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Managing your computer's download folder is a lot like dealing with email: if you don't have a good strategy to stay organized, it can be really messy, really fast. Still, many of us treat the download folder as a dump. It's a place where we don't pay much attention except for those strange times when we have to dive to find a specific file or free up space on our hard drive. Otherwise, it's usually out of sight and out of mind. Don't let the digital equivalent shovel everything in the closet to rot your computer. These two quick tips can make it easier to manage files and quickly find the files you're looking for. Send it to desktop One of the easiest ways to manage your downloads is for your browsers to upload files to the desktop by default. Because you're always looking at your desktop, you're more likely to keep it clean by deleting files you no longer need. Then, when you download something new, finding it on your desktop is much easier because it is one of the few files sitting on the desktop. To adjust your browser settings and send downloads to your desktop, follow these steps. Chrome Downloads setting. Chrome: Click the burger menu icon in the upper-right corner and go to Settings-> Show Advanced...> Downloads. Click the Change... button, select from the desktop pop-up window, and then click OK. Firefox Settings window. Firefox: Click the burger menu icon in the upper-right corner, then choose Settings. In the new window that opens, open the General tab, and then click browse... under the Downloads heading. Next, select the desktop in the Windows Explorer window that opens, and then click Choose Folder. Internet Explorer: Click the settings bar in the upper-right corner, and then click View Downloads. In the next window that opens, in the lower-right corner, click Options. Another window opens; click browse... and then select the desktop in the File Explorer window that opens. Adjust Windows Explorer Explorer in Windows 8.1. If you don't want to use your desktop as a download dump, or if your browser settings are ignored oddly once, the Quick Setting in File Explorer can really help you find a recent download in any time frame. To get started, open Windows Explorer and select the Downloads folder in the navigation column on the left. In Windows 8.1, the main window should have four columns: Name, Modified Dates, Type, and Size. By default, Windows Explorer organizes the download folder by name. This is an excellent default setting for most folders, but with downloads – where you may not even know the name of the file you're looking for – it's not ideal. Instead, click the Date Modified column until there is a down arrow above the column header. This automatically places the latest downloaded files at the top of the folder, which makes much easier to find. File Explorer remembers your selection and every time you open download downloads it is organized in order of date. Simple, but effective! Note: When you buy something after clicking on the links in our articles, we may earn a small reward. Learn more about our affiliate link policy. By Mitchell White File format named SAM is a kind of text file. It was originally used by a program called Samna Amni Pro, which later became Lotus Word Pro. This program is preloaded on computers running Windows operating system. Click Start, and then click Note. Click File, and then click Open. Double-click SAM file in Note, to open it. Click File, and then click Save. Type a file name and select a new format to convert, such as TXT. Click Save to convert the shape. By Stephen Lilley MP4 files are a kind of computer video file. It is a common video file format used by portable media players, including Apple iPod and iPhone devices. If you have a video file that you want to play on a portable media player, you need to convert it in any format where it is currently mp4. To do this, simply change the file extension - which will damage the file. Instead, you need to use the conversion software to convert the video file to MP4. Use the handbrake (see References). The handbrake is a program that is customized to convert one type of video computer file to a different type without losing audio or video data in the original file. Open The Handbrake and drag the video file to the main window of the program. Click the Output File Type drop-down menu and select MP4 from the list that appears. Click Start to convert video file to MP4. Use any video converter (see References). Any video converter is a program that has a similar interface with the aforementioned handbrake. Click File, and then open to open the video file that you want to convert in the main window of any video converter. Specify that you want to convert the file to MP4 video file, and then click the Convert button. Use Format Factory (see References). Drag the video computer file to the main format factory window. Then click on the All to MP4 button on the left side of the window to tell the program that you want to convert the video file to MP4 file format. After doing this, click on the Start button to convert the file exactly by specific features of your selection. Once this is done, a new MP4 file will be created on your hard drive. To search for recently downloaded files on your computer, on the Windows toolbar, click Start, click the My Documents button, and then open the Downloads folder. Downloaded files are usually saved Downloads folder unless you save them to another location on your computer. Alternatively, you can check the download download to find recently downloaded files Browser. To find recently downloaded files in Firefox, click the Tools option in the top browser menu and select Downloads from the shortcut menu. In a new window, locate a specific file by date, or type a search box in the search box in the upper-right corner of the window. In Windows 7 or 8, you can search for recently downloaded files by clicking the Start button and typing the file name in the search box. After restoring the recently downloaded file, save it to a new location that is easier to use or remember. To avoid losing downloaded files in the future, specify the destination of the file when the Save File dialog box appears. Windows automatically saves the new files to the given item unless you change them again. Ryan Casima SolidWorks software, used by various designers and architects to create designs and sketches, uses SLDPRT files. IGES files are also related to sketching and design; IGES files are an ANSI (American National Standards Institute) standard file format for wire frame models. Since SLDPRT files are only compatible with SolidWorks, you need to convert them to another format, such as IGES, in order to be used with software that supports the standard IGES ANSI file format. Open the folder where the SLDPRT file is stored on your computer. On the top toolbar, expand the Tools tab. Click Folder Options, which opens a new window. In the window that appears, click the View tab, and then scroll to the bottom of the window menu. Clear the check mark in the box next to hide known file type extensions check box. Click OK. Right-click the SLDPRT file in the folder, and then click Rename. Remove the SLDPRT and type it in IGES. A warning prompt appears indicating that if you change the file name extension, the file may become unusable. Are you sure you want to change that? Click Yes at the prompt, and then close the folder. In this technological age, everything is digital, including the method used to send resume files. If you have a personal website, place a link on your website to help potential customers and employers download your RESUME. If you don't have a personal website, customers and employers can still download your RESUME online via email. The website Download File Email Download File About the Author Faizah Imani, a trainer, minister and published author, has worked with clients such as Harrison House Author, Thomas Weeks III, Candle Of Prayer Company and Truth & Church Magazine. His case includes JaZaMM WebDesigns, assistant band president of the high school, regional manager of the Clarion Ledger and event coordinator for the Vicksburg Convention Center. Center.

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