

Windows XP

Managing Your Files

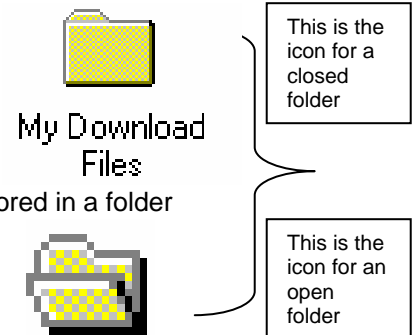
Objective 1: Understand your computer's filing system

Your computer's filing system has three basic divisions: files, folders, and drives.

1. **File-** everything saved on your computer is stored as a file, whether it is a letter you wrote to a friend or the word-processing program you used to write it. The letter you write might be a Word document, for example, or a text file.

Note: Each file has an **extension**. An extension is a set of three or four letters that comes after the name of a file. These letters vary depending on the type of file it is. For example if a document named *schedule* was created using Microsoft Word, then the actual title for that file is *schedule.doc* (.doc is the extension for files created in Word). But, if I create a document in Excel named *schedule*, then the actual title for that file is *schedule.xls* (.xls is the extension for Excel files).

2. **Folder-** you can store a file in a folder and, in turn, store that folder inside another folder. Using different folders helps you and the computer keep track of information. For example, you might save the letter to your friend in a folder named "Joe" inside another folder called "Friends." Your computer also stores files in folders. For example, all the files the computer uses to run Windows 2000 are usually stored in a folder called "Windows." When the computer needs one of those files, it follows a "path" to the folder, and then to the file. Another name for a folder is a **directory**.



3. **Drives-** Files and folders are stored on drives. Drives are basically like filing cabinets. Each drive is assigned a letter name. Your hard drive (the drive inside your computer) is usually known as the C:\ drive. If you have a floppy disk drive, it is usually known as the A:\ drive. If you use files stored on a CD-ROM, the drive where you put the CD is assigned another letter. If you attach to a network, you can assign the network drive still another letter. (Assigning letters to drives is also called "mapping.")
 - **Drive path-** basically the sequence of drive, folder and file names a person would have to go through to find a specific item. For example the drive path: C:\My Documents\schedule.doc tells me that the Word file named *schedule* is in a folder named *My Documents* which is located on my C:\ drive.

Objective 2: Organizing Your Files & Folders

What's the best strategy for organizing your files? The strategy that lets you spend more time doing your work and less time desperately seeking the file you need. When deciding how to organize your files and folders...

Consider the following points:

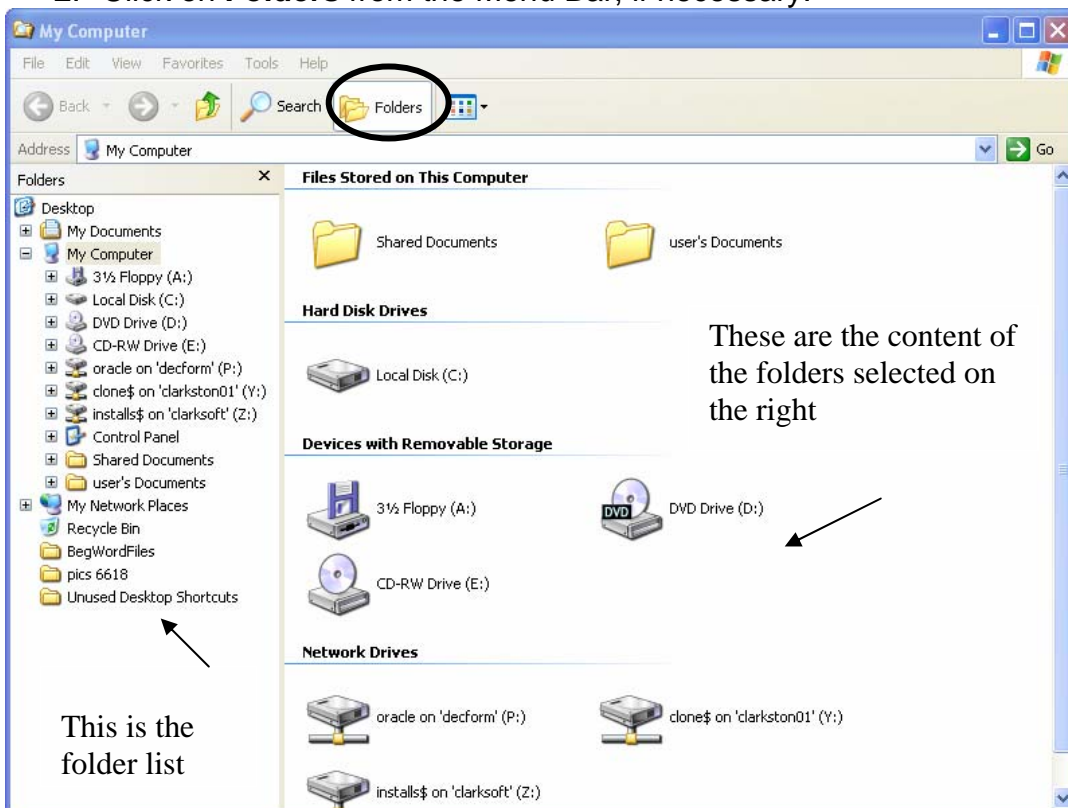
1. Look at the types of files you create, or think you will create. How will you use the information? Do your files fall into major categories? Those major categories are your main folder names.
2. Create meaningful, logical names for files and folders.

