

Chapter 23 File Management (FM)

Most Windows tasks involve working with and managing Files and Folders. Windows uses folders to provide a storage system for the files on your computer, just as you use manila folders to organize information in a filing cabinet. A file is the way your computer contains all the electronic data that is contained in a document whether it be a picture or text. In order to display the file on your monitor it must copy it from its storage place to your RAM (Random Access Memory) where you use some type of program to alter it. It also could have been created with the same program. You RAM sometimes referred to as just “Memory” is the only place files can be created or changed. Once you are finished with it, it must be saved and stored again. It is usually stored on your hard drive, although it could be saved to some other sort of storage media such as a floppy disk or CD.

All Files and Folders must have names and must be organized so that you can access or find them in the quickest and easiest way possible. Learning to name and manage files is the backbone of the knowledge you need to master the use of your computer. Let this be the beginning of your mastery.

Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy and move files from other locations, such as another folder, computer, or the Internet, to folders you create. You can even create folders within folders.

For example, if you are creating and storing files in the My Documents folder, you can make a new folder within My Documents to contain the files. If you decide that you want to move the new folder to a different location, you can easily move it and its contents by selecting the folder and dragging it to the new location.

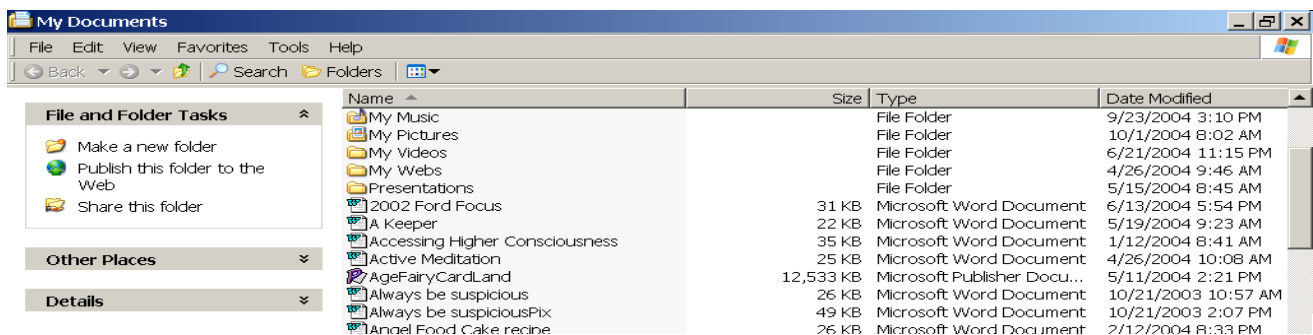
To open a file or folder that already exists or stored on your computer.

Open “**My Documents**” All files that you have created or saved to your computer should be stored in the **My Documents** folder. If it is not then you are not properly saving your documents. You may have saved the file within a sub-folder that you have created within **My Documents**.

If the file or folder you want to open is not located in **My Documents** or its subfolders, use Search to find it. To open Search, click **Start**, and then click **Search**.

Once you have located it **Double-click** the file or folder you want to open. If you have found it outside of **My Documents** then move it to **My Documents**.

If the file you want to open is not associated with a particular program, you can select one. To do so, right-click the file, click Open With, and then select the name of the program. You can use the View menu to change the way files are displayed. You can also use the View tab in the Folder Options dialog box to change file and folder settings. To open the Folder Options dialog box, on the Tools menu, click Folder Options. See Chapter on File Association.



Moving a File

If the file or folder you want to move is not located in My Documents or its subfolders, use Search to find it. Once you have found or located it, **Highlight** it by single clicking on it. Once highlighted all actions apply to it.

