop search toolbar this window pops up. The next slide tries to show that as soon as I typed part of the word prescription, the search software already showed some files with this name (next slide). By clicking on the magnifying glass immediately to the right of my search item an expanded window appears with more information (after next slide)

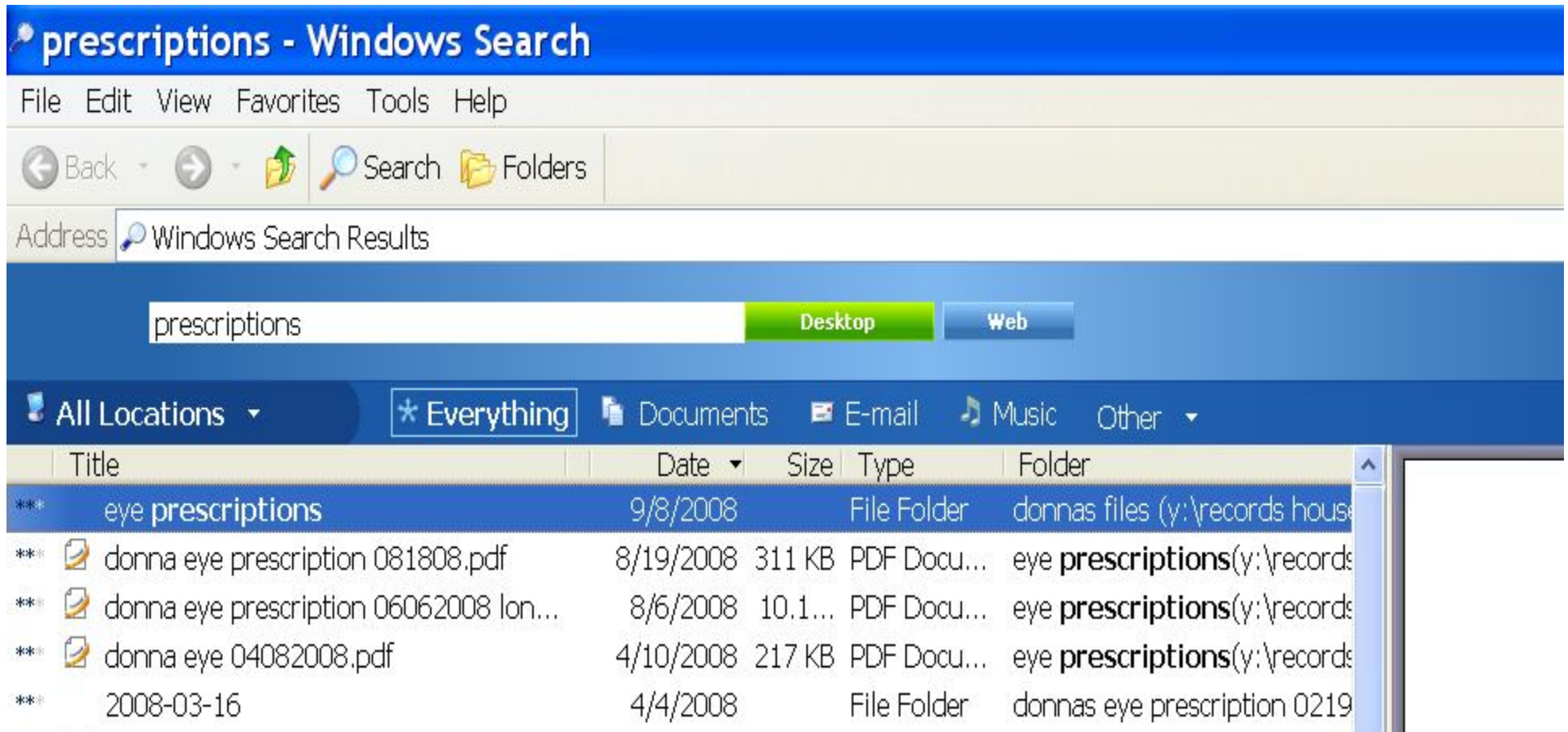


Windows Search






Windows Search

This slide shows part of the expanded search information. You may note that several files have dates as part of the title. I find this very useful as in this case if I was looking for the most recent version, I can quickly find it from the title.



The screenshot shows the Windows Search interface. The search term "prescriptions" is entered in the search box. The results are displayed in a table with the following columns: Title, Date, Size, Type, and Folder. The results include a folder named "eye prescriptions" and several PDF files with dates in their titles, such as "donna eye prescription 081808.pdf" and "donna eye prescription 06062008 lon...".

