

# Files and Folders Management

## FOLDER SET UP

### A. OVERVIEW

This tutorial is written for Windows 7. Vista and XP are similar but not exactly the same. The interface that a Vista or XP user may see on the screen may be slightly different but the basics are the same when it comes to managing files and folders.

The major change in Windows 7 is the addition of "Libraries". Libraries become meaningful if you have files that are located on several networked PCs. Most people utilizing this tutorial have their information on one computer, thus, we will skip the use of Libraries, however, once you become proficient in file and folder management, and if you are using multiple computers you should investigate the use of Libraries.

The purpose of this tutorial is to instruct you on how to **organize** files and folders in your computer so that you can easily access information. If your present paper filing system is not organized; if your file drawer is a mess of disorganized documents; if you can't find a CD; or if 25 years of photos are thrown into a paper bag, and you like it this way, then this tutorial is not for you. However, if you're currently well organized, or wish to become so, this can be a valuable tutorial when it comes to keeping track of your vital documents, programs and other information on your computer.

For the time being let's forget about the computer and discuss filing as it's done with a file cabinet and paper. The best illustration of a simple file setup is the way we file our letters. Let's assume we write two types of letters; Personal and Business. We could put them all in a folder labeled Letters (and I'm sure some of us do), but the best way to file Personal and Business letters would be to put each in their own folder and then to put the two folders into a hanging Pendaflex folder labeled Letters. The "folder tree" would appear as follows:

### LETTERS

- Business
- Personal

This tree is organized, simple, and expandable. For example, if you write many personal letters to John and Mary you might expand the Personal folder by adding separate folders within the Personal folder, one for John and one for Mary.



Likewise if you have many business letters to FPL, Verizon, and ATT you might set up separate folders for each of those accounts within the Business folder. To illustrate that setup, the “folder tree” would be as follows:

## LETTERS

- Business
  - ATT
  - FPL
  - Verizon
- Personal
  - John
  - Mary

Setting up a folder within a folder in the filing cabinet in your office is not easy...folders simply don't fit well within another folder, however it's simple in a computer. But more about that later.

Using the example above if you were asked “Where do I find the September Verizon phone bill you would most likely respond “Go to the Letters folder, then find the Business folder Within that folder there's a folder for "Verizon". In computer language you've indicated the “**path**” to the Verizon folder. That path is written as follows: Letters→Business→Verizon. Paths always lead you to the **folder** that the document is in. The path does **NOT** lead you to the document itself. You must look through the specified folder to find the actual document.

## B. WHAT IS A FILE

1. A file is a package of information with a name attached to it.
2. Files can record data, such as text (a Word document) or numbers (an Excel document).
3. A file can be a digital photo, a music clip, or any other piece of digital information.
4. Some files record ways to perform various processing procedures on data. These are referred to as programs or commands.

## C. WHAT IS A FOLDER

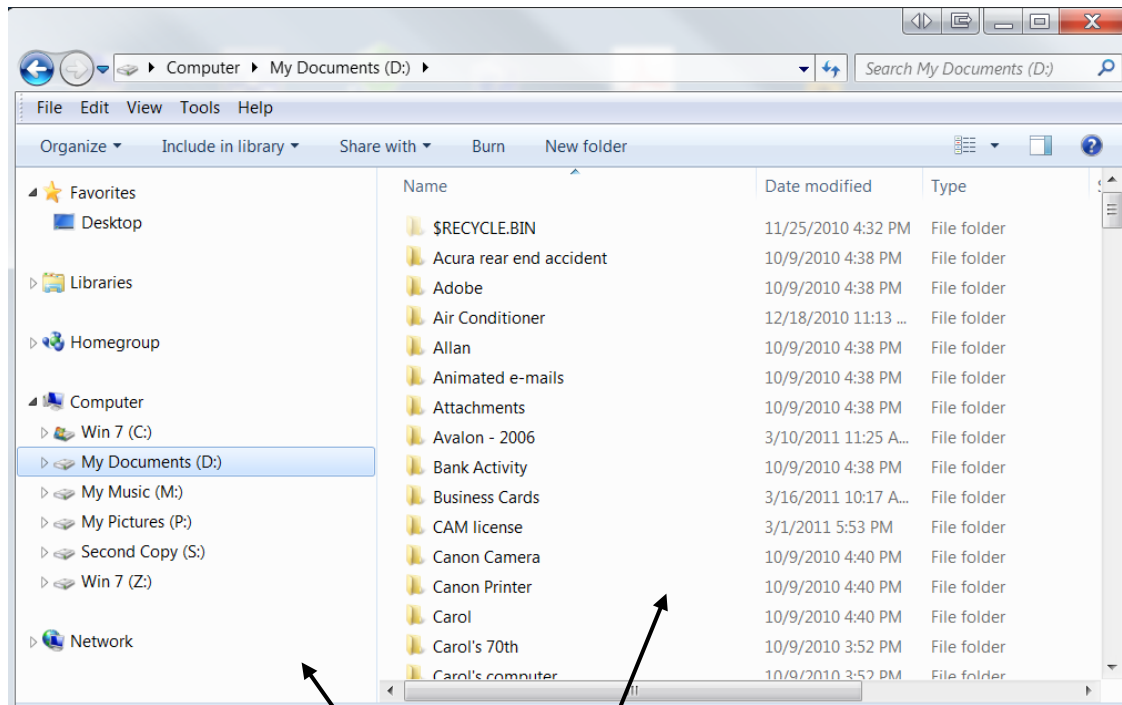
A folder is a container (the storage place) within a digital file system, in which groups of computer files and other folders can be kept and organized.



## D. WINDOWS EXPLORER OVERVIEW

**Windows Explorer** is a file management application that Microsoft has included with all operating systems from Windows 95 thru Windows 7. It provides a graphical user interface for accessing the file systems.

The Explorer window is actually two windows incorporated into the same screen and it's this view that makes the Explorer a powerful tool.



The left side is the **directory tree window** which is a list of all the devices connected to the computer (internal and external hard drives, DVD drives, removable drives, etc) and folders. Only connected **devices** and **folders** appear, **NO FILES**. Think about the folders on the left side as “storage boxes” for major categories.

