

Windows XP File Management

As you work with a computer creating more and more documents, you need to find a way to keep this information organized. Without a good organizational method, all your files are lumped together in one place. Therefore, it is very important to understand file management.

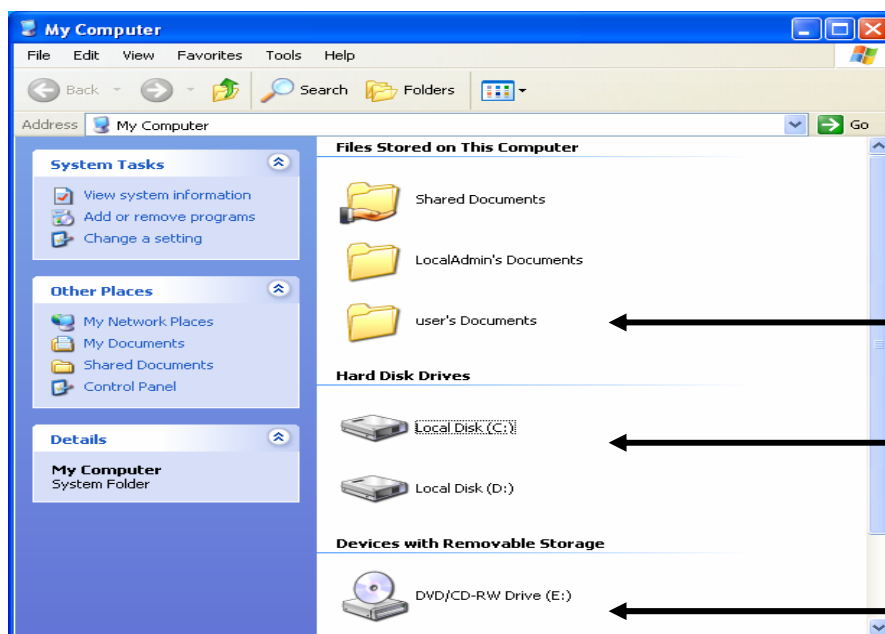
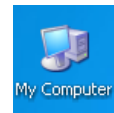
Understanding Drives, Folders and Files

- When you create something (typically referred to as a document) on your computer it must be saved. The first time you save the document it becomes a file. Files are stored in folders on a disk.
- *A *drive* is the hardware that seeks, reads and writes information to and from a *disk* - which is where computer data is physically stored. The terms *disk* and *drive* are often used interchangeably. Drives are identified by a letter.

Windows XP includes many tools for file management, and the most commonly used tool is **My Computer**. My Computer is used to view all drives, folders and files that are available on your computer and to perform many file management tasks easily and efficiently.

To See What's on Your Computer:

1. Open **My Computer** located on the Desktop



Holds contents of **My Documents**

Hard Drives*

Removable Storage

The hard drive is partitioned into 2 drives. The C:\ drive has files associated with the operating system and other applications. The D:\ drive is used to store all the files that you create. This was done in case a problem occurs with the operating system; Information Technology is able to fix one drive without harming the other.

To See What's on Your Hard Drive:

