

Proicere, Inc.

Windows: File Management

Lesson Notes

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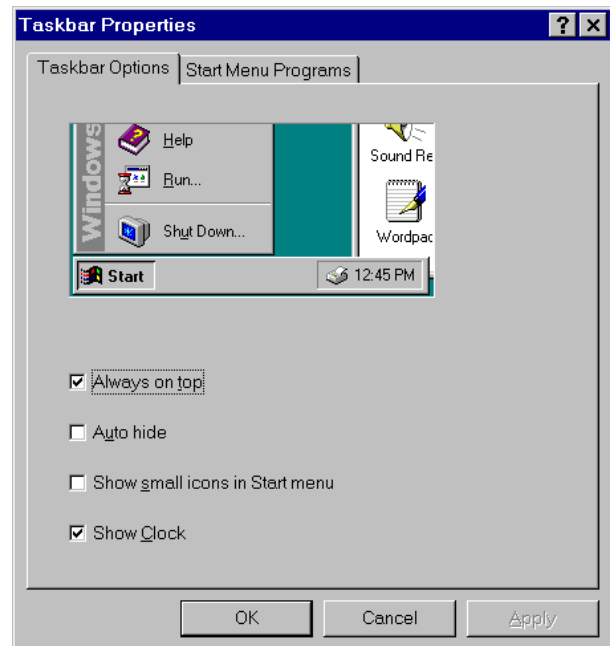
Task Bar Properties

One way to change the Task Bar Properties is to right click on the task bar. This will bring up the Task Bar Shortcut Menu.

Choose Properties off the menu.



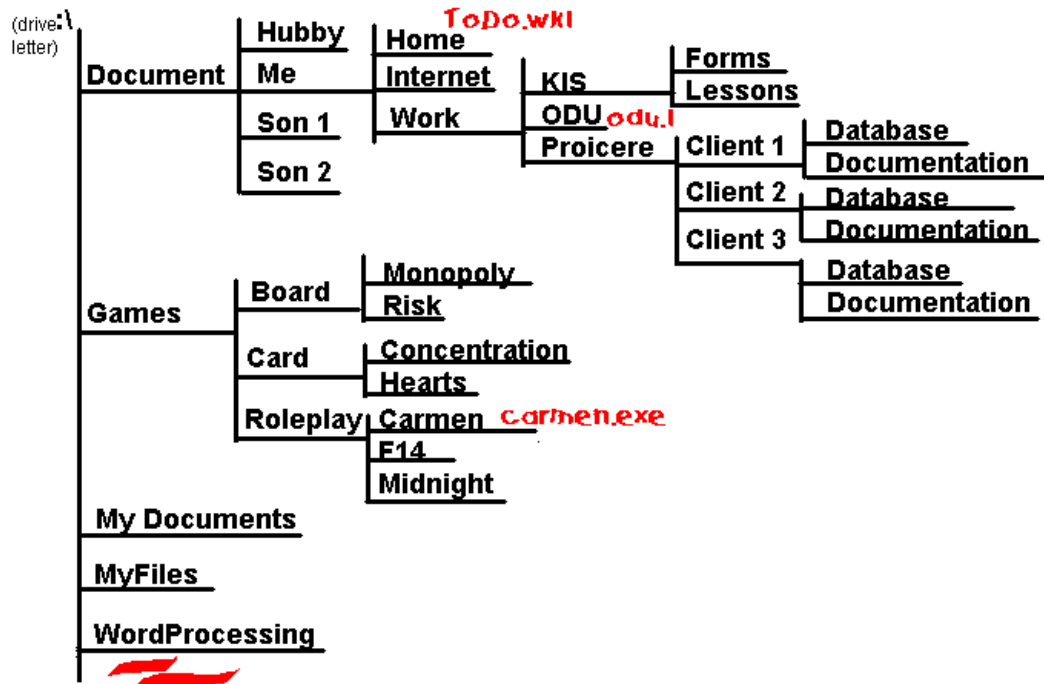
This should bring you into the Task Bar Properties dialog box. Make the desired changes.



File Folders

File Folders/Directories are the way the computer organizes the storage devices. Just as you would use file folders in a filing cabinet, the computer uses File Folders /Directories/Subdirectories to organize the drives. File Folders can be created one inside another.

