



Organizing Computer Files & Folders plus Email Messages

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It's All About You

- Do you use Windows 7? Or XP? Vista? 2000?
- Do you use Outlook? 2007 or 2010? Or another program such as AOL or Yahoo or Gmail?
- What do you know?
- What do you want to know?
- Do you need the basics about creating and using folders and moving documents/email messages into folders?
- Are you interested in learning some things that will make your life easier?

Possible Topics

- The Basics
 - Creating folders
 - Moving documents/email messages to folders
- Fences
- Shortcuts on the desktop to:
 - Files
 - Folders
 - Programs
 - Web sites

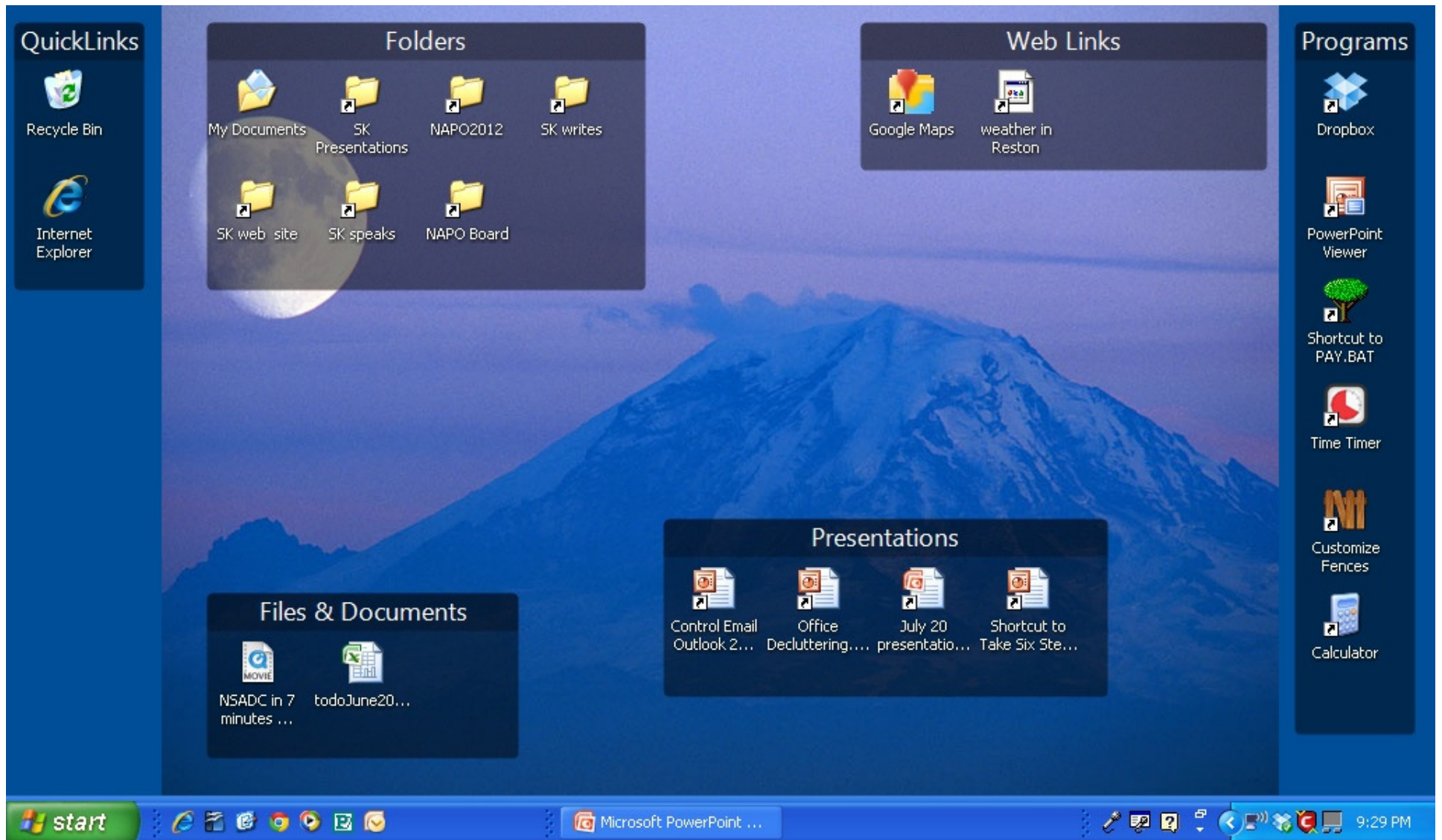
Fences

Software that really made a
difference for me!

Before Installing Fences from Stardock



After Installing Fences

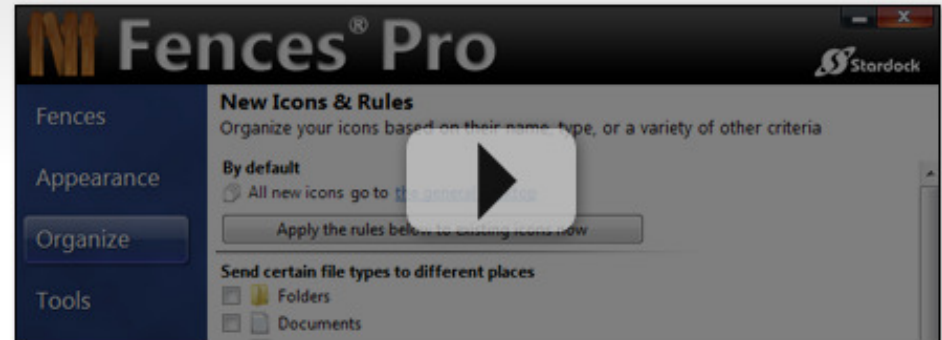


Fences Pro

Fully Featured Version

- ✓ Configure a "default" fence for all new icons
- ✓ Automatically organize icons into fences by file type, name, etc.