Title	Date	Size	Type	Folder
*** eye prescriptions	9/8/2008		File Folder	donnas files (y:\records house)
***  donna eye prescription 081808.pdf	8/19/2008	311 KB	PDF Docu...	eye prescriptions(y:\records house)
***  donna eye prescription 06062008 lon...	8/6/2008	10.1...	PDF Docu...	eye prescriptions(y:\records house)
***  donna eye 04082008.pdf	4/10/2008	217 KB	PDF Docu...	eye prescriptions(y:\records house)
*** 2008-03-16	4/4/2008		File Folder	donnas eye prescription 0219

Windows Search vs Google

I had mentioned that Google Desktop scrambled some of my file names and this slide gives an example. As I mentioned, this may be unique to my computer setup but was a factor in my choice of Windows Search 4.0.

prescription - Google Desktop - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://127.0.0.1:4664/search?q=prescription&flags=8&num=100&s=5CWxM_4ZuQOPkCOSwUT.

RoboForm Search Logins (passcards) john campb... john campb... Save Generate

Google Desktop

Web Images Video News Maps Desktop more »

prescription Search Desktop Preferences Browse Timeline

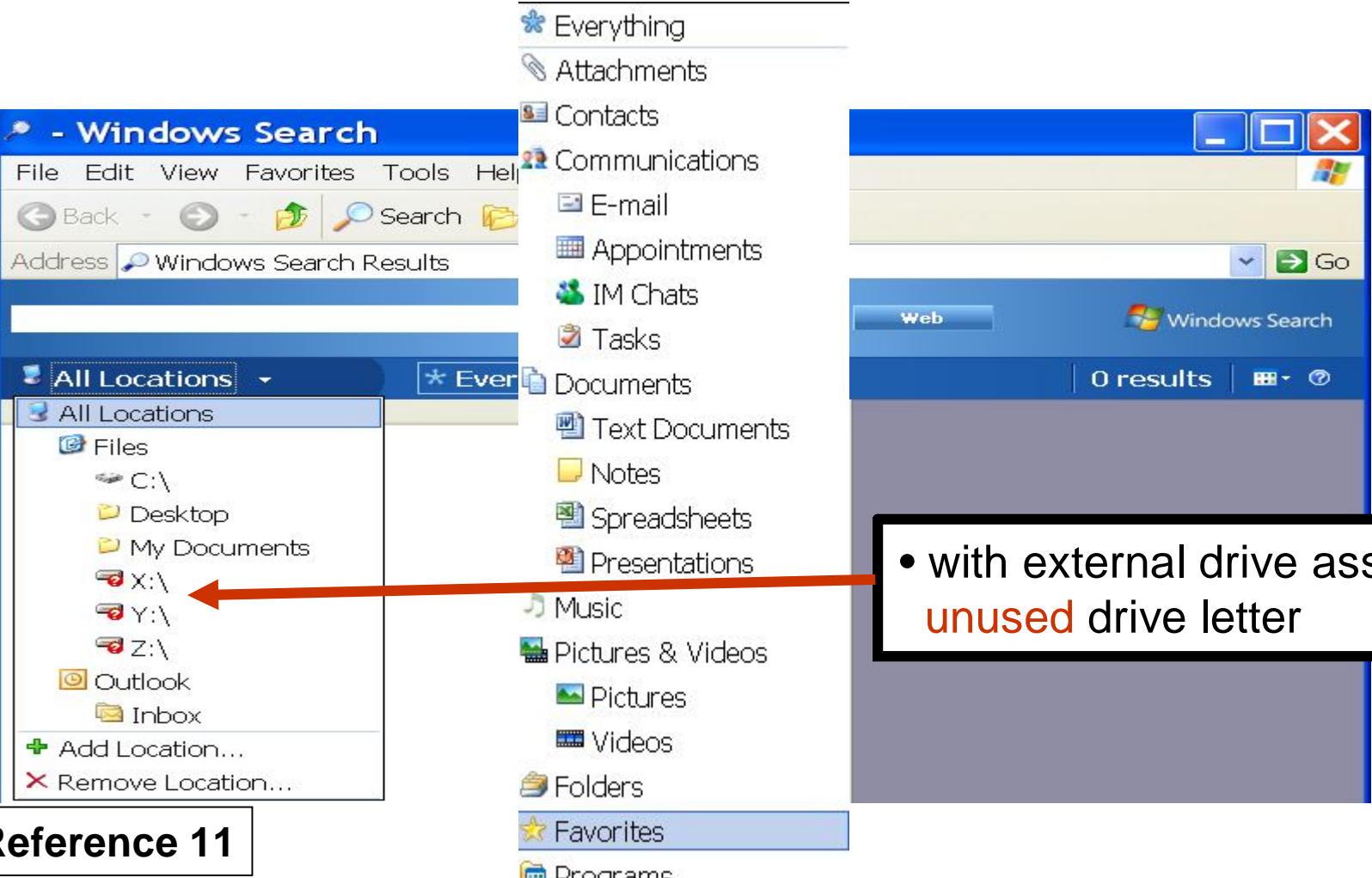
Desktop: All - 0 emails - **26 files** - 0 web history - 0 chats - 0 other [Remove from Index](#)

