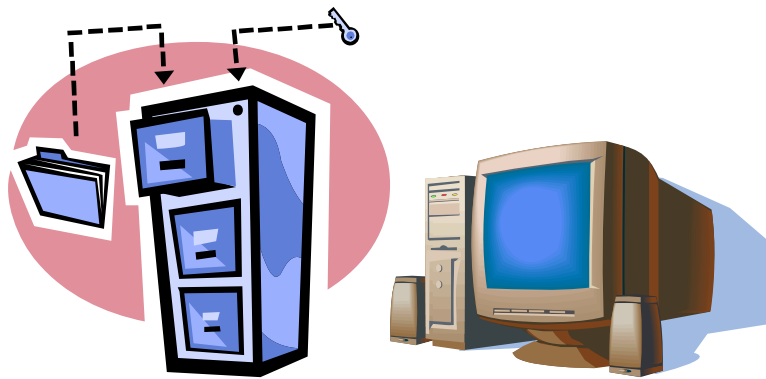


File Management in Windows

By KDPinhey, Instructional Designer
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by K. D. Pinhey

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One of most important things about personal computing is organization. Without organization any project can easily become confusing and frustrating. I have found that with consistency and organization, computing can become fun and useful for even the most timid.

The first of many concepts we must grasp is looking at your computer as a tool and storage cabinet for previously done work. If we first assume that you can conceive that your C:\ Drive or Hard Drive is the filing cabinet, we can then move on. You can see that a filing cabinet without drawers would become cluttered and unorganized at best. So allow me to add drawers to your cabinet. These drawers are called “Folders”. These folders reside on your C:\ Drive and are used as a first line organizational tool. You can name these folders anything you want, may I suggest naming them something that will evoke a mental connection for you as to their (folders) contents. An example might be “EDCI 306”. This will then let the user know that any file pertaining to their EDCI 306 class can be found in this folder (drawer).

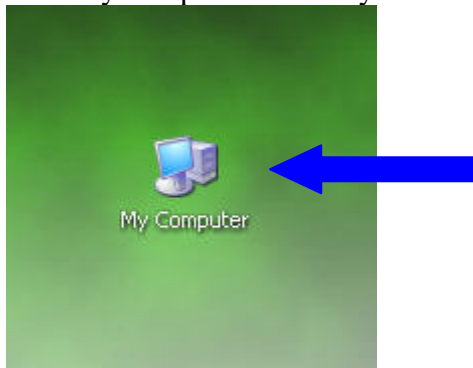
A second and subsequent line of organization is to add folders within folders for further clarification of contents. Allow me to take the Drawer (Folder) EDCI 306 and sub divide it using more folders, i.e. “Section 0101” , “Section 0201” etc. Now these can have “folders” added as well for even more organization; i.e., under the folder “EDCI 0101” you might want to create two folders named “Word Files” and “Excel Files”

This organization can be viewed as you would an outline:

C:\

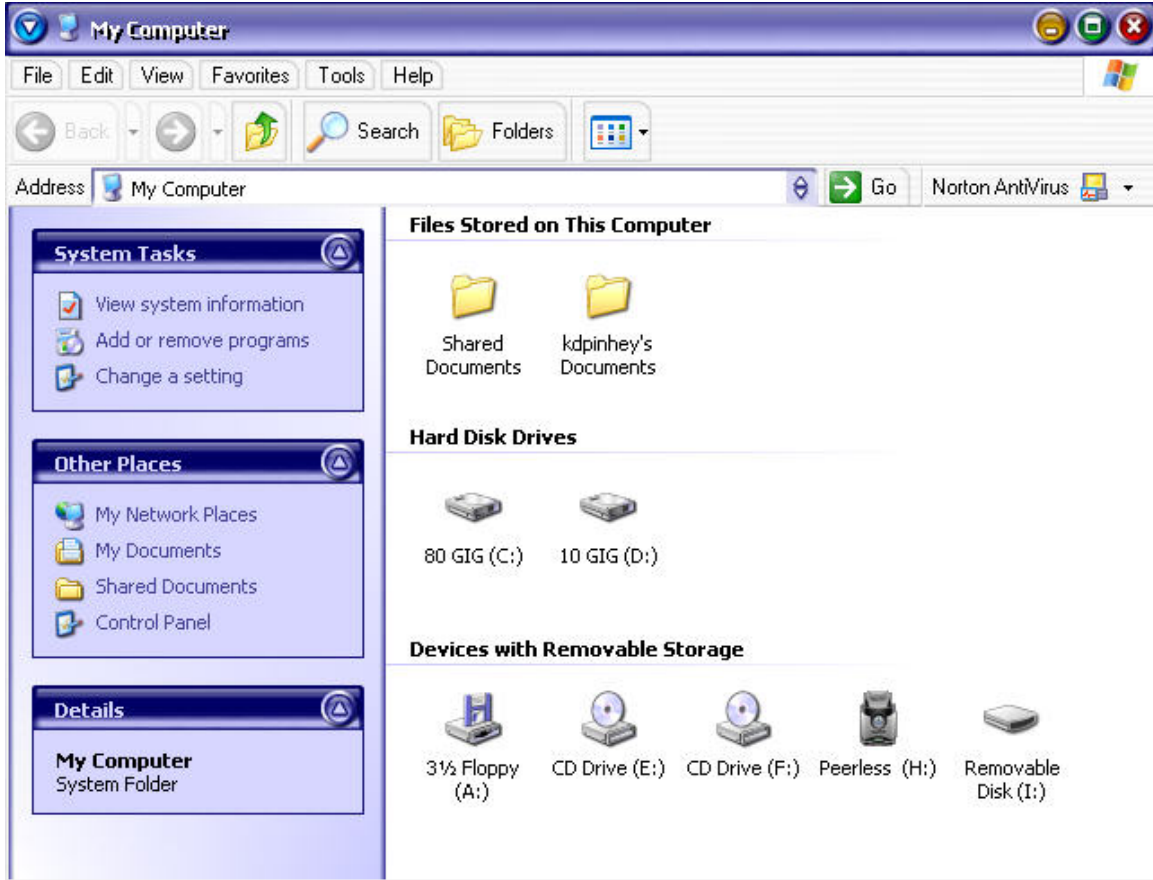
1. EDCI 306
 - a. Section 0101
 - i. Word Files
 - ii. Excel Files
 - b. Section 0201

