

File Management – Part 2 Agenda

1. Quick overview of the File Management window
2. Archiving Note Files – different ways to save in folders
 - a. DiskX folders
 - b. Year_Month folders
 - c. Ask for Folder Name
 - d. Stenograph Date-Time folders
 - e. Dealing with bad diskettes
 - f. Save the diskettes – you never know
3. Reading note file from different folders
4. Archiving Jobs
 - a. Using the Archive Wizard
 - i. Why backup BCK, BK2 and STM files?
 - ii. Why not to backup TXT and PDF files?
 - b. View Files of Type
 - c. Copying Files
 - d. Erasing Files – Recycle Bin
 - e. Using the 'Browse', 'View Media' and 'Select All' buttons
5. Formatting CDs/DVDs