

# Plateau PC Users Group

## Top Topics in 2023

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# This Year's Top Calls

1. System Maintenance Basics
2. What Good is a Backup if I Do Not Know How to Restore?
3. I Got Printer Problems!



# 1: System Maintenance Basics

## a) Where Do I Find My Files?

Review of Files and Folders: [See Links and Bibliography](#)

### Windows 10 Pre-Named Folders

- Program Files
- Program Files (x86)
- ProgramData
- Users
- Windows

- Default
- Jane Doe
- John Doe
- Public

- 3D Objects
- AppData
- Contacts
- Desktop ← See also Public\Desktop
- Documents ← I prefer to substitute this!
- Downloads ← That's where they went !!!
- Favorites
- Links
- Music ← I prefer to substitute this!
- OneDrive
- Pictures ← I prefer to substitute this!
- Saved Games
- Searches
- Videos ← ditto

You really don't want to mess with these except maybe **Users**



The "Recycle Bin" is just a special folder that contains deleted items. It can be searched independently.



# 1: System Maintenance Basics

## b) Should I Adapt a Legacy File Organization?

- Create a few top level Folders that contain any and all files that are YOUR files. For over 3 decades I have used:

\_Docs, \_Art and \_Photos

- Avoid the default windows/application folders, do you really know where they are?
- Be intentional when saving files.
- Keep it Clean, don't be a garbage collector!



This makes maintenance, backup and restore much easier !

# 1: System Maintenance Basics

## c) How Do I Perform a Drive/System CleanUp?

See: [Disk Cleanup.pdf](#)

“What? Like with a cloth or something?”



# 1: System Maintenance Basics

## c) What Good is a Backup if I Do Not Know How to Restore?

See: [Disk Backup Restore.pdf](#)



RESTORE



## 3: I Got Printer Problems!

More specifically: My Wi-Fi connected printer no longer works.

See: [Wi-Fi Printer No Longer Works.pdf](#)



# Bibliography / Links

## Windows Folders and Files

<https://www.howtogeek.com/757092/what-are-computer-files-and-folders/>

<https://www.digitalcitizen.life/how-change-location-folders-such-documents-or-downloads/>

<https://superuser.com/questions/217504/is-there-a-list-of-windows-special-directories-shortcuts-like-temp>

<https://www.digitalcitizen.life/how-change-location-folders-such-documents-or-downloads/>

## Windows Cleanup

<https://support.microsoft.com/en-us/windows/disk-cleanup-in-windows-8a96ff42-5751-39ad-23d6-434b4d5b9a68>

<https://www.howtogeek.com/825855/disk-cleanup-windows-10>

