

Saving, Recovering, and Sharing Data and Files

What are Data Files?

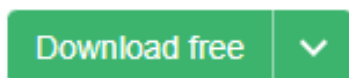
Data is information that is meant to be read or viewed.

A **file** is a self-contained piece of information or any saved information on your device. Files can be created on a device or downloaded from the internet.

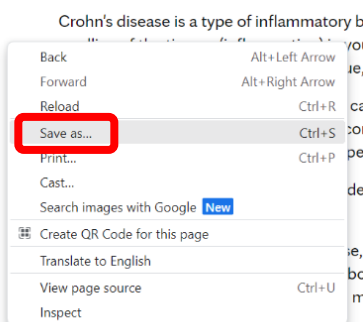
Save a New File

Select the document you want to save. This can be a picture, video, music, PDF, almost anything.

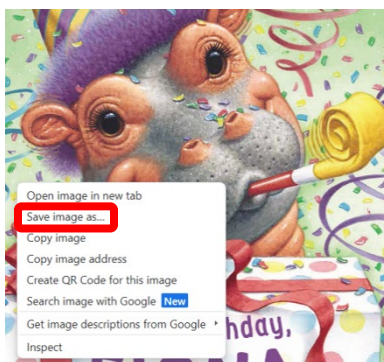
1. Look for a down arrow or a picture of a floppy disk. These are typically found at the top right or bottom right of the document. Sometimes there will be a button that says “download.” Be careful to download files from only trusted internet sources.



2. If you don't see these options, right click on the document, and select “Save File”.



3. To save a picture from the internet, right click on the image. This will bring up a menu of options. Select “Save image as...”



4. **To save a document you have created**, using a Microsoft Office program such as Word, Excel, or PowerPoint, click on “File” in the upper left corner of the document, from the menu click on, “Save As.”

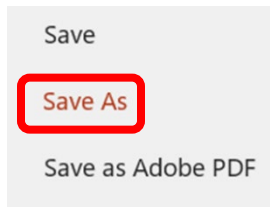
Should I use Save or Save As?

SAVE: When the file already exists on the device, and you do not want to change the name or the location of the file.

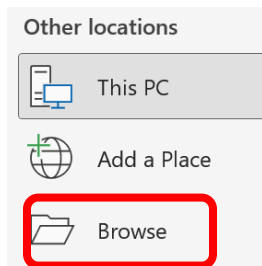
SAVE AS: The first time saving the file on the device, or when you do want to change the name, location, or format of the file.

Select Where to Save the File

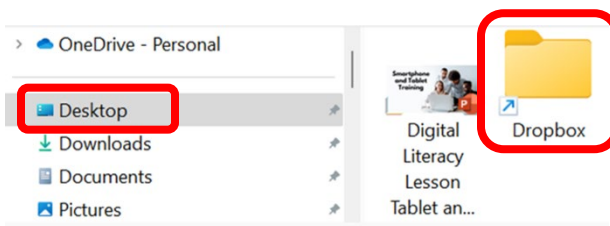
1. When saving a new document, once you click on “Save As” for both Android and Apple devices, you will need to designate where on the computer you would like the file to be located.



2. Click on “Browse”.



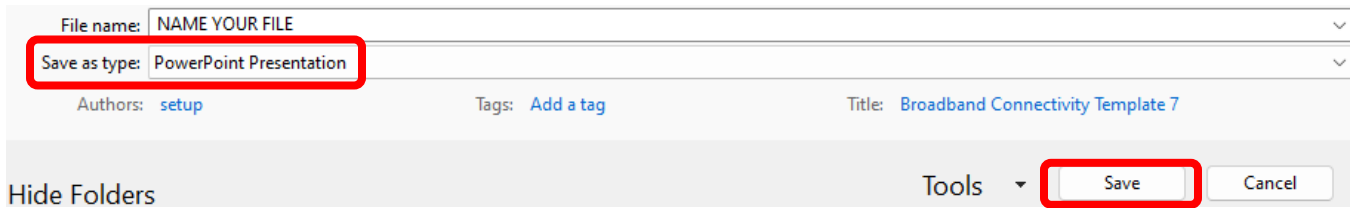
3. **Save to a Folder:** In the example below, “Desktop” is selected, and the folders already located on the desktop appear to the right. Select a folder by left clicking on the folder icon.