Now let us go through some of the steps to creating this organization. Find My computer Icon on your desktop and double left click it.



My computer Icon on Desktop

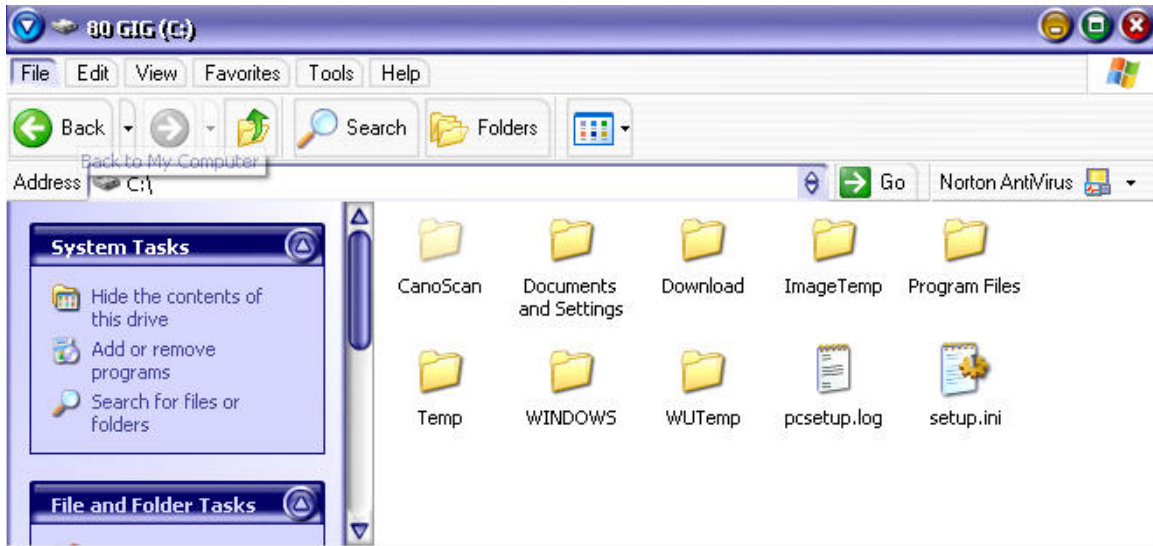
This is a typical display inside “My Computer”



Graphic showing computer Hard Disks:

