

File Management

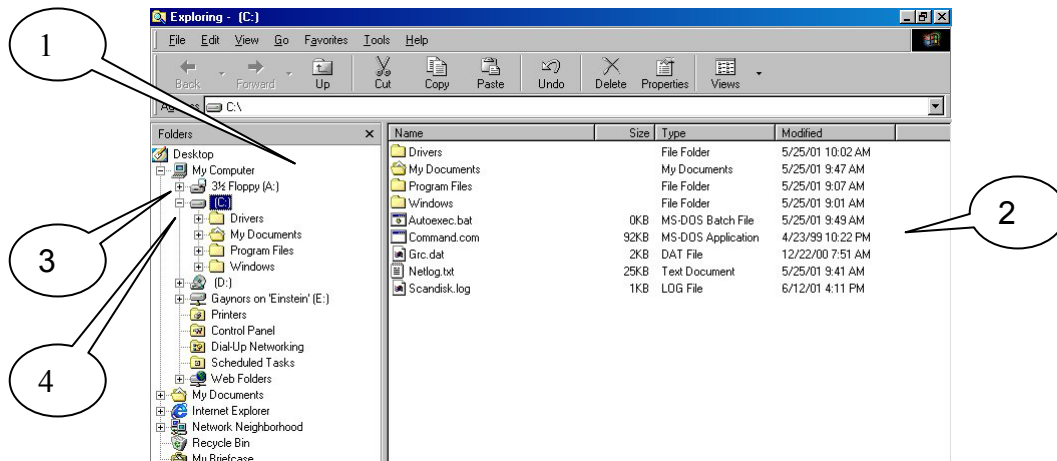
File Management

Windows Explorer and Your Computer's Directory Structure

Windows Explorer is a file management tool included with Windows. You can use Explorer to view, copy, and move files and folders; format disks; and perform other tasks related to file management.

The Explorer window includes two panes, or viewing areas:

1. The left pane displays the directory structure, with objects representing all available resources, including each drive (A:, C:, etc.), and the folders contained within those drives.
2. The right pane displays the contents of whichever folder is selected on the left pane.



Each object is graphically represented within the directory structure by an icon.

3. If an object in the left pane has a plus symbol (+) beside it, it indicates that there are additional folders inside it which are not displayed. The plus symbol can be clicked on to display all subfolders.
4. If an object appears with a minus symbol (-), then it is fully expanded and all objects within it are in view.

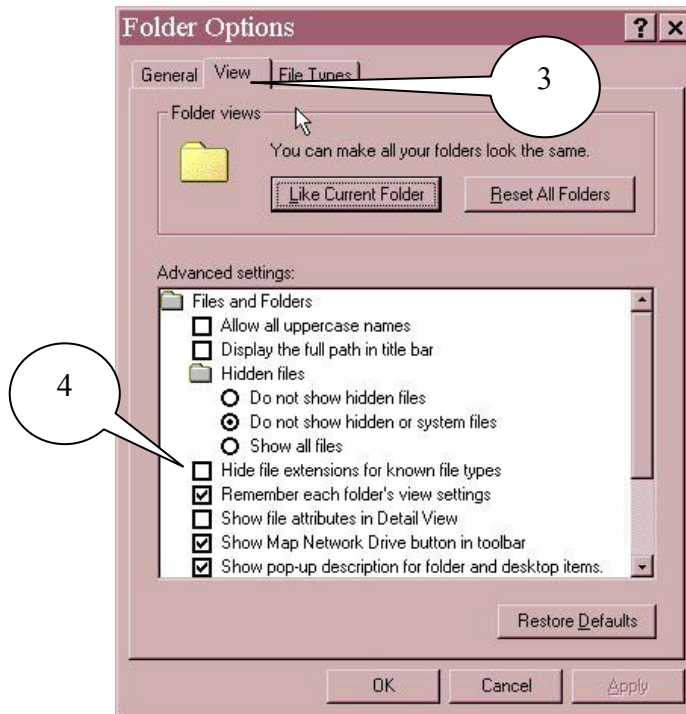
If an object has no plus (+) or minus (-) symbol, then it contains no folders, only files, or nothing at all.

Turning on file extensions

Every file name has a file extension, a period followed by three letters. The three-letter extension represents the program that the file was created in. For example if you create a file in word the extension is .doc.

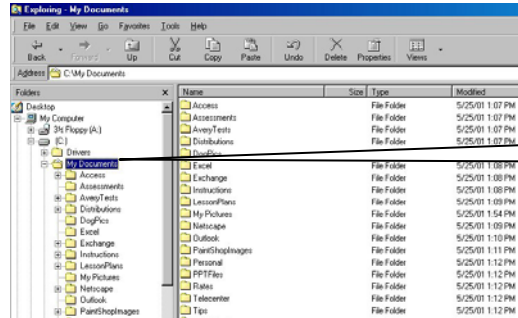
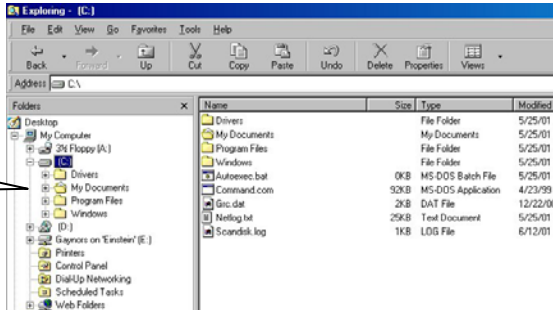
Your computer may or may not be set to view file extensions.

