

FILE MANAGEMENT

File Management can help with the following:

- ❖ Organizing folders and files in a file hierarchy, or a logical order, so that information is easy to locate and use.
- ❖ Saving files to the folder in which they will be stored for future use.
- ❖ Creating a new folder in order to reorganize information.
- ❖ Deleting files and folders that are no longer needed.
- ❖ Finding a file when the name of the file is not remembered.
- ❖ Creating shortcuts to files for easy access.
 - A shortcut is a link that can be placed in any location that gives instant access to a particular file, folder, or program that is stored on the hard disk.
 - Shortcuts can be created in any folder or on the Desktop.

Determining How Much Space is Available on a Disk

When working with disks it may become necessary to know how much space is remaining on the disk. To check the space on a disk, complete the following steps:

- ❖ **In My Computer or Windows Explorer**
 - Click the disk that is to be checked, for example 3 ½" floppy.
 - Do one of the following:
 - Click **File** on the **Menu Bar** and then click **Properties**.
 - Right-click on the disk name and then click **Properties**.
 - A pie chart will appear showing how much free and used space is on the disk.

Notes

- When a disk is selected in Windows Explorer, the status bar at the bottom of the window shows the same information.
- To select a disk in the left pane of Windows Explorer, click the disk.

Copying a File or Folder

There are occasions when a file or folder needs to be copied to another location in order for someone else to use it or for a backup copy to be made. To complete this task, complete the following steps:

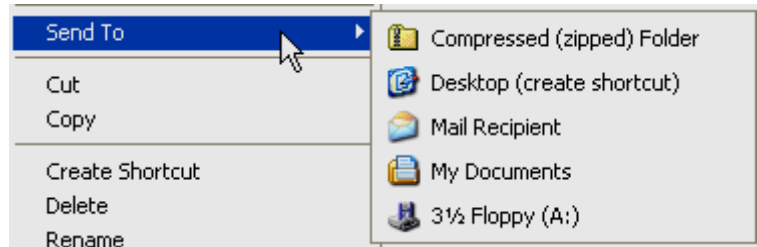
- ❖ **In My Computer or Windows Explorer**
 - Do one of the following:
 - Click the file or folder to be copied and then click **Edit** on the **Menu Bar**.
 - Right-click the file or folder to be copied.
 - Click **Copy** in the list of choices.
 - Click on the folder or disk where the document or folder is to be copied to.
 - On the **Edit** menu, click **Paste**.

Notes

- To select more than one file or folder to copy, hold down the CTRL key, and then click the desired items.
- To select a folder in the left pane of Windows Explorer, click the folder.

Quickly Sending Files and Folders to Another Folder or Disk (Using Send To)

- ❖ Double-click on the **My Computer** icon on the **Desktop**.
- ❖ Do one of the following:
 - Click the file or folder that is to be sent to another folder and then click **File** on the Menu Bar.
 - Right-click a file.



- ❖ Point to **Send To**.
- ❖ The **Send To** option contains the following default destinations as shown in the illustration at the right:

- **Compressed (zipped) folder** - This option is used to send the file or folder to a zipped folder and changes the size of the file or folder so it doesn't take up as much room on the computer. A new folder will appear in your list of files. The file folder will look like the icon next to **Compressed (zipped Folder** in the illustration at the right.
 - **Desktop (create Shortcut)** - The item will appear as a shortcut item on the Desktop. The file can be opened by clicking (or double-clicking) it.
 - **Mail Recipient** - This option is used to create a quick e-mail message with the selected file attached to it.
 - **My Documents** - To move the file to the My Documents folder, click this option.
 - **3 1/2" Floppy (A:)** - This option is used to copy files to the floppy disk drive.
- ❖ Choose one of the options listed above.
 - ❖ The file will be sent to the location indicated.

Deleting a File or Folder

- ❖ Click the folder or file that is to be deleted.
- ❖ On the **File** menu, click **Delete**.
- ❖ One of the following messages will appear:
 - Asking whether to send the items to the Recycle Bin.
 - Asking if the file or folder is really to be deleted.
- ❖ Click **Yes**.
- ❖ Close **Windows Explorer** or **My Computer**.

Locating a File or Folder

The Search command can be used to locate a file, a computer, or other items in a Windows program. To find a file or folder, complete the following steps:

- ❖ Click the **Start** button.
- ❖ Click **Search**.
- ❖ The **Search Results** dialog box will appear. The options under Search Companion are:
 - *What do you want to search for?*
 - Pictures, music, or video
 - Documents (word processing, spreadsheet, etc.)
 - All files and folders
 - Printers, computers, or people
 - Information in Help and Support Center

- *You may also want to...*
 - Search the Internet
 - Change preferences
 - Learn more about Search Companion
- ❖ Choose **Files and Folders** from the list of **Search Companions**.
- ❖ Type the name of the File or Folder in the box under **All or part of the file name**. It is also possible to input just part of the name.
- ❖ To search for a word or phrase in a file instead of the name for the file, input a word or phrase in the box under **A word or phrase in the file**.
- ❖ Click the arrow next to **Look In** and select the location that is to be searched.
- ❖ If the approximate date of when the file was modified is known, click the **When was it modified?** option and make a choice from the list.
- ❖ If you know the approximate size of the file, click the **What size is it?** option and specify a size.
- ❖ Click the arrow next to **More Advanced Options** to specify other criteria for the search.
- ❖ After making all the selections in the dialog box, click **Search**.

