

Managing files, archiving and burning CDs and DVDs.

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- Most people will want to archive pictures eg JPEG, but could also be
 - » Music eg MP3's,
 - » Documents, which could be from a word processor eg Word, emails, PDF's
 - » Presentations eg PowerPoint
 - » Many other file types such as spreadsheets, eg Excel.
 - » Video – family videos or commercial films.



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- Once organised, they can be stored on your
 - PC (not recommended medium to long term),
 - CD's (limited storage),
 - DVD's (bigger capacity),
 - Blueray (much bigger capacity, but not many PC can read or write to them).



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 - or in the Cloud (Box, Google, Drop Box and many more). Research your Cloud company very carefully before committing, any problems down the line could prove costly.



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 - New technology now includes SSD or Solid State Drives, which are appearing on super slim laptop PC's and also as external drives.
 - As usual with technology, developments are moving ahead at a very rapid pace, and new storage devices are just around the corner.



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- Of course, there is no substitute for good old paper for pictures or documents.
- The pleasure in photos is browsing through them in the future.
- However, even paper can deteriorate.



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- However, even paper can deteriorate.
- Any electronic storage has a limited life and may not be readable in years to come. In addition digital media should be refreshed at regular intervals to avoid data loss.



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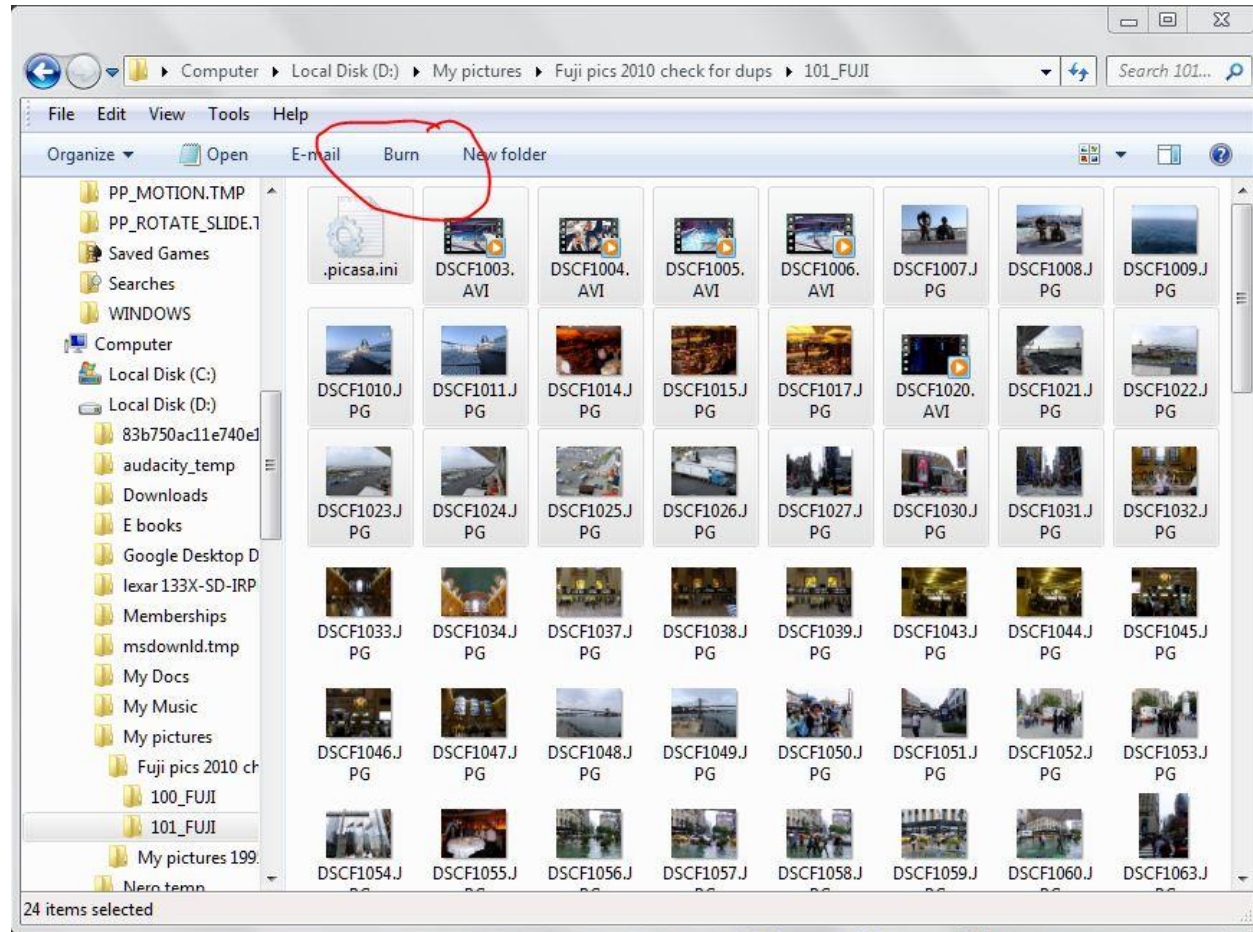
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- CD's, DVD's and photo paper and ink, come in archival qualities, at extra cost.
- Whilst there are many CD/DVD/Blueray burning programs available, some free, some not, you don't need special soft to burn files to an external drive.
- Windows has all the tools you need in the File explorer.



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