

# File Management

## Review

### Hardware

Hardware describes the physical parts of the computer system - the things you can see and touch. The main components are the *system unit*, the *monitor* (display screen), the *keyboard*, the *mouse* and *disk drives*. Other components may include additional *disk drives*, and a *printer*. (newer systems do not include the 3.5 inch floppy drive)

### Software

- **Operating system** Microsoft Windows 95, 98, ME, XP, Vista, Apple, Unix
- **Applications** Programs installed in a computer that perform specific tasks e.g. Word Processing, Email, Edit Photos, etc.
- **Data** Any information you have created. Pictures, letters, financial data, etc. – anything you can't buy at a store.

Note: The first two can be bought/replaced, the data cannot.  
*Don't forget – your Hard Drive WILL die – so backup your data!*

### Folders/Files

All software in a computer is saved as a file.

Since there are thousands of files on your hard drive the operating system (Windows XP) organizes the files in groups called **folders**. Within folders it is possible to have other folders and then more folders within those folders; a **hierarchy** of folders.

### Managing saved files

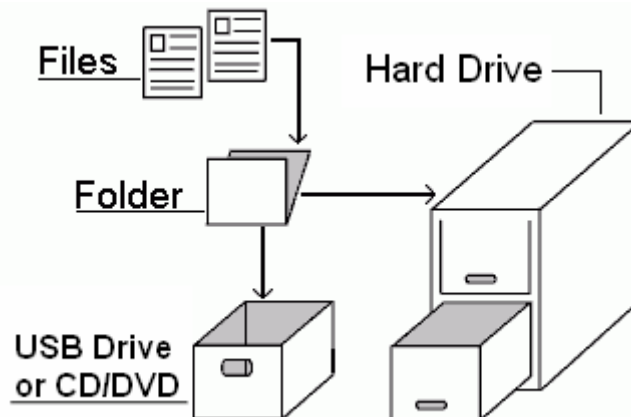
Managing data storage is one of the most important tasks for personal computer owners. As you learn to use your computer to accomplish more tasks, you will quickly accumulate many saved files. Problems arise, in that it becomes more difficult to find a particular file. This workshop will show how to organize your files and use Windows Explorer – the main tool for File and Folder management.

### Where is your information?

Primary storage of data is on the hard drive located inside the computer. This hard drive is identified as **C:** Most computers also have portable storage media such as:

- A: drive for floppies (not very common) – 1.44Mb
- CDs – 700Mb, DVDs – 4,700Mb (4.7Gb)
- USB port for Flash Drives – 128Mb to 8Gb
- External hard drive – 80Gb to 500Gb

## Basic Organization



Organization of files or documents in a computer can be viewed as a type of file cabinet. Files can be placed in folders and then stored either on a CD or on the hard drive. Your folders can be organized by topic, date or whatever makes the most sense to **you**.

*Deciding on a folder layout and hierarchy is very important – as you’ll be working with it for a long time!*

**View the contents of your computer** (to see how windows manages it’s files):

- **Double-click** the **My Computer** icon on your desktop. The Explorer window has the conventional blue **title bar** on top, a **menu bar**, a **toolbar** and finally the **address bar**.
- **Double-click** the **C:** icon in the right pane to open the C: drive.
- Click the **Folders** icon in the toolbar. The left pane switches between a **Tasks** pane and a **Folders** pane every time you click the icon. The **Folders** pane on the left shows folders and disc drives. The pane on the right, termed the **Files** pane, shows folders and files.

The **Folders** pane, the left pane, shows the hierarchical structure of the folders mentioned above. At the very top is an icon labeled “Desktop”.

- Click to highlight the **My Computer** icon.
- Expand and collapse the folder by clicking the little box with the + and – sign next to the icon.