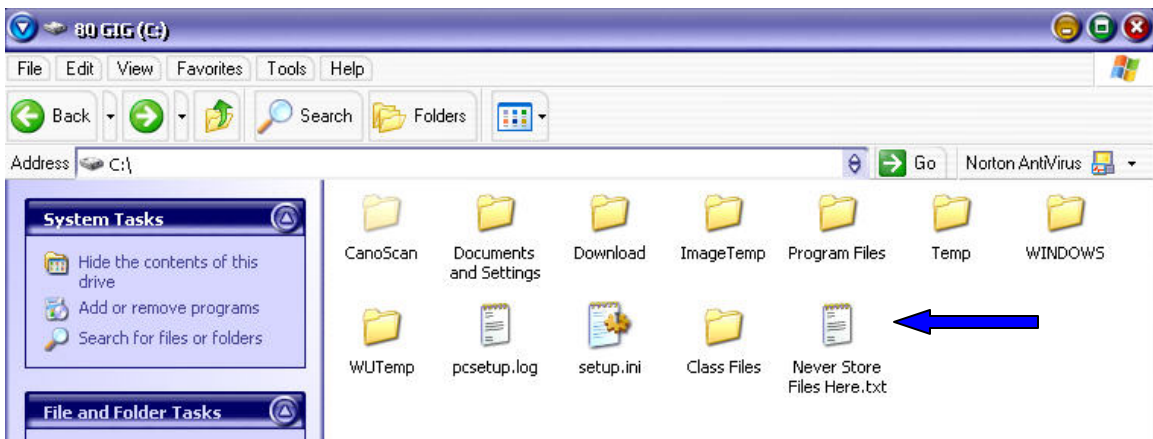


- Double left click on the C:\Drive
- You will be taken to a new window [See Below.]



Graphic above depicts the C:\ Root Directory

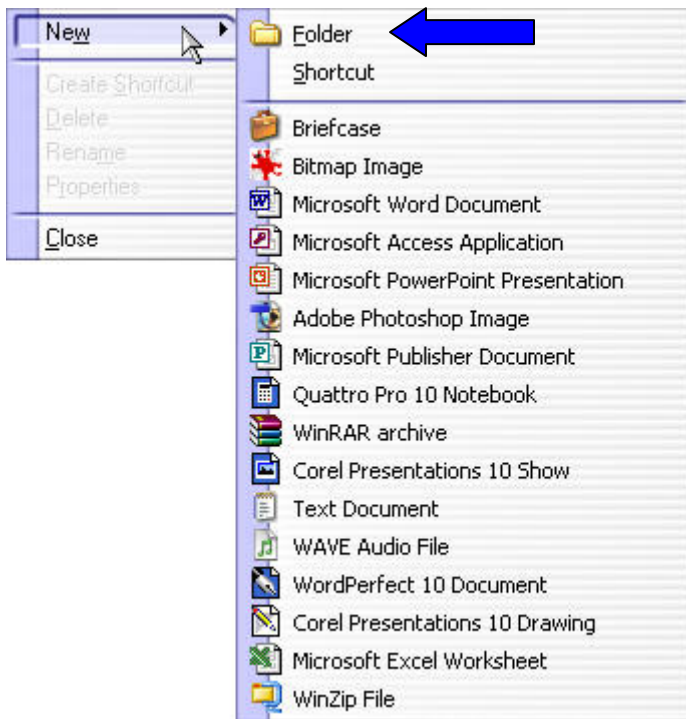
In this example you will see several folders (drawers) that reside on the C:\ Drive. There are also some files outside of these folders; usually these are used by the Operating System and should be left alone.



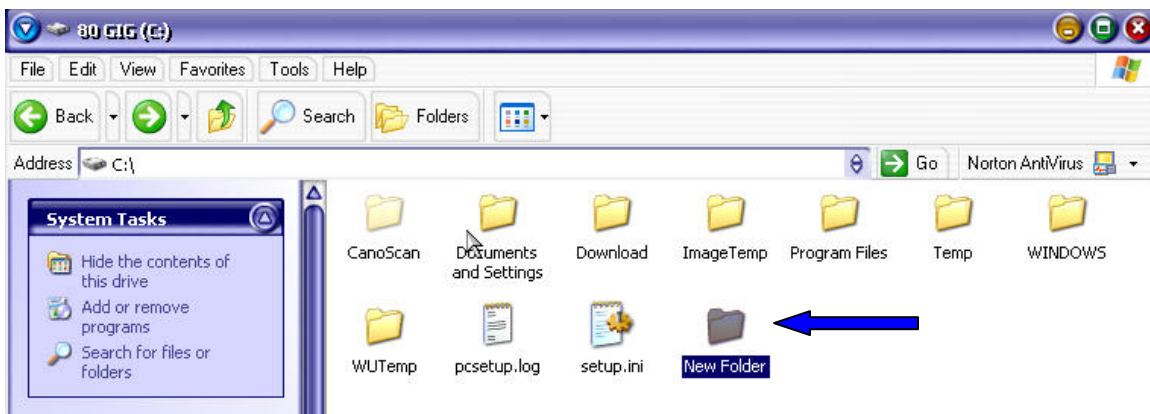
The above graphic with blue arrow shows where **NOT** to save files!!!!