1. Open Windows Explorer.
2. From the menu choose Tools, Folder options
3. Click on the View tab
4. Uncheck the box for Hide file extensions for known file types, by clicking on it once.

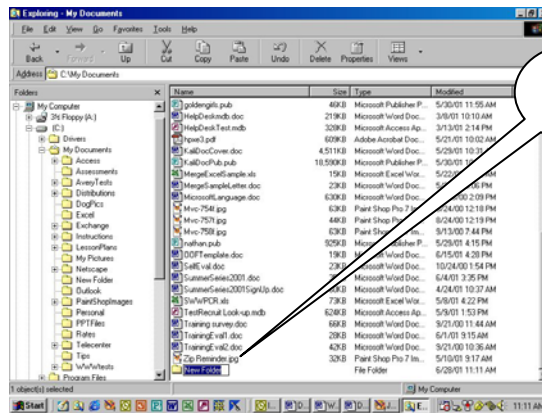
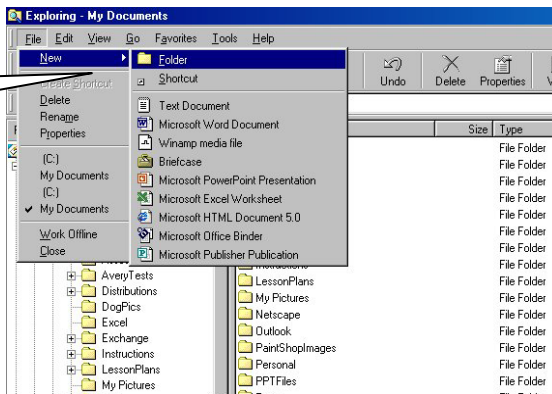


Creating folders and subfolders

1. On the left side of the screen, if you have a plus sign next to “My Documents”, click once on the plus sign to display all the subfolders on the left side of the screen.
2. Click once on the “My Documents” folder to highlight it. This will display the full contents of My Documents on the right side of the screen.



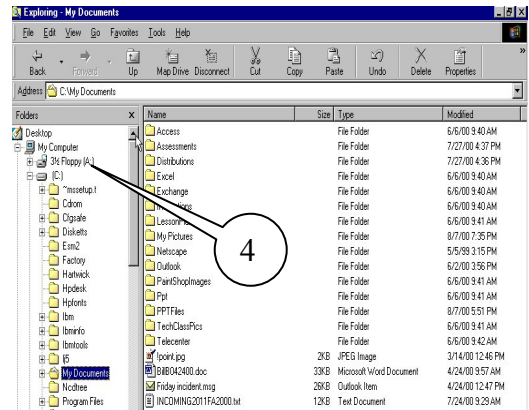
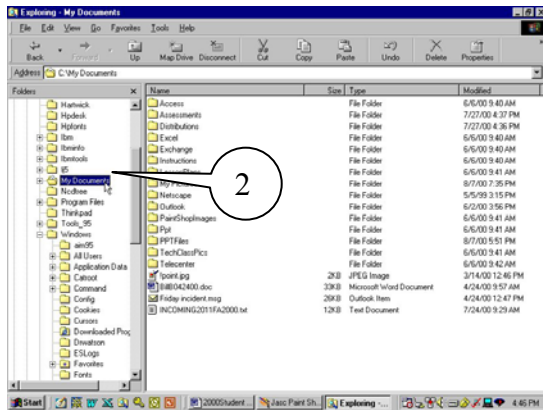
3. From the menu bar, select File, New, Folder.
4. The new folder will appear on the right side of the screen, with a default name of “New Folder”. Type in a new name and press Enter.



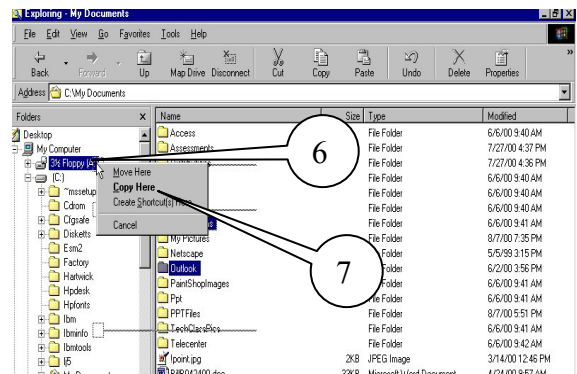
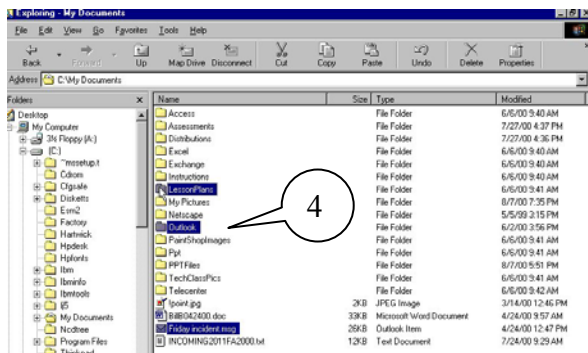
You will see your new folder displayed on the left and right sides of the screen. You can continue to create folders and subfolders in this manner. Where they appear is dependent on step 2: which folder is highlighted when you select “File, New, Folder”.