- ✓ Sort icons in fences by date, type, size, name, times used, etc.
- ✓ Have fences that appear faded out until mouseovered

Buy Pro



[Learn more about Fences Pro...](#)

System Requirements

- **Requires:** Windows 7, Windows Vista, or Windows XP
- 32-bit and 64-bit Windows 7 and Vista are supported.



VISTA READY!

Free for personal use!

In a non-commercial, home environment.

- Create an unlimited number of Fence areas on your desktop
- Quickly hide/show your desktop icons with a double-click
Patent Pending
- Customize the color and opacity of your fences

Download

[Learn more about Fences...](#)

 Welcome to Stardock Fences!

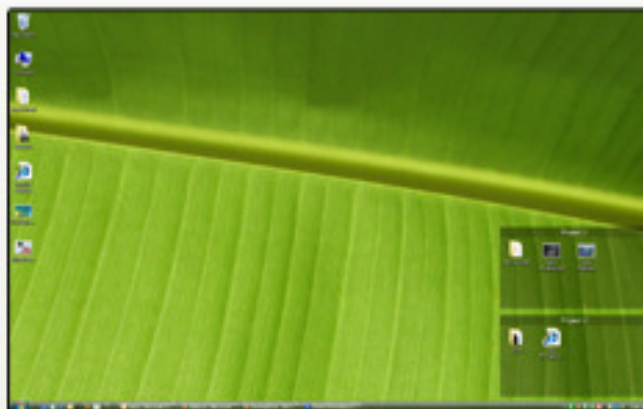


Welcome to Fences!

Fences was designed to help organize your desktop.

To help you start this process, Fences can create a couple starter-fences for you, or even do a one-time organization of your desktop, separating links, web links, folders, files, and recent files into different areas, which you can then customize.

Please choose from the following options:



Start using Fences!