Windows XP gives you two file management views: My Computer and Explorer. We'll be using My Computer.

To view file management using My Computer



1. Double-click **My Computers** Icon from the Desktop
2. Click on **Folders** from the Menu Bar, if necessary.



1. (+) sign means there are subfolders (collapsed)
2. (-) sign means the folder is completely branched out (or expanded)

To expand a folder so you can see its subfolder:

In the **folder list** on the left, click on the (+) sign.

To collapse a folder so you no longer see its subfolders:

In the **folder list** on the left, click the (-) sign.

To view the entire contents of any folder (showing both files and folders)

1. In the folder list on the left, click the folder whose contents you want to view.
2. The contents will be listed on the right half of the screen in the "Contents of" section

Objective 3: Create a New Folder

1. From the folder list on the left, click the drive or folder where you want to place your new folder.
For example: If I want to create a new folder to be located within my existing folder named **My Documents**, then I would click the **My Documents** folder in the folder list.
2. Choose **File** from the Main Menu Bar
3. Select **New**
4. Select **Folder**
5. Type a name for the folder
6. Press the **Enter** key on your keyboard

To Rename a Folder:

1. Click the folder to be renamed
2. Click the **File** menu. Then select **Rename**.
3. Type a name for the folder (file names will support up to 255 characters)
4. Press the Enter key on the keyboard

To Delete a Folder:

1. Click the folder you want to delete
2. Choose **File** from the Main Menu
3. Choose **Delete**
4. You will get a warning message. Click **Yes**.

NOTE: If you delete a folder, you will also delete all the files contained within that folder.

To Move or Copy a file/folder:

1. Select the file you want to copy or move
2. With the file you are copying selected, Choose **Edit** from the Main Menu Bar,
3. Select **Copy** or **Cut** (whichever you desire)
4. Select the directory folder where you wish to place your file (files).
5. Select it.
6. Choose **Edit** from the Main Menu
7. Select **Paste**

Note: You can also cut/paste your files by using both the Drag & Drop method, as well as the Cut/Paste toolbars.

Objective 4: Familiarize Yourself with the Desktop

The **desktop** is the term used to describe the screen you see when you turn on your computer. By default, the Start button, Taskbar, My Computer folder and Recycle Bin are displayed. However, you can save your own folders and files on your desktop for easy access if you want. Some people put shortcuts to frequently used applications on their desktop.

What these things on the desktop do:

1. **My Computer**- Inside the folder, you can see a list of all of the disk drives on your computer. Just double-click any icon to see what's inside. When you open a disk drive, you can see the files and folders that it contains. Folders can contain files, programs, and other folders. The My Computer folder, like Windows Explorer, is a file management tool designed to help you organize and access your files and folders.
2. The **Recycle Bin** is a temporary storage area where you can put files you want to delete. The files are not actually deleted until you empty the Recycle Bin. You can empty the Recycle Bin by right clicking on the icon, then selecting the Empty Recycle Bin option from the list that appears.
3. The **Taskbar** is displayed across the bottom of the desktop. The taskbar displays any open applications. Here, you can see that I have a folder called Fa2001, Outlook and Microsoft Word open. You can use these buttons to quickly switch between the applications you have open. Also contained in the taskbar is the Start button.
4. The **Start** button allows you easy access to the applications available on your computer.