1. Under **Hard Disk Drives**, double-click the **Local Disk (D:)**
2. Click on the **Documents** folder to select it

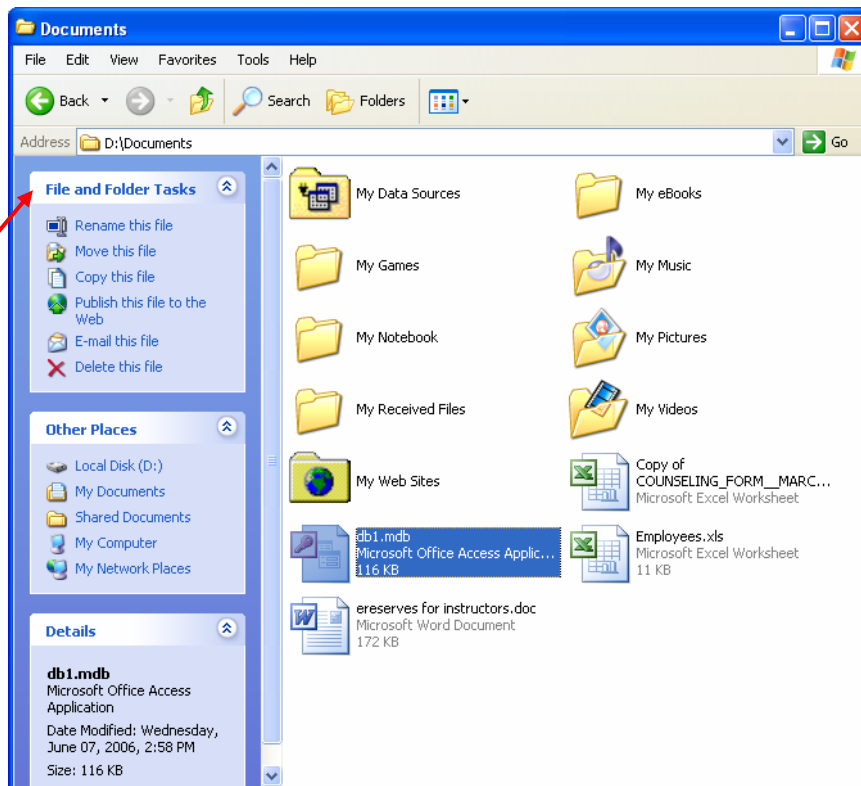
The **Documents** folder also contains the contents of the **My Documents** folder. The **My Documents** folder is the Windows default location for many or all of the files saved on your computer.

To View the Contents of My Documents:

1. Double-click on the **Documents** folder or click on **My Documents** located on the left



The contents of **My Documents** is displayed.



File and Folder Tasks

When you select a file or folder a list of hyperlinked tasks is displayed in the left panel. You can rename, copy, move, or delete the file or folder. You can also send a file in e-mail or publish it to the Web. In addition to the basic file and folder tasks provided, there are several folders that provide links to specialized tasks. For example, the **My Pictures** and **My Music** folders provide task links that can help you manage your picture and music files.

Additional hyperlinked tasks provided in the left panel include **Other Places**, which allows you to navigate to another drive or folder or return to **My Computer**. It also provides **Details** about the file or folder that is currently selected.

To Create a New Folder:

1. Open **My Documents** (or the folder that will contain the new folder)
2. Under File and Folder Tasks, click **Make a New Folder**
3. A new folder is displayed with the default name, **New Folder**, selected
4. Type a name for the new folder, and then press **ENTER**.

Viewing Files and Folders Overview

Windows provides several new ways for you to arrange and identify your files when viewing them. When a folder is open, you can access each of the following view options on the **View** menu.

- **Show in Groups**
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.
- **Thumbnails**
Thumbnails view displays the images of a folder 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.
- **Tiles**
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.
- **Filmstrip**
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.
- **Icons**
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.
- **List**
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.
- **Details**
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.

Selecting Files

When you want to perform some file or folder-related tasks, you start by selecting that file or folder. You can select a single file or multiple files.