Drives are labeled with a letter followed by a colon. Click to highlight the **(C:)** drive. Expand and collapse it Expand the C: drive. Three important C: drive folders are:

1. **Documents and Settings** where each user’s document files are stored along with the settings for each user. Windows XP was designed to allow different people to be able to use one computer; and each user can have their own unique setup and personal My Documents folder.
2. **Program Files** where the application programs you install, such as Microsoft Word or Adobe Photoshop, etc. are stored.
3. **WINDOWS** where the Operating System keeps its files.

## Basic Methods

In the Basic Procedures and our CB classes, we teach **Edit>Cut** then **Edit>Paste** to move files and folders; **Edit>Copy** then **Edit>Paste** to copy files and folders, and to work mainly with the Task Pane displayed. This is a good, safe way to perform these tasks. In this workshop, we will work with the Folders Pane displayed (hierarchical view) and will use the same commands (Cut, Copy & Paste), but will also **Right click** on the **selected files/folders** to see these commands. We will NOT drag and drop files, and I discourage this practice. It is too easy to “drop” files in the wrong place!

### Make a New Folder

- To create a **New Folder** you can:
  - ♦ on the Menu bar **click File>New>Folder**, or
  - ♦ in the right pane of Windows Explorer, **right click** on an **empty space** and select **New>Folder**, or
  - ♦ in Task view under *File and Folder Tasks*, **click Make a new folder**
- then type the name for your new folder and then **click in a clear spot** or **press the Enter** key to complete.

**Select a sequential/contiguous** range of files.

1. Click on the top/first file to select.
2. Now hold down the **Shift key** and click on the last/bottom file in the series.

The range is now selected. That is, the first file clicked, the last file clicked and all those in between are selected.

### Select non-contiguous (random) files

1. Click on the first file to select.
2. Now hold down the **Control key (Ctrl)** and click the other files you want in the selection. Be careful to stop the mouse over each file as you click. If you see copies of your files appear, stop and click **Edit>Undo** and start again.

### Move or Copy files or folders

- First **select the files or folders**, then:
  - ♦ To **Move** a folder(s) or file(s): **Right click** the **selected files/folders** and select **Cut** (or click **Edit>Cut**). Then **Right Click the destination folder** and select **Paste** (or click **Edit>Paste**).
  - ♦ To **Copy** a folder(s) or file(s): **Right click** the **selected files/folders** and select **Copy** (or click **Edit>Copy**). Then **Right Click the destination folder** and select **Paste** (or click **Edit>Paste**).
  - ♦ To **Rename** a folder or file: **Right click** the **file/folder** and select **Rename**. The current name will be highlighted with a flashing cursor at the end – just type the new name and remember to include the period and extension – if renaming a file.

## Windows Explorer – *the tool*

Windows explorer is the tool we use to perform all our Folder and File management tasks. It is Windows Explorer that opens when we double click My Computer, My Documents, or Control Panel, etc.

### Create a new folder in My Documents

Open My Documents and using any procedure from above, create a new folder and name it **Workshop**.

### Copy Files from CD

1. Insert CD into the CD-drive. If the **CD-Drive Wizard** opens, click **cancel**.
2. Open **My Computer** and click the **Folders** button to see the Folder pane
3. In the right pane, double click the **CD** to open. Double click **Workshop Files**
4. Select the files and folders you want to copy to the hard drive. (**Edit>Select All** in this case)
5. **Right click** on one of the selected files (highlighted), and click **Copy** (or click **Edit>Copy**).
6. In the left (Folders) pane, click **My Documents** –it and **double click** the Folder called **Workshop**
7. Right click **in the right pane**, and click **Paste** (or click **Edit>Paste**).

### Views

1. **Double click My Computer** to open. Resize and move to be approx.  $\frac{3}{4}$  of and on the left side of the desktop.
2. **Double click My Documents** to open Resize and move to be approx.  $\frac{3}{4}$  of and on the right side of the desktop.

Do the My Computer and My Documents look the same?

Why not?

Can we make them look the same?

- We'll now play with the different "Views" of Windows Explorer and see how the same information can appear very different depending on the view.
- The different views can be found in the View Menu (on Menu bar), or from the View icon.
- In My Computer, change the view to List.
- Now change to Details
- Make the My Documents window active and change to thumbnail view, then tiles view, then icon view and finally, details view.

