



Computer Basics: File Management

I. About File Management

A. Why learn file management?

As you use your computer, you will produce and acquire documents, pictures and other files that you wish to save and use later. In order to find those files again you need a system to manage them. The goal of this class is to show you how to organize your files and to find them when you need them.

B. How are files organized?

Paper files, which often include letters, financial statements and other records you want to save, are usually stored in folders in a filing cabinet. If there are a lot of items to be filed, the cabinet will have multiple drawers with several folders in each drawer. This structure is similar on computers except the files are stored electronically instead of in cabinets.

C. What are files and where are they stored?

A file is anything you produce or acquire while using your computer. It can be a letter, a picture, a song, or any other kind of document.




Saved files can be organized into folders. This is the folder icon, which we will be seeing quite a bit as we go through this class.

II. Storage Options

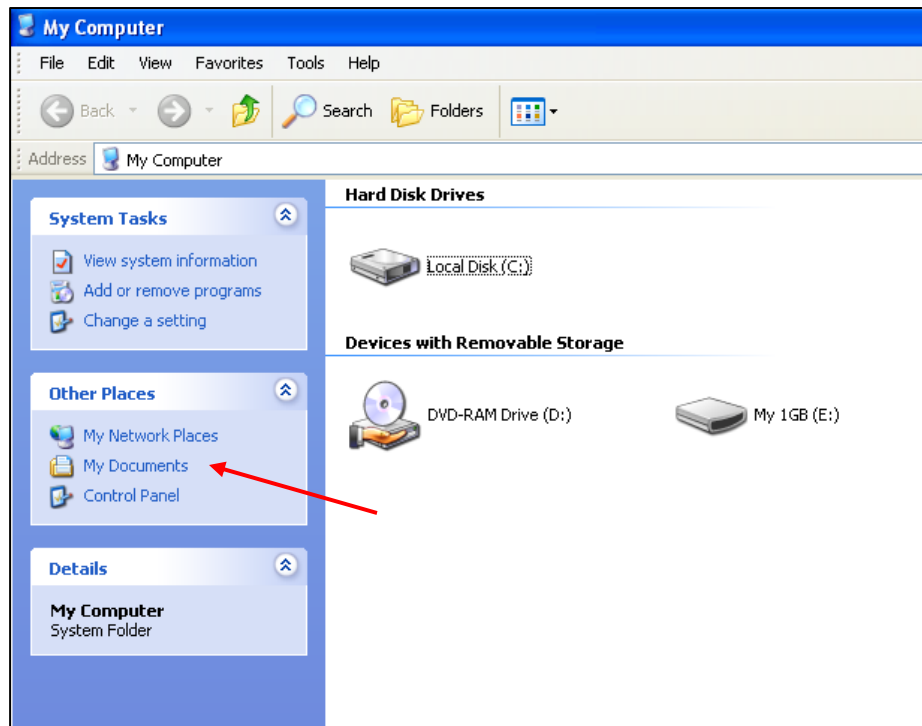
We will briefly go over some of the different options for storing your files.

A. Hard Drive

The hard drive is the storage area inside your computer where you can save files. It is called drive C. On your home computer, you will likely save most of your files to the hard drive. On your hard drive is a section called **My Documents**. My Documents has pre-programmed folders to hold picture and music files, in addition to text files.

- **Click on the start button at the bottom left of your screen.**
- **Click on My Computer, and then select My Documents from the Other Places menu on the left.**
- **You will see, among the items listed there, folders labeled My Pictures and My Music.**
- **Close My Documents, by clicking on the red  in the upper right corner of the window.**





B. Desktop

For this class, we will save items to the **Desktop**. This is an area where you can save files on public, shared computers such as the ones here in the library. For security purposes, we do not allow use of the hard drive on the public-access library computers.

C. Portable Storage

Storage devices on which you can save files and take them with you to open on another computer are called portable storage devices. The two most widely used portable storage devices are flash/thumb drives and CD/DVD disks.