We are now going to create a new Folder (drawer) on the C:\Drive;

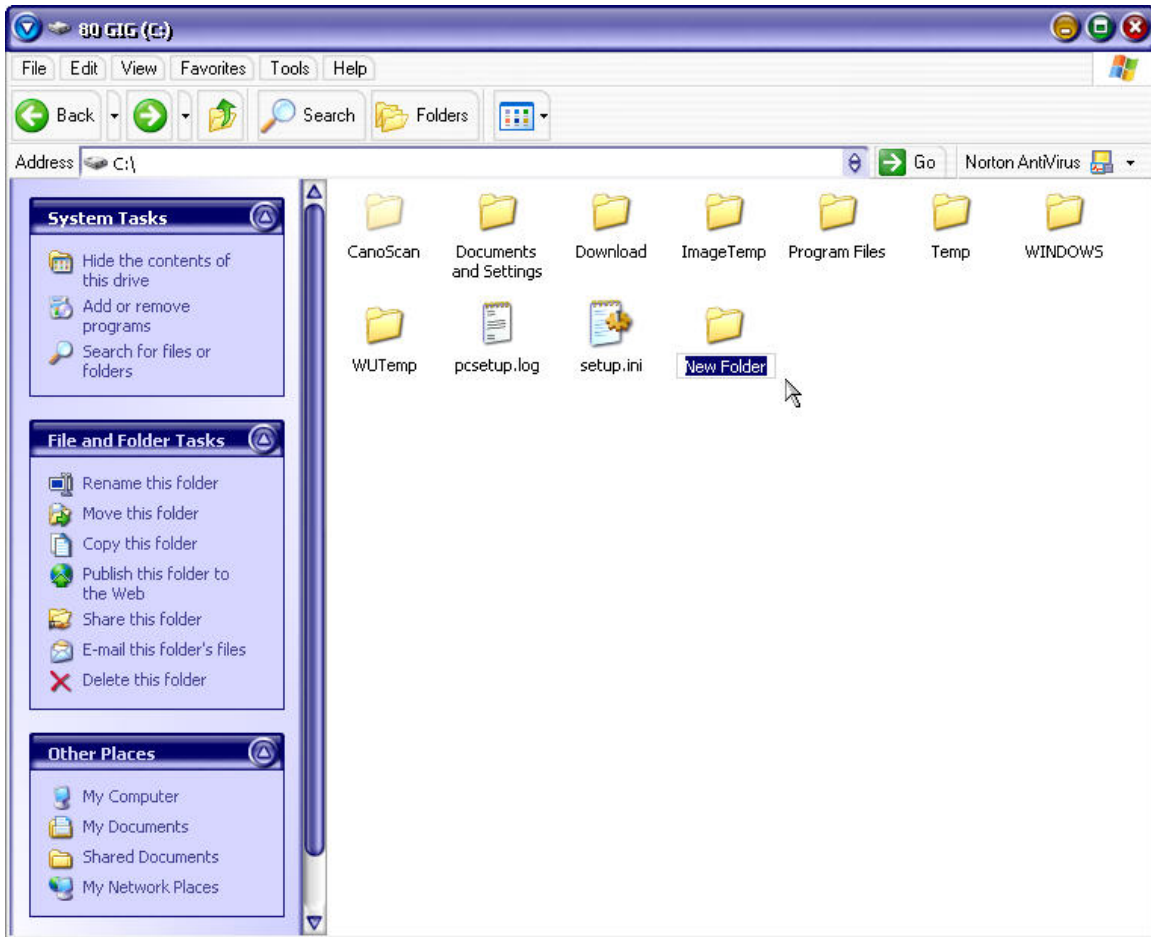
- Move your cursor to the Word File at the top left of your screen. A dropdown menu will appear,
- Left click on the word “New”. A dropout menu will appear. Left click on “Folder”
- A new window will appear with a new folder in it named “New Folder”



The graphic below shows a new folder has been added to the C:\ Drive



Now, let's "rename" the folder to something we can remember.

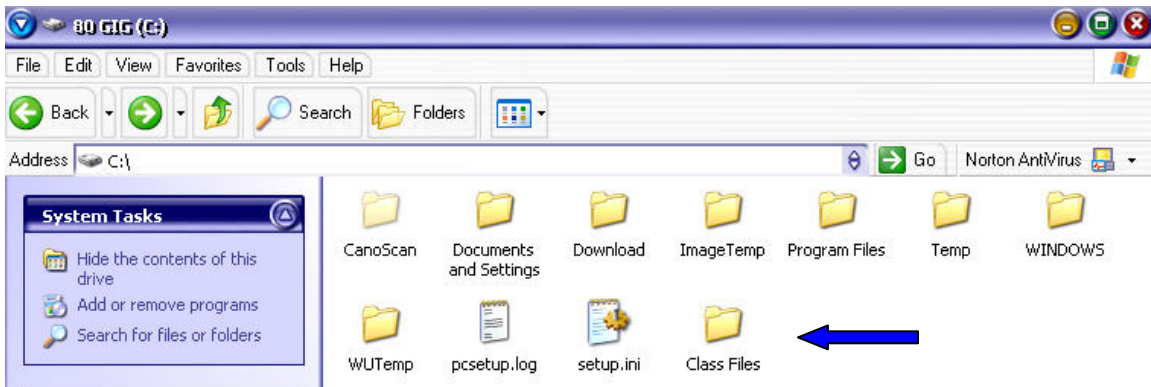


The name "New Folder" that has been highlighted to change name with right click is show in the above graphic.

