

Managing Files

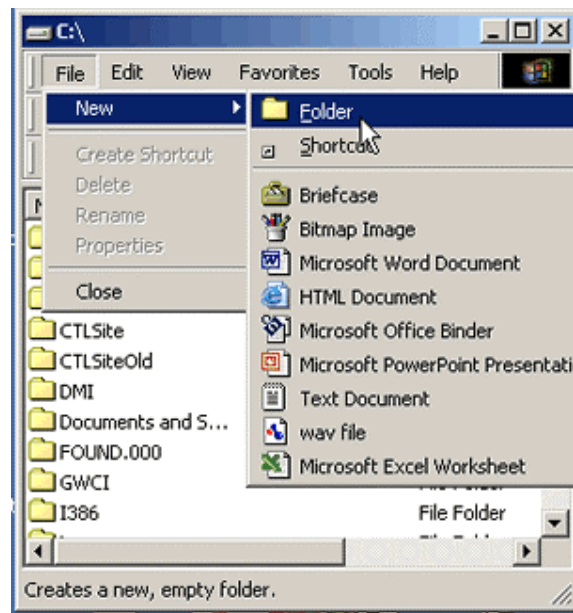
Organizing files

Documents are just like pieces of paper except they're in electronic format. So, just like all pieces of paper, they can be well-organized and easily retrieved, in total chaos, or anywhere on that continuum. Most people know how to create folders and attempt to keep files in place, but here's a review.

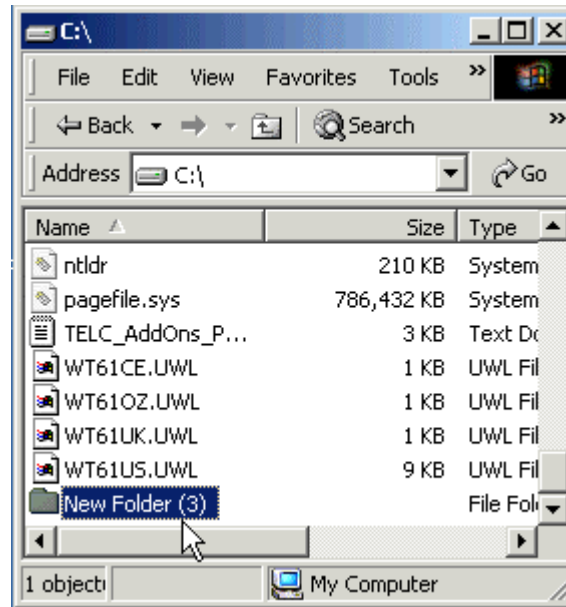
Creating Folders

There are two main ways to create folders. One is before you start working and the other is while you're saving a document. If you organize first, create new folders by:

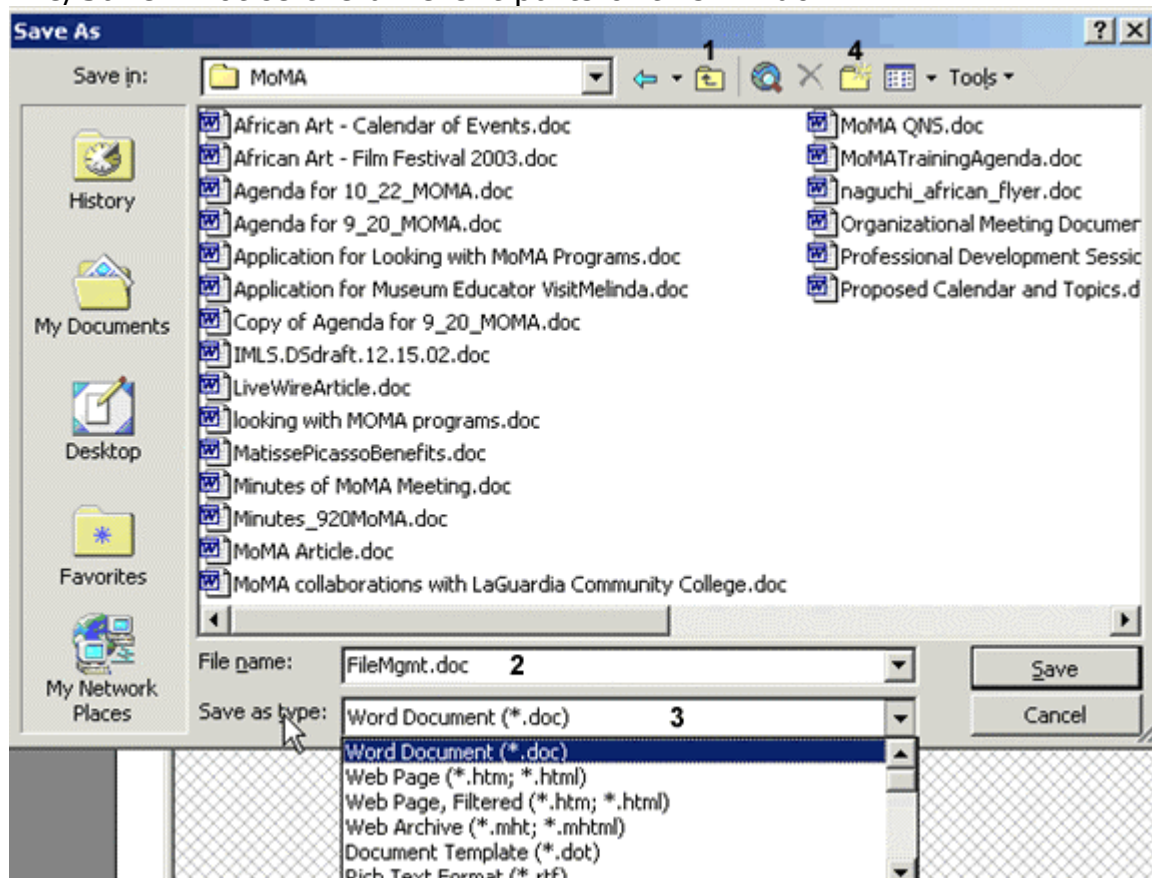
1. Double click the "My Computer" icon and select "Open."
2. Right click on the icon representing the drive you want to create your folder on, and select "Open." If you're working on your hard drive, select the "[C:]" drive.
3. Click on File and select "New Folder"



Don't forget to name the Folder



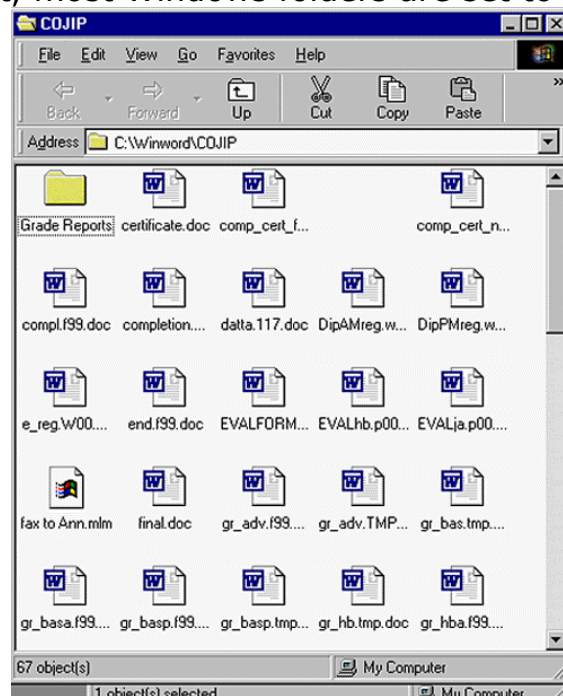
The folder is now ready for you to save files to. So, assume you've finished working on a document in Word, and you now want to save that file in your new folder. If it's the first time you're saving the document, click on File/Save. Notice the different parts of this window:



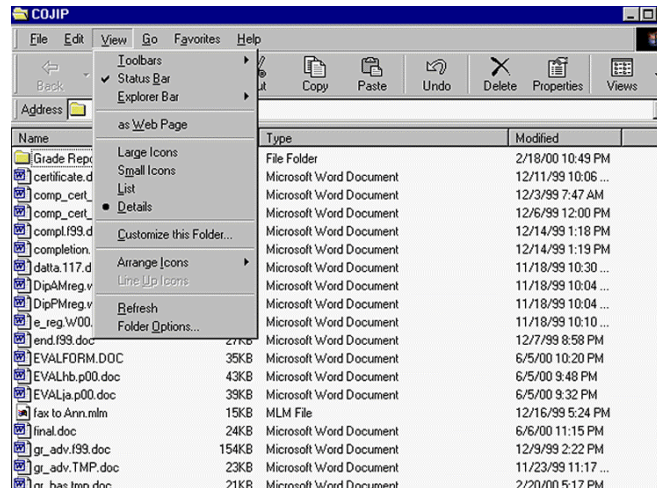
1. Use the Up Arrow to go up one folder level so you can then navigate to other folders, including your new one. Just double click on the folder where you want to save your file.
2. Make sure you name the file.
3. This is also where you can save the file to another format, a useful thing to do if you need to send the file to someone who may be using a different word processor or spreadsheet program. Look at the extensions that are available under the Save as Type options. The "rich text format" is usually pretty reliable for word processed documents; use "text, tab-delimited" for spreadsheets.
4. Notice that if you haven't yet created the folder you need, you can do it in the Save or Save As windows. Just click on the little folder with the little sunburst looking thing.

Viewing and Sorting Folders and Files

You can change the way you look at your file names by clicking on the View menu. By default, most Windows folders are set to View/Large Icon:



You can change this by clicking on the View menu, and selecting Details, or by clicking on the icon labeled "Views." This will allow you to see a list of your files which you can then sort alphabetically, by date, by type or by size. It looks like this:



Click on the columns Name, Date or Type to sort the files in ascending or descending order. If you want to move one of the columns, drag it and drop it where you want it.

Extra stuff for when you have time to experiment:

Working with groups of files

You can move or copy groups of files to the appropriate folder at one time. If the files you want to move are listed one after the other, you can click on the first one, hold down the shift key, and right click on the last one. That will simultaneously finish selecting the files you want to move or copy, and open a sub-menu that gives you options for copying, deleting, etc. If your files are not grouped together, you can still select groups of them, but hold down the CTRL key instead of the shift key. Once you've selected the files, you can cut them and paste them to the correct folder. It's often easiest to do this by keeping two windows open. Open the folder where your documents are currently stored, and open the new folder where you want to store the documents. You'll be able to drag the selected files to the folder you select. See page 9 for more information on working with two windows open.

Setting folder options

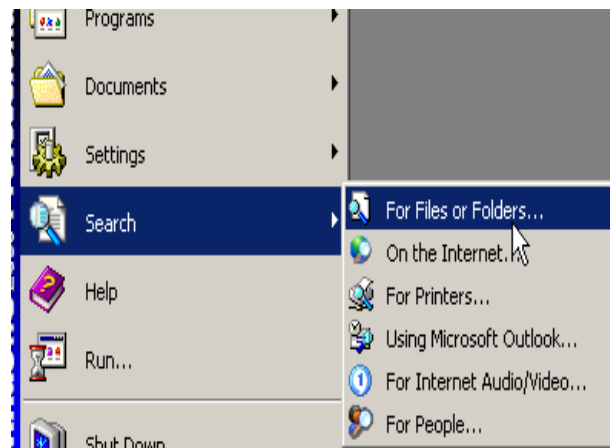
Open My Computer, click on Tools, and select for Folder Options. Then click on the View tab to see what your choices are. I always display the file extensions and the full path. If you get messed up, you can always restore the default settings.

Finding Files

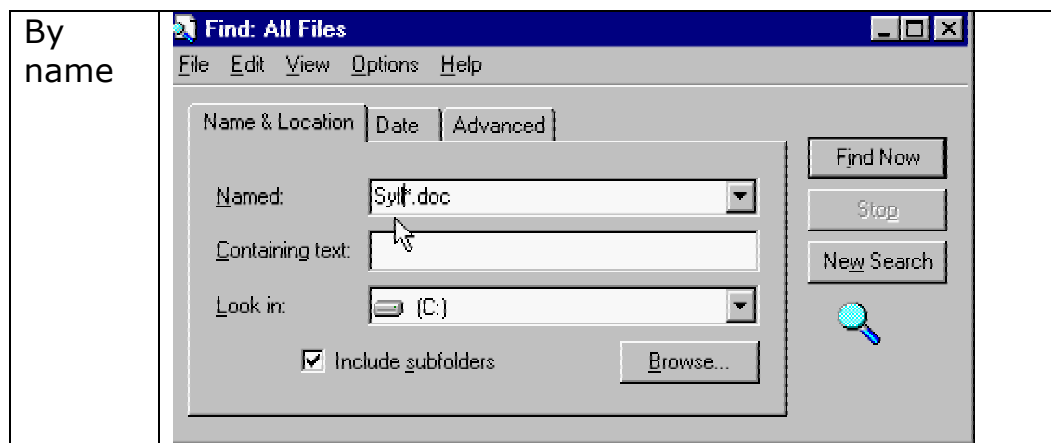
If you know you saved something but can't find it, use the Find (or Search) options. You can look for files by

1. name
2. by some part of a name -- use the wildcards * or ? as noted on pg.13
3. by date
4. by a chunk of text contained in the file
5. by file size
6. by any combination of the above.

