

File Management

1. Windows Explorer/ My Computer/ My Documents – These icons really open the same window, just to a different location
 - a. Views - Tiles, List, Small Icons, Detailed – available via the toolbar button, or in the View menu
 - b. Sorting – In detailed view, click on a column heading in the file list to sort – a second click will reverse the sort
2. What's in a name
 - a. File Extensions/Icons
 - i. File extensions hidden by default; to display them go to Tools, Folder Options, View tab. Remove the check beside 'Hide extensions for known file types'
 - ii. Extensions are used by Windows to identify the file type and the default program to open them.
 - b. Open With
 - i. Right-click the file and choose 'Open With' to open with a different program than the default. If you click on 'Choose Program...' you can choose a different program, and also change the default by putting a check beside 'Always open with this program'
3. Folders
 - a. Built-in Folders – don't have to use them, but many programs will use these by default.
 - i. My Documents
 - ii. My Music
 - iii. My Pictures
 - iv. In Vista and Windows 7 the 'My' is dropped and more folders are available:
 1. Downloads
 2. Videos
 - b. Creating Folders
 - i. In Windows Explorer, use File, New, and choose Folder. The folder will appear with the name 'New Folder' highlighted ready for you to type in a name for the folder.
 - ii. Can also right-click an empty area of the file list and choose New...Folder
 - iii. You can create folders within folders, which in turn can have sub-folders
4. Files
 - a. Moving
 - i. Drag and drop – using the left mouse button drag a file and drop it onto the destination folder (you can also drag using the right mouse button and you'll get a popup menu when you drop the file allowing you to select the action)
 - ii. Select the file, use Edit, Cut; then open the destination folder, and use Edit, Paste.

- iii. Right-click on the file, and choose Cut; then open the destination folder, right-click in the folder list and choose Paste
 - iv. Select the file, and use keyboard shortcuts Ctrl-x for Cut, Ctrl-v for paste
 - v. You can use any combination of ii, iii, and iv (cut using one method, and paste using another)
 - vi. To select more than one file, select the first, then hold down the ctrl key while you click on other files.
- b. Copying – if you want to copy the file rather than move it, use Copy rather than Cut. The keyboard shortcut for copy is Ctrl-c
- c. Renaming
- i. Select the file, and choose File, Rename and replace the highlighted text with the new name
 - ii. Right-click the file and choose Rename
 - iii. Select the file and then click on the file a second time
 - iv. Select the file and hit the function key F2
- d. Deleting/Restoring
- i. When you delete a file, it is placed in the Recycle Bin.
 - 1. Select the file and hit the delete key
 - 2. Drag and drop the file onto the recycle bin
 - 3. Right-click a file and choose delete
 - 4. Select the file and use File, Delete
 - ii. If you want to restore a deleted file to its original location, open the Recycle Bin
 - 1. Select the file and use File, Restore
 - 2. Right-click the file and choose Restore
 - iii. To permanently delete files
 - 1. Right-click the Recycle Bin on the desktop and choose 'Empty Recycle Bin'
- e. Saving
- i. Internet – When you download a file from the internet, you are prompted with a dialog to save the file. Navigate to the location where you want the file (hint – create a folder called Downloads in My Documents), and click on Save.
 - ii. Programs – A similar 'File Save' dialog will appear when you save a file from within a program. Navigate to the folder where you want the file saved – note that this dialog also allows you to create new folders.
- f. Emailing
- i. saving attachments – you shouldn't leave attachments on email messages. Save the attached file (picture/document) to a folder on your computer. If anything happens to your email message store, the pictures are safely stored elsewhere.
 - ii. Attaching – in Windows Explorer, you can right-click a file (or multiple files), and choose Send To..., Email recipient.

Your default mail program will open with these files attached.

- iii. zipping – a zip file is a single file which contains 1 or more files in a compressed format. Reduces the size of a file for emailing, and is also useful if you want to reduce the size of a backup.

5. Favorites

Web browser favorites (also called bookmarks) can be organized into folders (and subfolders) as well. Open the browser and choose Favorites, Organize Favorites.

- a. Click on New Folder, and type a name for the folder. You can create subfolders by first selecting the folder where you want the subfolder, and then click on New Folder
- b. To move a bookmark to a folder, select the item and then click on Move; then select the destination folder.
- c. You can also use drag and drop to move items into folders
- d. You can also Rename bookmarks and Delete them using this dialog
- e. To sort the Favorites by name, Right-click on the list and choose Sort by Name

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