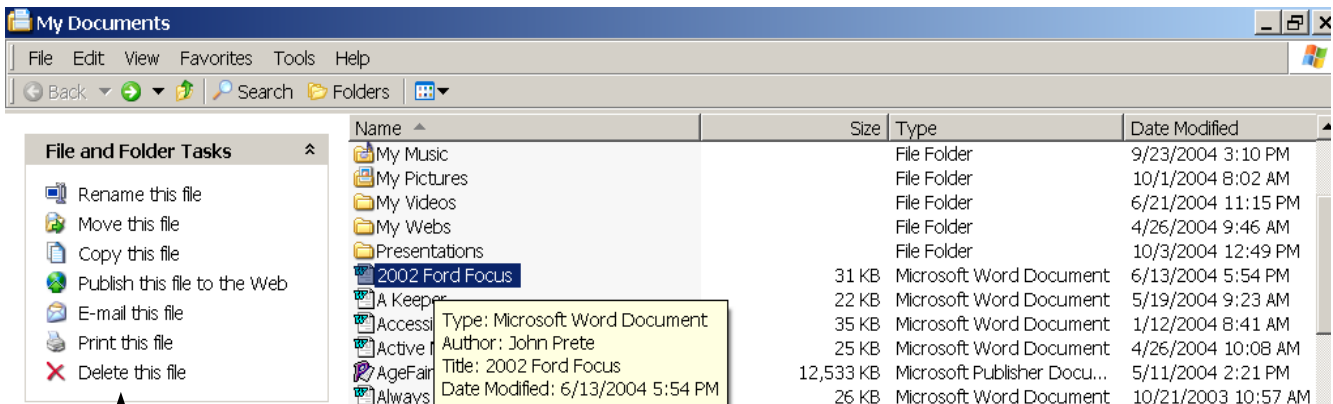
Under **File and Folder Tasks**, click **Move this file** or **Move this folder**.

In **Move Items**, click the new location, **“MyDocuments,”** for the file or folder, and then click **Move**.

To select and move a consecutive group of files, click the first file, press and hold down SHIFT, and then click the last file. You can then handle the group like a single file. To select files or folders in nonconsecutive order, press and hold down CTRL, and then click the items (highlight)you want.

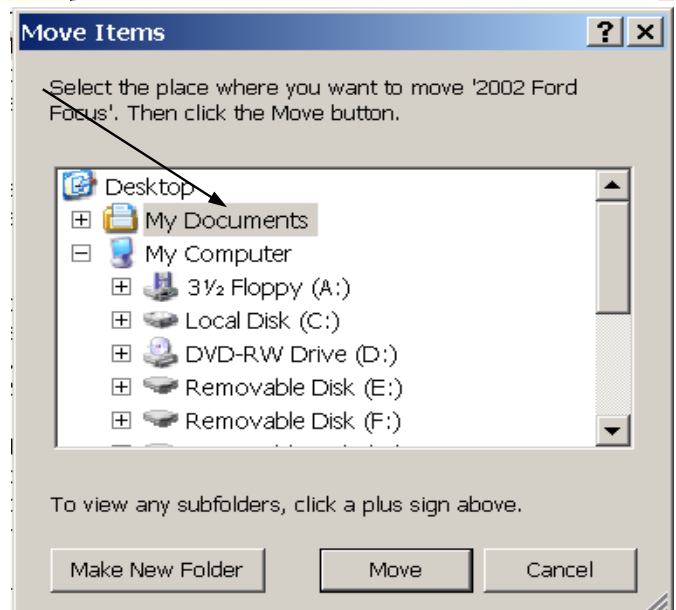
You can also move a file or folder by dragging it from one open window to another. Open two separate windows one for each folder. The one you are moving the file “from.” The other you are moving it “to.” Drag the file by clicking and holding the left button down from the “From” window and drag it to the “to” window. Make sure the “to” window is the correct window. The title bar at the top will show the name of the folder.

The quickest and easiest way to handle a file is to highlight the file or files and then use the actions from the “File and Folder Tasks” box shown below on the left. Choose the “Move this File” and a window (shown below) will appear for you to choose “where” it is to be moved to. Click on “Move” and it (they)will move there.



If you have sub folders in your **My Documents** folder you can display them by clicking the “plus” box just to the left of the folder icon. If you highlight or select the sub-folder it will move it there.

- Move and Copy will show this Window.
- Rename will allow to rename on the spot.
- e.mail will open your e-mail program and create an e-mail message.
- Publish to the Web begins the Publishing Wizard.
- Print will send to printer and print the file.