Choose a layout to help get me started
(Recommended for most users, easy to undo)

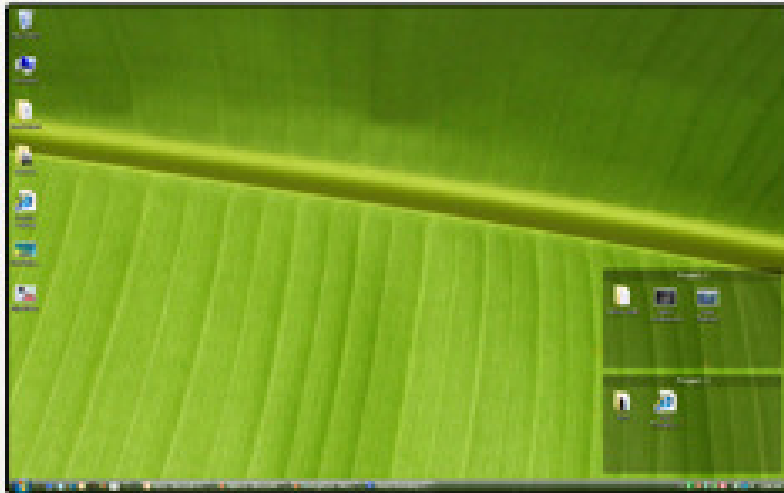
I'll create my fences on my own

(Recommended for advanced users)

NT Choose layout

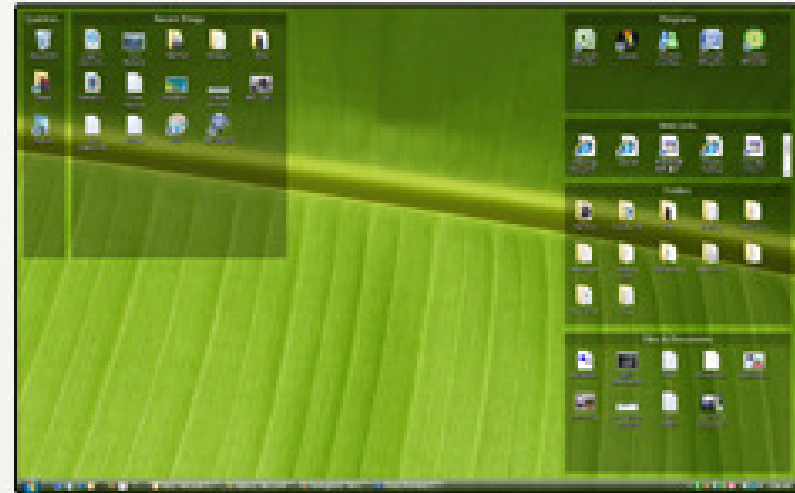


Please pick which option best suits your needs:



Just create a couple fences

Creates 2 empty fences for you to start using
(Recommended for most casual users)



Sort out my icons

For extra-messy desktops, performs a one-time
sorting of shortcuts, files and folders into fences

Note, your current icon positions will be
backed up before any layout is applied.

Cancel



Ready to go!

Fences is now ready to use!

Drag icons into fences to have them join that fence. Customize your fences by renaming them or moving them around on your desktop. Reset things back to where they were by using the "Snapshots" area of "Tools", in the Fences settings dialog.

Enjoy!

