

A decorative graphic on the left side of the slide consisting of a network of thin, light green lines and small circles, resembling a circuit board or a stylized tree structure, extending from the top to the bottom of the frame.

MANAGING YOUR DIGITAL LIFE

FILE TRANSFER AND STORAGE

TYPES OF FILES

- DOCUMENTS
- IMAGES
- MEDIA



METHODS OF STORAGE

- PHYSICAL
- INTERNAL DEVICE STORAGE
- REMOVABLE DEVICE STORAGE
- REMOTE STORAGE
- DON'T STORE IT AT ALL

(SEE REMOTE RETRIEVAL AND STREAMING)

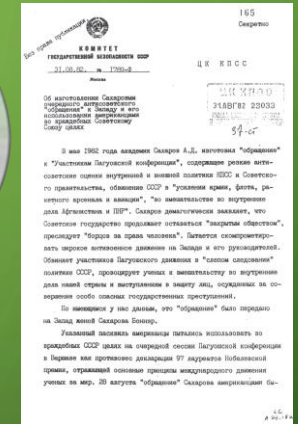


METHODS OF STORAGE

- PHYSICAL

PRINT IT OUT ONTO

PERMANENT PHYSICAL MEDIA



- INTERNAL DEVICE STORAGE

SAVE IT ON THE DEVICE YOU CREATED

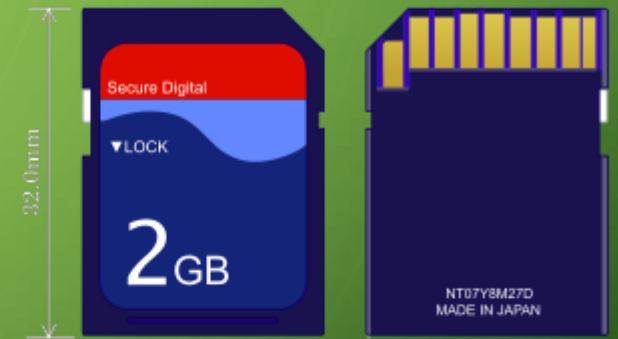
OR ACQUIRED IT ON



METHODS OF STORAGE

- REMOVABLE
DEVICE STORAGE
SUCH AS:
 - CARDS

SD / SDHC
SDXC



MINI SD



MICRO SD



METHODS OF STORAGE

- REMOVABLE DEVICE STORAGE SUCH AS:
 - FLASH DRIVES



- ALSO CALLED
STICKS



- ALSO CALLED
THUMB DRIVES



METHODS OF STORAGE

- REMOVABLE DEVICE STORAGE SUCH AS:
- EXTERNAL HARD DRIVES



METHODS OF STORAGE

- REMOTE STORAGE

The Cloud:

- File hosting services like: Dropbox, Google docs or through most emails
- Movies you purchase with digital copies may have storage options through cloud services like Ultra Violet



METHODS OF STORAGE

- DON'T STORE IT AT ALL

When you purchase digital materials from companies like Amazon and Nook, You are purchasing the digital rights (DRM) for that item. This gives you the right to re-download that item as many times as you want onto as many devices as you want...



METHODS OF STORAGE

- DON'T STORE IT AT ALL

As long as that company still provides the service, still exists, you maintain a membership, pay fees, or some other reason that isn't quite clear to you...

Read the fine print.

You can buy digital media DRM free, but you are responsible for saving storing and transferring files, and you may a limited window in which to acquire it.

FILE TRANSFER OR RETRIEVAL

- Share
 - Send via email, message, facebook...
 - Wi-fi network
- Hard line
 - Physically connect 2 devices
 - Some devices can only use certain file types but can still store them



FILE TRANSFER OR RETRIEVAL

- Removable device storage
 - Your stick, cards, and drives...
- Remote retrieval
 - The cloud
- Download or stream





KEEPING ORGANIZED

- WHAT (NOT) TO SAVE
 - Is it the original, a duplication, or alteration?
 - Is it replicable/replaceable ?
 - Do you or will you really need it?
 - Archive/ posterity

KEEPING ORGANIZED

- FOLDERS ARE OUR FRIENDS
 - Help to keep things sorted by type or age
 - Help to asses storage needs
 - “I have how many photos stored on here!?”
 - Help to move large numbers of files all at





KEEPING ORGANIZED

- THE RIGHT TOOLS FOR THE JOB
 - How much do you need to store?
 - Am I storing / archiving
 - or will things be constantly moving?
 - Is it better to have it spread out
 - or in one central location?

SALON

- <https://salon.overdrive.com/>

OR THROUGH OUR WEBSITE

- CHOOSE FROM
 - 7,000 E BOOKS
 - 3,000 AUDIO BOOKS



<https://app.overdrive.com/>

1

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Sign in with your library card



CARD NUMBER

☐ REMEMBER MY CARD NUMBER ON THIS DEVICE.

SIGN IN

Cancel

OR



Sign in with OverDrive



Sign in with Facebook

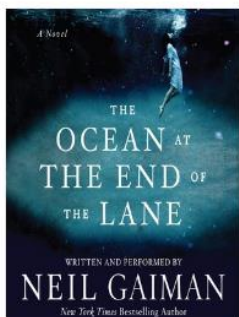
Why should I choose one of these options?

These options allow you to sign into the OverDrive app and new OverDrive websites using the same email address or Facebook account.

Loans

You can borrow 9 more titles. See all account limits.

EXPIRES IN 14 DAYS



The Ocean at the End of t...
Neil Gaiman

AUDIOBOOK

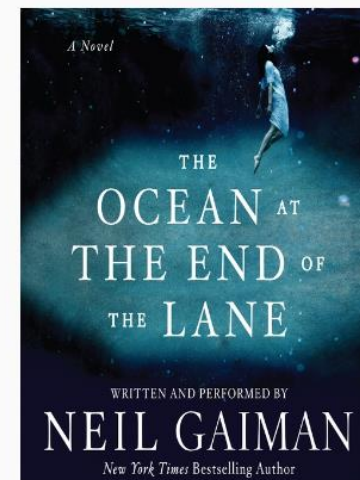
DOWNLOAD
MP3 audiobook

OR

LISTEN IN BROWSER

★★★★☆

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The Ocean at the End of the Lane

A Novel

by Neil Gaiman

Neil Gaiman

AUDIOBOOK

★★★★☆

1 of 2 copies available

BORROW
FOR 14 DAYS



LISTEN TO A SAMPLE

ADD TO WISH LIST

For 14 days



Description

Creators

Details

Reviews

Sussex, England. A middle-aged man returns to his childhood home to attend a funeral. He is drawn to the farm at the end of the road, where, when he was seven, he encountered a most remarkable girl, Lettie Hempstock. He hasn't thought of Lettie in decades, and yet sitting by the pond (a pond that she'd claimed was an ocean), the unremembered past comes flooding back. Forty years earlier, a man committed suicide in a stolen car at this farm at the end of the road. Like a fuse on a firework, his death lit a touchpaper and resonated in unimaginable ways. The darkness was unleashed, something scary and thoroughly incomprehensible to a little boy. And Lettie—magical, comforting, wise beyond her years—promised to protect him, no matter what.

A groundbreaking work from a master, *The Ocean at the End of the Lane* is told with a

<https://app.overdrive.com/>

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MANAGING YOUR DIGITAL LIFE

A BEGINNERS GUIDE TO
FILE STORAGE AND TRANSFER

MONDAY JULY 31ST AT 3PM