- 1) Floppy disks, accessed from the 3½ Floppy (A:) Drive, are an older form of portable storage. Floppy disk drives are no longer standard on new computers, and we do not recommend this method of storage.
- 2) CD/DVD disks can also be used to store data. Drive (D:) is the CD/DVD drive.
- 3) Flash/thumb drives are portable storage with large memory capacity. They can be connected to your computer by the USB ports at the front of your computer and they are usually the (E:) or (F:) drives. Flash/thumb drives are the most compact, reliable and easiest to use of the portable storage devices.



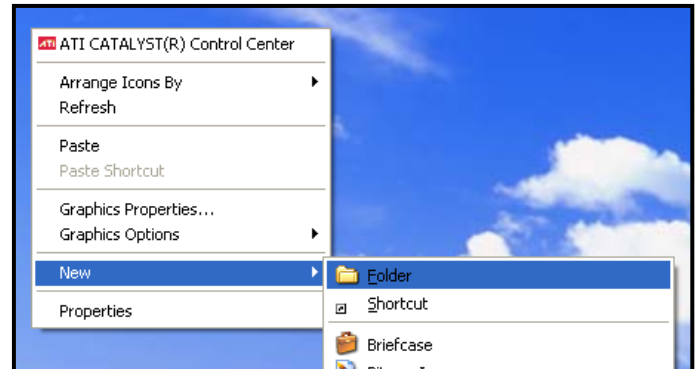


III. Creating Folders and Saving Files

Folders, which are used to organize your files, are created using the **My Computer** section of the computer. Files from many different software programs can be saved in the same folder. Most of the time, you create folders using **My Computer**, no matter what software program you use to create the file.

There are 3 ways to create a folder using Windows.

- 1) Use right click
- 2) Use the menu command File and New when you have your storage device open.
- 3) Use the File and Folder Tasks option to make a new folder.

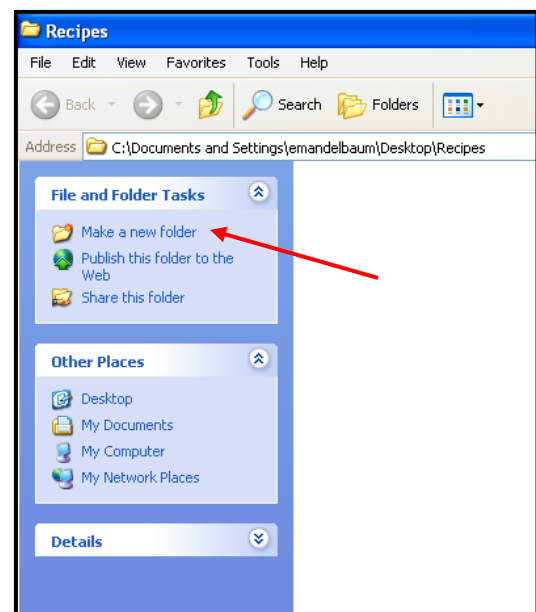


A. Create a Folder using the Right Click Method


- **Right click on the desktop.**
- **Select New and Folder from the drop down menu.**
- **You will notice that the words (New Folder) are highlighted in Blue. It is at this time that you can name your folder.**
- **Type “Recipes” over the words (New Folder) to name your folder. Hit the Enter key on your keyboard.**

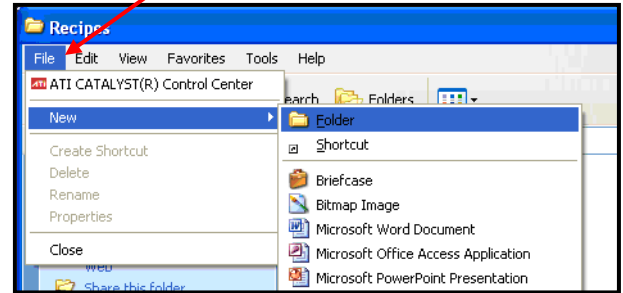
B. Create a Folder using the File and Folder Task Method

- **Double Click on the icon for your Recipes folder to open it.**
- **Under File and Folder Tasks on the left, click on Make a new folder.**
- **You will notice that the words (New Folder) are highlighted in Blue. It is at this time that you can name your folder.**
- **Type “Soups” over the words (New Folder) to name your folder. Hit the Enter key on your keyboard.**