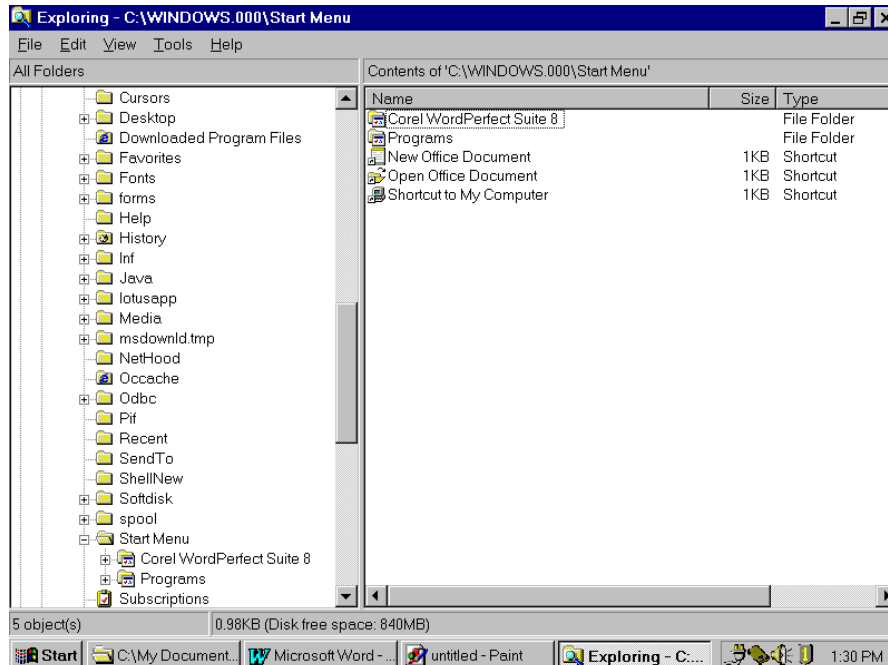
Note: In Windows 2000 and Windows XP, the "My Documents" for each user is separate. Unless the user has administrator rights, the user can see only their own files.



One way to look at the systems file folders is to go into Windows Explorer. (Right click on the Start Button)



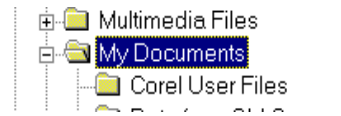
The left side of the screen displays the tree (drives & file folders / directories)



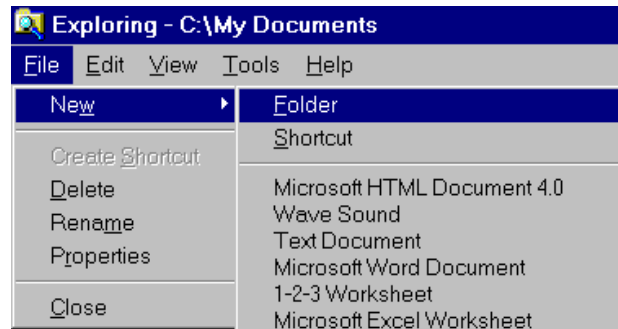
The right side displays the contents of the file folder opened on the left. (file folders / directories & files)

Creating a new folder

In the left window, open the folder in which the new folder is to be created.



From the menu choose, File, New, Folder

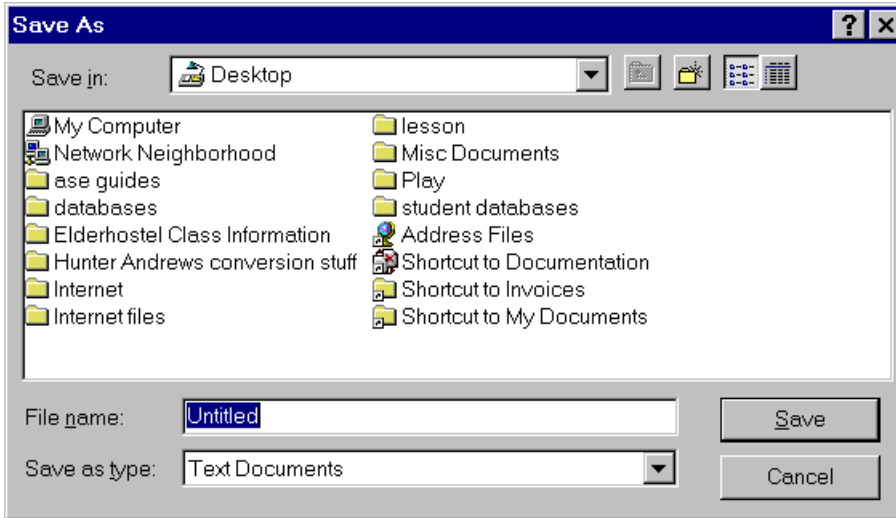
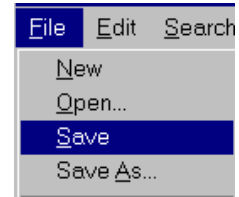


A folder should appear on the right with the name "New Folder" highlighted in blue. Type in the desired name for the new folder. After pressing enter, the folder should appear on both the left and the right screens.



