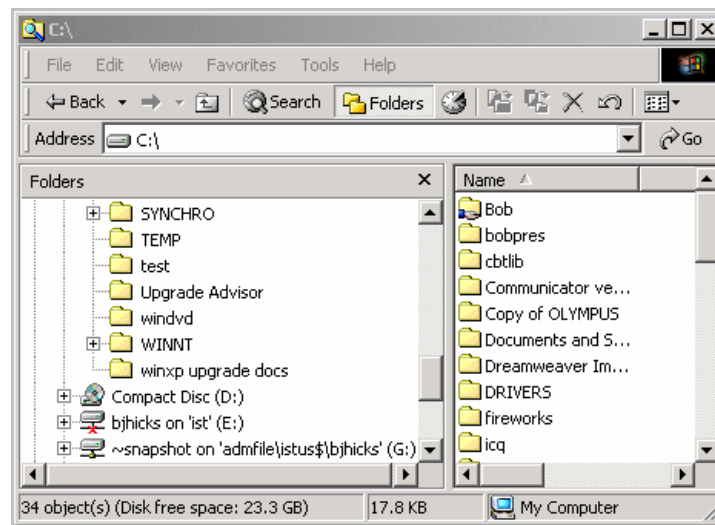


# File Management in Windows 2000

Prerequisites: Some Familiarity with Windows


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## File Management

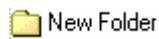
Perhaps you have been using Windows for a while, but still get confused about where files are being saved. Moving/copying/deleting files and folders can be a scary experience if you don't know what you are doing. There are lots of ways to find files you have misplaced. This course will cover all these topics. After the course, you should more confident in the area of file management.

In this course you will be using the right mouse button for some tasks. If this document indicates to click on an item, then you should use your left mouse button. This document will indicate when you are to use your right mouse button. This course is a tutorial. The sections of the document marked with the symbol  are exercises for you to try.

### **Create a Folder**

With hard drives getting larger, and more applications being installed, it is very important to organize your hard disk using folders. It is important for you to understand how your hard disk is organized. A folder on your hard disk is like a folder in your filing cabinet. You use it to save documents for an application, project or tasks of a similar type (e.g. budget information).

To create a new folder, make the window active where you want the folder to appear. Choose **File → New → Folder**. Your new folder will look like the following

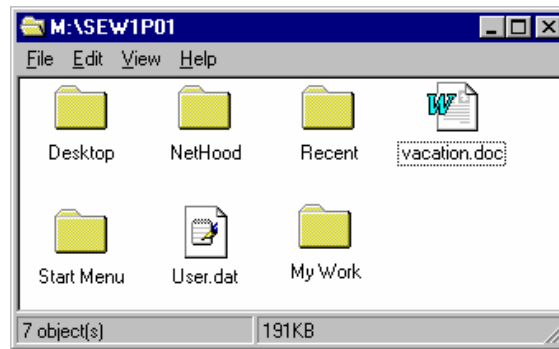


The default name of the folder is "New Folder". Notice that the words "New Folder" are highlighted in blue. This means that the words are selected. Simply type in a new name for the folder (it is common for people to want to click their mouse button on the highlighted text. Doing this will mean having to delete the characters "New Folder". More on this later). Hit <Enter> or click on a blank area in the current window to complete the folder creation and naming process.

By the way, you can create a folder within a folder.



1. **Open My Computer**
2. **In your folder *Sew1p##* (located in the *Sew1us\$* on 'Tlabnt' (M:)), create a folder called My Work  
**File → New → Folder → type the name My Work****
3. **Hit the <Enter> key.**



### ***Move a Document to a Folder Using Drag-and-Drop Method***

To move a document into a folder, simply click on the document and then drag the document on top of the folder. Once the folder becomes dark in colour (highlighted), release the mouse button. If the folder is already open, then click and drag the document into the folder window. Open the folder to see if the document went inside. If you are dragging a document from another disk (e.g. a diskette), the document will be copied, and not moved.



