File Management

Getting Started

In this class we will discuss some techniques for organizing and maintaining files on your computer.

File Hierarchy

Hierarchy refers to systems that are organized in the shape of a pyramid, with each row of objects linked to objects directly beneath it.

Directory You can think of a directory as a folder or cabinet that contains files and perhaps other folders. The topmost directory in any file is called the *root directory*. A directory that is below another directory is called a *subdirectory*. A directory above a subdirectory is called the *parent directory*.

Folder A folder is an object that can contain multiple documents.

Document A file created with a word processor. In addition to text, documents can contain graphics, charts, and other objects.

File A collection of data or information that has a name. This name is called the *filename*. Almost all information stored in a computer must be in a file.

Local Disk (C:)

Math   Reading   Art

Parent Directory

Sub-Directories

Addition   A1   A2   Phonics   SW   L1
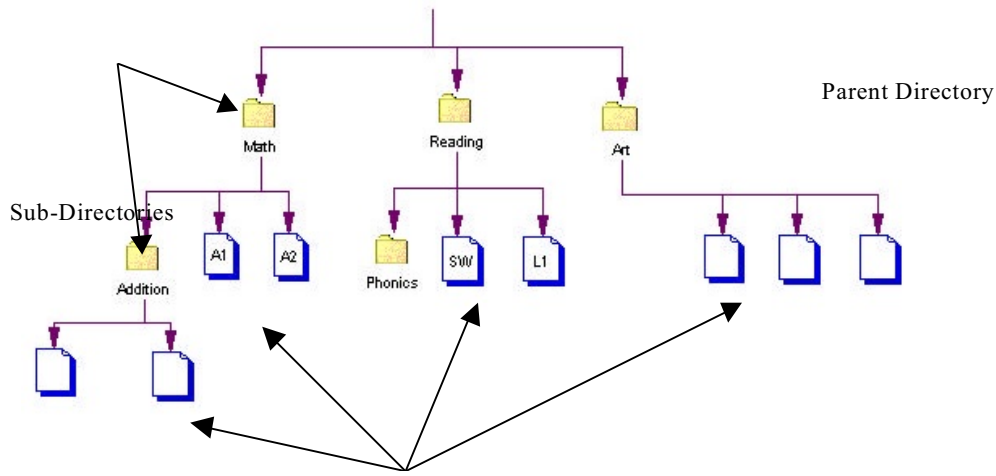
Documents/File

Saving a File

When working on a document inside of a program, you will probably need to save the document at some point. The example shown below is done in Microsoft Word, but the process is similar regardless of the program.

Save   Allows you to save the changes you have made. The old file will be
            replaced with the new changes.

Save As   Allows you to **rename** the file as something else, whereby creating an
            entirely new file with the new name.

1. There are three ways to "Save" a file.
            a. Click on the "Save" icon on the standard toolbar.

            b. Hold down the "Ctrl" key and press "s" on the keyboard.
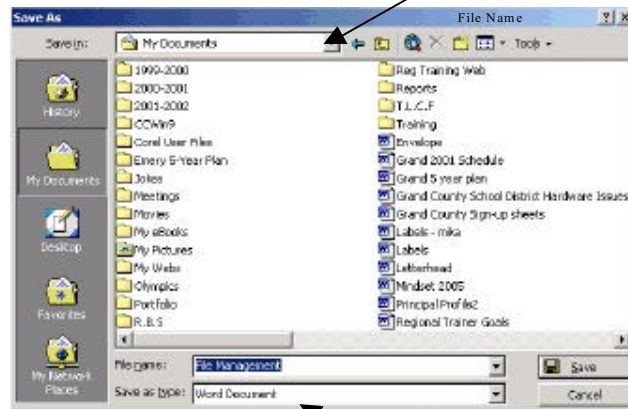   c. From the "File" pull-down menu, choose "Save".
2. *OR* you can rename the file by choosing "Save As" from the "File" pull-down menu.
3. You need to be aware a couple things before you actually tell the computer to save your work.
            a. What was the file named? What directory (folder) is chosen?
            Directory

My Computer

   The "My Computer" icon on your desktop allows you to see all of the directories you have access to.

To locate a file or to see all of the files inside of a directory:
1. Double-click on the "My Computer" icon.
2. Double-click on the drive that you would like to look inside of.
3. Double-click to open any folder to view it's contents.