**Now practice making New Folders, Copying and Moving files.**

## Intermediate Session

### Review

- Designing your filing system – the most important step!
- Creating a new folder
- Selecting files
- Copying and moving files – more ways to do this

### Create New folder, copy files from CD and review Views

#### View Detail and Sort Files

The detail view of the files contained in the folder is presented in columns.

- **Name** is the name the file was given when it was saved
- **Size** is the number of bytes of which the file is composed where KB stands for Kilobytes, a thousand bytes
- **Type** is the type of data in the file or which application is associated with opening the file. See common extensions further in lesson.
- **Date Modified** is the date that the file was *last* changed and saved
- Right click on any column name and select **More**. These are all the choices for columns!

#### Column width and sorting

The header row is used to set width and sort contents by columns.

- To change the width, move the cursor across the title row until it becomes a horizontal double arrow. Hold down the left mouse button and drag left to narrow or right to widen the column.
- To sort the column by either ascending or descending value, click the column heading. A second click will sort in the other direction.
- Size, Type and Date Modified can be sorted in the same way.
- Remember – Windows will remember the last **View** and **Sort** for that folder.

#### Folder view

1. Change to the hierarchical view (show the Folders Pane by clicking Folders in toolbar)

Remember

- a. - The **Folders** pane on the left shows folders and disc drives. The pane on the right, termed the **Files** pane, shows folders and files.
- b. Expand and collapse the folder by clicking the little box with the + and – sign next to the icon. Also when you click on the Folder in the left pane, it will be selected and will automatically go to the expanded view.

## File Extensions

### Reveal the file extensions

On the **Menu** bar click **Tools > Folder Options > View**. The check box next to **Hide extensions for known file types** should not be checked. Click **OK**.

### Common file extensions

extension	file type	program
• .txt	text files	Notepad
• .doc	word processing	MS Word
• .pdf	portable document format	Adobe Acrobat
• .rtf	rich text file	all common word processors
• .wpd	word processing	WordPerfect (Corel programs)
• .xls	spreadsheet	MS Excel
• .xlr	spreadsheet	MS Works
• .wdb	database	MS Works
• .exe	programs	depends on program
• .zip	compressed	any file type can be compressed
• .jpg, .gif, .bmp, .wpg		common graphics and pictures
• avi	movie file	Media player, Real player, etc.

**Caution !** When renaming a file, **do not** change the extension. The extension determines what program will open by default when you double click the file name.

Programs/applications register with Windows which file extensions will be used with their data files. Some programs can be associated with many extensions, but Windows can only assign **one default** program to an extension.

- To open a file with a program other than the default, **right click** on the file, **click “Open with”** and select the application.
- To change the default program, **right click** on the file, **click “Open with”**, then **click “Choose Program”** select the application, put a **check mark** next to “Always use the selected progr.....” and **click OK**.

Now close all windows – for an empty desktop

### Let’s start organizing!

This is the practical – or “do-it” part.

- Close the My Computer Window
- In My Documents, we now have a lot of files – but no folders.
- First let’s move all pictures to the My Pictures folder
  - ◆ Search for all .jpg files (pictures) in **My Documents**
  - ◆ Select all the files, right click on one of them and click **Cut**
  - ◆ In the Folders Pane, right click on **My Pictures** and click **Paste**
- Create our folders and folder/hierarchal structure for all our files
  - ◆ In the Folders Pane, click My Documents