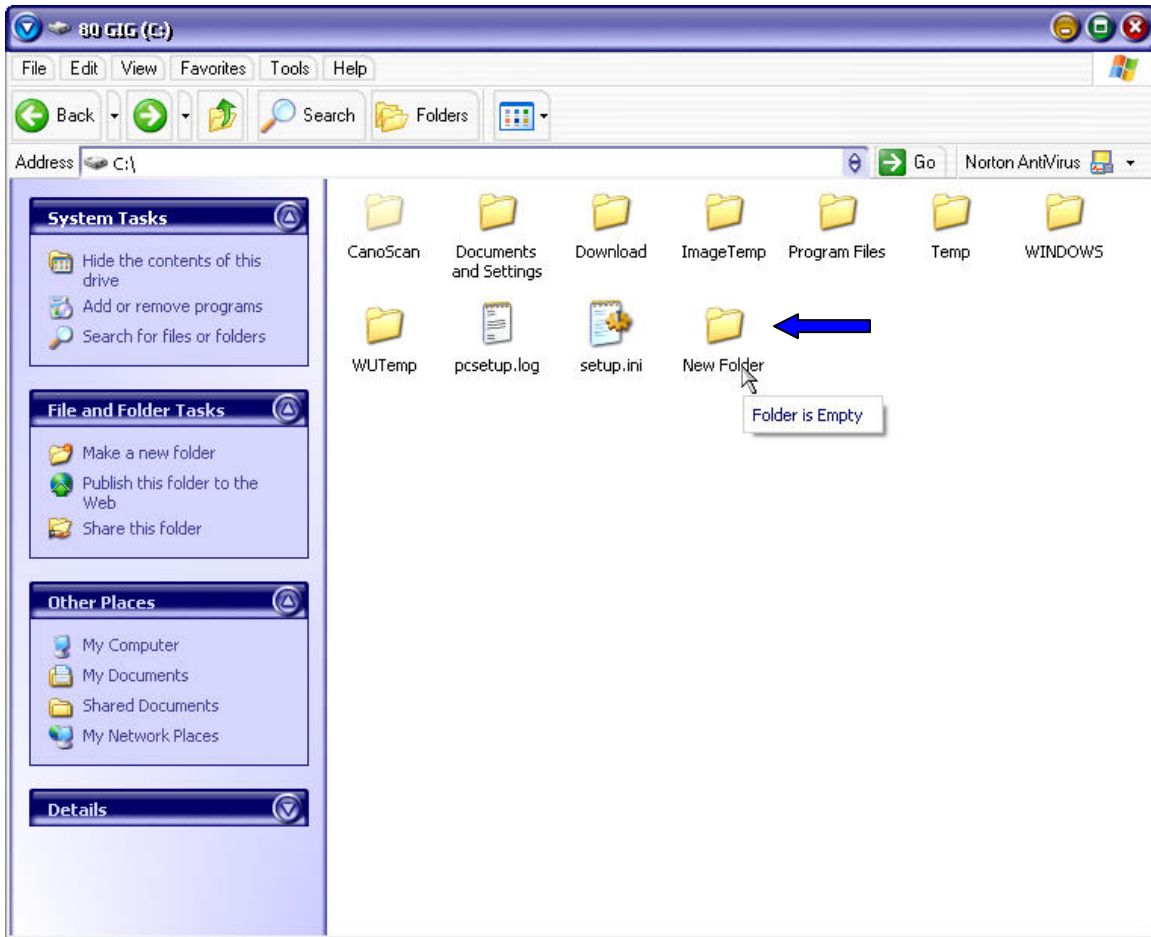
A dropdown menu appears. Left click on “rename” and rename the folder to “Class Files”



The graphic below depicts that the folder named “New Folder” on the C:\ Drive has been renamed “Class Files”.