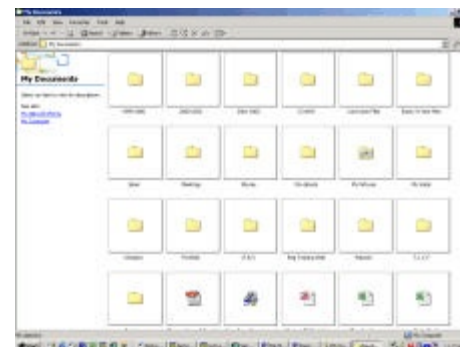## Viewing Files Differently in My Computer

From the "View" pull-down menu, choose from the options. Below shows the difference in the way the files and folders will appear on the screen.
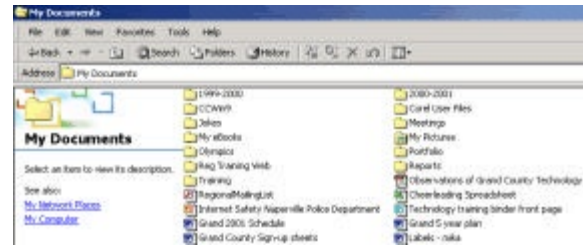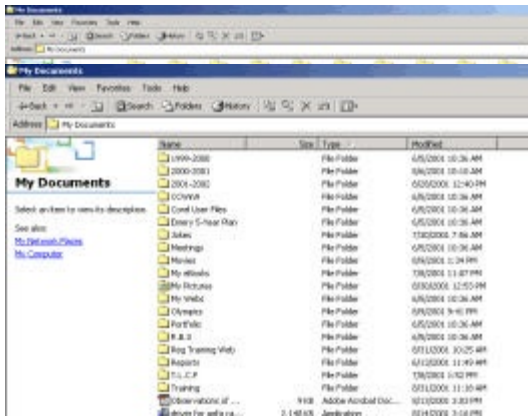
Small Icons

Large Icons

Details

What the Pictures Mean

Thumbnails

Word Document	Excel Spreadsheet	Presentation
	PowerPoint	PDF File

3

Access

Database

Pictures

Drives

☐ **The A Drive**
- o The A Drive is simply the space where the 3 ½" floppy disc is inserted into your computer.
- o If you were to place a disc inside that opening (bottom toward the little light), then double-click on the "A:" icon, you could see what is stored (saved) on your disc.

☐ **The C Drive**
- o The C Drive is the computer's memory. Any program that is loaded onto your computer will run from the C Drive. There are basically two components: ROM and RAM.
- o ROM is an acronym for Read Only Memory. Any programs you have loaded on your computer take up ROM space. This space can be thought of as untouchable. You are unable to modify any of this memory. This is where the hard code tells the computer what to do when you open a program. The ROM is kind of like your *long term memory* in your brain.
- o RAM is an acronym for Random Access Memory. RAM is basically the "thinking" part of your computer. As you edit a word processing document, for instance, the ROM already called up the program and the RAM helps make changes to the words, pictures, and tables as you go. The RAM is kind of like your *short term memory* in your brain. If you do not save changes made in the RAM, they will not show the next time you open your document.

☐ **The D Drive**
- o Newer computers come with a CD ROM drive. This is your D Drive. CD ROMs have all kinds of programs now. Most new software packages are loaded from the CD ROM instead of the discs because CDs hold much more information.
- o CD ROM is an acronym for Compact Disc Read Only Memory. Self-explanatory.

☐ **The H Drive**
- o Your H drive is set up especially for you. When you log into Novel (when you first turn on your machine) the network realizes that YOU are

now working on a machine in the district. When that happens, your H drive is automatically activated.

- o No one can see what's in your H drive unless you give them your Novel login and password.

☐ **Other Drives**

- o You may also have a **shared directory** that acts like a bulletin board for the teachers inside a school. That is typically the **S Drive**.
- o You may see other drives like X or V. These are set up to help the network administrators run certain programs. You will never need to save anything to these drives.

Windows Explorer

Windows Explorer works like "My Computer" in that it allows you to see and manipulate files and folders. It is simply your preference which one you use.