Saving a Document into a File Folder

The first time you save a document, it does not matter if File, Save or File, Save as is chosen, they both will bring up the Save as dialog box.



In the Save as dialog box, key in the file name and open the file folder in which to save the file.

Once the file has been saved, File, Save does a quick save over the original file, File, Save as will always bring up the Save as dialog box (*note: this will create a new file*).

Finding Lost Files

From the Start Button, choose Search

Note: in Windows 95 and Windows 98 it was called Find.

Known File Name

In the "Name:" field, key in any part of the file name, if you have more than one drive, change the "Look in:" from C: to My Computer then click the "Search" button.

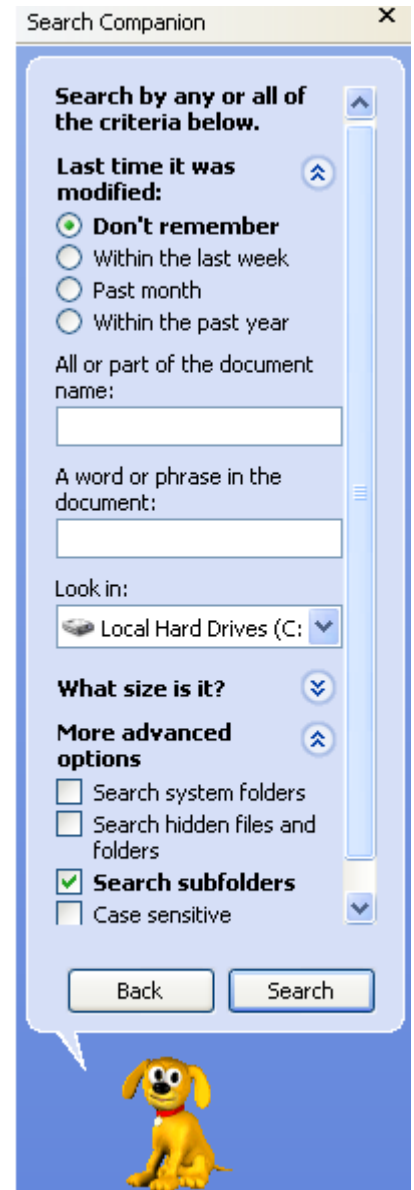
Known Last Modified Date

In the Date Modified

Select the date range, then click on the "Search" button.

Unknown Name and/or Date

In the "word or phrase:" box, key in a word that is unique to the document, then click the "Search" button.



Copying/Moving Files

One way to copy/move a file is to use Windows Explorer and the click and drag method..

Note: If the left mouse button is used for dragging, the file(s) the following are the defaults: if source and destination are on the same physical device, the file(s) will be moved if source and destination are between physical devices, the file(s) will be copied.. If the right mouse button is used for dragging files, a menu will appear when the mouse button is released. This menu will override the system's defaults.



To Copy/Move One File

Find the file to be copied or moved.

Click and drag file to new location.

To Copy/Move Several Selected Files

Click the first file, then with the CTRL key held down, click on all other desired files.

Let go of the CTRL key, click and drag one of the selected files, all selected files will copy/ove.

To Copy/Move Groups of Files

Click on the first file

Hold down the Shift key and select the last file of the group

Let go of the Shift key, click and drag one of the selected files to the new location, all selected files will copy/move.

Shortcuts

Shortcuts are pointers. They are not the actual object. They are just a pointer, pointing to the object. Deleting a shortcut, does not delete the original object.

Windows 95/Windows 98 indicates that an icon is a shortcuts by putting a little box with an arrow on the bottom left corner of the icon. *(Note: This rule is not absolute, the look of a shortcut can be changed.)*



zoo.txt



Shortcut to
zoo.txt

Creating Shortcuts

One way to create a shortcut is to find the object and drag it with your **right mouse button** to the desired location. When the menu pops up, choose “create a shortcut”.

Note: If the left mouse is used to drag the object, it may move the object.