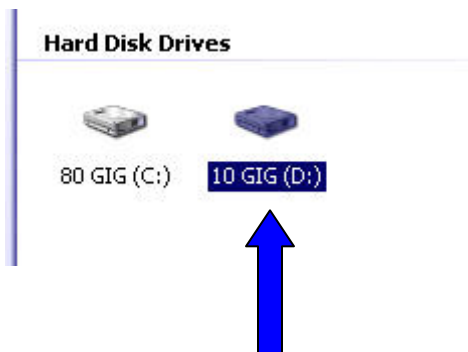


Holding your cursor over a folder will give you a listing of what is in the folder without having to open it. [See Below]



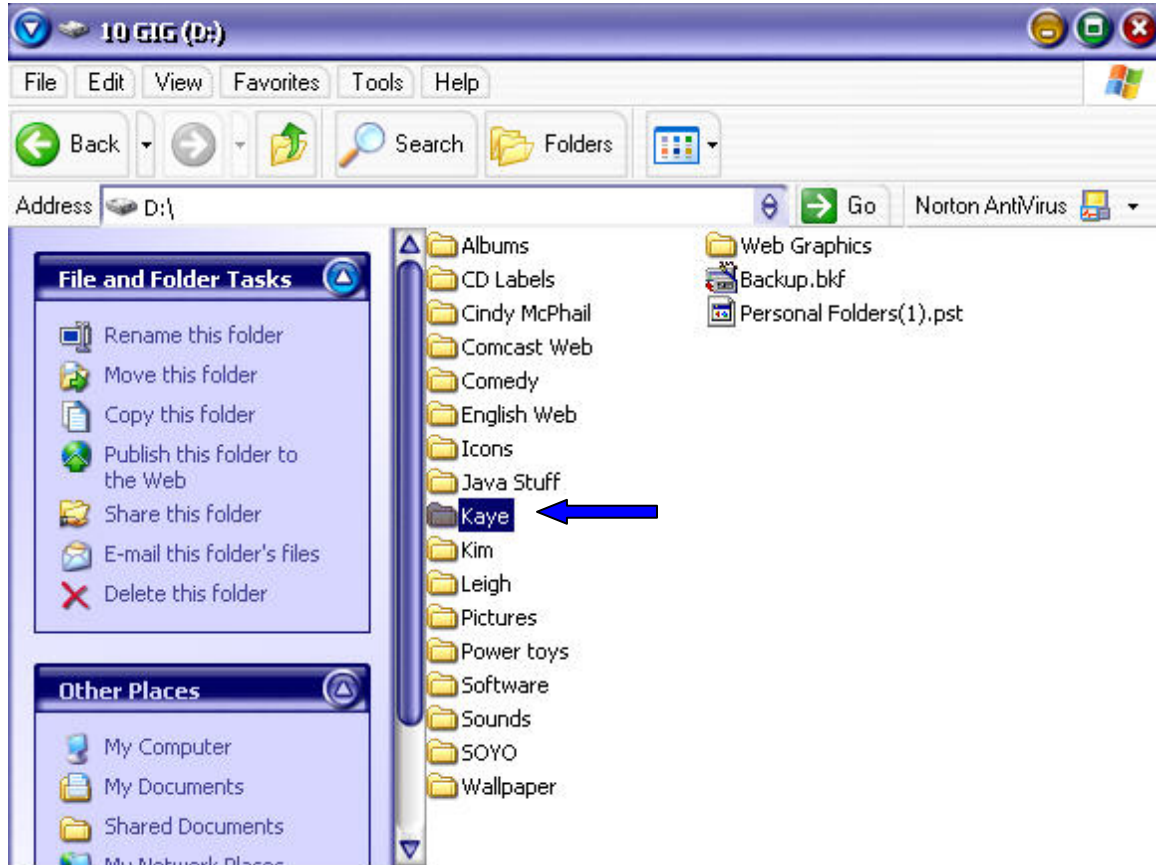
- We can then sub divide this folder so that the folders within a folder help organize our files in a more efficient manner.
- Notice that in the next example, on my D:\Drive, a folder named “Kaye” has a large number of files in it.
- I can organize them by type to get a better look at what is inside. [See Below]

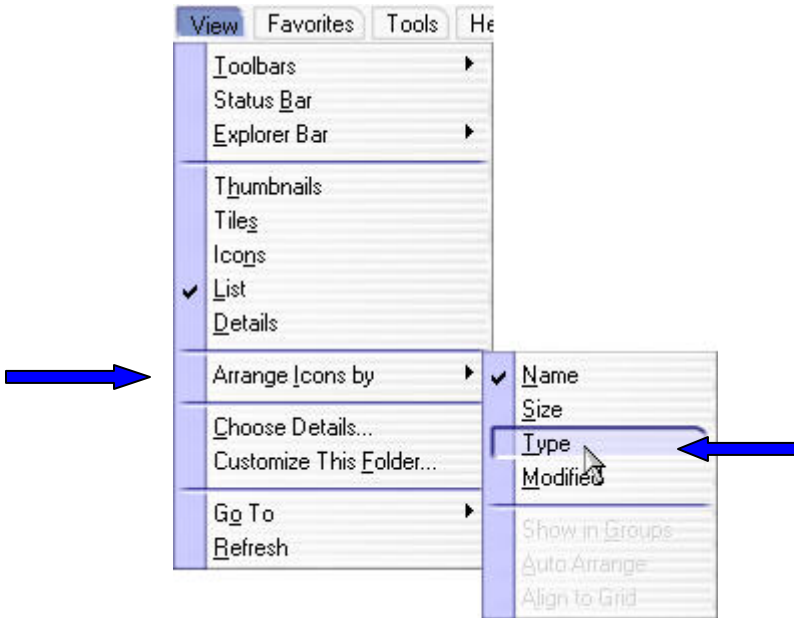
Now let’s look at a folder with multiple files in it and see how to organize that.