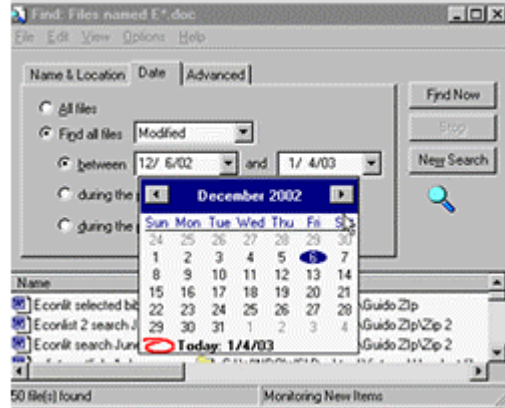
The find/search functions look a little different depending on what operating system you're using, but the concepts are the same. First click on the Start icon, and select either Find (Windows 95 and 98) or Search (Windows 2000 or XP)



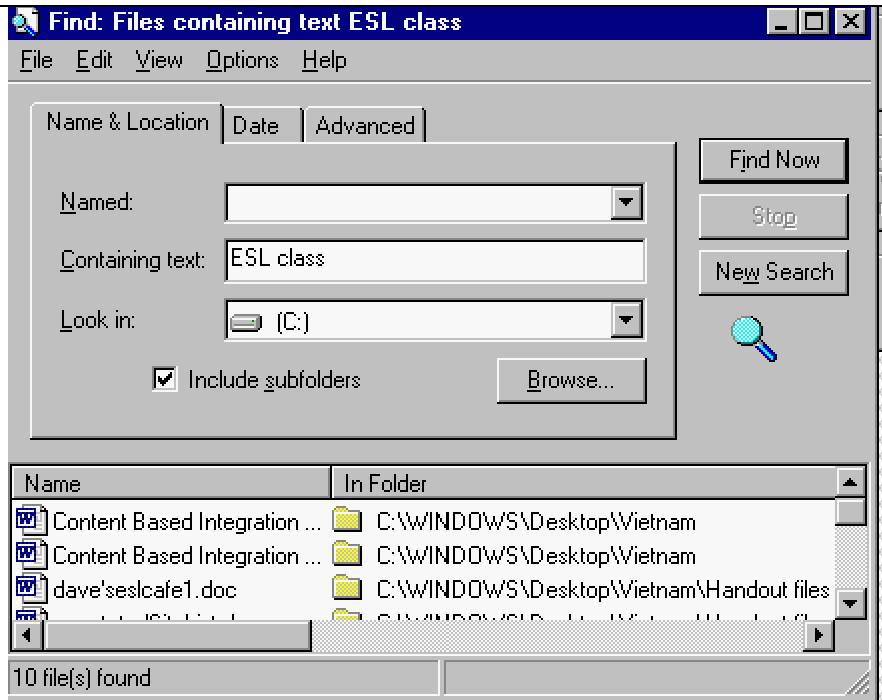
Then enter your name, date or size search criteria