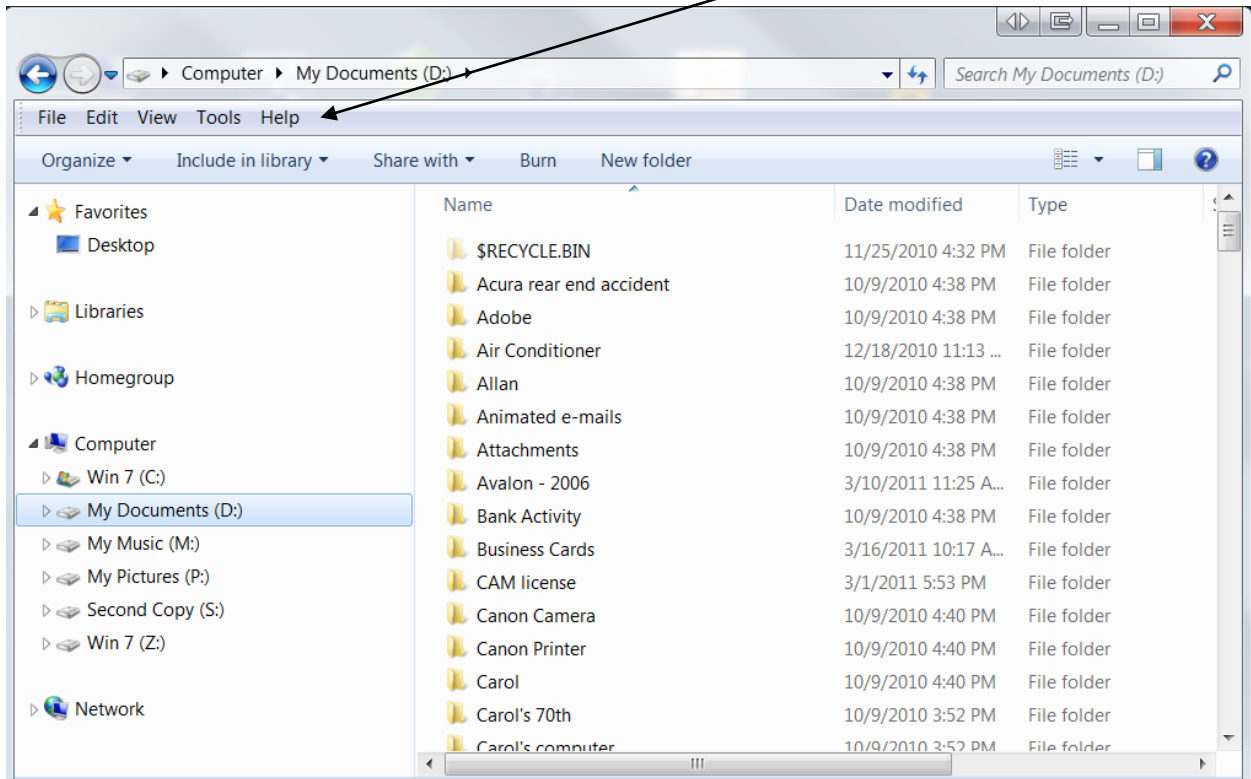
On the right side is the **files and folder window** which shows the content of the folder that is opened in the directory tree window. In the screenshot above, the files and folder window shows all the files and folders contained in the My Documents folder (It's the folder name highlighted on the left side.) From this point forward we'll call the files and folder window the right window, and the directory tree window the left window.

Prior to Windows 7, to manage files and folders it was necessary to open Windows Explorer as a separate operation if you want to manage your files and folders but with the advent of Windows 7, whenever you open a file or folder it opens in the Explorer View which is the view in the screenshot above (a right and a left window) and you can perform any management task that's available when you open Windows Explorer directly.

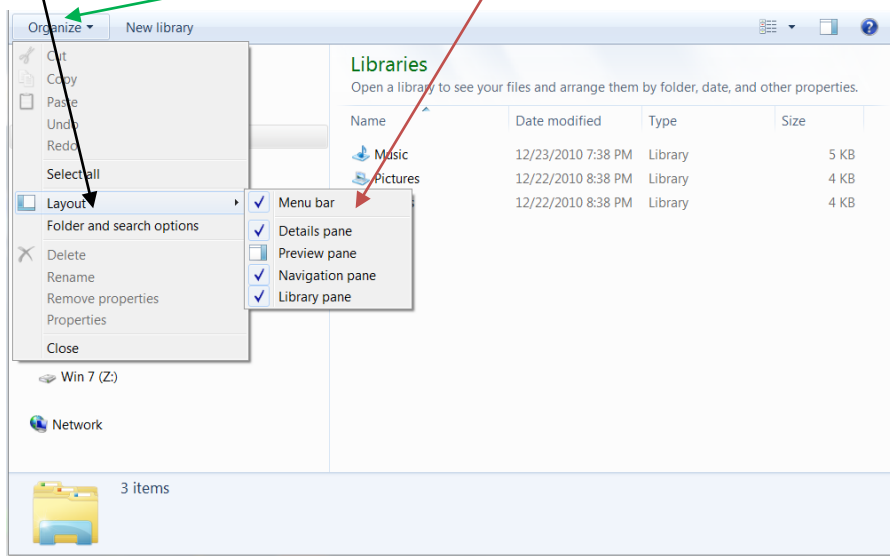


This tutorial is designed to have you open Windows Explorer to start your file management. The reasons why will become apparent once you get to the end of the tutorial and start working with the examples.

By default, the Explorer view DOES NOT include the menu bar.



There are instances where it is desirable to have the menu bar visible. To do so, Open Windows Explorer; Click on Organize; from the dropdown menu go to Layout; slide over and click on Menu Bar





The menu bar will then always be visible whenever you are in the Explorer View.