Naming and Re-naming Files

Document Files are always named initially when they are created from the program that creates it. When you proceed with saving it or closing an unsaved document (file) you will always be prompted to giving it a name and saving it to a specific location. Not all programs automatically save files to the **My Documents** folder. This is where you have to watch or be aware as to the location where files are being saved. You also have to be aware of the name being given. If you save it and do not name it, it will save it to a default name like "Document 1." If you are saving pictures, like from your camera, and do not name it, it will save it with a name like 010200405 which is a date 10/20/04 picture #5.

Certain characters cannot be used in file names. they are: \ / : * ? " < > | .

Some programs cannot interpret long file names. The limit for programs that do not support long file names is eight characters. If there is no 8 character limit then the limit is 128 characters.

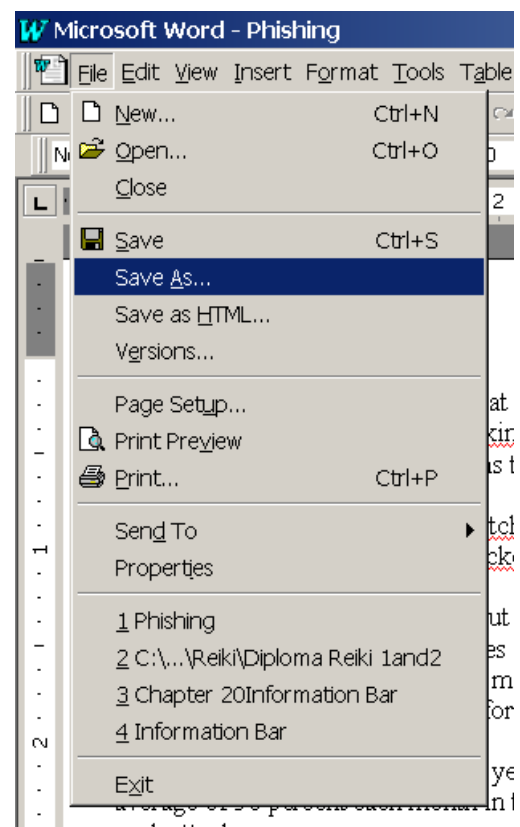
You can also rename a file or folder by right-clicking it and then clicking **Rename**. The names of system folders such as Documents and Settings, Windows, or System32 cannot be changed. They are required for Windows to run properly. Learn to keep all of your created documents and Files in your My Document folders. Do not be afraid to create sub-folders but keep them within the My Documents folder. If you do this religiously, you will never lose a file.

Save and SaveAs

When you are saving a document you must choose between Save and SaveAs. You are not prompted to choose between the two. You must know which one to use as they are two different functions and make a big difference which one you choose.

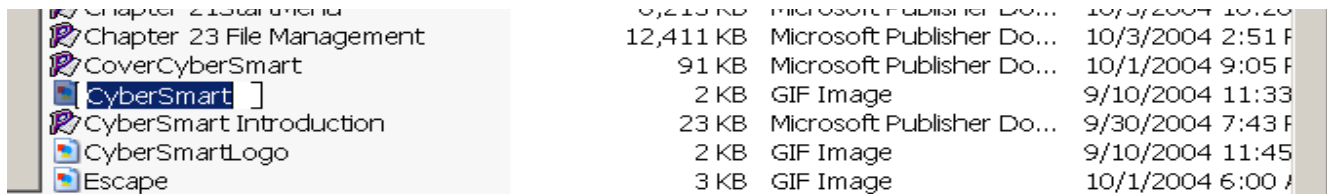
Save means to save the changes that you have made to the existing file that is already saved and named. The saving you make saves the file as you have changed it but not the name. It does not save the current date of the file making it appear as it was created this date of change. It also saves it in the same folder from which you opened it.

SaveAs prompts you to name the file you are saving and the location for it. It is now attempting to save the same file with the changes you made as a different file with a different name without disturbing the original file. As long as the new file has a different name both files will be saved at the same location or a new location that you must designate. If you keep the same name you will be prompted to overwrite the original if it is in the same location (Folder). If you save the same name file to another location (folder) it will allow the same name.



