

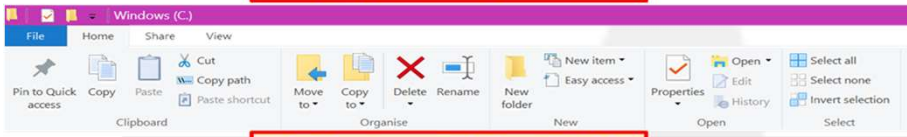
# Files



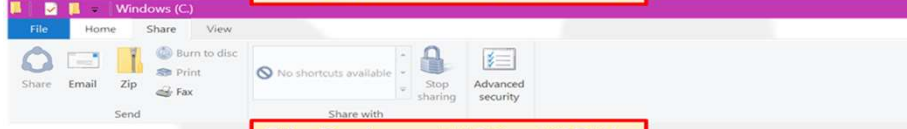
File Explorer lets you inspect your files

(Check 'File Name Extensions' is ticked)

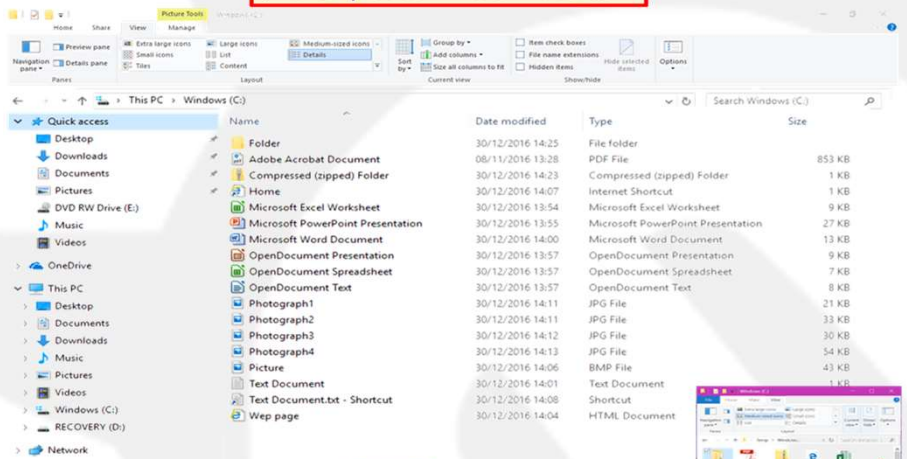
File Explorer TABS - HOME



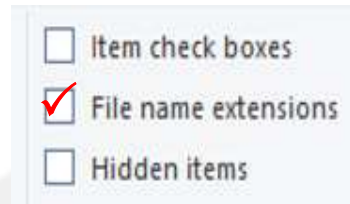
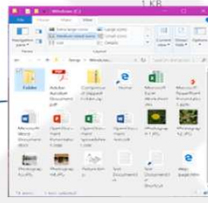
File Explorer TABS - SHARE



File Explorer TABS - VIEW



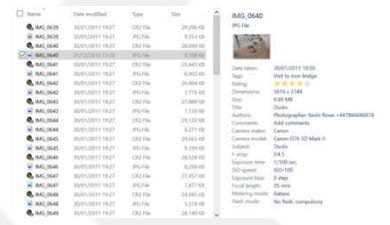
Switch off Navigation - and use Icons



NB: Files also carry 'EXTRA' data to help programs understand them

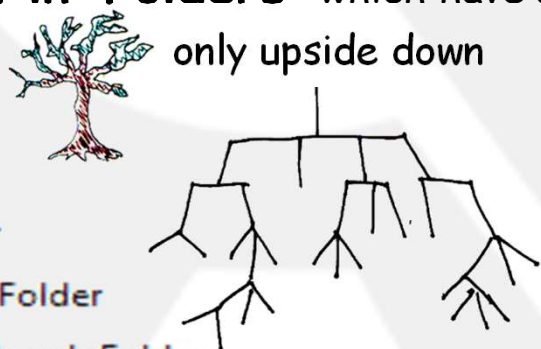


Like details about Music Or the Camera settings on photos

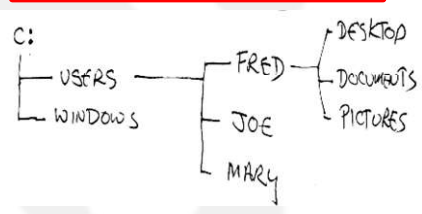


Look at the options on each of the File Explorer tabs. Especially 'VIEW' Files are stored in 'Folders' which have a tree-like structure only upside down

- ✓ Folder
- ✓ Sub Folder
- ✓ Sub-sub Folder
- ✓ Sub-sub-sub Folder
- ✓ Sub-sub-sub-sub Folder



Some common folders



You can create your own folders, (Right Click in File Explorer, and select NEW)

- Think about their names ...
  - DAY-MONTH-YEAR
  - MONTH-DAY-YEAR
  - YEAR-DAY-MONTH
  - YEAR-MONTH-DAY
- This is the best one → as the 'sort' order works

Name
02-12-2017.txt
02-18-2016.txt
08-02-2017.txt
12-03-2016.txt
18-02-2016.txt
28-04-2017.txt
2016-02-28.txt
2016-03--28.txt
2016-04-28.txt
2016-05-28.txt
2017-02-28.txt

Some 'Special' characters also help by putting the file at the TOP or BOTTOM of a list:

A to Z  
Like: \_ - . ~ ! #

- ☐ Name
- !ZAQ.txt
- #ZAQ.txt
- .AQR.txt
- \_AQR.txt
- ~ZAQ.txt
- AAA.txt
- AAB.txt
- AAC.txt
- AQR.txt
- zzx.txt
- zzy.txt
- zzz.txt