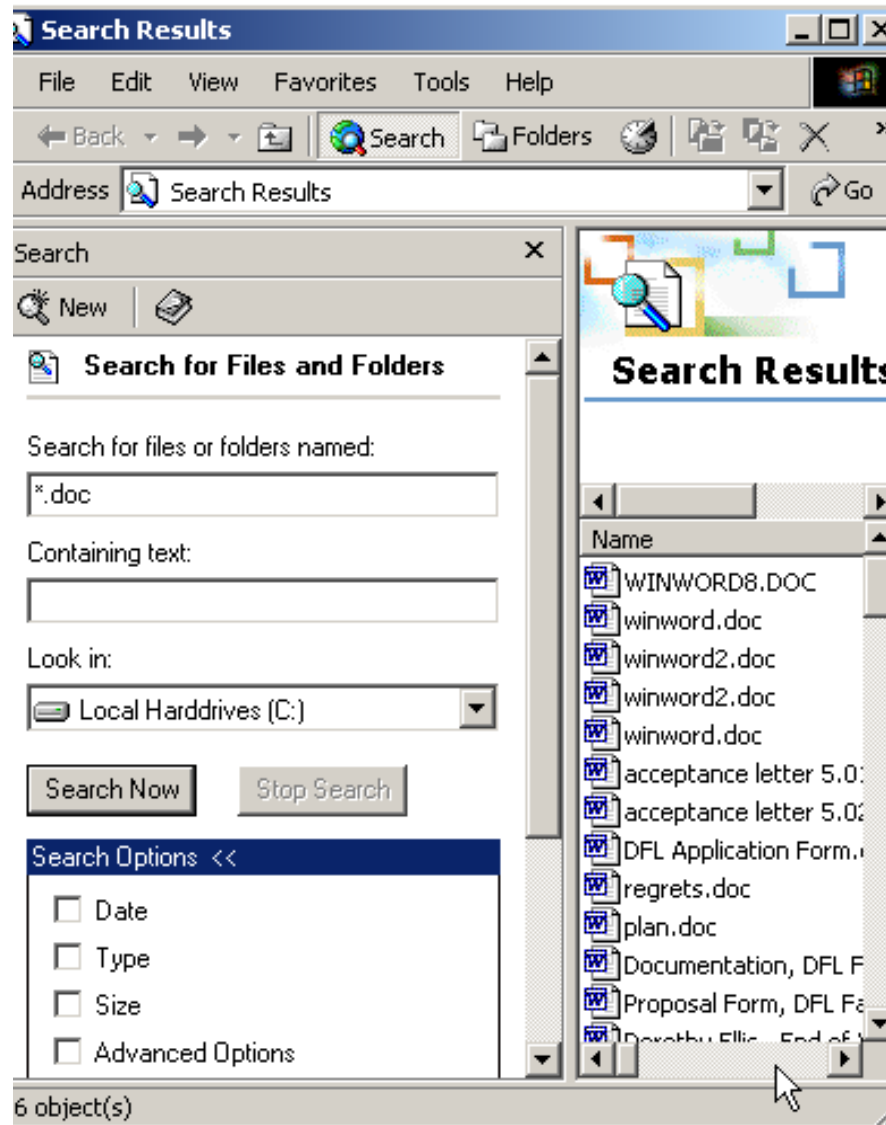
By date



By content



This is the **Windows 2000** search screen



If you check off the option for date, you'll see:

Search Now Stop Search

Search Options <<

Date

files Modified

in the last 1 months

in the last 1 days

between 12/ 8/2002 and 1/ 7/2003

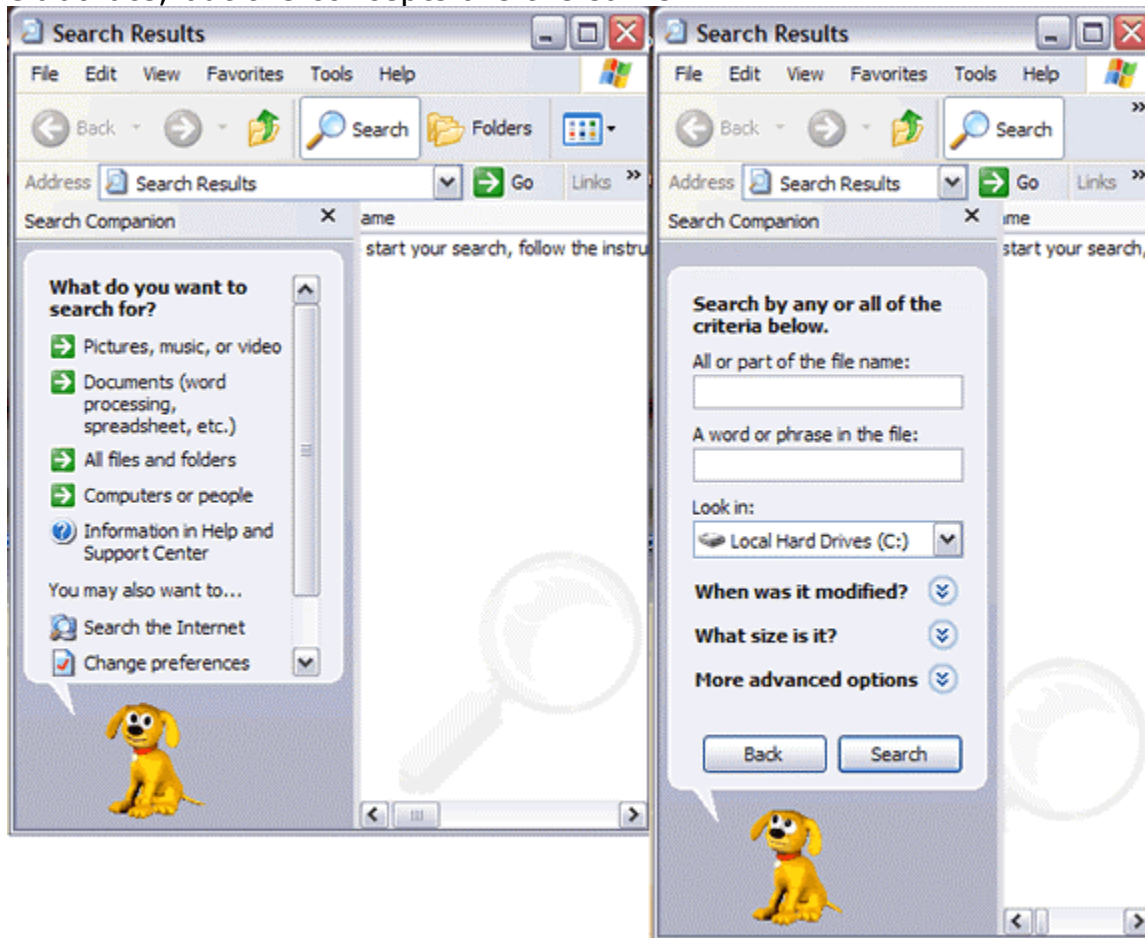
Type

Size

Advanced Options

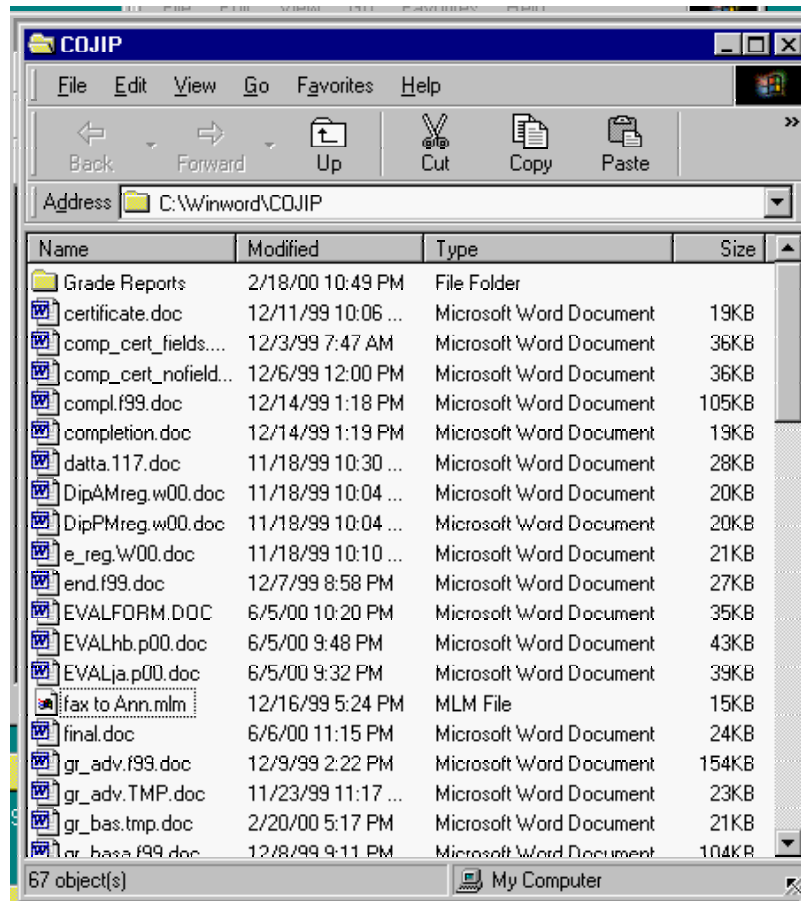
[Indexing Service](#) is currently disabled.