Open Fences Settings

Fences

Customize

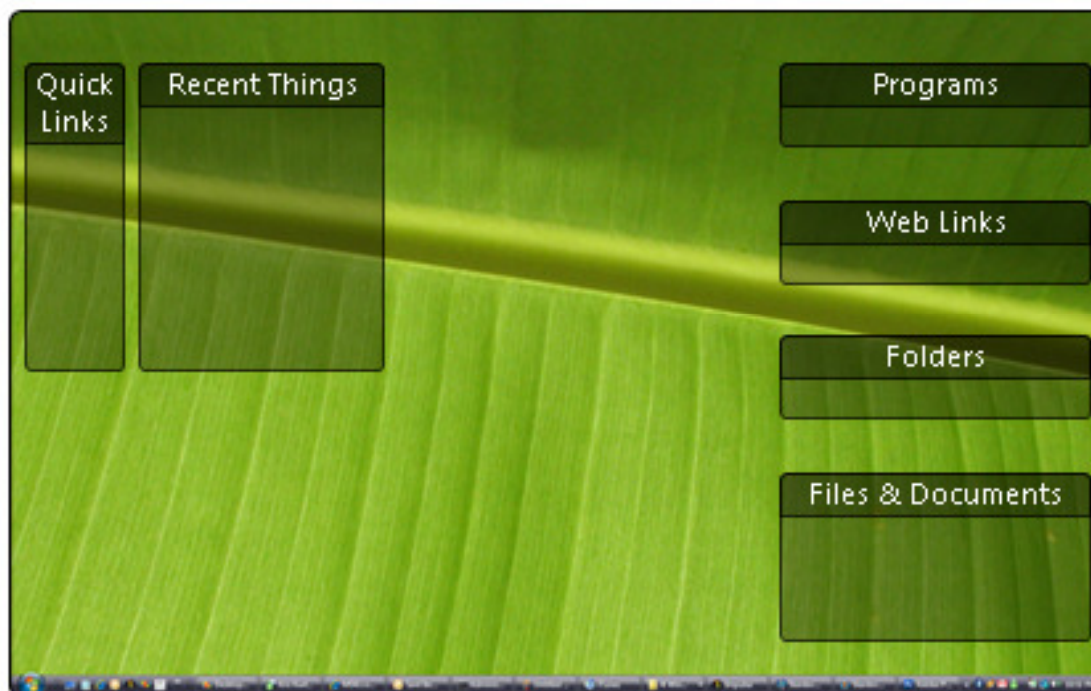
Tools

Help

About

Choose a Layout

Top-left & Right side (6 Fences) ▾



[Create a fence](#)

[Label a fence](#)

[Adjust a fence](#)

Introduction

"Fences" are shaded icon groupings on the desktop.

The purpose of this tools is to help you clearly organize your desktop.

Basic Use

Drag desktop icons into fenced areas to have them join that icon grouping.

Create new fences by drawing a square on your desktop using the right mouse button.

Fence areas can be moved and resized by grabbing their edge.

Label a fence by right clicking it and choosing "Rename Fence".

Remove a fence by right clicking it and choosing "Delete Fence".

Quick Tips

To help make your desktop not appear cluttered, DOUBLE CLICK THE DESKTOP to have all of the desktop icons QUICK-HIDE. Double click the desktop again to reveal the hidden icons.

Hold the WINDOWS KEY and press the letter "D" to get QUICK ACCESS TO THE DESKTOP.