Moving or Copying Files

1. Open Windows Explorer (Click on Start, Programs, Windows Explorer)
2. On the left side of the screen, locate the “My Documents” folder. Click once on the plus sign, to display its subfolders on the left.
3. Then click once on the actual folder or subfolder that contains the document you wish to move, to display its full contents in the right pane.
4. Use the scroll bar on the left side to scroll until you can see the icon for the folder or drive (A) you want to move the file to, but do not click on it.



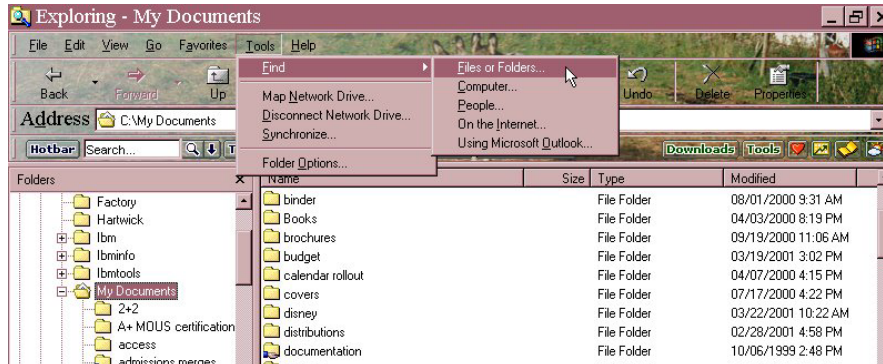
5. On the right side of the screen, locate the file(s) you wish to copy and highlight them. (Click once to select one file. Use the control key + click to select additional files).
6. Using the right mouse button, click and drag the files to the left side of the screen until they are over the destination (be sure the destination is highlighted in blue), and release the mouse button.
7. From the menu that appears, left click on “Copy here”. Or “Move here”, depending on what you wish to do.



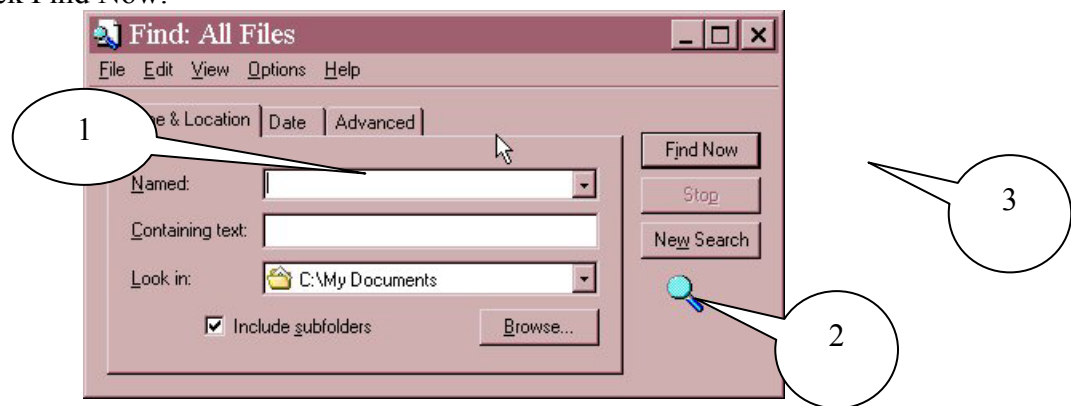
Note: If you use the left mouse button to click and drag a file from one drive to another (for example from C:/My Documents to A:/ or to your M:/ drive) Windows copies the file. If you use your left mouse button to click and drag a file from one folder to another on the same drive by default Windows moves the file.

Using the Find Feature

The find feature can be helpful in locating files based on certain criteria you select. From the Windows Explorer choose Tools from the menu, point to Find, and click on files or folders.



1. If you know the exact name of the document type it in the name box. If you know the type of file you are searching for (like a word document) you can search for all word documents by typing ***.doc**. Windows will return all files ending with the file extension .doc
2. Click on the down arrow to change the location of the search. It defaults to the My Documents folder, however you may want to change it to search the entire C: drive.
3. Click Find Now.



Using a wild card in your search:

Search for	Results
*norton	Find files of any type whose name may start with other characters, but ends with Norton
norton*	Find files of any type whose name starts with Norton and may contain additional characters.
norton	Find files of any type whose name contains the word Norton somewhere in them.
norton.doc	Finds any Word documents that contain Norton in the name.