The search or find files functions in **Windows XP** look a little more elaborate, but the concepts are the same:

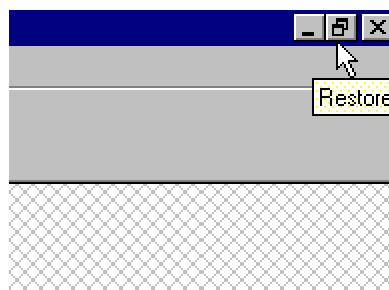


Working with Multiple Windows

Double click on My Computer, open the [C:] drive (or other disk), and open the folder where your documents are currently stored. You'll get a window like this:

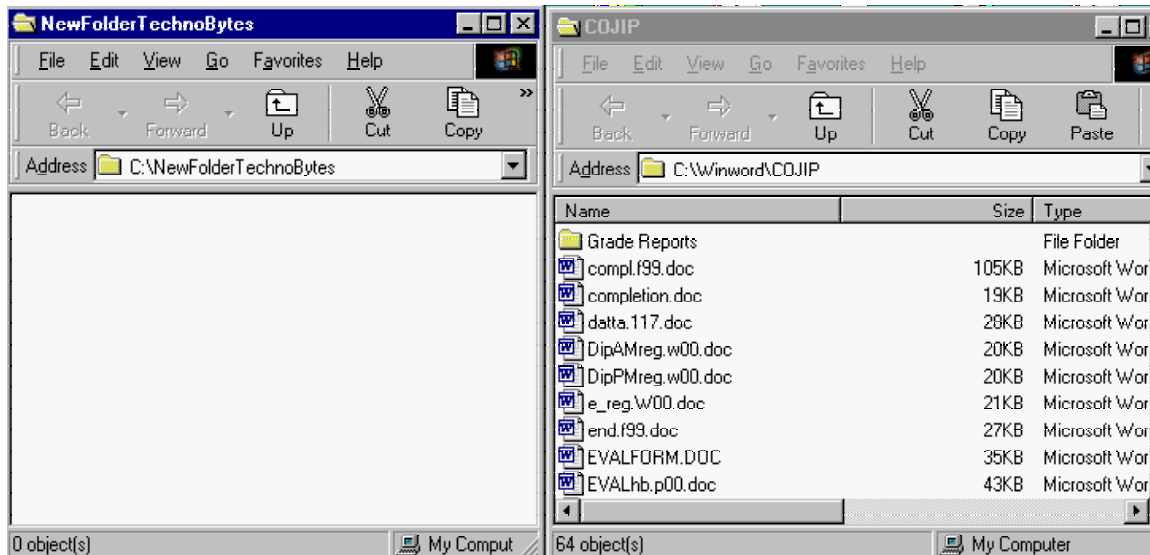


Use the little diagonal lines in the lower right corner to make the window smaller. If you can't see the little diagonal lines, it means your window is already at a minimized size. Click on the icon in the upper right hand corner that is supposed to look like two windows one on top of the other.



That will maximize the window, and give you the little diagonal lines that allow you to then resize the window. Once you have the window sized, go back to the My Computer icon and open a second window for the folder you now want to move files to:

Your screen should then look something like this:



If you now want to move files from one folder to another, you just have to select them, and then drag them to the new folder.

Extra stuff for when you have time to experiment: Saving files

The first time you save a file, you just click on File/Save, select the folder where you want to put the file, and give the file a name. The next time you save the file, you can just hit CTRL+ S, or click on the little icon of the floppy disk, and your latest changes will be saved. When you save a file, the File Allocation Table (FAT) records the name of the file and the extension, and the sector and track of the storage media (floppy, hard drive, zip or CD). The next time you save the file with the same name the FAT will record the new information with the original sectors and tracks, effectively over-writing your original file. If you change the name of the file by even one letter, the FAT will record it as a new file and assign different sectors and tracks. So, it's easy to save different versions of a file, like drafts of an article. Just be sure you change the name of the file.

Coding file names can help to keep things organized and allows you to use wildcards to group them. If you can read the file names in the picture above, or the one on page 9, you'll see an example.