The quickest and easiest way to **rename** a file is to **rename** it at its access location. If you already have the file highlighted you can click on it a second time (there must be at least a 2 second pause between clicks) and a flashing cursor will appear in a text box around the file name. You are now able to type in the name change. By clicking outside the box the name change is saved. If you violate any file name rules, the change will not be saved.

Another way to change a files name is to right click on the file and select **rename** from the menu and follow the same procedure. There are many ways to change file names. Regardless of what method you use to rename a file it always displays the file listing within a text box allowing you to type the new name as if you were using a word processor. Folder names are changed the same way.



Deleting Files is almost the same as other file functions with a few additional rules. Click and highlight the file or folder you want to delete.

1. From the **File and Folder Tasks** box, click **Delete this file** or **Delete this folder**.
2. You can also delete files or folders by right-clicking the file or folder and then clicking **Delete**.
3. While the File or Folder is highlighted use your delete key on your keyboard.
4. All Files are never erased from your computer they are just moved to the **Recycle Bin** giving you an opportunity to retrieve them.
5. To retrieve a file you have deleted, double-click the **Recycle Bin** icon on your desktop.

Folder Views. Windows provides several new ways for you to arrange and identify your files when viewing them . . . Filmstrip, Thumbnails, Tiles, Icons, Lists, Details. Select a folder view by clicking on the View Menu on the Menu Bar at the top of your screen. The second section of the menu displays the list of different views. Each view is displayed on the next page. You may have a favorite view that works best for you.

When you select a view it applies to this folder only. To make all folder views the same open you must

When a folder is open, you can access each of the following view options on the **View** menu.

1. **Show in Groups** allows you to group your files by any detail of the file, such as name, size, type, or date modified. For example, if you group by file type, image files appear in one group, Microsoft Word files appear in another group, and Excel files in another. Show in Groups is available in the Thumbnails, Tiles, Icons, and Details views. To show your files in groups, on the **View** menu, point to **Arrange Icons by**, and then click **Show in Groups**.

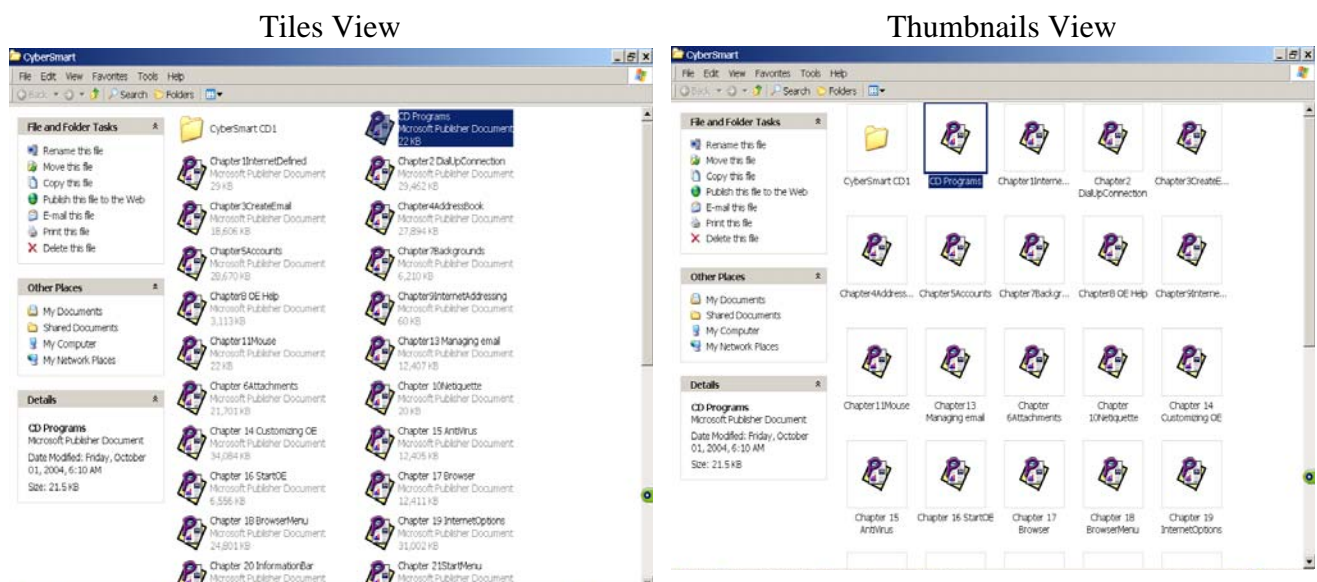
2. **Thumbnails** view displays the images a folder contains on a folder icon so you can quickly identify the contents of the folder. For example, if you store pictures in several different folders, in Thumbnails view, you can tell at a glance which folder contains the pictures you want. Windows displays up to four images on a folder background, by default. Or, you can choose one picture to identify a folder in Thumbnails view. The complete folder name is displayed under the thumbnail.
3. **Tiles view** displays your files and folders as icons. The icons are larger than those in Icon view, and the sort information you select is displayed under the file or folder name. For example, if you sort your files by type, "Microsoft Word document" appears under the file name for a Microsoft Word document.
4. **Filmstrip view** is available in picture folders. Your pictures appear in a single row of thumbnail images. You can scroll through your pictures using the left and right arrow buttons. If you click a picture, it is displayed as a larger image above the other pictures. To edit, print, or save the image to another folder, double-click the picture.
5. **Icons view** displays your files and folders as icons. The file name is displayed under the icon; however, sort information is not displayed. In this view you can display your files and folders in groups.
6. **List view** displays the contents of a folder as a list of file or folder names preceded by small icons. This view is useful if your folder contains many files and you want to scan the list for a file name. You can sort your files and folders in this view; however, you cannot display your files in groups.
7. **In Details view**, Windows lists the contents of the open folder and provides detailed information about your files, including name, type, size, and date modified. In Details view you can also show your files in groups. To choose the details you want to display, on the **View** menu, click **Choose Details**.