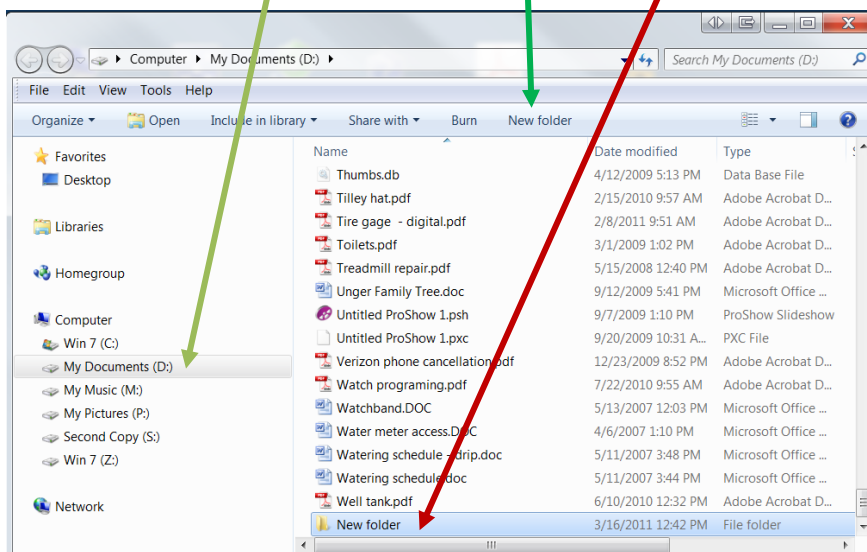


## E. CREATING FOLDERS

If you are working on a non-computer project at your desk that is required to be filed, you usually create the folders **prior** to starting on the project. When using the computer we will do the same...**first** create the folders (the storage ) and then work on the project. The computer folders will be created in the location where you want to file the project, as this is the way you create a folder when you're not using the computer. When you create a new folder, it will be empty and have no files or other folders in it.

All of your data should be stored in the My Documents folder. This is a folder that is automatically set up for you by Microsoft, and the folders **you create** to organize your data should be set up within the My Documents folder. You can find it by opening **Windows Explorer** and looking for it in the left hand panel. To open Windows Explorer, click on the Start Orb , and in the Start Menu search box that opens, type in "Explorer" (without the quotation marks). From the menu that will open automatically, click on Windows Explorer. Alternatively, there may be a Windows Explorer icon  in the taskbar on the desktop.

Highlight the “My Documents” folder by left clicking it with your mouse. From the window that opens click on New Folder. A “New Folder” will appear in the right hand panel of Explorer. At this point you can **right** click this “New Folder” and from the drop down menu select “Rename”. Type the name you wish to give this folder into the highlighted box. (NOTE: Do not use quotation marks when naming files and folders.) Thus, within the “My Documents” folder you have now created a “New Folder” ready to either accept files or more new folders.



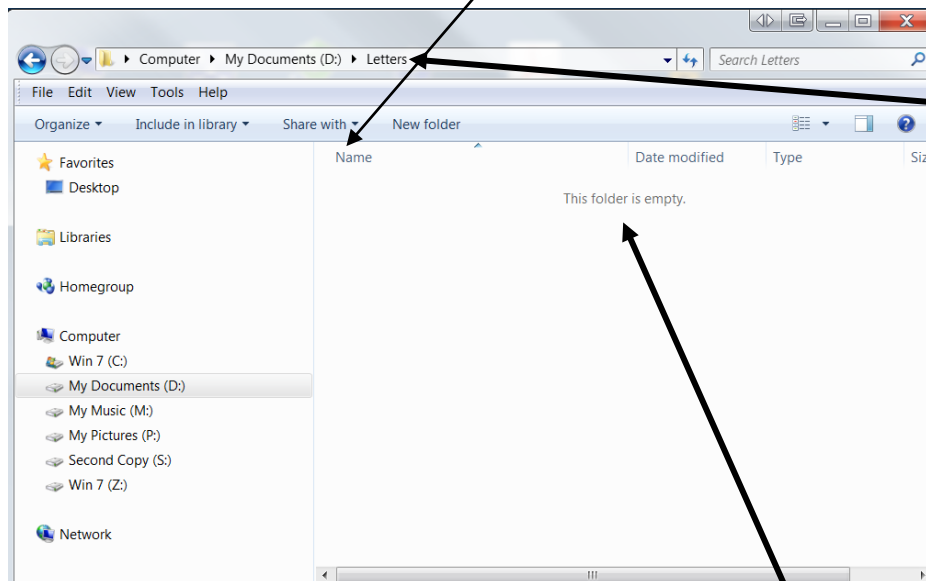
Using that New Folder as a starting point let's set up the following:

## LETTERS

- Business
  - ATT
  - FPL
  - Verizon
- Personal
  - John
  - Mary

**Right** click on the “New Folder” and rename it to “Letters.” It will automatically file alphabetically under “L” when you add more folders. You can alphabetize folders and files by simply left clicking on the “Name” heading at the top of the right hand pane. The first click provides an A-Z listing. A second click reverses that to Z-A.

Open the “Letters” folder (double left click on it.) There is nothing in the folder...yet.



Note that the Address bar has changed from the previous screenshot

→Computer→My Documents (D)

to →Computer→My Documents (D)  
→Letters

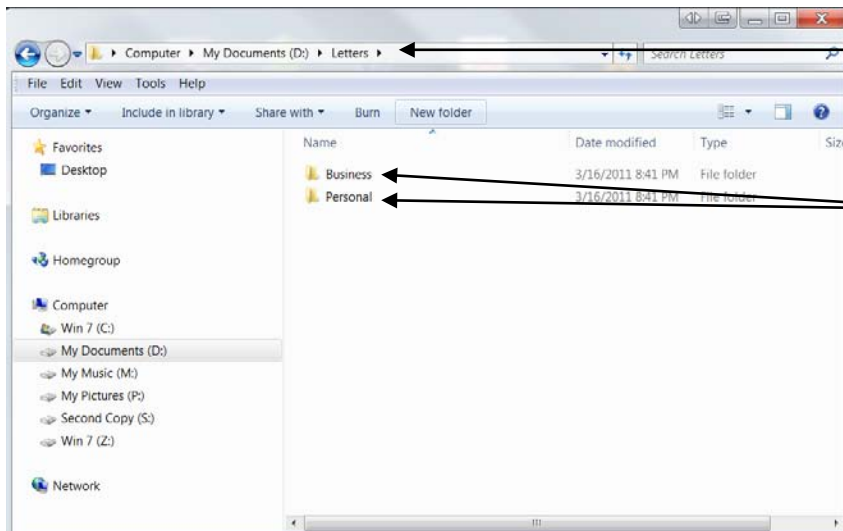
to indicate you are now in the Letters folder. This is the path to the letters folder.