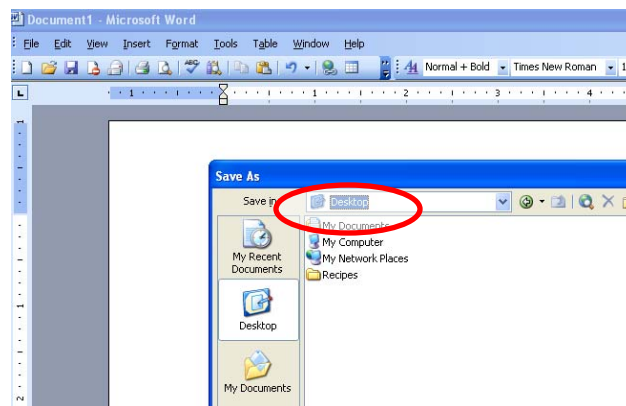
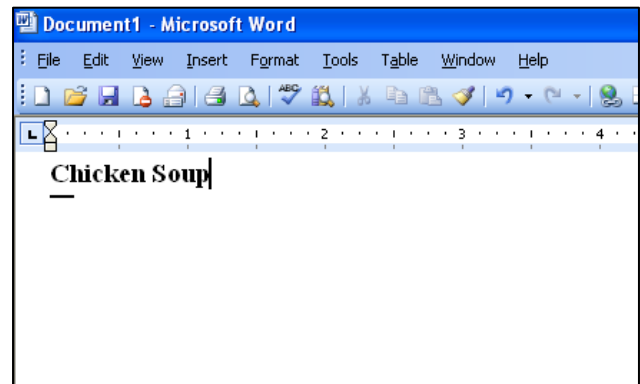
- C. Create a Folder using the Menu Command
- Your Recipes folder should still be open.
 - Click on File on the menu bar.
 - Click on New.
 - Click on Folder.
 - Name your folder “Salads”
 - Hit the Enter key on your keyboard.
 - Close the Recipes folder using the red  in the upper right corner of the window.



D. Using what we just went over.

We are now going to create and save a file to the Soups folder that you created in your Recipes folder.

- Open Microsoft Word by double-clicking on the Microsoft Word icon on the Desktop.
- Type one line of text as follows: “Chicken Soup”
- Save the file using File> Save As
- In the middle of the ‘Save As’ window, click the down arrow next to ‘Save In’ and choose Desktop.
- Find the Recipe folder you just created.
- Click ‘Open’ to open the folder and then click on the Soups folder. Click ‘Open’ to open the Soups folder, and then ‘Save’ to save the soup file you just created to the Soups Folder.
- Close the Word document and close Microsoft Word.





IV. Viewing Files

Several options are offered for viewing your files and folders. You can change the appearance of your file contents using the View command on the menu bar. Two of the most frequently used views are:

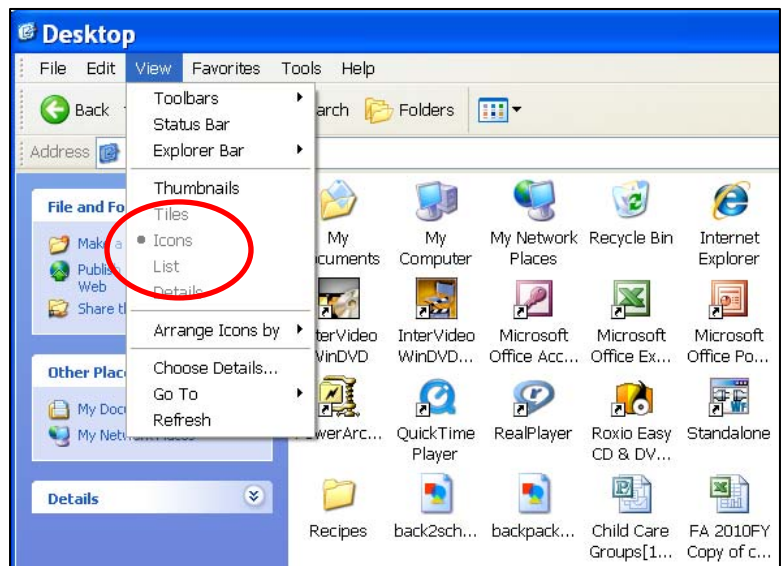
- 1) Icons – displays each file/folder as a picture
- 2) List – displays each file/folder as text in list form.