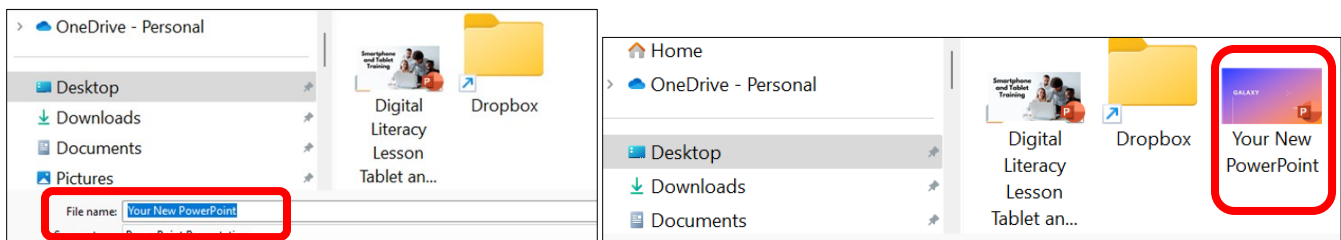
The “Dropbox” folder is selected, indicating this is where the file will be saved.



4. Type in the name of your file and click on “Save.” This file is now saved in the “Dropbox.”



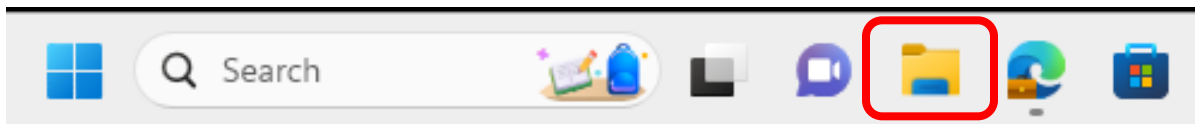
5. **Save to the Desktop:** No folder is selected. Rather, the PowerPoint presentation is named “Your New PowerPoint” and saved to the desktop. A new icon will now be visible when saving file and will appear as an icon on the desktop.



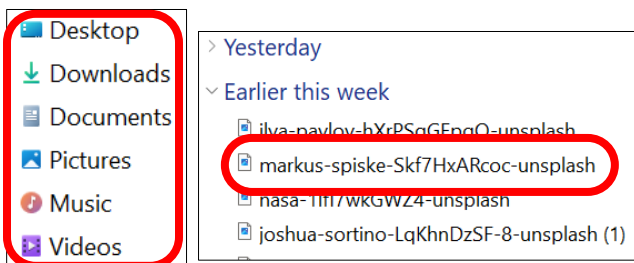
How to Find Files

Option 1

1. Click on the Windows Explorer icon



2. Depending on the file you are looking for, click on any of the folders listed:



Items downloaded/saved on this device will be listed in chronological order. Once the file is located, left click on the name to open the file.

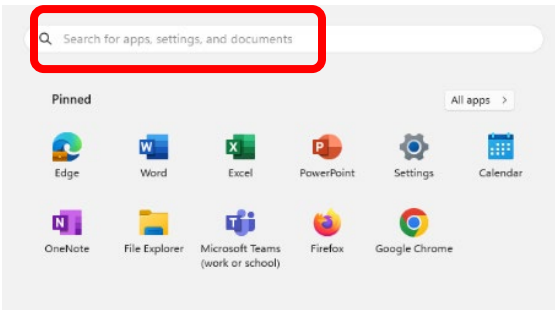


Option 2

1. Click on the “Start” button.



2. A new window will appear. At the top is a search bar. Search by file name, key words in the file, or by the type of file it is (Word, Excel, JPEG, PowerPoint, etc.)



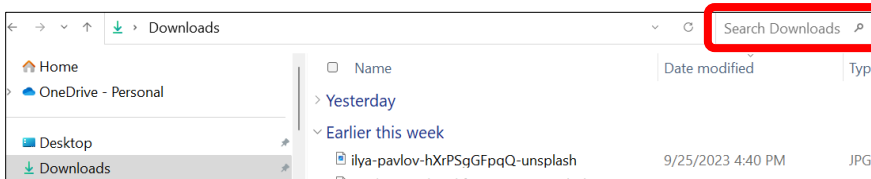
Apple devices have a specific icon, “Finder.” Finder works like the “Start” button on Microsoft devices.