**Move the document vacation.doc into your My Work folder.**

### ***Copy a Document to a Folder Using Drag-and-Drop Method***

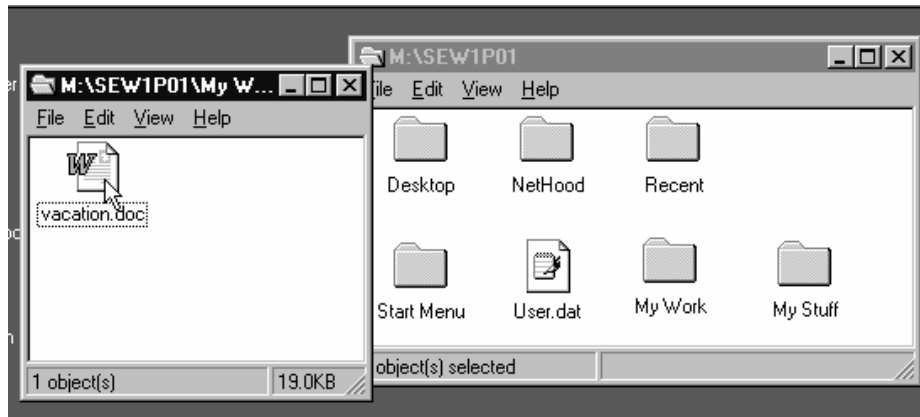
To copy a document into a folder, simply click on the document with your right mouse button and then drag the document on top of the folder. Once the folder becomes dark in colour (highlighted), release the mouse button. You will be presented with the following window:



With your left mouse button, click on “Copy Here”.



1. **Create a new folder called My Stuff.**
2. **Copy the document vacation.doc (currently located in the My Work folder) to your new folder called My Stuff.**
3. **Open both folders to make sure vacation exists in both folders.**
4. **Close all open windows.**

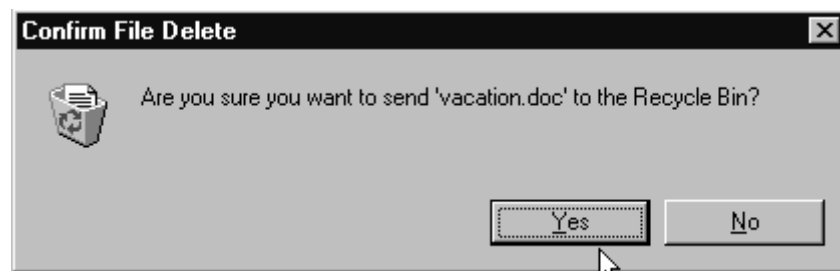


### Delete a Document



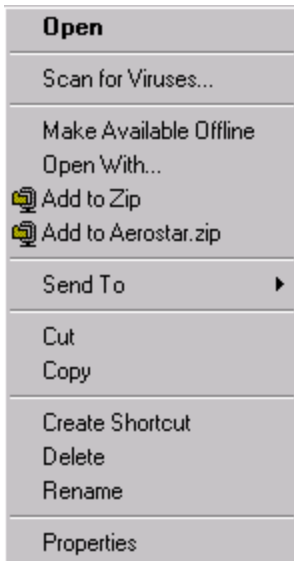
Recycle Bin

There will be times when you will need to delete a document and/or folders. Simply select its icon, and drag-and-drop to the *Recycle Bin* on your desktop. You will receive the following confirmation message so you don't accidentally delete a document:



Click on the **Yes** button to confirm the deletion. If you made a mistake, click the **No** button to cancel the deletion. You can delete folders using the same method.

There are a couple other ways to delete a document. You can simply select the document and then press the *Delete* key on your keyboard. Or you can right click on the document, and select "Delete" from the following menu:



There is no right way or wrong way to do this...it is whatever you are most comfortable with.