Note that the folder is empty because you have not put anything into it yet.



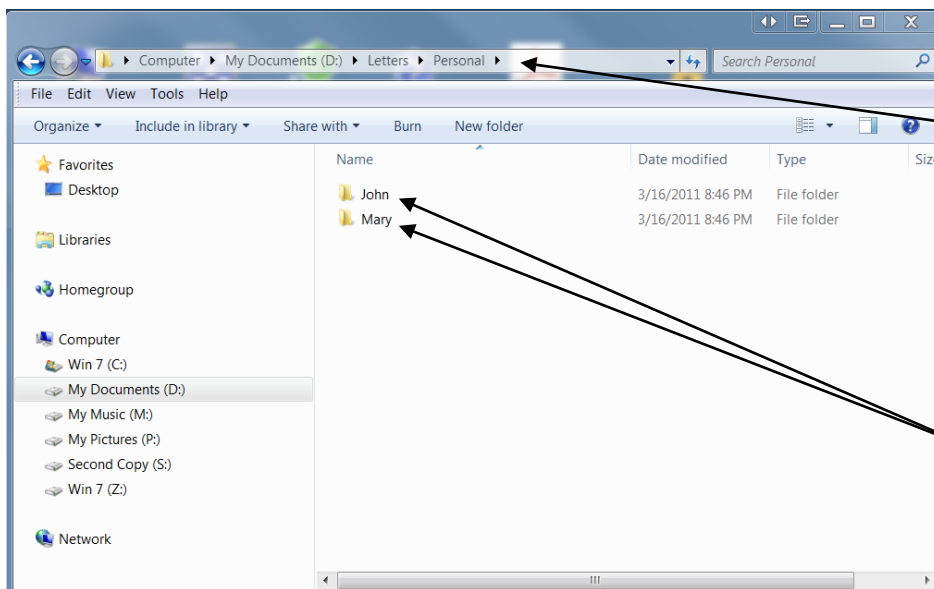
According to the way we want to set up the “Letters” folder, we need two sub folders inside the “Letters” folder named “Business” and “Personal”. With the “Letters” folder open and empty (as it is in the screenshot above), create two new folders within the “Letters” folder (click on "New Folder" on the toolbar twice..see the alternative method on the bottom of page 3 twice) and rename one “Business” and the other "Personal".

The Letters folder will then look like this:



Note that the “path” has remained the same but we now have two new sub folders in the original Letters folder.

Now we need a folder for” John” and one for “Mary”, inside the “Personal” folder.



When you open the Personal folder (double click on it) it will be empty and the “path” will be shown on the address bar

Add the two new folders for John and Mary



To complete the filing system you need to open the “Business” folder and add the “ATT”, “FPL”, and “Verizon” folders. All of the folders created can now accept files by directing a file to the appropriate folder. They can be alphabetized in either direction with one or two clicks on the “Name” heading at the top of the right pane.

## **F. FOLDERS SUMMARY**

At this point you have learned to establish a filing system **before** you create the files and how to create the folders for those files. Next we will learn how to move the files and folders if it becomes necessary.







# FILE MANAGEMENT

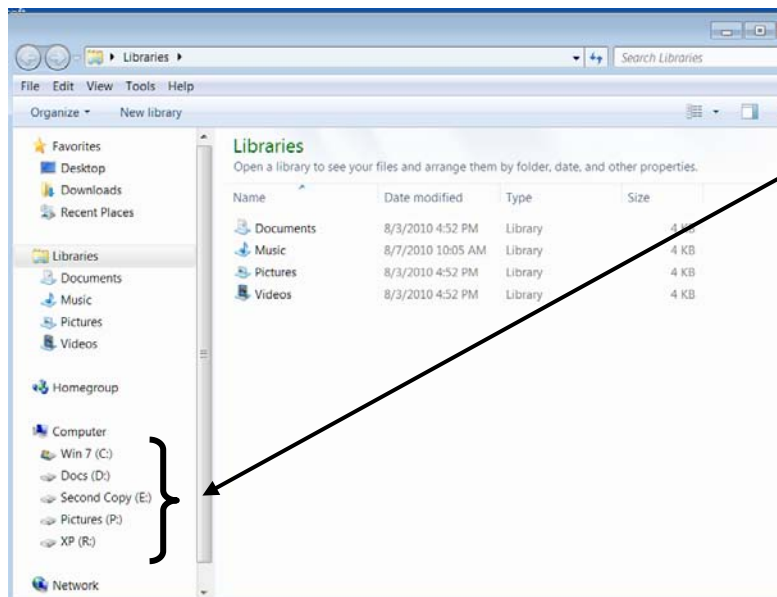
## G. COMPUTER FILING

There are many ways to move files and folders in a computer. However, the built in **Windows** Explorer (not to be confused with **Internet** Explorer) is the preferred way. Windows Explorer can organize and control files and folders stored on the different systems available, such as external hard drives, CD drives, the hard drive, photo memory sticks, etc. Using Explorer we can delete, view, copy, and move files and folders, however this tutorial will focus on using Explorer to **move** files and folders

## H. STARTING EXPLORER

To open Windows Explorer, click on the Start Orb  and in the Start Menu search box that opens, type in "Explorer" (without the quotation marks). From the menu that will open automatically, click on Windows Explorer. Alternatively, there may be a Windows Explorer icon  in the taskbar on the desktop. (NOTE: This is a repeat of the instructions on page 3).