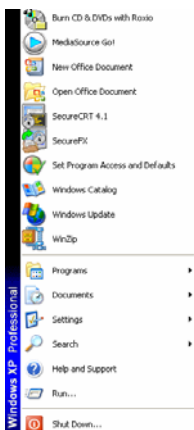


Start
button

Taskbar



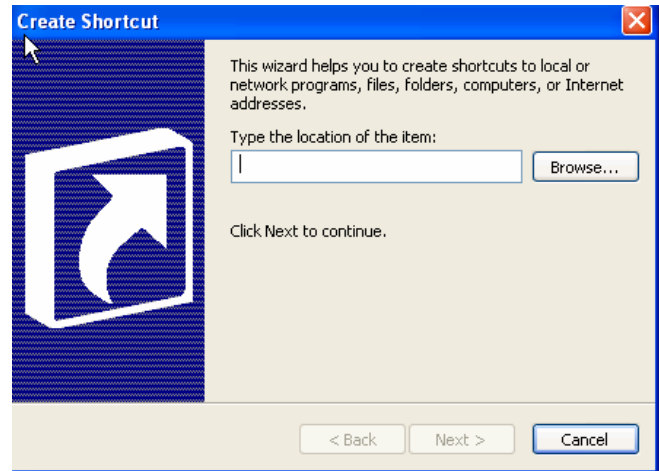
5. It's also a fast way to get Help.
When you click on the Start button you get a menu that include the Programs on your computer, recently used documents, help menus and shut down/reboot options.



Objective 5: Create a desktop shortcut

You can create a shortcut on your desktop to any file or software application on your computer.

1. Right Click in any blank area of the desktop
2. Select **New**
3. Select **Shortcut**. This will open the Create Shortcut window.
4. Click **Browse** to find program or file.
5. Select the file or folder you desire
6. Click **OK**
7. You will return to the Create Shortcut and the drive path will be filled in.
8. Click **Next**. Fill in a name for the shortcut. You can leave the file name if you want.
9. Click **Finish**.



To Rename a folder or file on the Desktop

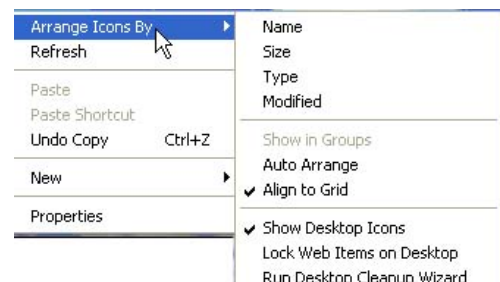
1. Right Click the folder (or file) to be renamed
2. Select **Rename**. The folder (or file) will become highlighted and a cursor will appear
3. Type the new file name
4. Press the **Enter** key on the keyboard



Arranging the icons on your desktop

There are three ways you can arrange the icons

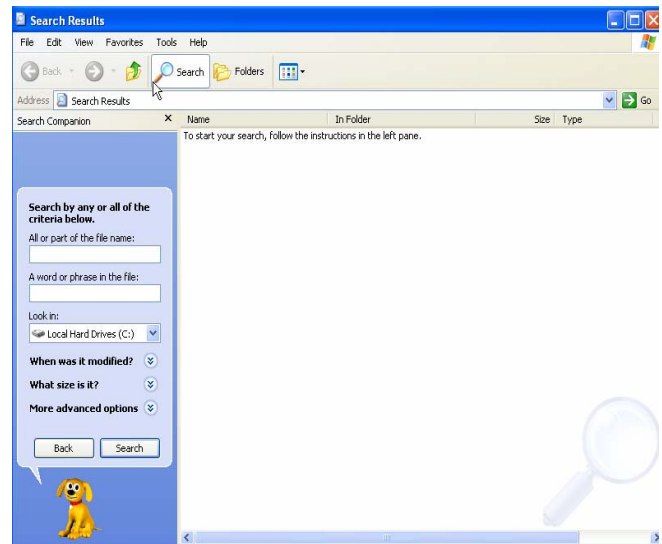
1. Click on the icon(s) and drag them to the position you want.
2. Right click on a blank area of your desktop and select **Arrange Icons**. This will open a menu that allows you to determine how you would like your icons to be automatically displayed. If you choose **Auto Arrange**, your icons will automatically snap into a grid and you will not be able to manually drag them to a different position until you turn the **Auto Arrange** option off.



Objective 6: Find Files and Folders on your computer

If you've ever wanted to open a previously saved file, but couldn't remember where you saved it, you are in good company. This is very common. Below is a tip for find where a file is saved on your computer.

1. Click the **Start** menu
2. Select **Search for Files or Folders**
3. Click all **files and folders**
4. Type all or part of a filename in the **Named** box.
5. Select the drive you want to search from the **look in** drop down menu.
6. Click the **Search now** button to execute the search.



Once the search is finished a list of all related files found on the drive you specified will be displayed. This list includes the following:

- The name of the file.
- The drive path for finding that file.
- The size of the file
- The type of file it is.
- The date and time the file was last modified.