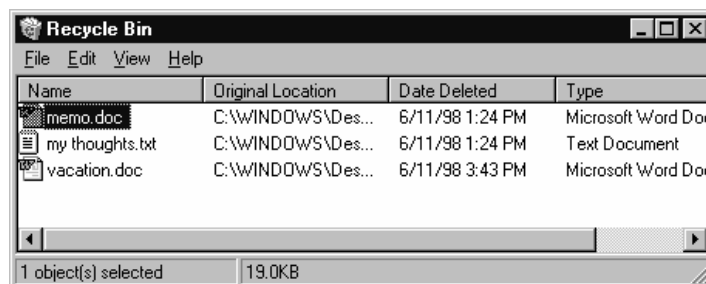
One thing worth noting here is that a document will remain in the recycle bin if the document was deleted from the C-drive. This means you can recover it later (next topic to be covered) . If you deleted a document from the M-drive, the network drive, then it not recoverable from the recycle bin. You can empty the contents of the recycle bin by right clicking on it, and then choosing “Empty Recycle Bin” from the following menu:



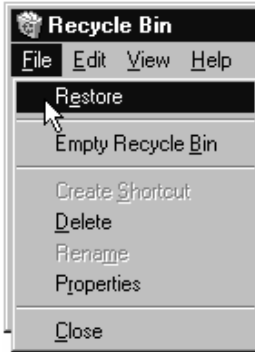
 **Delete the document vacation.doc located in the My Stuff folder.**

### ***Recovery of Deleted Document from Recycle Bin***

Sometime you may accidentally delete a document (or folder). To recover the deleted document, open the *Recycle Bin* and select the document.



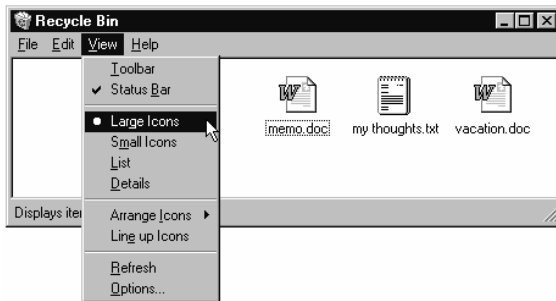
Note: When you open the *Recycle Bin* you will notice the document does not display as a large icon but in list format. This is just another way to view your documents, so if you feel more comfortable viewing your documents as icons, choose **View → Large Icons**.



Then choose **File → Restore**.

The document will return to its original location. A word of caution, as mentioned earlier, this method only works if the document was **originally** stored on the C:drive. Unfortunately, as with today's course and in many offices across campus, you do not store your documents on the C:drive. You would need to contact your local computer support person for assistance if a recovery is necessary.

### **Different Views and Arranging Icons**



As shown on the left, the *View* menu allows you to display your documents four different ways: Large Icons, Small Icons, List, and Details. When first learning Windows 2000, many users prefer to view as *Large Icons*. The *List* view displays more information about the document, such as its size, date, and type. You can also see the various *View* options by right clicking in the right pane, and choosing *View*.



1. **Close any open windows.**
2. **Open *My Computer* → Open the Hard drive (C:)**
3. Use the *View* menu to try the four different displays.

### **Arranging Icons**

You may want to sort your icons by name, type, date created, or size. The folders are listed first, followed by the files.



1. **Right click in the right pane, and choose *Arrange Icons*. Try *By Date*, and *By Name*.**
2. **Close the *My Computer* window.**

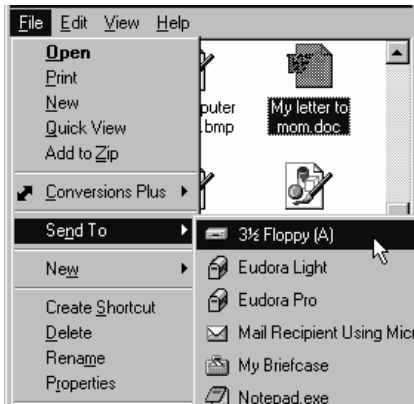
## Select Multiple Files

In a window, you can select more than one document at a time. If all the documents are next to one another, click and drag a rectangle around them. You will notice a dotted line as you move the mouse. If the documents aren't next to one another, then press the *Ctrl* key and click on each item. To select all files at once, choose **Edit → Select All**. Once the files are selected you can drag them as a group to a folder.



1. In your folder on the M:drive create a new folder called *Personal Docs*.
2. Use the above method to move the documents *letter.doc* and *budget.xls* into *Personal Docs* folder.