Vocabulary

Operating System	Runs the computer. Without it, you wouldn't be able to do anything. The most common operating systems for PCs now are the Microsoft Windows products (Windows 95, Windows 98, Windows 2000, Windows XP; the original one was called DOS). If you don't know what your operating system is, right click on the "My Computer" icon, and click on the "Properties" tab. You'll see the name and version of your operating system, as well as the amount of memory (RAM) your computer has and the type of processor (Pentium I, II, III, etc.)
Application	This is what you use to do your work. Examples are Word, Excel, Works, WordPerfect, Q&A
Program	Often used interchangeably with "application", program actually means the sequence of instructions that programmers write and the computer receives and executes. All applications are composed of multiple programs that teams of programmers and design analysts wrote.
File	The piece of writing, spreadsheet, web page, etc. that you create, modify (edit), copy, delete, etc.
Document	Same thing as a file
File name	What you decide to call your file
File extension	Automatically supplied, and often hidden by the Windows operating system, file extensions are the three letters after the period that are used by operating systems to assign the file to a particular application. For example, a Word file automatically gets a "doc" extension; an Excel file gets "xls"; etc. You can set the Windows defaults on your machine so that you always see the full file name and extension.
File naming conventions	The Windows and MacIntosh operating systems allow file names to be up to 255 characters long. Older DOS machines only allow 8 characters, and older computer users tend to stick to that model because when everything breaks down, shorter file names are easier to work with. Coding your file names is an organizational trick that can save you time later because it allows you to group files for easy copying, backing up, etc.
Folder	Used to organize files
Directory	This is the old DOS term for what is now known as a folder
Root	This is the base of the file directory structure. The first folder you create usually hangs off the root. A folder inside of that folder is called a sub-folder.

Tree	Used as a metaphor to describe file directory structures
Path	The full name of a file which includes all the folders and subfolders. A full path looks like this: C:\MyDocuments\ESLWork\98\Reading\W03Syllabus.doc. In this example, C:\ is the root, My Documents is the primary folder off the root, ESL Work is a sub-folder of My Documents, 98 is the folder containing all documents relating to work done for ESL 98 classes, Reading is a subfolder within ESL98, and finally you get to the document or file which is the Syllabus for the Winter 2003 class. This is an exaggerated example of folder organization meant to illustrate how paths work. You're better off with fewer subfolders and more folders off the root.
Drive	The physical mechanism that allows you to read and write files. Imagine a turn-table.
Disk	This is the physical surface that you store your files to. Imagine a record album
Storage Media	Hard drives, floppy disks, zip disks and CDs are all examples of storage media. They are all surfaces that you save files to (write) and retrieve files from (read). This stuff gets bigger and bigger. The original 5.25" floppy disks held 320 kilobytes of data. The regular floppies we use now hold 1.44 mg. Zip disks hold either 100 mg or 250 mg. CDs hold up to 640 mg.
File Allocation Table	Also known as the FAT, this is the index for what files are on your disk. It keeps track of the name of the file, the extension, the physical tracks and sectors that the file (or parts of the file) are stored to. Imagine an index
Wildcard	The * symbol is the most useful one. If you don't remember the full name of a file, but just the beginning, you can use a wildcard to find it. For example, a search for files named ENG* will give you all files that begin with the letters "ENG" no matter what follows. A search for files named *.doc will give you all files with a "doc" extension (these are all your Word files). You can also use the ? symbol. A search for files named E?L.* will give you all files that have a first letter of E, a third letter of L and any extension, regardless of what the letter between E and L is.
Version	All applications and operating systems are always being revised and reissued. Big reissues usually get a new name (Windows 95, Windows XP, etc.). Smaller modifications that are usually issued to correct mistakes in the prior edition are often indicated by numbers after the name of the product (Windows 98 Second Edition, Word 2000 (9.0.2070, etc.). The version of your operating system is indicated right under

	your operating system name in the My Computer/Properties tab. You can find the version of your application by clicking on the "About Word (Excel, etc.) section of the Help menu
File format	Because of version changes and upgrades to applications, your file format may not be compatible with a newer or older computer running the same program. Typically newer versions of a program can always read the older version but not the other way around. It's a good idea to always check the versions of software running on the computers you use most frequently. If you're not sure, save the file in a couple of formats. The safest format for word processing documents are the Text Only format and the Rich Text Format. You'll lose formatting with the Text Only option, but retain your text. RTF keeps most of the formatting and fairly reliable. See the section below about saving documents for more information.