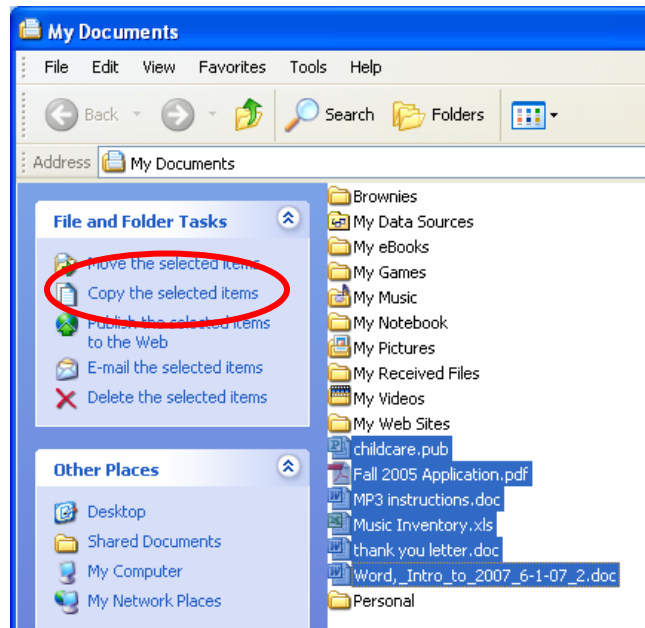
- To select **consecutive** files, click the first file, press and hold down the **Shift** key, and click the last file. The first and last files and all files in between are then selected
- To select **nonconsecutive** files, press and hold down the **Ctrl** key and click each file you want to select
- To select all the files, click the **Edit** menu and then click the **Select All** command, or press **Ctrl+A**
- To deselect a file, click outside the file list

Copying Files and Folders

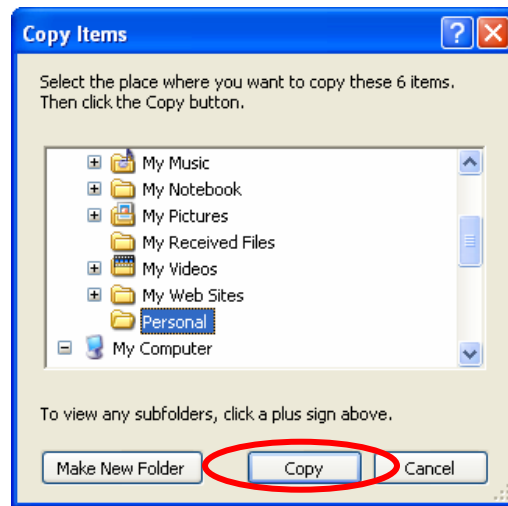
There are 3 different ways to copy files and folders:

1. Using Files and Folder Tasks

- Select the files or folders to copy
- Under **File and Folder Tasks**, click **Copy the selected items** or **Copy this folder**

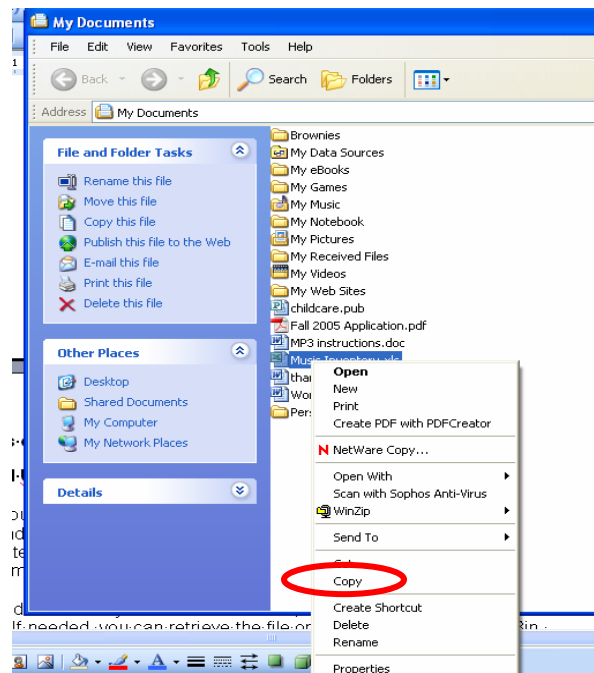


- In **Copy Items**, select the drive or folder you want to copy to, and then click **Copy**