- ◆ To create a new folder, either click **File>New>Folder**, or right click in a white space in the Files Pane (on right), and click **New>Folder**.
- ◆ Create the following folders: **Cards, Finance, Letters, Menus, Utilities, XYZ Club**
- Create sub folders:
  - ◆ Under Utilities, create folders - **AT&T** and **PG&E**
  - ◆ Under Finance, create folders – **Credit Cards, Bank, Investments**
  - ◆ Create folders **2003, 2004, 2005, 2006, 2007** and copy and paste to appropriate sub directories.
- Let's rename **Credit Cards** to **Visa**
- Move remaining files into correct folders
  - ◆ Back in **My Documents**, use the Control (Ctrl) key to select all the cards (have an .hcr extension)
  - ◆ Right click one of the selected files and click **Cut**
  - ◆ In the **Folders Pane**, right click the **Cards** folder and click **Paste**
  - ◆ Repeat for remaining files
- Talk about file naming – to help with sorting
  - ◆ Files that have dates – good to start with yy-mm-dd
  - ◆ Files of a similar type (eg newsletter), start with name, so will group together
  - ◆ Rename Newsletter, Minutes, AT&T, etc.
- Organize our photos
  - ◆ Create folders 01, 02 ...12 and copy and paste into each year
  - ◆ Sort photos by date taken, and move into correct folders
- Rename multiple files (photos) at once. Will use Keith's wedding, March 2002

Now we should have a well organized Filing System where we can quickly find any file and easily add new files.

### To search for a file or folder

1. Click **Start**, and then click **Search**.
2. Click **All files and folders**.

#### *Important*

If you do not see **All files and folders**, you have probably changed your default search behavior.

1. Click **Change preferences**.
  2. Click **Change files and folders search behavior**.
  3. Click **Standard**, and then click **OK**.
  4. Click **All files and folders**.
3. Type part or all of the name of the file or folder, or type a word or phrase that is in the file.
  4. If you do not know either piece of information or want to narrow your search further, select one or more of the remaining options:

- a. In **Look in**, click the drive, folder, or network you want to search.
  - b. Click **When was it modified?** to look for files that were created or modified on or between specific dates.
  - c. Click **What size is it?** to look for files of a specific size.
  - d. Click **More advanced options** to specify additional search criteria.
5. Click **Search**.

### Search exercises

- Partial word search
- Use of Wildcard (\*)
  - beginning
  - end
  - other
- Use of extension

### Email Exercise

Emails with attachments should not be left in your inbox, or even filed in your email system. If you want to keep the attachment, then detach it and save it in your well organized filing system! Otherwise, delete it.

Open Outlook Express, and there should be an email with some attachments that we'll use to practice doing this.

### Copy Files and Folders to a CD -- Windows XP

Files to be copied to a CD must be saved on the hard drive first; they cannot be saved directly from an application. Save the file first in an appropriate folder on your computer.

1. Close all applications until there is a "clean desktop."
2. Place the File Management Workshop CD in the CD-R drive.
3. Close the CD-Action box if it opens.
4. Open **My Documents**
5. Highlight file(s), using the **Ctrl** key if making selections. In this case, click **Edit>Select All** then hold the **Ctrl** key and click **1\_StudentsDocs**, to deselect.
6. Right click any of the selected folders and click **Copy**.
7. Open **My Computer**, located on the left under **More Places**, find the drive that contains the CD and double click to Open.
8. Go to **Edit** and click **Paste**.
9. Under **CD writing tasks** on the top left, Click **Write these Files to CD** .
10. In the Wizard screen that comes up, follow the directions to copy the files.

Click **Finish** when the CD pops out to clear the temporary files. Close all windows

**If time permits or to practice at home:**

**Now to do this by yourself!**

1. Open **My Documents**, select all folder, then deselect **1\_StudentDocs**
2. To delete these folders either press the **Delete key** on your keyboard, or right click any of the selected folders and click **Delete**
3. Open **My Computer**, located on the left under **More Places**, find the drive that contains the CD and double click to Open
4. In the right pane, double click the **CD** to open. Double click **Workshop Files**
5. Select all files and folders by clicking **Edit>Select All**
6. **Right click** on one of the selected files (highlighted), and click **Copy**.
7. Open **My Documents**, located on the left under **More Places** –it should only contain 1 Folder (1\_StudentsDocs)
8. Right click any blank area in right pane and click **Paste**.

**Now create your own filing system and move these files into the folders you've created.**

**Notes:**