- Y:\records house financial planning\donnas files\eye prescriptions\donna eye...
Untitled Page 1 081808
records house financial ... \donna eye **prescription 081808.pdf** - [Open folder](#) - 1 cached - [Sep 8](#)
- Y:\records house financial planning\donnas files\eye prescriptions\donna eye...
Untitled Page 1 06062008
records house fi... \donna eye **prescription 06062008 longo.pdf** - [Open folder](#) - 1 cached - [Aug 16](#)
- r)r A\$ \$ A\$g**
r)r A\$ \$ A\$g Page 1 0 3 F I \$AJ i r v x r) r t i * E n r . q j o t * F r r I C . I A * v c - I F R E U . o ? a F " Y q A . X E - E J A - r - a o O - O \ O 13 i l a i n E A I s E r E F 5 b Q
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- (Order Submission Process - medco.com 1256)
messages Logout Prescriptions & benefits Order prescriptions Order status Claims & balances Price a medication Forms & cards **Prescription** history Locate a pharmacy
scanned document... \ (Order Submission Process - medco.pdf - [Open folder](#) - 1 cached - [Oct 5 2007](#)

- unusual search results
- result of encryption?

Windows Search - setup

The locations tab shows the locations being indexed. If external drives are being used it is a good idea to assign a drive letter so that addition of other drives (eg flash drives) doesn't change the letter for the external drive in order to avoid problems with Windows Search not locating the external drive because of the change in drive letter.



The screenshot displays the Windows Search application window. The 'All Locations' pane on the left lists indexed locations, including 'C:\', 'Desktop', 'My Documents', 'X:\', 'Y:\', and 'Z:\'. An orange arrow points from a text box to the 'X:\' entry. The main pane shows a list of search categories such as 'Everything', 'Attachments', 'Contacts', 'Communications', 'E-mail', 'Appointments', 'IM Chats', 'Tasks', 'Documents', 'Text Documents', 'Notes', 'Spreadsheets', 'Presentations', 'Music', 'Pictures & Videos', 'Pictures', 'Videos', 'Folders', 'Favorites', and 'Programs'. The search results pane on the right shows '0 results'.