A Changing views

- **Click on Start.**
- **Click on My Computer.**
- **Use the drop down arrow on the ‘Address’ line to choose the Desktop, if your computer is not already displaying the Desktop.**
- **Click on View on the Menu bar and observe that the black dot will be to the left of the view that is currently displayed. Click on another view to display a different view.**
- **If you want to return to the original view, click on that view and the screen will return to the way it was when opened.**
- **Close the My Computer window.**

The **Icons** view is displayed here.

Other views include Thumbnails, Tiles, List and Details.





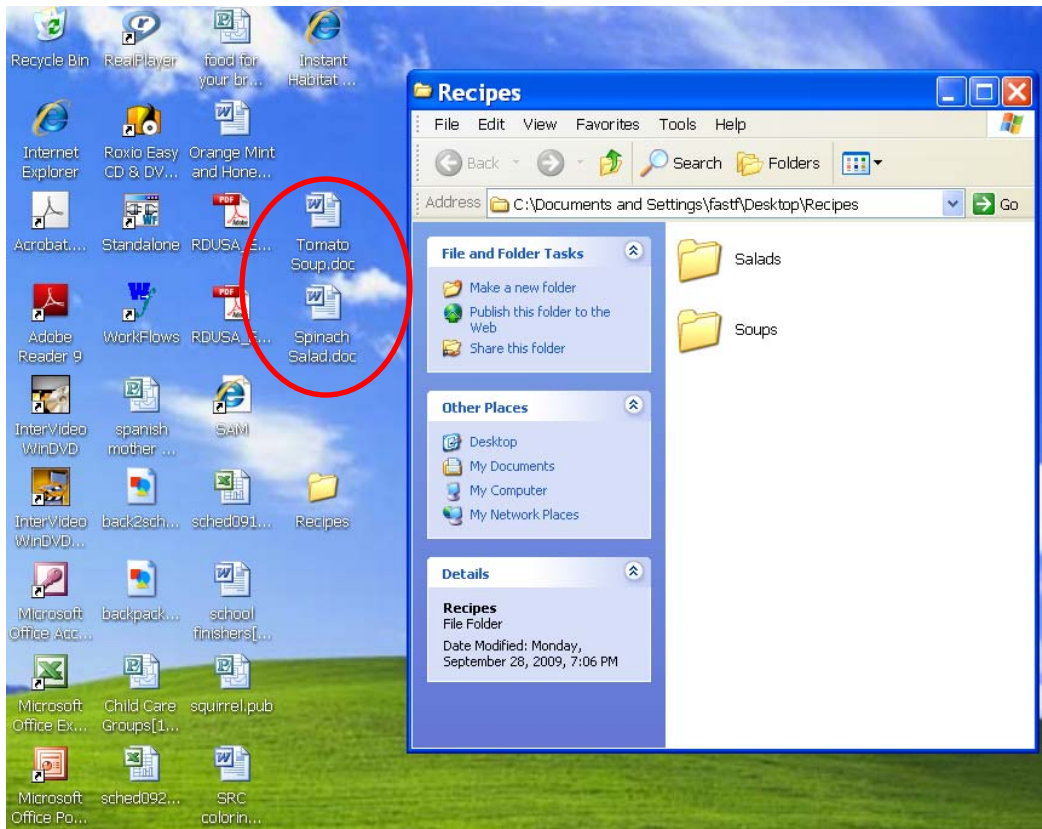
VI. Moving Files

We will be using files that are already saved to your Desktop to demonstrate different ways to move files around in Windows.

A Drag and drop

This basic method of moving files around is ideal when the folder where you want to relocate the file is near the file.

