MOBILE PHONE, TABLET, IPAD & WINDOWS ORGANIZATION
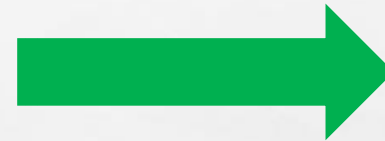
TREAT YOUR DEVICES LIKE A FILE CABINET

1

BRENT COOKE ★

THIS? -OR- THIS?

EVEN YOUR TRUSTED PUBLISHER

READER'S DIGEST – SAYS ………….. "Using these pro strategies to organize your home screen could be just the ticket to working faster and smarter."

HTTPS://WWW.RD.COM/ARTICLE/HOW-TO-ORGANIZE-COMPUTER-DESKTOP/

HTTPS://WWW.POPSCI.COM/CLEAN-UP-COMPUTER-DESKTOP/

SEARCH ....

Google Search :   "readers digest computer organization"

How to Organize Your Computer Desktop | Reader's Digest ✅
https://www.rd.com/article/how-to-organize-computer-desktop
Feb 14, 2017 ... Sort your files into folders. Organizing your documents into folders is an essential step to any type of computer organization, but it's ...

Google Search :   "popular science cleanup computer"

Clean up your computer's embarrassingly messy desktop. Seriously ... ✅
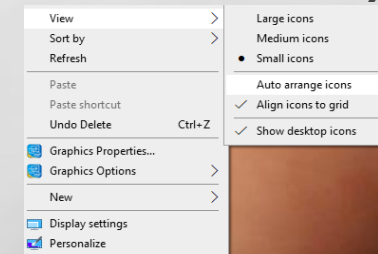https://www.popsci.com/clean-up-computer-desktop
Jun 3, 2021 ... A messy desktop slows down your computer and acts as a constant distraction. Use these tips to clean up your Windows or macOS interface.

SO WHAT ARE THESE STRATEGIES (TIPS) ??

- **MAKE SHORTCUTS TO YOUR FILES**
  - THE GOLDEN RULE OF WORKING ON A COMPUTER DESKTOP? NEVER SAVE FILES DIRECTLY TO THE DESKTOP. INSTEAD, BE SURE TO FIRST SAVE FILES TO YOUR "MY DOCUMENTS" FOLDER ON YOUR HARD DRIVE.
  - OR (BRENT) …. CREATE DESKTOP FOLDER(S) AND DRAG YOUR DESKTOP FILES TO IT.

- **SORT YOUR FILES INTO FOLDERS (GROUP YOUR APPS INTO CATEGORIES)**

- **ORGANIZE YOUR FOLDERS (ALPHABETIC SEQUENCING OF YOUR FOLDERS/CATEGORIES)**

- **COLOR-CODE YOUR FOLDERS**

- **DON'T LET IT GET CLUTTERED (W10 – ICON MANAGEMENT: RIGHT CLICK ON HOME SCREEN)**

PUTTING THESE TIPS INTO PRACTICE ……….

CREATE A LIST OF STARTING CATEGORIES MEANINGFUL TO YOU

- ARIZONA
- AUDIO VISUAL
- BROWSERS
- ENTERTAINMENT
- FINANCES
- GAMES
- GOOGLE
- HEALTH
- HOME

- MISC
- MUSIC
- MY RECIPES
- NAVIGATION
- OFFICE APPS
- PERSONAL
- SECURITY
- SHOPPING
- SOCIAL

- SPORTS
- TAXES
- TRAVEL
- UTILITIES
- VIDEO CHAT
- WEATHER
- DON'T CREATE A "BANKING" CATEGORY – PUT BANKS UNDER A DIFFERENT HEADER

HOW DO I CREATE A FOLDER OR CATEGORY

WINDOWS HOME SCREEN - RIGHT CLICK YOUR MOUSE

- SELECT "NEW"
- SELECT "FOLDER"
- NEW FOLDER GETS CREATED
- RIGHT CLICK "NEW FOLDER"
- SELECT "RENAME"
- RENAME YOUR FOLDER AND PRESS RETURN –OR- ENTER

MAC OS

- CTRL+CLICK AND CHOOSE NEW FOLDER.

SELECT AN APP AND PRESS IT UNTIL IT BEGINS TO JIGGLE

- DRAG THE APP OVER TOP OF ANOTHER APP AND RELEASE PRESSURE
- THE APPS WILL BE MERGED INTO A GROUP
- SELECT THE GROUP AND PRESS IT UNTIL THE GROUP JIGGLES
- RELEASE PRESSURE AND YOU WILL BE ABLE TO RENAME THE GROUP (USE CAPITAL LETTERS SO THE GROUP NAME IS EASIER TO READ)

HELPFUL SMART PHONE/IPAD/TABLET APPS

Key Ring — Take pictures of those retail cards you have (Fry's, CVS, Kroger, Lowes, etc)
- Store pics of my auto license plates, vehicle insurance cars, etc.

OOKLA Speed Test — Test the speed of your network or your connection. (up/down).

Bubble Level — Check the level/grade of something (no need for a physical level).

Files/FileMaster/FileManager - To look for files you downloaded to your tablet/iPad/iPhone/etc

Google Maps/Waze — Navigation

SkyView Lite — Look at the sky and identify stars, constellations, planets.

Compass — Direction finder.

AZ Family — Channel 3 news app.

AirVisual — Air quality for your area.

MesaNow — Mesa Govt related links (events, utility info, recycling, govt contacts).

OurGroceries — Create shopping lists and share (use the same user id and works great).

Wonderground/The Weather Channel/Weather
— Customize your local weather. Include additional locations.

Memory&Disk Scanner — To clear app memory and speed up your smart phone / tablet / ipad.