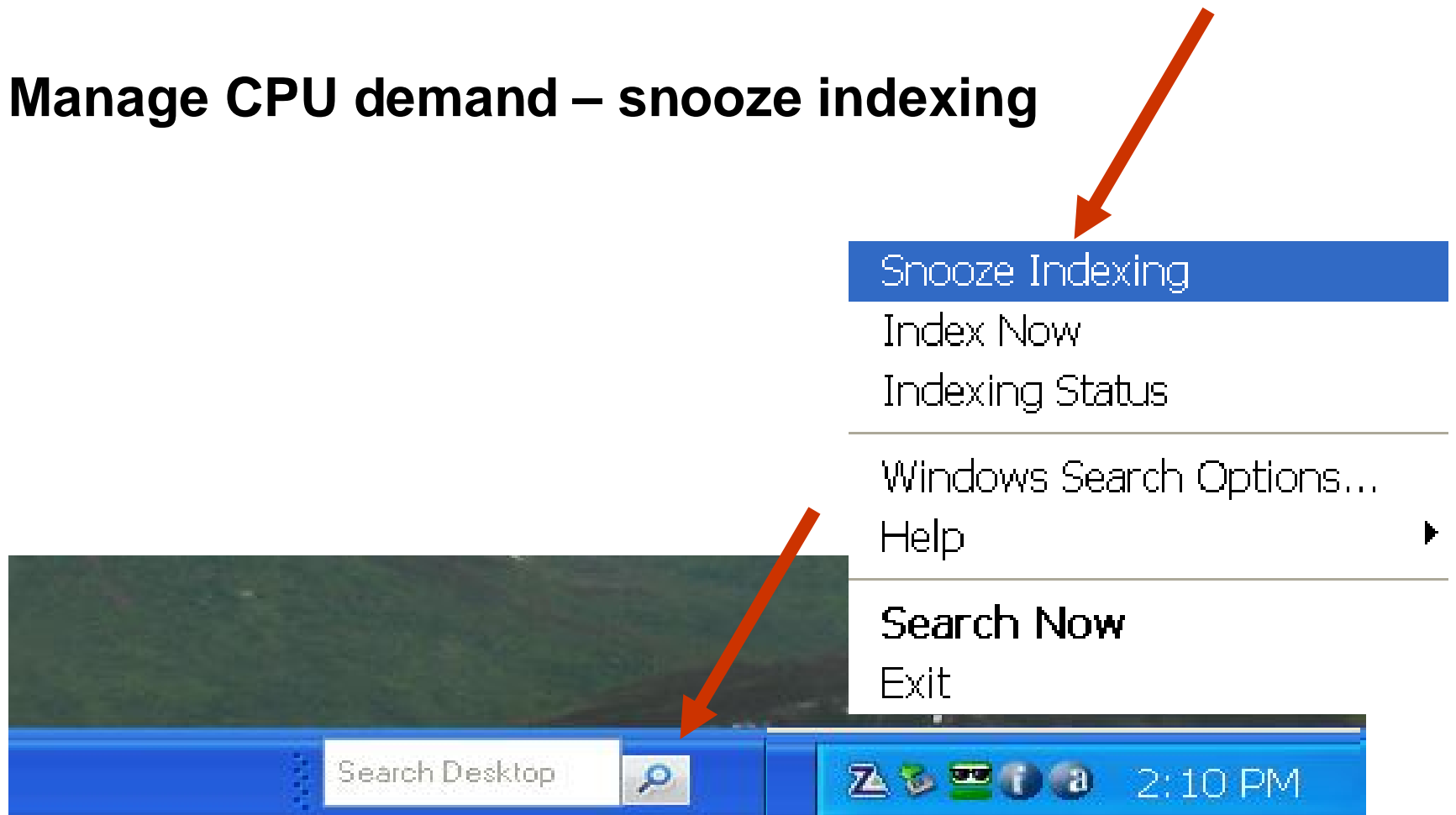
• with external drive assign **unused** drive letter

Reference 11

Windows Search - manage

If it appears that Windows Search is slowing your computer too much then one can put the indexing software into a “sleep Mode” for various times or for until shut down. On rebooting Windows Search will restart.

- **Manage CPU demand – snooze indexing**



Final Thoughts

*Finally, I hope this will provide you with a good strategy to help with filing woes. For me it has greatly reduced my frustrating searches for that elusive piece of paper I stored in a safe place. Enjoy!!
The last slide lists all the references for software downloads (all mentioned in this talk are free) as well as additional information.*

~~**Pieces of Paper stored in Safe Places.....**~~

- **2+ step process**
 - **convert/scan documents and store on hard drives(s)**
 - **use desktop indexing software (options for non-Vista users)**
 - **BACKUP (external hard drive, DVDs, flash drive)**

NOW.....where did I put my keys?????

Resources/References

1. (primopdf): <http://www.primopdf.com>
2. (cutepdf): <http://www.primopdf.com/> download the writer
3. (dopdf): <http://www.dopdf.com/>
4. (open office 3.0 beta): <http://download.openoffice.org/other.html>
5. (pdf editor plugin): <http://extensions.services.openoffice.org/project/pdfimport>
6. (foxit reader): http://www.foxitsoftware.com/pdf/rd_intro.php
7. (true crypt): <http://www.truecrypt.org/> note older versions for 2000, W98
- 8(a). (true crypt):
http://www.thevillagescomputerclub.com/present_downloads2.htm
(2/8/2008)
- 8(b). (secunia psi): http://secunia.com/vulnerability_scanning/personal
9. (google desktop): <http://desktop.google.com/>
10. (Windows search): <http://www.microsoft.com/windows/products/winfamily/desktopsearch/getitnow.mspx>
11. (external drive letter assignment): <http://www.webtechgeek.com/How-to-Change-your-drive-letter-assignment-in-Windows.htm>