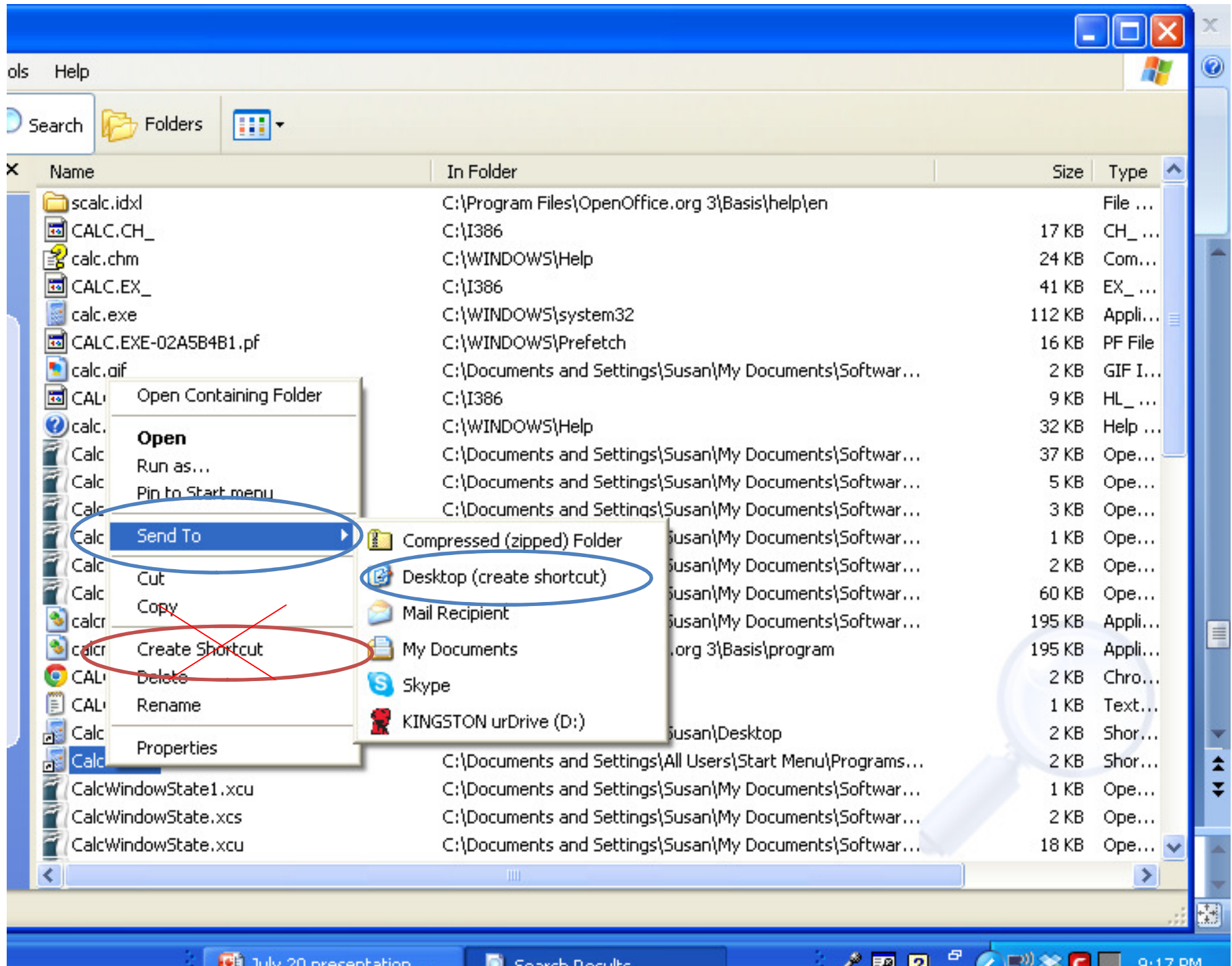
Press that key combination a 2nd time to restore the windows you were working with.

Your fences will automatically scale when you switch screen resolutions, in order to preserve your icon layout. If you change resolutions often, make use of the setting in "More Tools" to have your fences' layout be stored individually per-screen-resolution.

Shortcuts on Your Desktop To Files, Folders, Programs

- In Windows Explorer, find the file, folder or program
- Right click it
- Select Send To*
- Select Desktop (create a shortcut)

