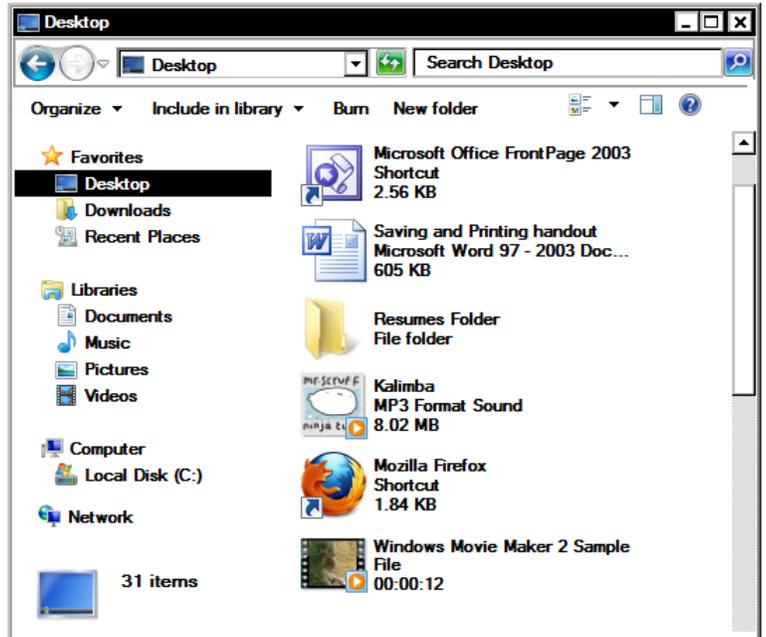


# Files & Folders

## Folders

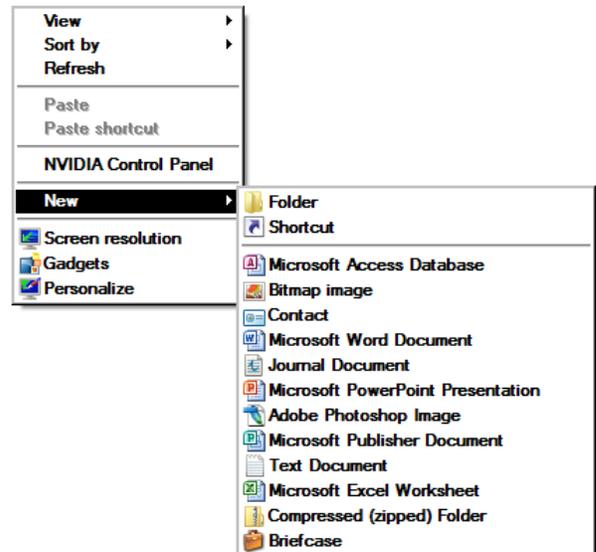
Computers use the metaphor of files and folders to organize information. Folders are containers for files; folders can also contain other folders.

In the computer, the main storage device is the computer's hard drive, usually designated as "C:". Other locations where data can be stored include the CD or DVD drive (D: or E:) or a USB or Flash drive.



### To Create a New Folder

- Right-click over an empty space
- Choose **New** and select **Folder**.
- At this time, you may type in a new name for the folder.



Note: To rename a folder later, right-click on the folder icon and choose **Rename**. Avoid using punctuation in file and folder names. Spaces are OK.

## Files

Merriam-Webster defines a file as “a complete collection of data treated by a computer as a unit especially for purposes of input and output”.

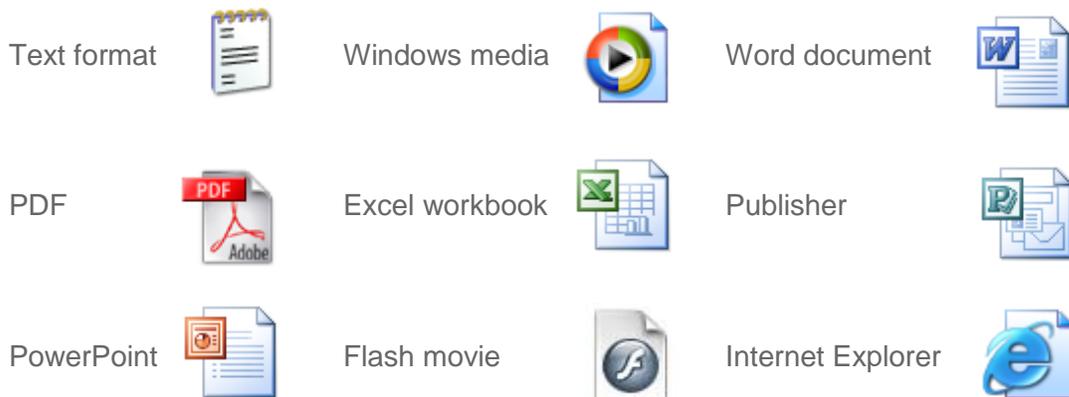
Files can be renamed exactly as folders can. Both files and folders can be deleted by dragging the icon to the “Recycle Bin,” or by right-clicking and choosing **Delete**.