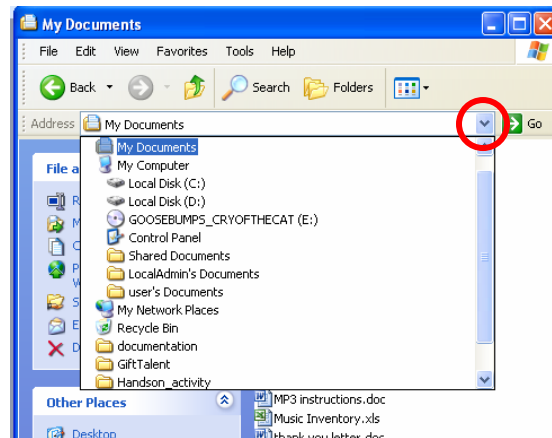
2. Using the Right-Click Method:

- Select the files or folders to copy
- **Right-click** on the selected files
- Click on **Copy**



- Locate the destination folder and **right-click** on it
- Click on **Paste**

If you are copying to another drive you can switch to that drive by clicking on the drop-down arrow in the **Address Bar**.



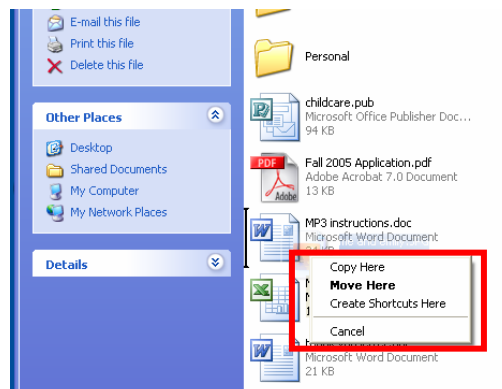
3. Using Drag and Drop

If the My Computer window and the My Documents window are both open you can resize and position the windows so you can drag files from one location to another.

- Select the files to copy
- Click and hold the left mouse button down and drag the files to the destination folder

Depending on where you are dragging the files to they will sometimes move instead of copy. To receive a prompt to move or copy use your right mouse button when dragging.

- Select the files
- Click and hold down the right mouse button
- Drag to the destination folder
- Select either **Move here** or **Copy here** from the shortcut menu



Moving Files or Folders

Repeat the steps for copying with a few exceptions:

1. Using Files and Folder Tasks

- After files are selected click on **Move the selected items** or **Move this folder**
- In **Move Items**, select the drive or folder you want to move to, and then click **Move**

2. Using the Right-Click Method:

- Select the files or folders to move
- **Right-click** on the selected files
- Click on **Move**
- Locate the destination folder and **right-click** on it
- Click on **Paste**

3. Using Drag and Drop

- Select the files to move
- Click and hold down the left mouse button and drag the files to the destination folder

Deleting and Undeleting Files and Folders

Eventually, your computer will become full of files, and you'll have a hard time organizing and storing them all. You can delete any files you no longer need. You can also delete entire folders. When you delete a folder, the folder and all its contents are moved to the Recycle Bin.

Windows XP doesn't really delete a file or folder; instead, it moves it to the Recycle Bin. If needed, you can retrieve the file or folder from the Recycle Bin.

To Delete a File or Folder:

1. Select the file or folder you want to delete
2. Click **Delete This File** on the left
3. You are prompted to confirm the deletion
4. Click **Yes** to confirm

Windows removes the file or folder, placing it in the Recycle Bin.

To Retrieve a Deleted File or Folder:

Sometimes you will delete a file or folder by mistake. If you make a mistake, you can retrieve the file or folder from the Recycle Bin (as long as the Recycle Bin has not been emptied) and return the file or folder to its original location.

1. Double-click the **Recycle Bin icon** on your desktop
2. Select the file or folder you want to undelete
3. Click **Restore This Item** in the Task pane. The file or folder is then moved from the Recycle Bin back to its original location.
4. Click the **Close** button to close the Recycle Bin

Emptying the Recycle Bin

The content of the Recycle Bin takes up disk space, so you should periodically empty it.

1. Double-click the **Recycle Bin icon**
2. Select the file to undelete
3. Click **Empty the Recycle Bin** in the Task pane. Windows displays the **Confirm Multiple File Delete** dialog box, prompting you to confirm this action
4. Click **Yes** to empty the Recycle Bin