Whatever App you download 1) review the available screens they offer, 2) identify app cost, 3) check user reviews, 4) don't give personal information for a free app other than an email/password or username/password.

MOST POPULAR APPS (USA)

App	Downloads 2021
TikTok	94 million
Instagram	64 million
Snapchat	56 million
Cash App	56 million
Zoom	52 million
Facebook Messenger	51 million
Facebook	47 million
WhatsApp	47 million
YouTube	47 million
HBO Max	45 million

App`	Downloads 2022	
Tik Tok	99 million	(^+)
Instagram	72 million	(^+)
Cash App	64 million	(^+)
WhatsApp	63 million	(^+)
Snapchat	54 million	(v)
Subway Surfers * S	51.4 million	(new)
Roblox * +	50.9 million	(new)
Amazon	47 million	(new)
Facebook Messenger	46.3 million	(v)
Facebook	45.5 million	(v)

WHAT KIND OF APPS
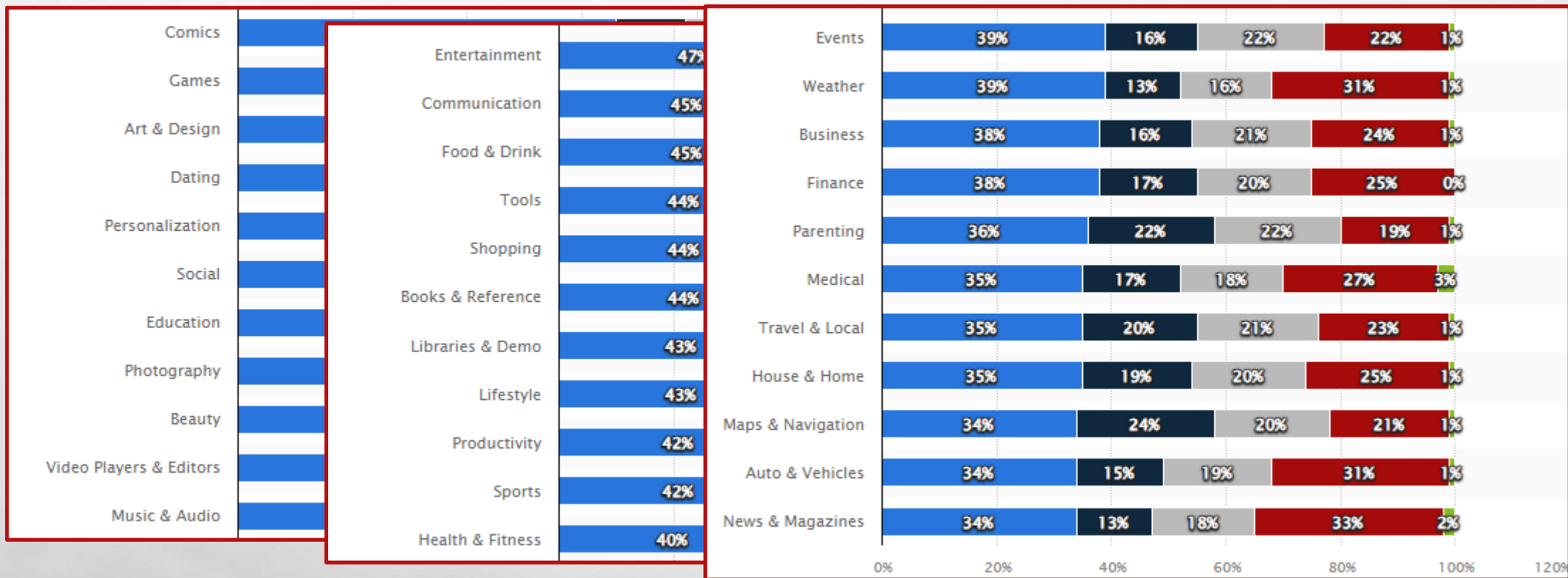
For the most part, people want to be connected.

7 Apps in 2021 - personal communication

6 Apps in 2022 - personal communication

There are 2.87 million apps available for download on the Google Play Store. 21% of Millennials open an app 50+ times per day. 49% of people open an app 11+ times each day. 70% of all US digital media time comes from mobile apps.

WHAT AGE GROUPS (GOOGLE PLAY STORE)

Legend: ● 18 – 24 ● 25–34 ● 35–49 ● 50–64 ● 65+

Chart 1 (18–24 only):
- Comics
- Games
- Art & Design
- Dating
- Personalization
- Social
- Education
- Photography
- Beauty
- Video Players & Editors
- Music & Audio

Chart 2 (18–24 percentages):
- Entertainment 47%
- Communication 45%
- Food & Drink 45%
- Tools 44%
- Shopping 44%
- Books & Reference 44%
- Libraries & Demo 43%
- Lifestyle 43%
- Productivity 42%
- Sports 42%
- Health & Fitness 40%

Chart 3:

Category	18–24	25–34	35–49	50–64	65+
Events	39%	16%	22%	22%	1%
Weather	39%	13%	16%	31%	1%
Business	38%	16%	21%	24%	1%
Finance	38%	17%	20%	25%	0%
Parenting	36%	22%	22%	19%	1%
Medical	35%	17%	18%	27%	3%
Travel & Local	35%	20%	21%	23%	1%
House & Home	35%	19%	20%	25%	1%
Maps & Navigation	34%	24%	20%	21%	1%
Auto & Vehicles	34%	15%	19%	31%	1%
News & Magazines	34%	13%	18%	33%	2%

0% 20% 40% 60% 80% 100% 120%

HOURS USED BY AGE GROUP

Average Monthly Hours per Mobile App User by Age