- **From the Desktop, double-click on the Recipes folder to open it.**
- **Resize/move the window so that you can see two files on your Desktop: one named 'Tomato Soup' and one named 'Spinach Salad'.**



- **Click on the Tomato Soup file and hold your left mouse button down. Drag the file until the image rests on top of the Soups folder. Let go of the mouse button and the file will go into the Soups folder.**
- **Close the Recipes folder.**

We have moved the Tomato Soup recipe into the Soups folder using the drag and drop method. We will use the File Folder Tasks method to move the Spinach Salad recipe into the Salads Folder.

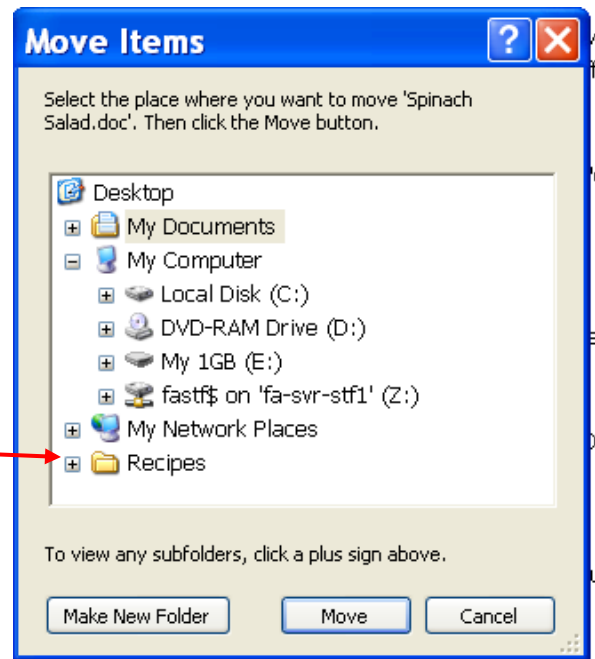




B File Folder Tasks

The **File Folder Tasks** options on the left of the screen in **My Computer** provide a way to move files around your pc by selecting the file(s) you would like to move and then selecting where they should go.

- Click on Start.
- Click on My Computer.
- Use the drop down arrow on the 'Address' line to choose the Desktop, if your computer is not already displaying the Desktop.
- Find the Spinach Salad file and click on it once.
- Click on Move this File on the left under File and Folder Tasks. A "Move Items" box will open up on your screen.
- Click on the plus sign to the left of the Recipes folder in the Move Items box.
- Click once on the Salads folder.
- Click Move at the bottom of the Move Items box.

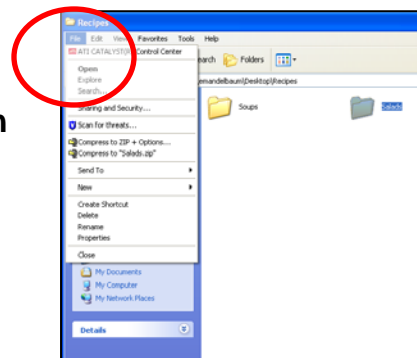


We will now open the Recipe folder, look in the Soups and Salads folders, to confirm that our files are there.

- Double click on the Recipes folder on the Desktop.
- Double click on the Soups folder to view the contents. Confirm that it contains Chicken Soup and Tomato Soup recipes.
- Click the green back arrow at the top of the Desktop window.



- Click once on the Salads folder; then click on the File command on the menu bar.
- Click Open to view the folder contents. Confirm that it contains the Spinach Salad recipe.
- Click the green back arrow to return to the Recipes folder.