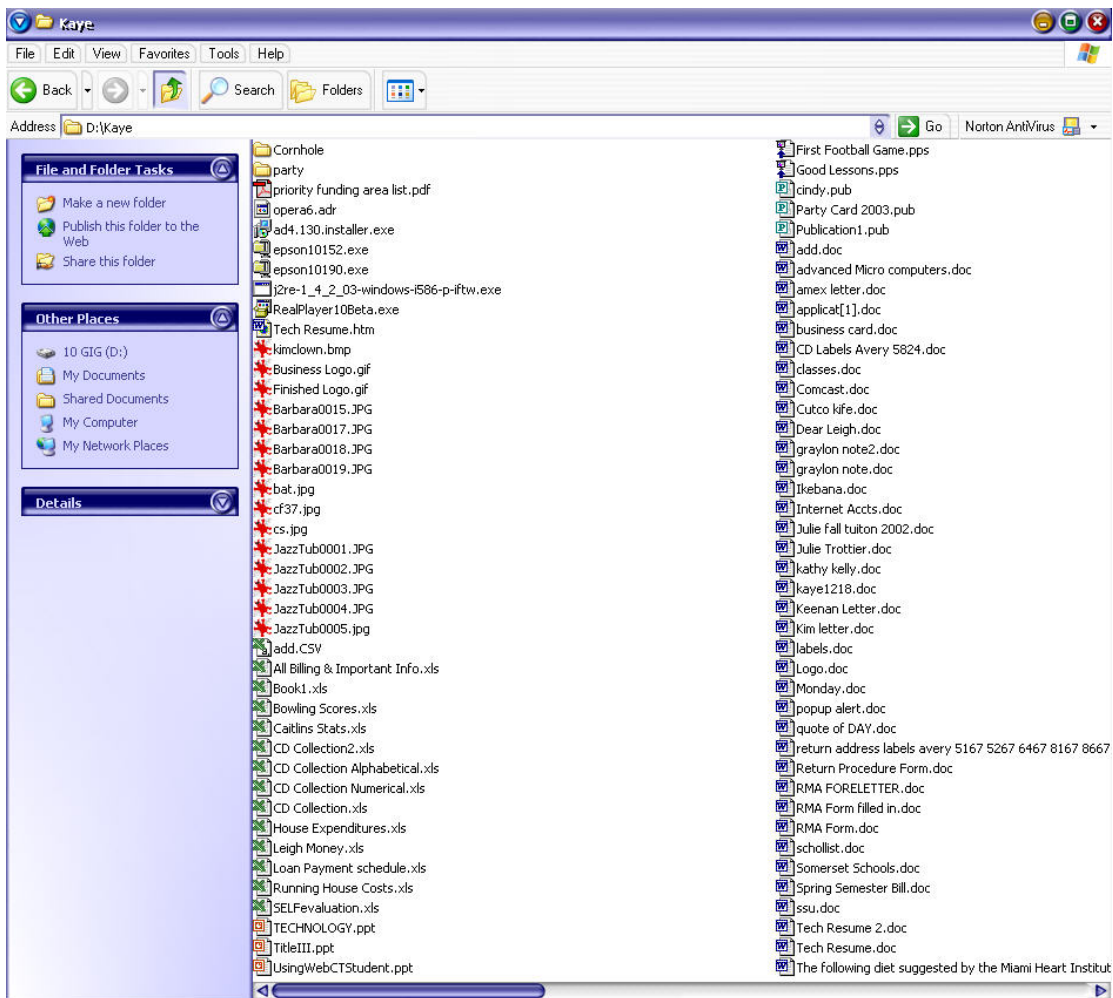
The graphic on the previous page shows Hard Drives available and Hard Drive D:\ is selected. I then double left click the D:\Drive to open that hard drive. Next, I select the Folder named “Kaye” and double left click on that folder.