To make all folder views the same. . . Open a folder and select a folder view.

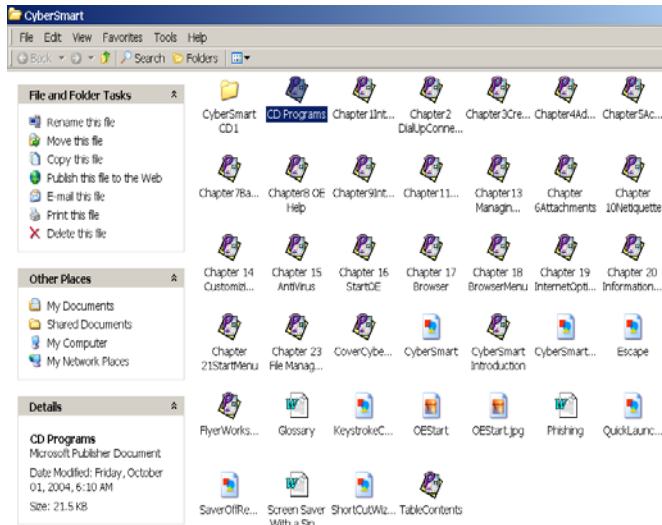
On the **Tools** menu (Menu Bar at top of Window), click **Folder Options**.

On the **View** tab, click **Apply to All Folders**.

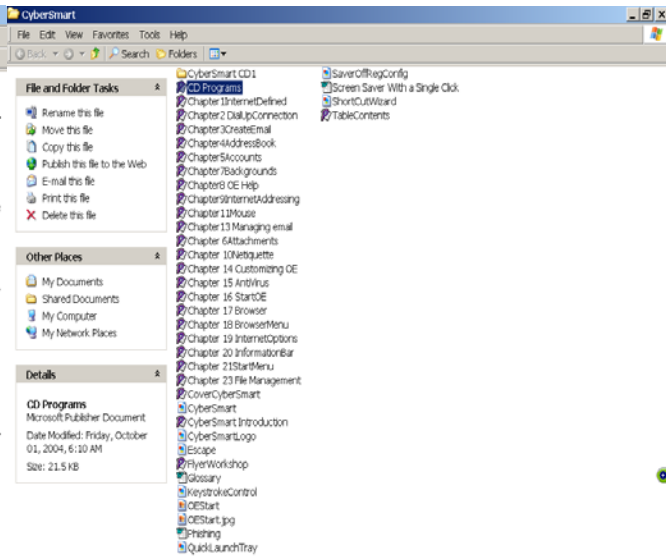
To reset all folders to the settings that were in effect when Windows XP was installed, click **Reset**



