

File Management Workshop

Everything in a computer is kept in files.

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.

Please **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 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” which can be ignored since it is not a true folder. 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:)** folder. Expand and collapse it. This is a “real” folder and shows what is on the main part of the hard drive, the C: partition. Your computer at home may have only the one C: partition.

Expand the C: partition. Three important C: drive folders are:

1. **Documents and Settings** where each user’s document files are stored along with the settings favored by each user. Note that Windows XP was designed for many different people to be using the one computer; and where each person has his or her unique setup and personal My Documents folder.
2. **Program Files** where the application programs you install, such as Microsoft Word, are stored.
3. **WINDOWS** where the Operating System keeps its files.

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**.

Files themselves can be categorized as:

1. Data files. *Dear martha.doc* is a file written by the user using a word processor. *Mona Lisa.jpg* might be a photograph of the painting downloaded from the Internet. All files that you create are data files. You almost never enter the extension yourself; the program that created the file adds the extension when you save the file to the hard drive.
2. Application or program files have extensions such as *.exe*, *.dll*, *.vbs* etc. *Mspaint.exe* is the Paint program file.
3. System files are in the **WINDOWS** folder. The Windows XP operating system files are stored here along with some application files. The **SYSTEM32** sub-folder has over 5,000 files! Typical extensions might be *.ini* and *.pif*.

Some rules:

Don't mess around (rename, delete, copy or move.) with anything in the **WINDOWS** or the **Program Files** folders. Don't store anything in those folders either. This workshop is "File Management" and deals with data files only. Data files are always stored in helpfully named folders typically inside the **My Documents** folder; but not always.

Create a folder on the C: drive

Collapse all the folders in the left pane except for **My Computer**. Single left click the C: drive icon in the left pane to highlight it. Click the **Folders** icon in the toolbar to view the **System Tasks** pane. Under **File and Folder Tasks** click **Make a new folder**. The highlighted **New folder** label is replaced with the word **workshop** from the keyboard. Tap the **Enter** key to complete the entry.

Copy files

We will need some files to work with so let's copy some from the Student Disc to the newly created **Workshop** folder. Place the CD in the drive (or if you are at one of the Learning Center computers and don't have a CD, use the **Student Disc** folder on the C: drive). Click the **Folders** icon to view the drives in the left pane. Double-click to open the **Graphics-Beginning Class** folder. Switch to the **System Tasks** view in the left panel.

These are pictures. Note that the **System Tasks** panel changes, **Picture Tasks** have been added. Click **Edit > Select All**. Again the **System Tasks** panel changes. Click **Copy the selected items**. The Copy Items dialog box opens and it is now apparent why an understanding of the hierarchy of folders is so important.

Navigate to the **Workshop** folder on the C: drive and click to highlight it. Click **Copy**.

Click the **Up** icon on the toolbar to move up the hierarchy. Double-click the **Windows XP Class** folder to open it. Click the **Folders** button on the toolbar to change the left panel view to the traditional Windows Explorer view. Expand the C: drive and use the vertical scroll bar in the left panel to bring the **Workshop** folder to the center.

Click **Edit > Select All**. Using the right mouse button drag-&-drop all the files from the right panel to the **Workshop** folder in the left panel. Left-click **Copy** in the menu.

Sort and Move

Double-click the **Workshop** folder in the left panel to open it. Click the **Views** icon in the toolbar and select **Details**. The items in the files panel on the right can be sorted many different ways by clicking the column headings—Name, Size, Type, Date Modified—on the top of each column. Experiment! Finally sort by **Type**. Right-click in a clear area of the right panel and select **New > Folder**. Name the folder **Pictures**.

Click the **Views** icon and select **List**. Select (single left click) the first JPG file. **Shift-click** the last JPG file to select all the JPGs. **Ctrl-click** to select any other pictures, such as BMPs, to add to the selected list. **Ctrl-click** to remove files from the selected list. Using the left mouse button drag-&-drop the selected files into the **Pictures** folder. You can either stay in the right panel or drag across from the right panel to the left panel. In either case the selected files will be moved to the **Pictures** folder.