

Folder and File Management in Windows XP

(Most of this outline is from Fairfield Univ. file management document)

Viewing Folders and Files

- **A better way to view the windows hierarchy is to access windows explorer**

(Below most ⌚ items are alternative steps to take)

- ⌚ Open window explorer

- Start>programs>accessories>windows explorer
- Right click on the start button>Explore

- ⌚ Structure of windows explorer

- Left (task) and right pane—click on Folders in tool bar to toggle views
- View>Arrange icons by>Show in Groups (check or uncheck)
- Separator bar, can be moved to resize panes
- Use + - to open and close folders to view sub folders,.

Managing Folders and Files

- **It will be easier to locate files later if you create folders from the start.**

- **Work with Folders**

- ⌚ Create folders

- From task pane>make a new folder
- Menu Bar - File>new folder
- Right click>new folder

- ⌚ Rename folders

- From task pane, click on a folder, select rename folder
- Right click folder>choose rename
- Menu Bar - File>rename
- Highlight and click once on the name

- ⌚ Copy folders

- From tasks pane
 - Menu Bar - Edit>copy
 - Right click and drag to new location, choose copy when you let go of button.
 - Ctrl drag and drop
- 🕒 Move folders
- Task pane
 - Menu Bar - Edit>move this folder
 - Drag and drop into new location
 - Right click and drag, choose move when you let go of button.
- 🕒 Other options – undoing last action,
- Menu Bar - Edit> undo
- 🕒 Folder settings/properties/sharing folders
- Select folder. Right click>properties

• Work with Files

- 🕒 With folders in place, now we can work with files
- 🕒 The steps are almost identical to creating folders
- 🕒 Create files
- Create file without opening a program, on the desktop – right click>new>choose file type. Type name and then enter.
- 🕒 Rename files
- From task pane, choose rename this file.
 - Right click file and choose rename
 - Menu bar - Choose file>rename
- 🕒 Copy files
- Task pane>copy this file

- Menu Bar - Edit>copy to folder
- Right click file and drag to new location, when releasing button, choose copy here.

🕒 Move files

- Task pane>move this file
- Menu Bar - Edit>move to folder
- Drag and drop into new location
- Right click drag and drop, when releasing button choose move.

🕒 File properties – Properties for a file will differ depending on the app.

- Right click file>properties

🕒 Selecting files

- To select group objects, If in a file list, select first object, press and hold down shift key, click the last object in the group, release shift key
- To select non-adjacent objects, select the first object, press and hold the ctrl key, click each additional object you want to select, release ctrl key.
- Clicking and dragging over the icons to select them.

• Create Shortcuts

🕒 Shortcuts are a pointer object or link to a frequently used object/file/folder. Its more efficient, saves time.

🕒 Creating shortcuts for programs, files, folders

- To create a shortcut on the desktop, right click object and choose send to > Desktop (create shortcut)
- Right click object, choose create shortcut
- Select object, hold alt key, and drag the mouse pointer away from the original object and release.
- Right click object, drag the mouse pointer away, when you release button, choose create shortcut here.
- Use the short-cut properties to show the original location

• Saving a document (Save vs. Save As)

- ⌚ Until your document is saved to a disk, it exists only in computer memory, which is only temporary storage space. For permanent storage, you need to save to a disk.
- ⌚ Save
 - To save frequently, without having to retype a name
- ⌚ Save As
 - When saving a file for the first time, to give it a name, to save it to another location or in another format.
- ⌚ File names
 - Can't use certain characters
 - Up to 255 characters long
 - Don't use spaces, use underscores. _
- ⌚ Extensions
 - Three letters at the end of a filename, used to identify which type of program created which file. (i.e. .doc is a Word file, .jpg is an image file)
- ⌚ Where to save
 - Hard drive (aka C drive)
 - Removable media: CD, DVD, external hard drive, flash card.
- ⌚ Saving Tips
 - Save work frequently
 - Always save first before working on a document

• Cut, Copy, and Paste information

- ⌚ You need to move some data around within a document or to another program. You can copy, paste into many other programs.
- ⌚ When you copy, the object is placed in the Clipboard
 - The Clipboard holds information until you paste it somewhere

- Not visible.
- Holds a history until you:
 - Turn off computer
 - Cut/copy another selection
- ⌚ Options for cutting (deleting): select object, then:
 - Menu Bar - Edit>cut
 - Ctrl + x (means: while pressing Ctrl key press the letter x key)
 - Right click, select cut
 - Highlight and drag, then cut
- ⌚ Options for copying: select object, then:
 - Menu Bar - Edit > copy
 - Ctrl + c
 - Right click, select copy
 - Highlight and drag, then copy
- ⌚ Options for pasting: position cursor, then:
 - Menu Bar - Edit>paste
 - Ctrl + v
 - Right click, select paste