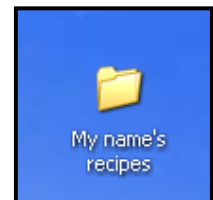
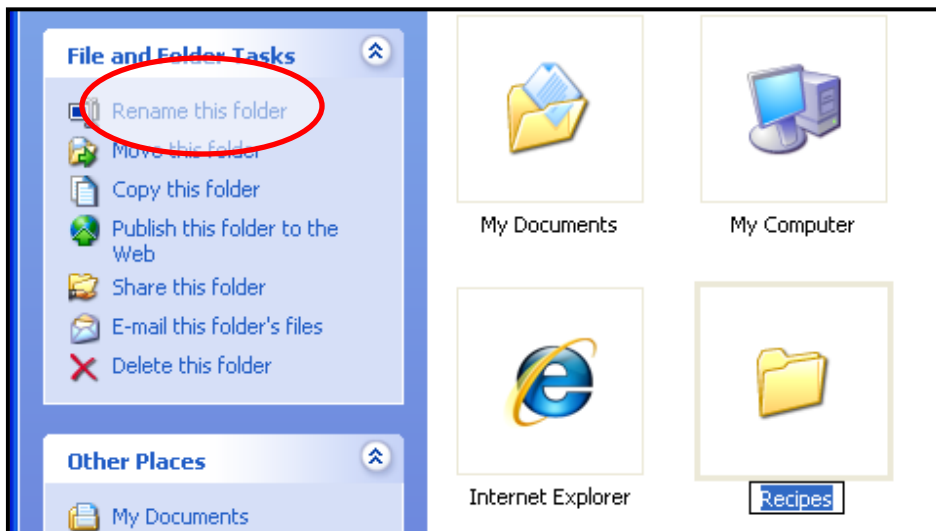
VI. Renaming Folders

As you work with windows you will want to rename folders to reflect changes. There are two ways to rename a file or folder using windows.

- A. The easy way is to right click on the file/folder you want to rename, chose 'Rename' from the options, then type the new name in the box.
 - B. At our libraries the public computers do not provide this option so we will show you another way.
- **While you are in the Recipes folder click icon of the folder with the green arrow. This will take you to the desktop level of your computer's storage tree.**



- **Select the Recipes folder by clicking on it once**
- **Select the Rename this folder option on the left**
- **The Recipes folder current name will turn blue; you now have the ability to change the name.**
- **Type in your "Your Name's Recipes"**
- **Close the window and find the folder with your name on it located on the desktop.**



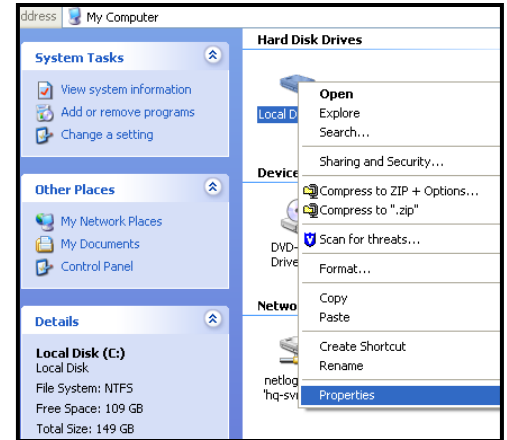


VI. Space Available

As you use your computer you will accumulate many files. These files will take up space on your hard drive so it is good to know how much is available.

To check the available space:

- **Click on the Start button on the task bar and select My Computer**
- **Right-click on the Local Disc (C:) icon and select Properties (at the bottom)**
- **A box will pop up with a pie chart representing the amount of space available on your hard drive.**
 - **The blue represents the amount of space being used and the pink is available.**



Note: This will not work on the computers in the library.

VII. Deleting Files

There are times when you will need to delete old files/folders or simply remove files/folders that you no longer need. There are three basic steps to deleting:

- **Select the file you want to delete. We will use the Recipe folder we just made.**
- **Press the ‘Delete’ key on your keyboard.** *(Note: You can also right click and select delete)*
- **Say ‘Yes’ to the question, “Are you sure you want to remove ____ to the Recycle Bin.”**
- **The folder is now in the recycle bin.**



A folder or file located in the recycle bin is not deleted from your computer. It is still taking up space on your hard drive. To remove it from the computer you have to empty the recycle bin.

- **Open the recycle bin by double-clicking on the icon.**
- **Click on the “Empty the Recycle Bin” option on the left.**



Everything is now deleted from your computer.

(Note: You may also right click on the recycle bin and choose “Empty the Recycle Bin”

If you have moved something to the recycle bin and don't want to remove it from your computer you have the ability to restore items. You have the option to restore all or select specific items.)





Thanks for Attending!

VIII. Comments and Suggestions

Please fill out the Comments and Suggestions sheet and place on the instructor's desk.