Renaming a File or Folder

- ❖ Do one of the following:
 - Open **Windows Explorer** by right-clicking on the **Start** button and choosing **Explorer**.
 - Open **My Computer** by clicking **Start** on the **Taskbar**.
 - Open **My Computer** by clicking the icon on the **Desktop**.
- ❖ Click the folder in **Windows Explorer** or under **My Computer** where the folder or file is located.
- ❖ Do one of the following:
 - Click **File** on the **Menu Bar** and then choose **Rename**.
 - Right-click the file name.
- ❖ Choose **Rename** from the **Shortcut** menu.
- ❖ With the **File** or **Folder Name** selected,
 - Type a new name or
 - Click to position the insertion point, and then edit the name.
- ❖ Press **Enter**

Putting a Program Shortcut on the Desktop

To create Desktop shortcuts:

- ❖ Click the **Start** button on the **Taskbar**.
- ❖ Select **All Programs** from the **Start** menu.
- ❖ Right-click one of the programs from the list that appears.
- ❖ Move to the **Send to** option.
- ❖ Click the **Desktop (create shortcut)** option.
- ❖ The shortcut will appear on the desktop.

Putting a File Shortcut on the Desktop

Shortcuts make access to programs easier. Shortcuts can be created to open application programs, such as Microsoft Word or to create a shortcut to open a particular file that is used frequently. To open a file or program, all that is need is to double-click on the icon.

❖ In **My Computer** or **Windows Explorer**.

- Double-click the folder icon that contains the file that the shortcut is to be created for.
- Right-click the file that the shortcut is to be created for.
- Choose **Create Shortcut** from the list of options.
- The shortcut will appear in the documents window.
- Drag the shortcut to the desktop placing it in the position where it is to appear.

Notes

- To change any settings for the shortcut, such as what kind of window it starts in, right-click the shortcut, and then click **Properties**.

Options under My Documents

Several of the operations described previously may be performed by accessing the **My Documents** folder, such as Renaming a File, Moving a File, or Copying a File. To open the **My Documents** folder,

- ❖ Click **Start** on the **Taskbar**.
- ❖ Choose **My Documents** from the list that appears on the right.
- ❖ To create a new folder, click the **New Folder** option.
- ❖ To change the options for a folder or file, click that item in the list on the right side of the window.
- ❖ The options to make the changes will appear in the list on the left side of the window.

Moving a File or Folder

It might become necessary to move a file, rather than copy it to another file or folder in order to have more space on a disk or to better organize the file system. To do this, complete the following steps:

❖ In **My Computer** or **Windows Explorer**

- Click the file or folder that is to be moved.
- On the **Edit** menu, click **Cut**.
- Open the folder where the file or folder is to be moved to.
- On the **Edit** menu, click **Paste**.

Notes

- To select more than one file or folder, hold down the CTRL key, and then click the desired items.
- It is also possible to move a file or folder by dragging it to the desired location.
- To select a folder in the left pane of Windows Explorer, click the folder.

Moving Files by Dragging Instead of Using Menus

Files may be moved from one folder to another by clicking on the file and dragging it to the new folder. To move a file while dragging, complete the following steps in **My Computer** or **Windows Explorer**:

- ❖ Find the file or folder that is to be moved.
- ❖ Make sure the folder where the file is to be moved to is visible.
- ❖ Drag the file or folder to the destination.

Notes

- ❖ If right-click is chosen to drag a file, a menu appears with the available options.
- ❖ If a file or a folder is dragged to a location on the same disk or drive, it will be moved.
- ❖ If it is dragged to another disk or drive, it will be copied.
- ❖ To create a copy of a file and move it at the same time, press down the CTRL key while dragging the file to a new location.

Creating a Folder

New folders may be created using My Computer and Windows Explorer. Creating a new folder makes it easier to organize documents. For instance, data files may be kept in a different location than the program files. Additionally, new folders can be added to My Documents to organize files for different programs or different jobs that are performed. To create a new folder, complete the following directions.

- ❖ Click the folder in **Windows Explorer** where the new folder is to be created.

or

- ❖ Double-click the folder in **My Computer** to open it.
- ❖ On the **File** menu, point to **New**.
- ❖ Click **Folder**.
- ❖ The new folder appears with a temporary name.
- ❖ Type a name for the new folder
- ❖ Press **ENTER**.

Note

- To create a new folder within a folder, click the folder and then follow the steps above.