### ● Common file formats

When looking at the computer’s Desktop or any directory, the first thing you notice is that there are many graphical icons. These icons represent several types of information:

- Programs or shortcuts to programs (i.e., Microsoft Word)
- Folders or directories
- Individual files
- Hyperlinks (shortcuts to specific websites)

Icons for some common files are shown below:



Note: One special kind of file you will see is a “shortcut.” This is a file with no content. It’s a pointer to another file located elsewhere. You can identify a shortcut by the arrow on the bottom left of the icon.



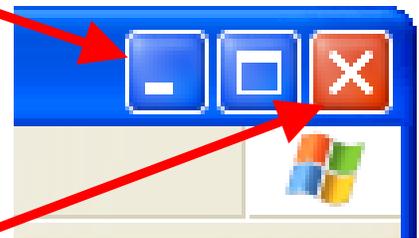
## Working with Windows

When managing your files and folders, you will often want to have multiple windows open, so you can drag items from one to another. Here are some basic instructions and tips:

- To view the contents of a folder, double-click on the folder icon. 
- To move a window, click on the blue bar at the top and drag.
- To resize a window (making it larger or smaller in one direction)
  - Click on the bottom, or on any side, and drag.
  - To resize it diagonally, click and drag any corner.

Note: Be careful about doing this in the upper right corner, because there are three other controls there.

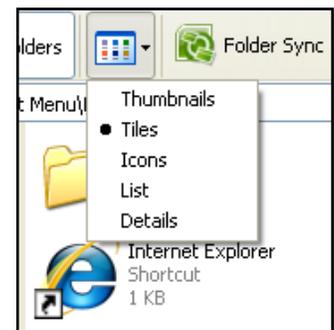
- The box on the left minimizes the window, concealing it out of your way on the Task Bar on the bottom of the screen. Click the button on that bar to bring it back.
- The middle box expands the window to fill the whole screen. Click the box again to return to its size.
- The box on the right with an “X” closes the window.



## Viewing Files and Folders

The “View” menu offers several ways to list your files:

- **Thumbnails** – is useful for folders with a lot of images; each image is displayed as a small version.
- **Details** – generally more useful, this view lists items with small icons and shows their size, type and date modified.
- **Arrange Icons By** – this submenu sorts the list by any of those categories listed, such as “Size” or “Type”.

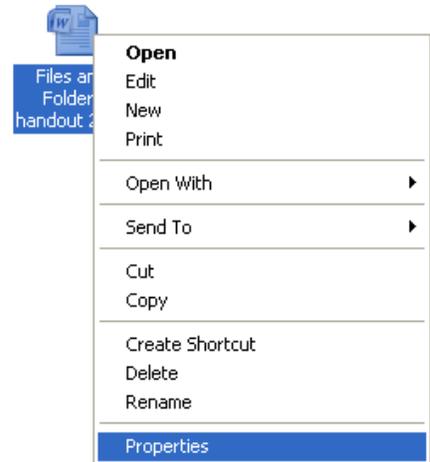


Another very powerful way to view your files and folders is to right-click a folder and choose **Explore**. This shows an outline view of your entire computer on the left, and the contents of the currently selected window on the right. Explorer gives you quick access to everything on your computer and any connected devices.

## File and Folder Properties

To see a file or folder's properties, you can right-click it and choose **Properties**.

The properties display will show how big something is, whether it is a document, program, shortcut, etc, and what program it is associated with. It will also show you when it was created and when it was last modified.