Option 3

1. Control plus the letter F (or Command plus the letter F for Apple, Inc. devices), to search for a word or phrase within a file, on a webpage, and in the drives and folder on a device.



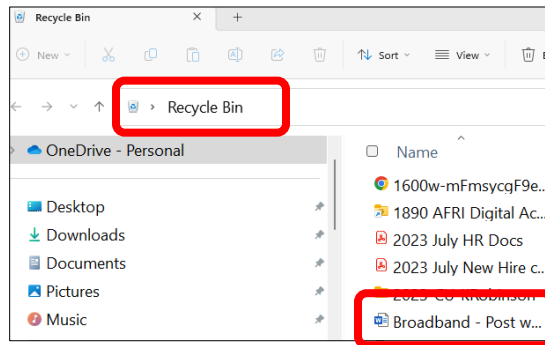
2. To search within a drive or folder, the drive/folder must be open on the device. In this example, the “Downloads” drive is open, “Control +F” opened the “Search Downloads” box.



How to Recover Files

Deleted a File:

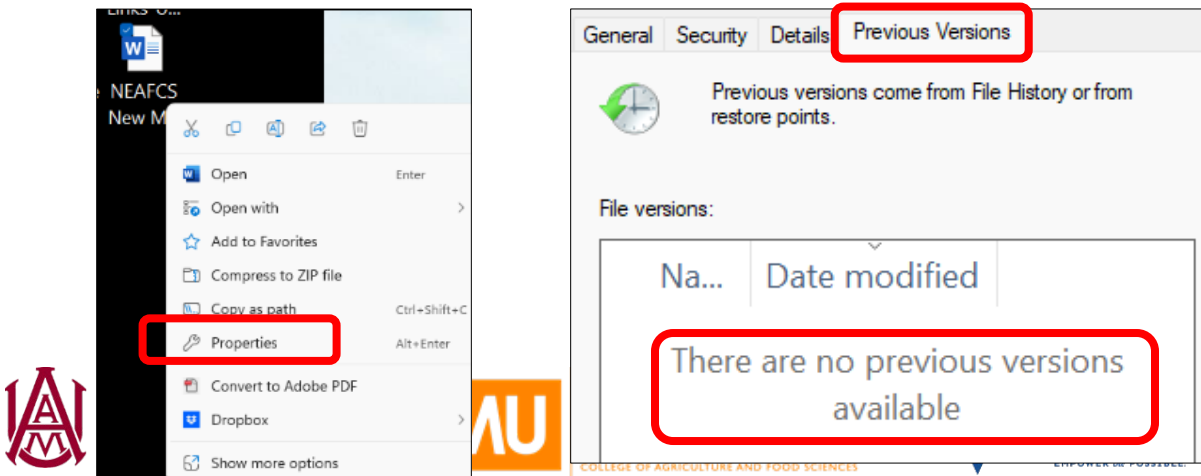
1. Double click on the Recycle Bin icon.
2. Locate file, right click, and hold the button to drag it back onto the desktop.
3. From the desktop you can open it and save it in the correct file.
4. Optional: Control + F (Command + F for Apple products) search option to search for the deleted file.



You Saved Over a File and Need the Previously Saved Version:

1. Right-click on a file
2. Select "Properties"
3. Select the tab titled "Previous Versions" This option can help you revert to a version of your file before the overwrite occurred, allowing you to get your data back.

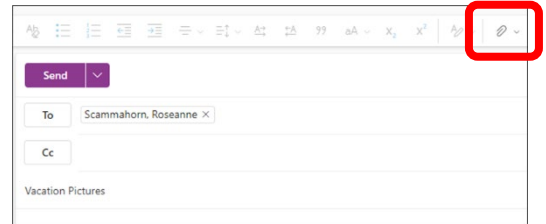
In this example, you can see that system restore wasn't activated and there are no previous versions available.