Windows Explorer opens as follows:

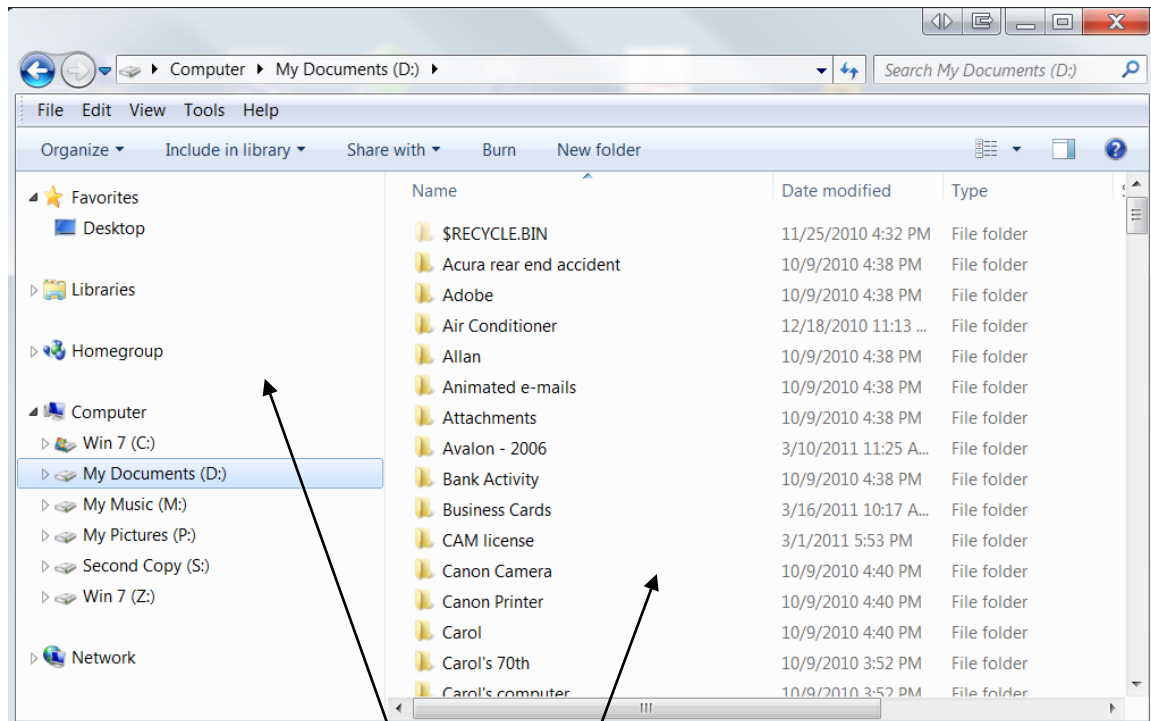


Explorer opens in Libraries. We will only be concerned with this section which mirrors XP and Vista fairly closely.



**NOTE: What follows for convenience is a repeat of some of the information that was provided in Paragraph D**

The Explorer window is actually two windows incorporated into the same screen and it's this view that makes the Explorer a powerful tool.

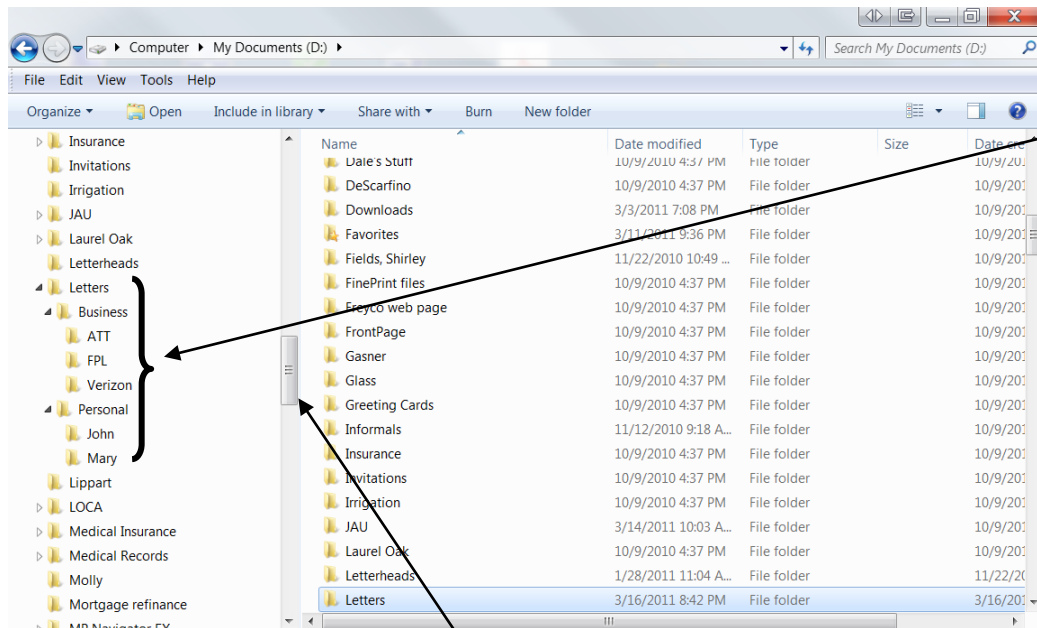


The left side is the **directory tree window** which is a list of all the devices connected to the computer (internal and external hard drives, DVD drives, removable drives, etc) and folders. Only connected **devices** and **folders** appear, **NO FILES**. Think about the folders on the left side as “storage boxes” for major categories.

On the right side is the **files and folder window** which shows the content of the folder that is opened in the directory tree window. In the screenshot above, the files and folder window shows all the files and folders contained in the My Documents folder (It's the folder name highlighted on the left side.) From this point forward we'll call the files and folder window the right window, and the directory tree window the left window.

On the left side some of the folders have a ▸ mark in front of the name. This indicates that there are sub folders within that folder. If you click on the ▸ mark (single click) it will change to a ▾ and will show all the sub folders that are stored within the topmost folder of that group.





Bracket has been added for emphasis

In the screenshot above, the My Documents folder has been expanded (single click on the ▶ to make it a ▾ to show a portion of the folders within the My Documents folder). For this view I've used the left hand scroll bar to scroll to the "Ls" and found the Letters folder; have expand ▶ it (again click on the ▾ to make it ▾). The Letters, Business, and Personal folders are now visible and are shown bracketed. The bracket has been added for emphasis and will not show on your computer.