Icons View



List View



Details View

Name	Size	Type	Date Modified
CyberSmart.CD1		File Folder	10/1/2004 6:11 AM
CD Programs	22 KB	Microsoft Publisher Document	10/1/2004 6:10 AM
Chapter1InternetDefined	29 KB	Microsoft Publisher Document	9/30/2004 7:47 PM
Chapter2 DialUpConnection	29,462 KB	Microsoft Publisher Document	10/2/2004 10:46 AM
Chapter3CreateEmail	18,606 KB	Microsoft Publisher Document	9/30/2004 7:56 PM
Chapter4AddressBook	27,894 KB	Microsoft Publisher Document	9/30/2004 7:58 PM
Chapter5Accounts	28,670 KB	Microsoft Publisher Document	9/30/2004 8:00 PM
Chapter7Backgrounds	6,210 KB	Microsoft Publisher Document	9/10/2004 3:23 AM
Chapter8 OE Help	3,113 KB	Microsoft Publisher Document	9/10/2004 3:34 AM
Chapter9InternetAddressing	60 KB	Microsoft Publisher Document	9/25/2004 12:35 PM
Chapter11Mouse	22 KB	Microsoft Publisher Document	9/16/2004 8:10 PM
Chapter13 Managing email	12,407 KB	Microsoft Publisher Document	9/22/2004 2:40 PM
Chapter 6Attachments	21,701 KB	Microsoft Publisher Document	9/10/2004 3:14 AM
Chapter 10Nettiquette	20 KB	Microsoft Publisher Document	9/14/2004 1:20 PM
Chapter 14 Customizing OE	34,084 KB	Microsoft Publisher Document	9/22/2004 4:44 PM
Chapter 15 AntiVirus	12,405 KB	Microsoft Publisher Document	9/24/2004 8:06 AM
Chapter 16 StartOE	6,556 KB	Microsoft Publisher Document	9/25/2004 9:12 AM
Chapter 17 Browser	12,411 KB	Microsoft Publisher Document	9/26/2004 3:18 PM
Chapter 18 BrowserMenu	24,801 KB	Microsoft Publisher Document	10/2/2004 11:12 AM
Chapter 19 InternetOptions	31,002 KB	Microsoft Publisher Document	9/30/2004 10:33 AM
Chapter 20 InformationBar	9,312 KB	Microsoft Publisher Document	10/2/2004 5:17 PM
Chapter 21StartMenu	6,213 KB	Microsoft Publisher Document	10/3/2004 10:26 AM
Chapter 23 File Management	18,611 KB	Microsoft Publisher Document	10/4/2004 8:15 AM
CoverCyberSmart	91 KB	Microsoft Publisher Document	10/1/2004 9:05 PM
CyberSmart	2 KB	GIF Image	9/10/2004 11:33 AM
CyberSmart.Introduction	23 KB	Microsoft Publisher Document	9/30/2004 7:43 PM
CyberSmart.Logo	2 KB	GIF Image	9/10/2004 11:45 AM
Escape	3 KB	GIF Image	10/1/2004 6:00 AM
FlyerWorkshop	28 KB	Microsoft Publisher Document	9/29/2004 11:24 AM
Glossary	39 KB	Microsoft Word Document	10/1/2004 8:01 AM
KeystrokeControl	7 KB	GIF Image	9/14/2004 7:00 AM
OEStart	15 KB	JPEG Image	9/25/2004 8:13 AM
OEStart.jpg	12 KB	JPEG Image	9/25/2004 8:16 AM
Phishing	32 KB	Microsoft Word Document	10/1/2004 6:27 AM
QuickLaunchTray	5 KB	GIF Image	9/14/2004 6:52 AM

