

File Management

(A) Naming and Organizing Files

1. Where are files stored?

Here are the common letters for the drives on your computer

Drive	Letter Designation	Approx. Storage Space
Local Floppy	A:	1 meg
Local Hard Drive	C:	More than 20 meg
Local CD-ROM Drive	D: (E: if Zip present)	650-700 meg
Local Zip Drive (if present)	D:	150-200 meg
Network Drive	G:	10 meg

2. Organizing Files into Folders

Files or documents need to be organized them if want to be able to find them. Just like a filing cabinet, it is helpful if you organize your computers files or documents by creating **file folders** and placing your files within them.

File folders can contain other file folders. When a folder has too many files to easily manage, you can simply create more folders or sub-folders and move your files into them for ease of use.

Tips:

- ü Keep all related files together (i.e. project, person, course, semester)
- ü Organize your folders according to how you work
- ü Put your folders in a spot you can find easily
- ü Think about your organizational structure before you start working on your documents
- ü Always keep a back-up of your work on a Floppy disk, CD or Zip disk

3. What about file names?

Work is saved on drives as files and these files have names.

It used to be that **filenames** had to be 1-8 characters long and couldn't include spaces; but now those limits have are more flexible.

Extensions

In addition to the actual filename, files also must have an **extension**. An extension consists of a period "." followed by 3 characters and is a very important part of the filename. This tells your computer what type of file it is.

i.e.

.doc à Word file

.ppt à Power Point file

.htm à Web file

.rtf à Rich Text Format file

.gif/jpg à Image

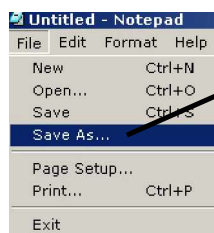
The extension is added when you select the file type.

Tips:

- ü Make your filenames meaningful so that you won't have to open up each one to remember what they contain
- ü Use dates in the filename if you update the file frequently (i.e. 02-24-2002)
- ü Use a prefix when you have similar files (i.e. course code, section number, semester)

(B) Saving Your Files...

1. Save As...



When you first save a file, you are presented with a "Save As" dialog box. This box gives you all the controls you need to specify exactly where and under what name your file is saved. Windows itself provides a generic Save As dialog that can be used by various applications.

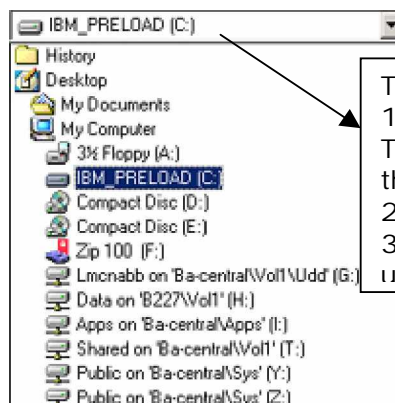
When you save a file, you must **pay close attention to several things**.

1. You must notice which **drive** you are saving to.
2. You must take note of which **folder** you are saving to within that drive.
3. You must give the file a **meaningful filename** and extension

The application will add the default extension for you. However, in the Office applications if you want RTF or HTML files, you will have to select the file type.

When saving in a program, the save location may default to the last drive and folder you saved to. So, unless you are sure where your save location is, you need to check; otherwise, you may end up saying, "The computer lost my file!"

2. Finding the Proper Drive...

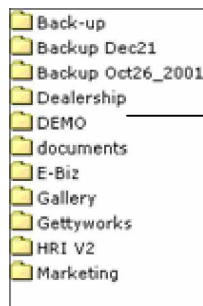


To select the drive you want to save to, follow the steps below.

1. Click on the arrow in the "Save in:" drop down menu. This will cause a list to drop down of all the drives available to the machine.
2. Scroll through the list, and find the drive you want;
3. Click on it to make it the current drive and the list will update to show the files and folders on the selected drive.

3. Navigating through the folders...

After selecting the drive you want, a list of folders in that drive will appear in the area below. **Double click on the folder** you want to save your file in.



Select the folder you want to use by double-clicking on that item in the list. The list will change to show the folders and files in that drive; then you can move down through the folder structure to the folder you desire simply by continuing to double-click on the folders you wish.