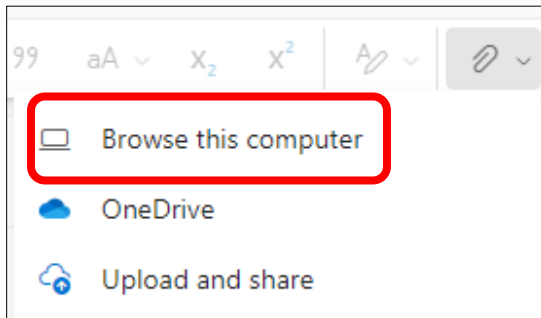
How to Share Files

Send it in an Email:

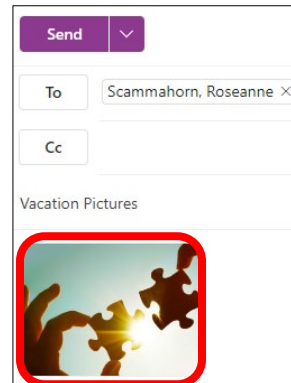
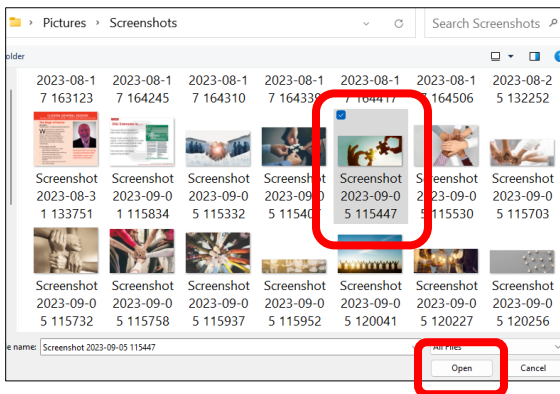
1. Open a “New Mail”
2. Click on the “Share” icon
3. Click “Browse this computer”.



(Please note some email systems label the Share icon as “Attach” or “Attach files”.)



4. Select the file or image you would like to email and click on “Open”. This will attach it to the email being sent.
5. Enter the email address, add a subject (vacation pictures), and click on “Send”.

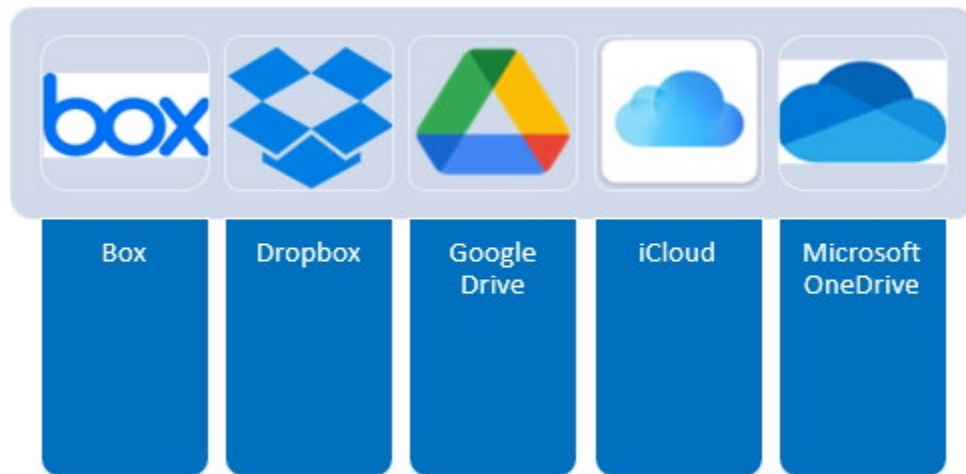


This is a form of **one-way sharing**. Any changes the receiver makes to the file, they will have to save to their device, and email back to you.

File Sharing Services:

A file-sharing service allows users to access files securely from any device because all the files are saved in the cloud. The cloud is a “mode of computer storage in which digital data is stored on servers in off-site locations” (What is Cloud Storage?, 2023).

Changes made to files saved and shared using a file-sharing service happen in real-time, improving productivity and efficiently.



What is Cloud Storage? (n.d.). Google. Retrieved September 27, 2023, from <https://cloud.google.com/learn/what-is-cloud-storage>

Summary

What are data and files?

- Data is information that is meant to be read or viewed
- A file is a self-contained piece of information or any saved information on a device

Saving a file - Download and created files

Finding a file - Windows Explorer, the Start button, & Control + F

Recovering a file - Recycle Bin & previous version

Sharing a file - Email & file-sharing service

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December 1, 2023