Arranged in Groups by Type

Name	Size	Type	Date Modified
File Folder			
CyberSmart.CD1		File Folder	10/1/2004 6:11 AM
GIF Image			
CyberSmart	2 KB	GIF Image	9/10/2004 11:33 AM
CyberSmart.Logo	2 KB	GIF Image	9/10/2004 11:45 AM
Escape	3 KB	GIF Image	10/1/2004 6:00 AM
KeystrokeControl	7 KB	GIF Image	9/14/2004 7:00 AM
QuickLaunchTray	5 KB	GIF Image	9/14/2004 6:52 AM
SaverOffRegConfig	4 KB	GIF Image	9/14/2004 6:45 AM
ShortCutWizard	22 KB	GIF Image	9/14/2004 6:48 AM
JPEG Image			
OEStart	15 KB	JPEG Image	9/25/2004 8:13 AM
OEStart.jpg	12 KB	JPEG Image	9/25/2004 8:16 AM
Microsoft Publisher Document			
CD Programs	22 KB	Microsoft Publisher Document	10/1/2004 6:10 AM
Chapter1InternetDefined	29 KB	Microsoft Publisher Document	9/30/2004 7:47 PM
Chapter2 DialUpConnection	29,462 KB	Microsoft Publisher Document	10/2/2004 10:46 AM
Chapter3CreateEmail	18,606 KB	Microsoft Publisher Document	9/30/2004 7:56 PM
Chapter4AddressBook	27,894 KB	Microsoft Publisher Document	9/30/2004 7:58 PM
Chapter5Accounts	28,670 KB	Microsoft Publisher Document	9/30/2004 8:00 PM
Chapter7Backgrounds	6,210 KB	Microsoft Publisher Document	9/10/2004 3:23 AM
Chapter8 OE Help	3,113 KB	Microsoft Publisher Document	9/10/2004 3:34 AM
Chapter9InternetAddressing	60 KB	Microsoft Publisher Document	9/25/2004 12:35 PM
Chapter11Mouse	22 KB	Microsoft Publisher Document	9/16/2004 8:10 PM
Chapter13 Managing email	12,407 KB	Microsoft Publisher Document	9/22/2004 2:40 PM
Chapter 6Attachments	21,701 KB	Microsoft Publisher Document	9/10/2004 3:14 AM
Chapter 10Nettiquette	20 KB	Microsoft Publisher Document	9/14/2004 1:20 PM
Chapter 14 Customizing OE	34,084 KB	Microsoft Publisher Document	9/22/2004 4:44 PM

To sort items by categories such as date, name, size, and type, on the **View** menu, point to **Arrange Icons by**, and then click the appropriate command.

In Details view, you can choose the file information you want to display. On the **View** menu, click **Choose Details**. Use the **Choose Details** dialog box to select and organize the information that is displayed.

Personal Folders My Documents is your personal folder. It contains two specialized personal folders, My Pictures and My Music. You can make your personal folders available to each person with a user account on this computer, or you can make them private so that only you can access the files within them.

Windows creates personal folders for every user on the computer. When there is more than one person using the computer, each personal folder is identified by the user's name. For example, if John and Jane use the same computer, there will be two sets of personal folders: John's Documents, Music, and Pictures, and Jane's Documents, Music, and Pictures. When John is logged on to the computer, his personal folders appear as My Documents, My Pictures, and My Music, and Jane's appear as Jane's Documents, Jane's Pictures, and Jane's Music.

Windows also provides a Shared Documents folder for files you want to share with other users. Like My Documents, the Shared Documents folder contains a Shared Pictures and Shared Music folder. These folders are for pictures and music you want to share with other people who use your computer.

Windows Explorer is a very popular file manager. If you are very confident with control of your mouse with your drag and drop abilities the Windows Explorer File Manager is much quicker and provides a better overview of your file system. Moving and manipulating files and folders with Windows explorer is very dangerous for newbies and users with mouse problems because they have a tendency to drop files in the wrong places thus losing them. I therefore suggest you stay with My computer to manage files because it opens a new window for each file access. The dragging and dropping of files between locations is from one window to another rather than a to a tiny folder icon. with the use to access your personal folders or the Shared Documents, Music, and Pictures folders.

To open Windows Explorer, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.

A View of Windows Explorer File Manager