1. From the START button, choose "Programs", and then "Windows Explorer".
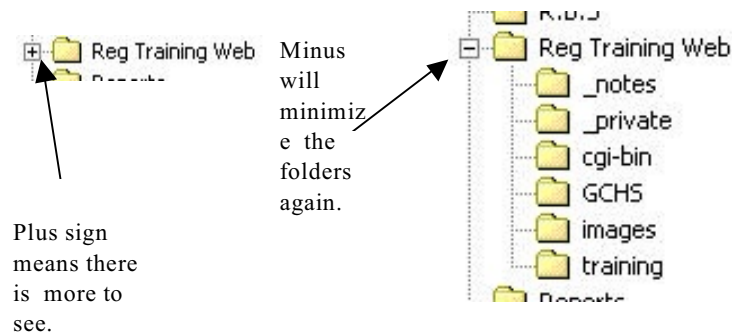   *HINT: If you are using Windows 2000, you will find Windows Explorer under the "Accessories" menu.*
2. Click once on a drive to the left of the screen to see its contents on the right.
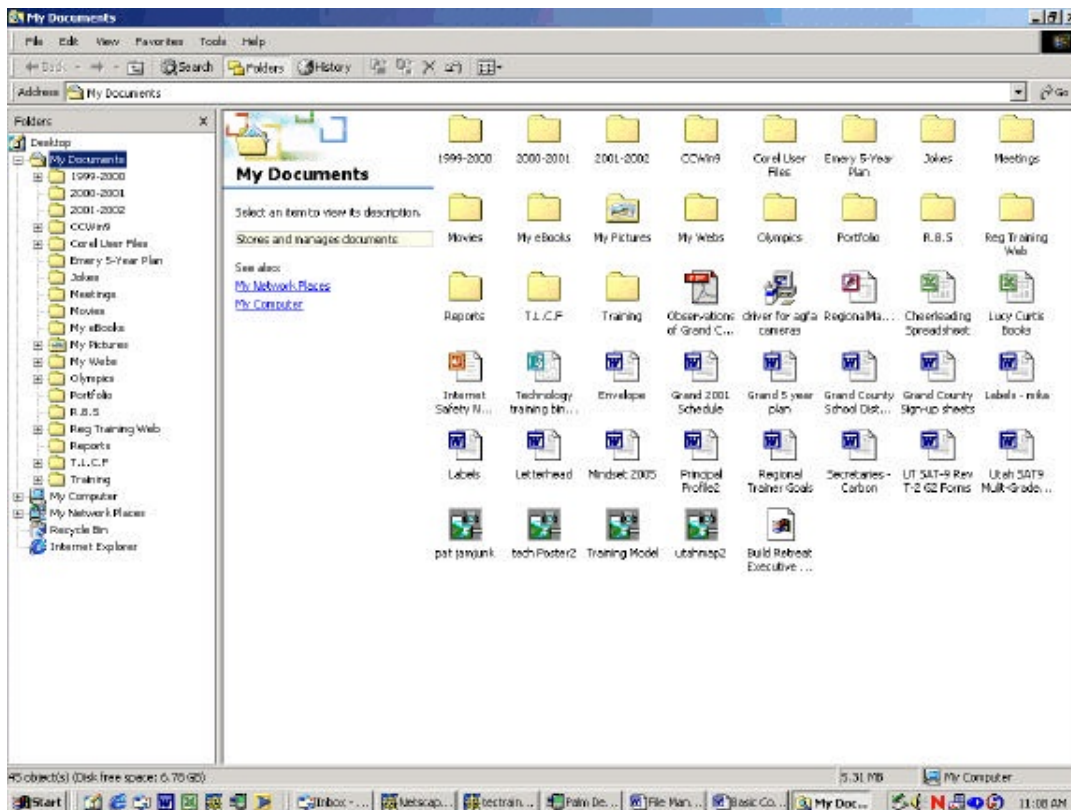
3.

 The "plus" sign next to a folder shows that there is more inside that you
cannot currently see. A "minus" sign will allow you to minimize the list of
files/folders under the current folder.

⊞ 🗀 Reg Training Web   Minus
                        will
                        minimiz
                        e the
                        folders
                        again.

Plus sign
means there
is more to
see.

🗀 Reg Training Web
    🗀 _notes
    🗀 _private
    🗀 cgi-bin
    🗀 GCHS
    🗀 images
    🗀 training

Creating Folders

My Computer

1. Open the directory where you would like the new folder to be placed.
2. There are two ways to create a folder. Choose ONE of these ways:
      a. Right-click somewhere in the white part of the screen.
          i. From the menu, choose "New" and then "Folder".
            ii. The new folder will come in with its name highlighted.
          Simply begin typing the new name for the folder.
     b. From the "File" pull-down menu, choose "New" and then "Folder".
          i. The new folder will come in with its name highlighted.
          Simply begin typing the new name for the folder.

Windows Explorer

1. Click on the directory in which you would like to new folder appear.
3. There are two ways to create a folder. Choose ONE of these ways:
      a. Right-click somewhere in the white part of the screen.
          i. From the menu, choose "New" and then "Folder".
            ii. The new folder will come in with its name highlighted.
          Simply begin typing the new name for the folder.
     b. From the "File" pull-down menu, choose "New" and then "Folder".
2. The new folder will come in with its name highlighted. Simply begin
typing the new name for the folder.

