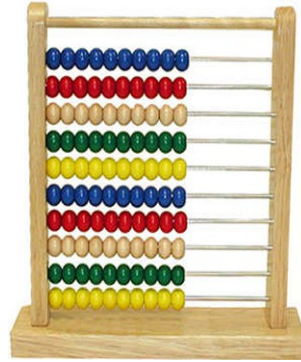


ORGANISATION



Files are created in saving texts, documents, photos, music etc. Some basic organisation of these files is done for us through the file-tags or extensions which are automatically added to file-names (text-files .txt, documents .doc, photos .raw or .jpg, music .mp3 etc.). But it is left to the user to give descriptive file-names to enable future retrieval. Furthermore the creation of folders, containing groups of files is encouraged. Separate libraries for each family member (Alf, Bet, Con, Don) can be set up initially. Within each of these, Documents, Downloads, Pictures, Music, Videos sub-libraries are pre-set into which the above file-tags will enable some basic filing automatically. Under any of these libraries the user can create any number of layers of sub-folders to aid retrieval. E.g. a globe-trotter's holiday photos when uploaded would appear initially in the Pictures library. He/she could create folders Africa01, Brazil02, Canada03 etc. (figures defining the year) and under the latter Alberta, Montreal, Victoria etc. Photos taken in Victoria could be named separately for later identification. A similar structured approach is encouraged for all Office documents, e-mails etc.

Diary. This can be used for organising and recording day-to-day activities with reminder options as can a **Calendar**.