On pages 5 and 6 of this tutorial we set up the Letters folder, which contained a Business folder, which in turn contained sub folders for ATT, FPL, and Verizon. The Letters folder also contained a Personal folder, which in turn contained sub folders for John and Mary. When set up in the computer, and viewed in Explorer, the folder tree for the Letters folder has been bracketed for emphasis. The bracket will not show in the computer. This is an exact duplicate of the folders we decided we would set up on Page 1.

Note that the folder Lippart does not have a ▶ mark in front of it. This indicates that there are no additional sub folders within the Lippart folder.

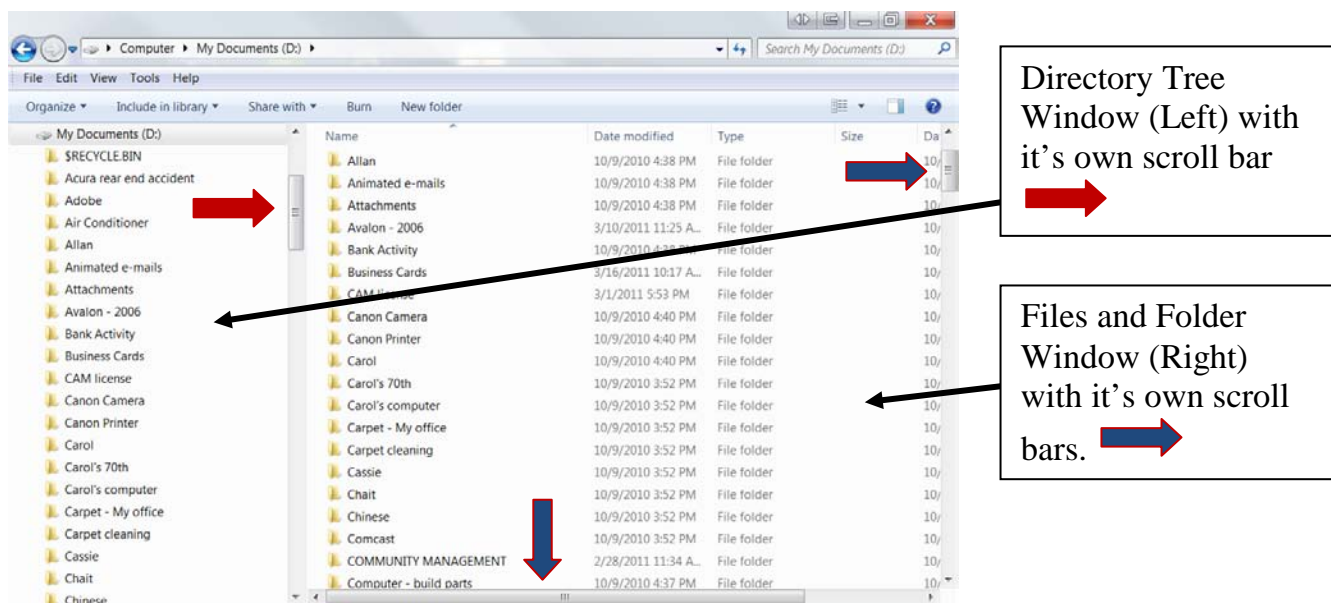


## I. USING WINDOWS EXPLORER

With Explorer we can organize and control the files and folders of the different **storage systems** on the computer such as the hard drive (both internal and external), the DVD drive, USB flash drives, memory card readers, etc. Using Explorer you can delete, see, rename, copy or move files and folders. We will focus on moving files and folders.

As previously indicated, the Explorer view is actually two windows incorporated into the same screen with each window having it's own scroll bars.

In moving information from one place to the other it is always moved from the right window (information source) to the left window (information destination) and since we can see both the source and destination in the same window, information is moved using drag and drop.



What follows is the overview of how to move information using Explorer and three examples of different tasks.

1. **On the left side find the folder or device that contains the file with the information you want to MOVE; you will NOT be able to see the file within the folder on the left side; single click on the folder which contains the file you want to MOVE (on the left side) and the file or files within that folder will be visible in the right hand pane.**
2. **On the left side, use the scroll bars to find the folder that you want to RECEIVE the file that you want to move.**
3. **On the right side, scroll to the file you want to MOVE to the folder in #2 and drag it into that folder.**

**REMEMBER – A FILE IS ALWAYS MOVED FROM RIGHT TO LEFT**

### **EXAMPLE 1**

A letter we sent to John has mistakenly been saved in the My Documents folder (very common). The letter is named “Dear John”. We want to move it **from** the My Documents folder **to** the sub folder in **Letters** called **John**.

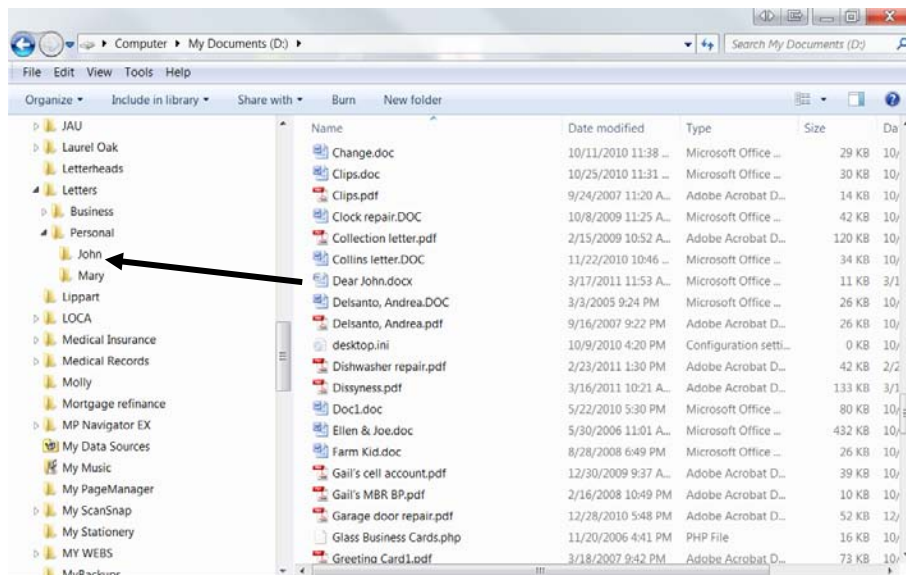
Remember the left window only shows storage folders so you will NOT be able to see the Dear John **letter** in the left window. However, because the Dear John letter was mistakenly filed in the My Documents folder, by left clicking on the My Documents folder in the left window, everything, including the Dear John **letter**, will be visible in the right window.