Highlighting More Than One File at a Time

1. If you would like to highlight items that are **clustered in a group**:

a. Place your pointer out of the way of the icons.
b. Click and drag until you see a square/rectangle form.
c. Drag the pointer until all of the desired files are highlighted.
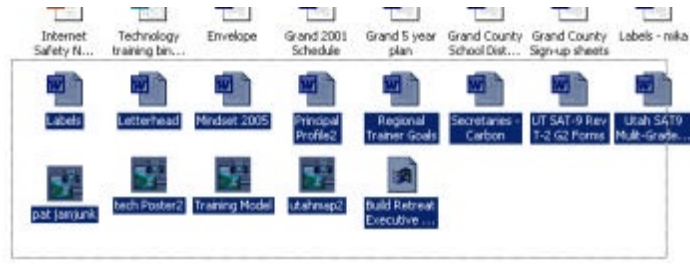
2. If you would like to highlight **items in a row**:
     a. Click on the first item in the row. (The row can run
     vertically or horizontally.)
     b. Hold down the "**Shift**" button and then click on the last item in the row.
     c. Everything between the two will also be highlighted.

3. If you would like to highlight more than one file **randomly**:
     a. Click on the first file, and then hold down the "**Ctrl**" button
     while you highlight the rest.

Moving a File

My Computer

1. Find the file you would like to move.
2. Double-click on "My Computer" again and locate the destination folder.
3. Move the windows so that they are side by side.
4. Drag 'n drop the file by clicking and holding down the mouse over the file you would like to move. Drag it to the other window and let go. **HINT**: *If you are dragging the file to another file in the same drive, the file will be moved. If you drag the file to a NEW drive (C drive to the A drive) the file will be copied instead.*
5. You may also choose to highlight the file, then choose "Cut" (Ctrl + x) from the "Edit" pull-down menu, and then find the destination folder and choose "Paste" (Ctrl + v) from the "Edit" pull-down menu.

Windows Explorer

1. Make sure you see both the original folder for the file and the destination folder.
2. Click on the folder that currently contains the file.
3. On the right side of the screen, click once on the file and drag it to the left side of the screen until the destination folder is highlighted. When you let go, the file will be moved. **HINT**: *If you are dragging the file to another file in the same*

drive, the file will be moved. If you drag the file to a NEW drive (C drive to the A drive) the file will be copied instead.

Copying a File

My Computer

1. Find the file you would like to copy.
2. There are three ways to copy a file:
 a. Right-click on the file and choose "Copy" from the menu.
  b. Highlight the file, and then choose "Copy" from the "Edit" pull-down menu.
  c. Highlight the file and key "Ctrl + c" on the keyboard.
3. Find the destination folder.
4. To Paste the file into its new destination folder, choose ONE of the following ways:
  a. Right-click in the white area of the screen and choose "Paste" from the menu.
  b. Choose "Paste" from the "Edit" pull-down menu.
  c. Key "Ctrl + v".

Windows Explorer

1. Find the file you would like to copy.
2. There are three ways to copy a file:
 a. Right-click on the file and choose "Copy" from the menu.
  b. Highlight the file, and then choose "Copy" from the "Edit" pull-down menu.
  c. Highlight the file and key "Ctrl + c" on the keyboard.
3. Find the destination folder.
4. To Paste the file into its new destination folder, choose ONE of the following ways:
  a. Right-click in the white area of the screen and choose "Paste" from the menu.
  b. Choose "Paste" from the "Edit" pull-down menu.
  c. Key "Ctrl + v".

Renaming a File or Folder

There are three ways to rename files and folders. Choose from one of the following ways:
1. Right click on the file or folder. From the menu, choose rename and then type in the new name.
2. Click once on the file or folder. Wait a second or two, and then click on the file or folder again. You will see a cursor appear and you can now key in a new name.
3. Click once on the file or folder and then choose "Rename" from the "File"

pulldown menu.

Deleting Files

There are several ways to delete files. Choose one of the following ways:
1. Click on the file to select it. Hit "Delete" on the keyboard. Answer "Yes",
you are sure that you would like to delete the file.
2. Right-click on the file and choose "Delete" from the menu. Answer "Yes",
you are sure that you would like to delete the file.
3. Click once on the file, and then drag it onto the desktop until you see the "Recycle
Bin" highlight, let go.

Retrieving the Files

1.   Do a search to find a file that you wish to use.

2.   Once the search has been conducted, a list of the files matching the search
         criteria will appear in the lower window.

3.   There will be a description of the file along with its current location and file
         size.

4.   If you would like to open the file, simply double-click on the icon and the
         appropriate program will automatically open the file.

5.   Then you can save it with a new name or edit the document.