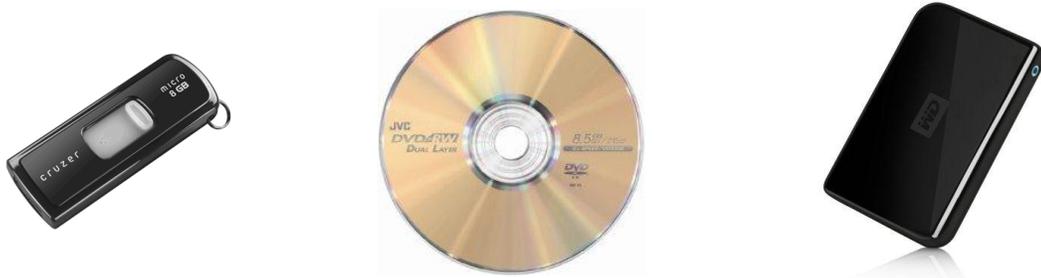


## Copying versus Moving a File (or Folder)

- **Moving** – dragging a file moves it to a new location. The file will no longer exist in its original location.
- **Copying** – to keep the original file where it is and also create a duplicate in a new location, first hold down the control key (labeled “Ctrl”), and then drag a file or folder to a new location; release the control key after the file has been copied.

## Travel and Backup

To protect your work from human error and mechanical failure, keep copies of your files on more than one medium. If you have your own computer, have copies on the hard drive and duplicate copies on a removable medium such as a CD-R/W or DVD-R/W, USB Flash drive, or portable hard drive.



Multiple copies of a file on one disk will help if you make changes which you can't undo, but you will not be protected from a disk failure. Whenever you are working with multiple copies of a file, be sure to keep track of which is the newest version. You do not want to copy an older version over a newer one or to make some changes to one copy and some to another.

## Saving a File

The most important thing to remember when saving a file is the location where you save the file. When you click **Save**, the file is saved with the same name in the same location as where it was first opened. If this is a new file, use **Save As** the first time you save it. If this is an existing file that you want to save in a new version, but you still need to keep a copy of the older file, use **Save As** so that you will not overwrite the previous version.

- How to Save a New File:
  - Click on **File** (or the Office Button if using MS Office 2007)
  - Click on **Save As...**
  - Select the location to save the file
  - Type in the file name
  - Click on **Save**

## Downloading an email attachment

Depending on the email provider, the look and wording may vary. *Yahoo! mail* is used for the instructions below. Generally, a paperclip graphic next to an email message indicates an attached file or files.

- With the email open, click on **Scan and Save to Computer**



- Click on **Download File**
- Click on **Save**
- Choose the location to save the attachment (such as the *Desktop* or *My Documents*)
- Edit the **File name**
- Click on **Save**



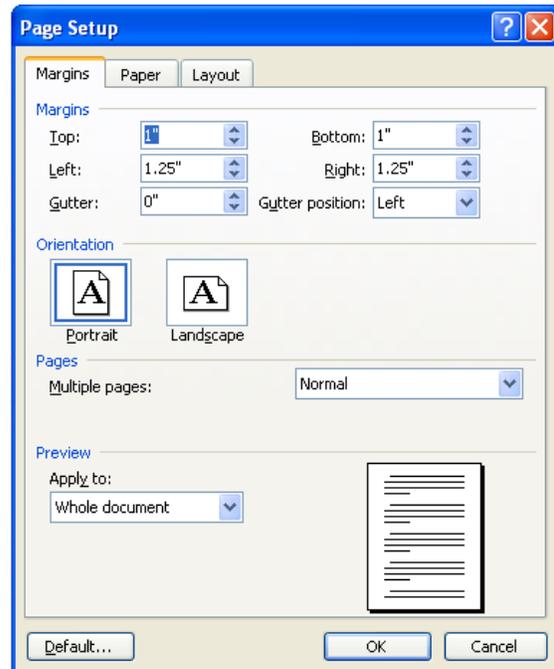
## Printing a File

- **Page Setup** allows you to customize the print job before printing, including:

- Margins
- Orientation
- Paper size

- **Print Preview** – always preview your print job before printing:

- Click on **File**
- Click on **Print Preview**
- Click on **Close**



- **Print a file:**

- Open the file
- Click on **File**
- Click on **Print...**
- Adjust settings, if desired, such as number of copies, page range, etc.

- Click **OK** to print

Note: Always use **Print Preview**. Many websites

are not designed to be printed and may print incorrectly.

- To print a selected area within an open file:

- Using the mouse, select (highlight) the range of data to print
- Click on **File**, then click on **Print**
- Under **Page Range**, choose **Selection**. Click on **OK**.