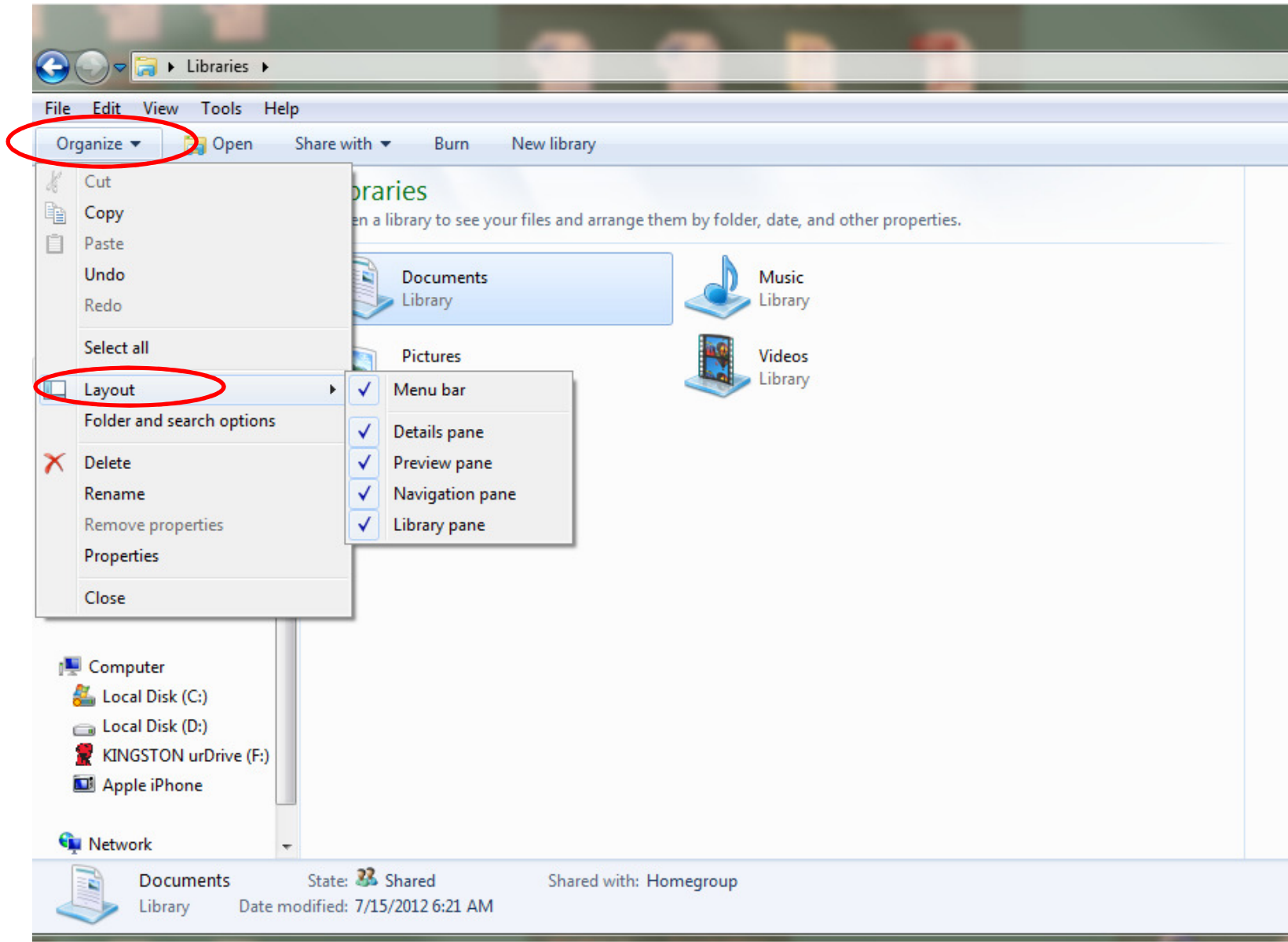
*If you select, "Create a shortcut" from the Right Click Menu, it puts it in the same folder. So it's better to select "Send to" and then "Desktop (create a shortcut)."