Using the left window scroll bar, scroll to the target folder

**My Documents**→**Letters**→(click on the ▸ in front of **Letters** to expand the **Letters** folder and again in front of the **Personal** folder)→**John**. (Note that they now have a ▲ in front of them which indicates that all folders within the Personal are visible. Also note that it was not necessary to expand the Business folder as we are only interested in the Personal folder.)

From the screenshot on page 12...In the right window scroll to Dear John. **Right** click on Dear John in the right window and drag it to the John folder in the left window. When you let go of the mouse two of the options available are “Copy here” and “Move here”. Since we want to move the Dear John file from My Documents to the John sub folder in letters, select “Move here”. **DONE**..Dear John is no longer in My Documents and is in the John folder.

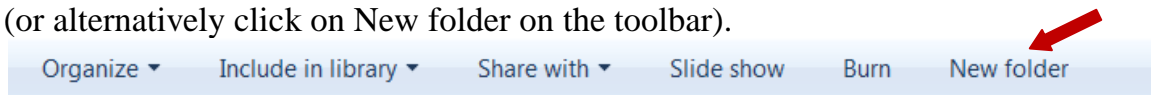




**Right** click and drag the Dear John file to the John folder and then click on “Move here”

## EXAMPLE 2

You’ve taken three photos of your dog Cassie which are on the camera’s memory card. You want to transfer the photos from the memory card to your computer and store them in a folder called Cassie. The My Pictures folder is a default folder within My Documents that has already set up by Microsoft. You will have to set up a Cassie folder in "My Pictures". Go to My Documents → My Pictures. In the My Pictures folder go to File → New → Folder and set up a new folder titled Cassie (or alternatively click on New folder on the toolbar).

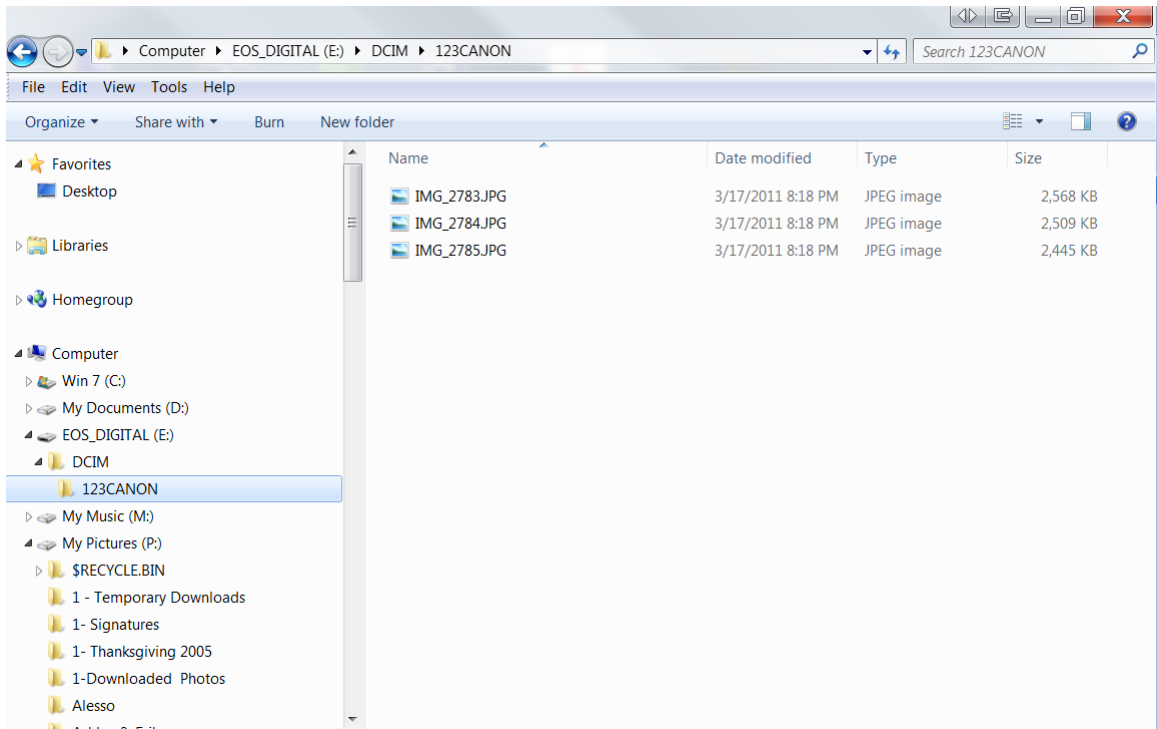


Next **right** click the “New Folder” and choose “Rename” from the drop down list. Rename this “New Folder” “Cassie”. Your folder has been set up and you are ready to transfer photos from your memory card to your computer.

