Using Documents

Contents

Discussion

- There are a number of applications (programs) that allow a person to create documents. Some cost $$ and others are free to use. I choose Free to Use (Open Source).

- Some of the Free to Use apps are: LibreOffice, Google Docs, there are more.

Discussion

- The key to working with Documents is knowing the application (Program) to use.

- The extension of the filename is where you should look to determine the application.

- The definition of file extension is: a group of letters after a period in the file name, indicating the format of the file.

- If you don't see the file extensions in your documents folder after your file name then I suggest you do a Bing or Google search on "How to show file extensions on your OPERATING SYSTEM", this may be different from OS to OS.

- If you are interested you can check out the most common file extensions at this website: https://www.computerhope.com/issues/ch001789.htm

More Discussion

- The file extensions I use most are: .odt Libreoffice Text Document, .doc which is a Microsoft Word Document and there are many more.

- Knowing what application works with what extension is a necessary knowledge. A google search is the best source for this information.

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Even More Discussion

- I believe that doing things on purpose is the best way to learn and also the best way to proceed with a task.

- For creating Documents the idea of just jumping into the Document does not make any sense to me.

- When I start to create a Document the very first thing I do is determine where I am going to save or keep the document. If I don't have a place I make a folder that makes sense.

- The second thing I do is determine the File Name and the File Extension and I use Save As to place a blank Document in the Folder I choose to save in.

- This process allows me to now create the New Document without needing to worry about the auto save or my Keyboard Shortcuts saving the document where I want.

Save As

- Most applications that create a document will allow you to Save a document using the "Save As" function. This will allow you to choose the file format that the document is stored in.

- I have found that by using LibreOffice I am able to open most documents and save them in the format I need for communication to others that don't understand the file format problem.

- Just look in your File Menu with a right click of your mouse and you should be able to find the "Save As" function and choose the file format.

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Folders on Purpose

- It is a good idea to put some thought into your folder structure of your devices or network.

- Build a common Sense structure, something like Friends with Each Friends folder inside etc.

- Be sure to change the version or date of a Document (file) instead of just writing over the last version, this will save some heart ache one day.

- With the cloud a person can save documents there or you can use Drop Box to share documents across devices. I choose to not use the Cloud or Drop Box and I have created Network Attached Storage on my Local Area Network.

- A good way to move documents from device to device is an application called Filefly, you can put it on almost any device and use it to transfer documents.

Devices

- Documents can be used on many devices and this can create a problem. As an example, the default document application on a iPhone is Page and it stores documents with the extension of .page.

- I use an iPhone and have installed Google Drive on my phone, so I can use it to work with my documents because the files are stored in the cloud.

- LibreOffice has an application that you can download to your iPhone or Android phone and use it for documents also.

Save As in LibreOffice
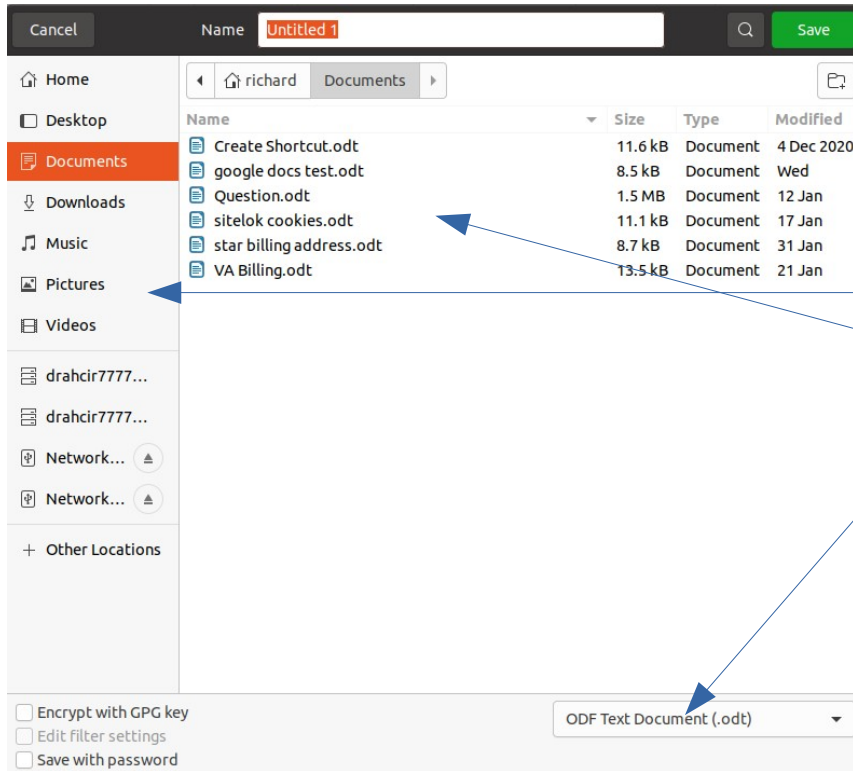
This is what the "Save As" window looks like in LibreOffice. It should look the similar in other Applications.

My File locations is shown and then the files in the current Directory along with the pull down to select the file type.

In the list of file types in the pull down menu are your choices of file type.

Once you have created a filename and selected the file type you want then you can click the save button and save your file into it's destination.

Info on iPhone Files

- If you want a discussion on how to handle Documents on an iPhone you can see this web site.
https://www.tapsmart.com/tips-and-tricks/demystify-documents-easiest-way-handle-files-ios/

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Conclusion

- My conclusion on this presentation is that stuff can be done on a device like a iPhone or iPad or same for Android device, but for me I will take a computer to deal with my documents.

- I know that Laptop computers take space etc but I would rather use my Laptop than a device of smaller format and ability.

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