Folder “Kaye” selected from D:\ Drive



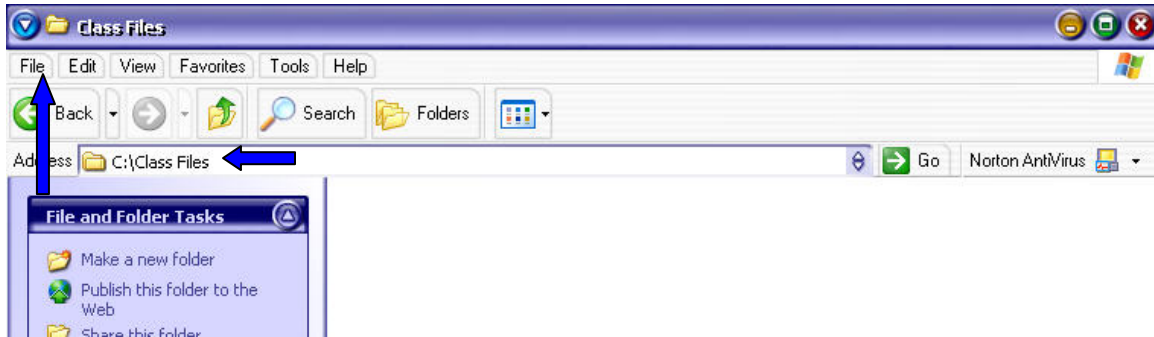


The above graphic depicts the dropout menus to select to arrange icons by type.



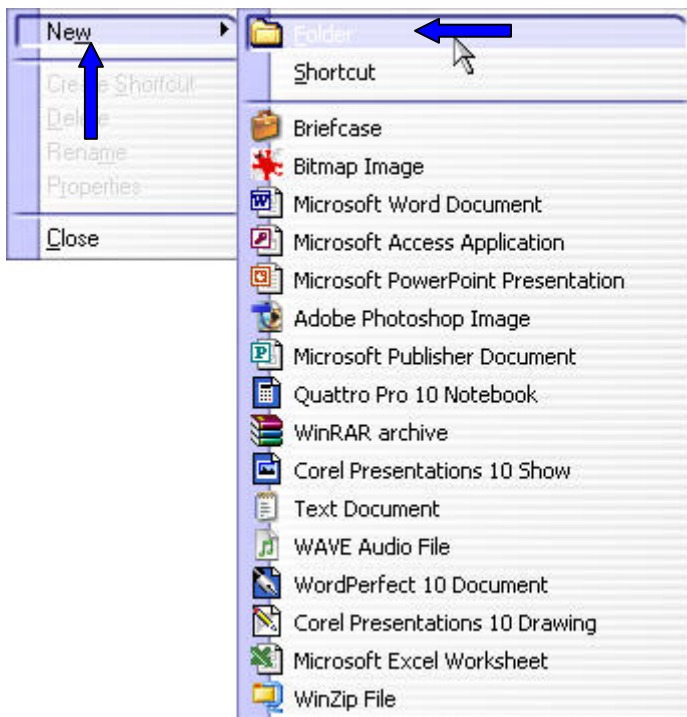
Notice that all the files are now arranged by type.

A more efficient way to organize a large number of files is by creating sub folders within a folder. This is done in the same fashion as earlier. I have opened the newly created “Class Files” folder. [See Below] As you can see this folder is empty.

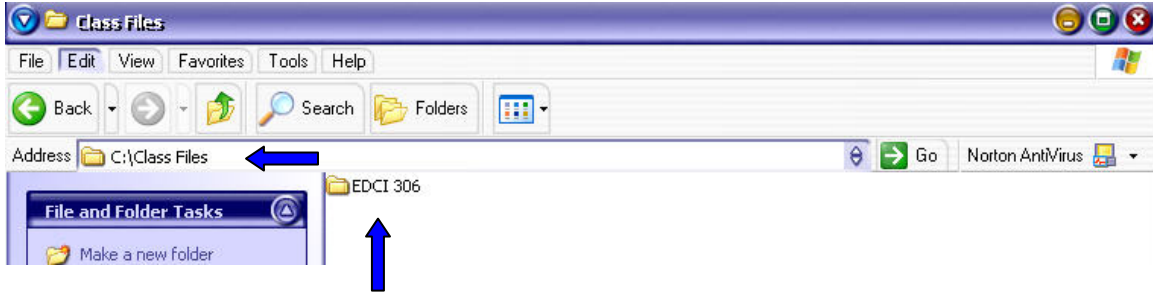


To create new folder;

- Left click on the word “File” on the top menu
- Click “New”
- Click “Folder”
- Name the New Folder as you did earlier.



I have created a folder within the C:\Class Files folder named “EDCI 306” [See Below]



I then repeated the earlier steps and created a folder within the C:\Class Files folder named “ENGL 305” [See Below]