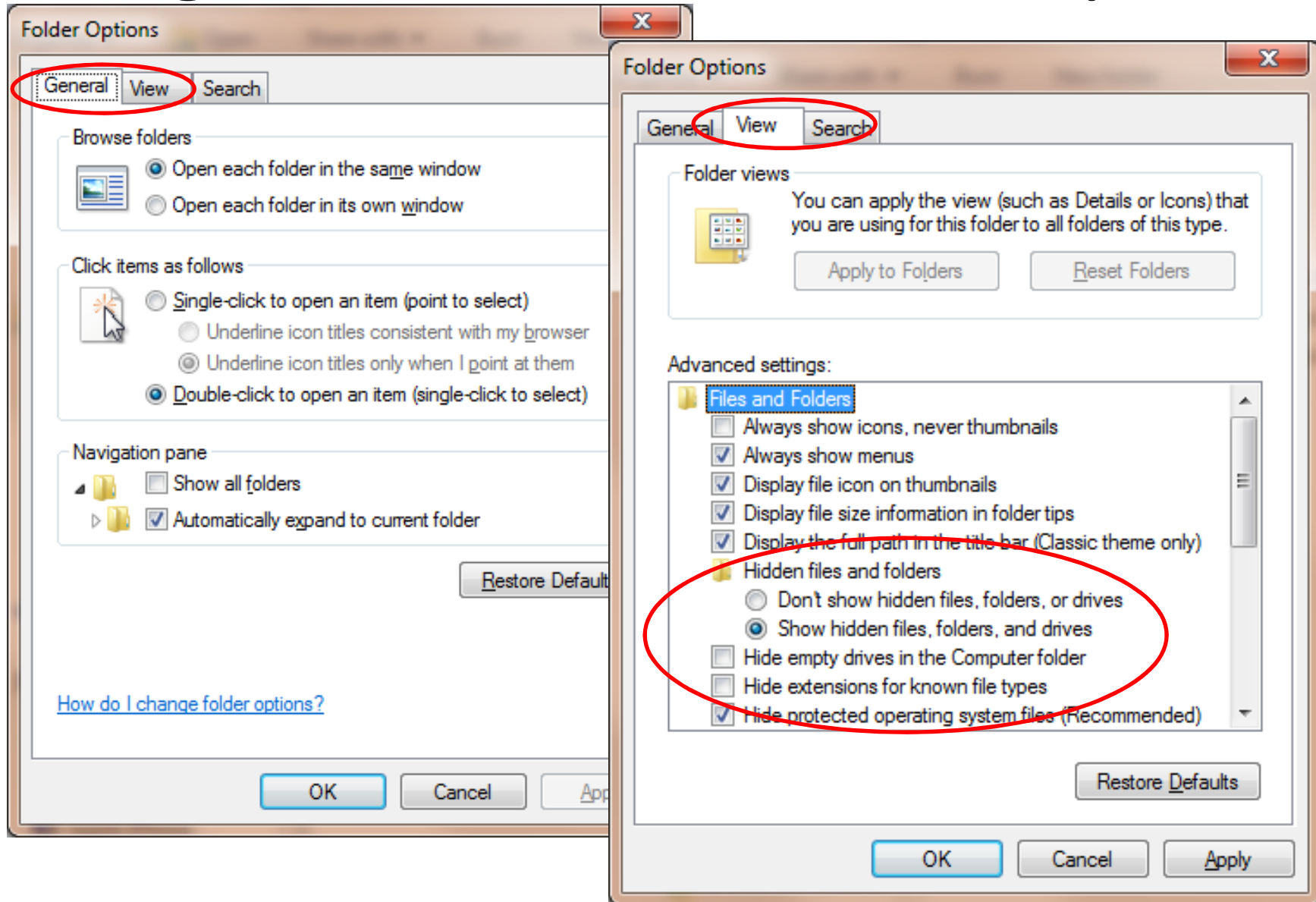
Shortcuts on Your Desktop To Web Sites

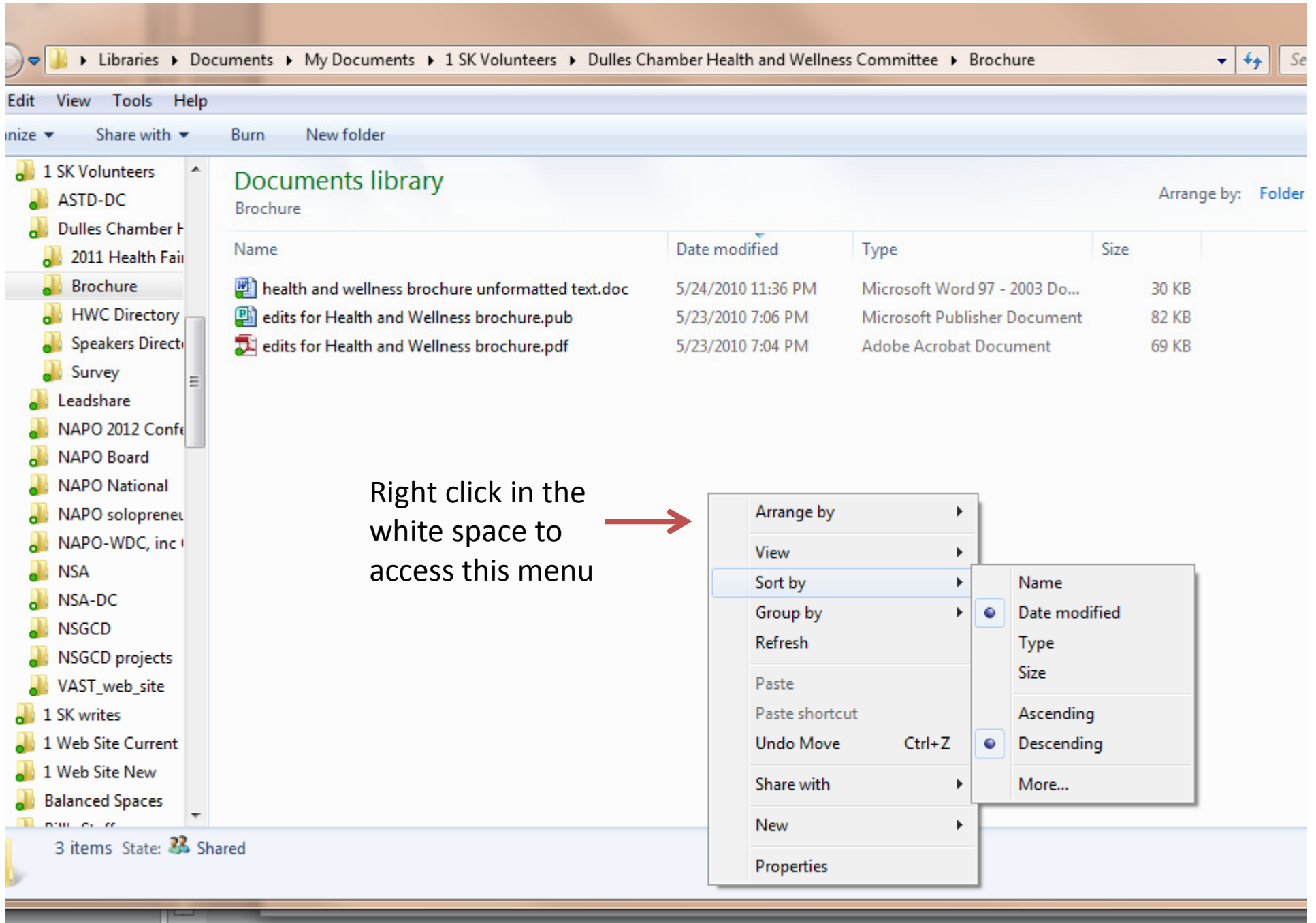
- Open your browser (Internet Explorer, Chrome, Firefox)
- If it's full screen, click the Restore icon so you can see part of your desktop
- In the URL field, click the icon to the left of the URL
- Drag that icon to your desktop to create a shortcut to that web site

Organize/Layout



Organize/Folder & Search Options





Organizing Email

- Focus vs multitasking
- Making decisions
 - Delete
 - Delegate
 - Do immediately
 - File for reference or in project folder
 - File for follow up