Advanced Method:

Once you are confident in your understanding of how computers are organized, you may want to use the following method to select drives and folders.





Click on the "Up One Level" button, to move up in the folder structure towards the root folder of the current drive. The entry in the "Save in:" menu and the file list will change to indicate this. When you have reached the root folder, the "Save in:" box will indicate the drive letter of the current drive.



The prefixing text may vary, but you will always see something ending in "(C:)" for the local hard drive, "(A:)" for the local floppy drive, and so on.

4. Adding a New Folder

1.  **Click on the New Folder icon** to create a new folder at any time during the drive and folder navigation.
2.  **Type the folder name.** If you do not have an option to rename the folder, right click on the folder, go to File → Properties and type the name in there.

5. Typing the Filename...

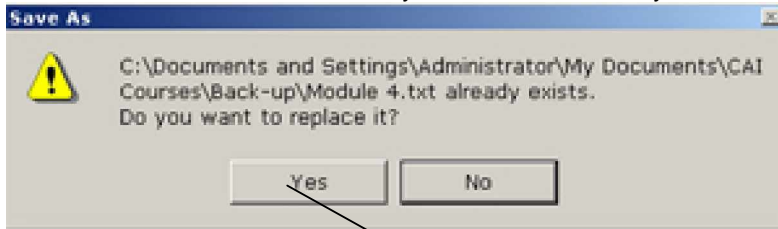
Once the drive and folder selections have been made, all that is left is to specify a meaningful filename by typing it into the "File name:" box.



In the file name box, highlight the text, and type a meaningful filename. Longer isn't necessarily better, but use as many characters as you need to make the file recognizable to you later. Don't add an extension; let the application do that for you.

6. Duplicate Filenames...

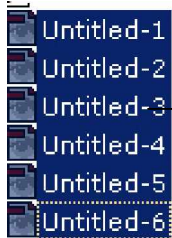
If a file with the same name already exists in that folder, you will be given an option of replacing it.



If you agree, the existing file will be overwritten and its contents will be lost. Make certain that this is what you intend before clicking the "Yes" button. Files can have the same name as long as they are in different folders.

(C) Managing Your Files

1. Selecting Multiple Files...



1. To select discontinuous folders/files ctrl-click on each folder/file.
2. To select a block of files/folders, click on the first in the block, then shift-click on the last file in the block.
3. To remove a file from the selection ctrl-click on the selected folder/file.

2. Moving Files or Folders...

The Copy/Paste Method

1. Select the file(s) or folder(s) you want to move
2. Click on the toolbar's copy button or press "Ctrl-C"
3. Move to the place you want to put the files(s) or folder(s)
4. Click on the toolbar's paste button or press "Ctrl-V"

This will only copy the file(s) or folder(s) to the new destination. There will now be two copies – one where you pasted and one where you copied.

The Cut/Paste Method

1. Select the file(s) or folder(s) you want to move
2. Click on the toolbar's cut button or press "Ctrl-X"
3. Move to the place you want to put the files(s) or folder(s)
4. Click on the toolbar's paste button or press "Ctrl-V"

Once you navigate to the destination and paste, the selection will be moved to the new location *and* deleted from the old location.

The Send To Method

1. Select the file(s) or folder(s) you want to move
2. Right-click on the selection go to "Send To"
3. Choose where you want to send the selection. The most common are Zip drive, A drive, Desktop, My Documents and GroupWise Recipient.

The Drag/Drop Method

1. Select the file(s) or folder(s) you want to move
2. Choose the destination by using the left-hand folder pane and its "+" and "-" signs and scroll bar
3. Drag and drop the selection to the destination folder

Be aware that **dragging within a drive moves the selection**, while **dragging between drives copies the selection**.

3. Re-naming a folder/file...

There are different ways to re-name a folder or file.



1. Select the folder/file and press the "F2" key on the keyboard or go to the menu File à Rename or Right-click and select "rename". The name is initially selected by default, so, whatever you type replaces what was previously there
2. Then type your replacement name. Hit the Backspace key to delete the text, or click in the text at the place you want to edit.