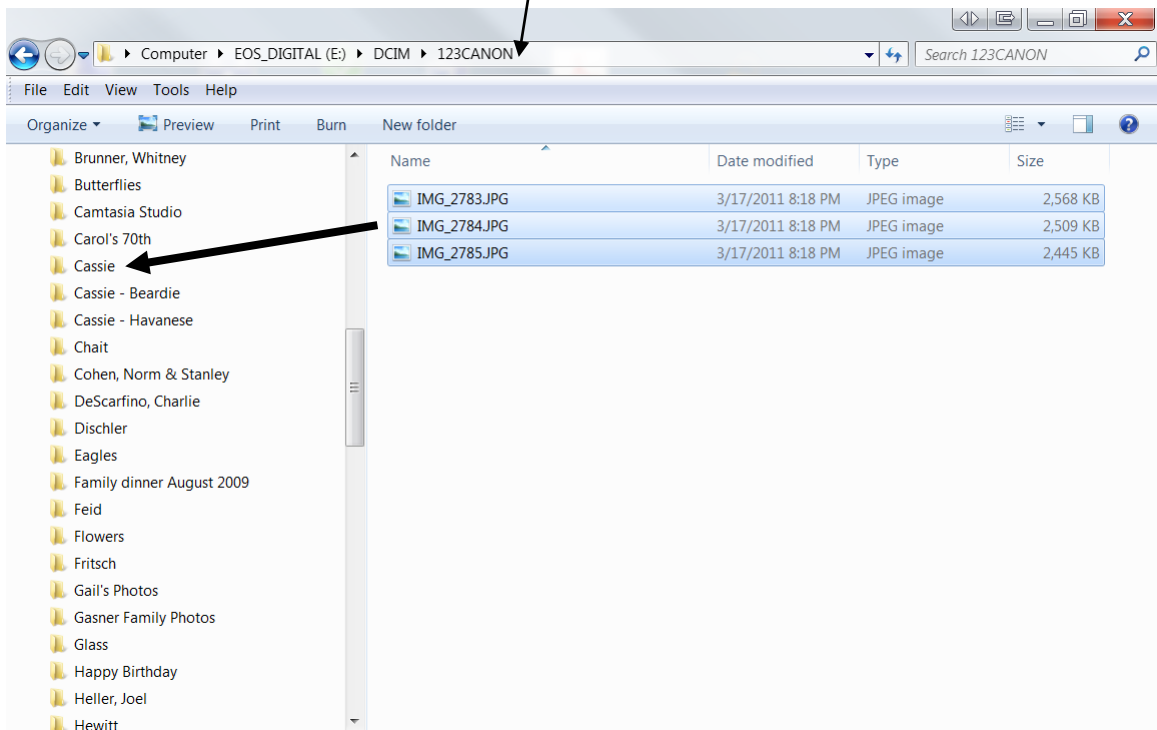
Insert the memory card into a card reader that is attached to your computer. In my computer the card reader is identified as EOS\_DIGITAL (E). On your computer each memory device (drive, card reader, etc.) is automatically assigned a drive “letter” by Windows once the computer recognizes it.. Open Windows Explorer.

From the screenshot on the top of page 13...on the left side find the folder or device that contains the information you want to move. In this case EOS\_DIGITAL (E). EOS\_DIGITAL(E) is the storage device (the media card in my camera) and is part of My Computer. To see it click on the ▾ in front of My Computer to be able to see all the storage devices in My Computer. In my case (on the left side) I need to access the photos which are located on the EOS\_DIGITAL (E) media card so I have to make the ▾ in front of EOS\_DIGITAL (E) a ▲ (just click on it), then do the same for DCIM, and you will be able to see the "123 CANON" folder. Single click on the folder (on the left side) and the three photos (which are actually files) that are in the folder will open on the right side.





From the screenshot below...on the left side, use the scroll bar so that the folder you want to receive information is visible in the left window. In this case “Cassie” which is in My Documents→My Pictures→Cassie (this is known as the path to the Cassie folder in My Pictures). Note that the path to the photos which are still on the media card is Shown in the Address Bar.



Make sure the photos you want to move are **highlighted** and drag them into the Cassie folder. DONE.

Remember:

- If you **left** click and drag the photos will be **copied** into the Cassie folder.
- If you **right** click and drag, you will have the option of either moving or copying the photos. It's your choice.

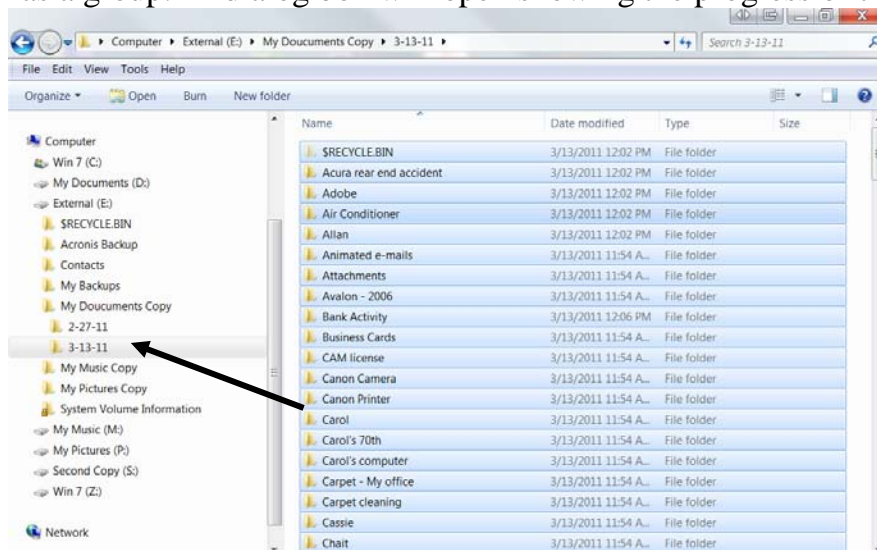
### EXAMPLE 3

Your data has been saved to the "My Documents" folder and you want to backup the contents of the "My Documents" folder to an external hard drive. Plug in and turn on your external hard drive. Access the external hard drive, set up a folder and name it "My Documents Copy". In the "My Documents Copy" folder in the external hard drive set up another folder and name it the current date. In this case 3-13-11. Into this folder we will **copy** the **entire** contents of the "My Documents" folder on the C drive.

In the left hand window find the "My Documents" folder. Click on the folder (on the left side) and the files or folders within that folder will appear on the right side.

On the left side, use the scroll bar so that the folder you want to receive information is visible in the left window. In this case the path to that folder is **My Computer**→**External (E)**→**My Documents Copy**→**3-13-11**.

In the right hand window, the entire contents of the "My Documents" folder is showing from the action taken in the second paragraph above. Highlight ALL the entries (highlight one entry→**File**→**Select All**) and drag them into the "3-13-11" folder as a group. A dialog box will open showing the progress of the copying.



DONE. You've made a back up copy of My Documents.

That's the end of this tutorial. I hope it's been helpful.