## Copy a Document to a Floppy Diskette



If you need to copy a document to a floppy diskette, follow these instructions:

1. place a formatted diskette in your PC's diskette drive
2. select the document you want to copy
3. choose **File → Send To → 3½ Floppy (A:)**

You will notice the light flash on the diskette drive while the document is being written to the diskette. Also notice an animated screen displaying what's happening. Once the light is off, you can remove the diskette from the drive by pressing the ejection button.




1. Copy the document *vacation.doc* to the floppy diskette.
2. Check to see if the document copied to the diskette. (Hint: double-click on the floppy drive in the *My Computer*.)
3. Close all windows.

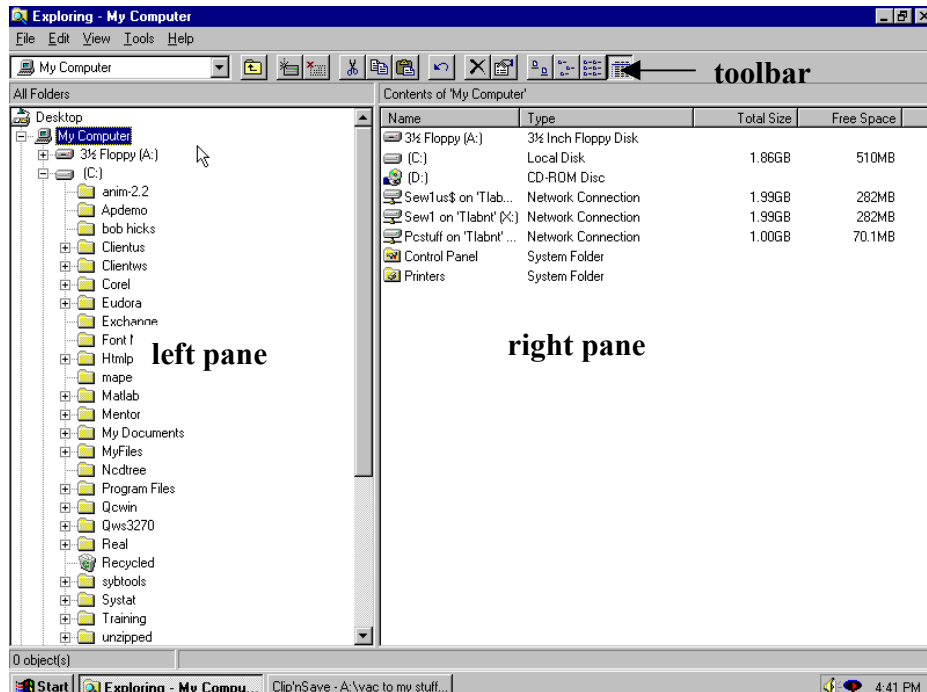
**Caution:** when you format a diskette, all information on the diskette is erased during the formatting process so be sure you aren't formatting a diskette with important files you will need later. If you aren't sure, then check the diskette first by double-clicking on the diskette drive icon in *My Computer*.

## Windows Explorer

It is a lot easier to move documents and folders using Windows Explorer. There are three ways to get into Windows Explorer:

1. While holding down the <Shift> key, double-click on "My Computer".
2. Right click on the "Start" button, and then click on "Explore".
3. Double click on "My Computer" and then click on the  Folders button.

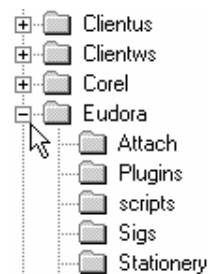
Using either one of the above techniques to start Windows Explorer, will result in a Window that looks like the following:




Notice the menus and toolbar at the top, and the right and left panes.

In the left pane are the various levels (or branches). The top level begins with the **Desktop** (the starting place when you turn on your computer). The following levels are **My Documents** (sits on your Desktop), **My Network Places** and **Recycle Bin**. Within **My Computer** is the next level: **3½ Floppy (A:)**, **(C:)**, **(D:)**, **(M:)** and other drives. These drives contain more folders and files.

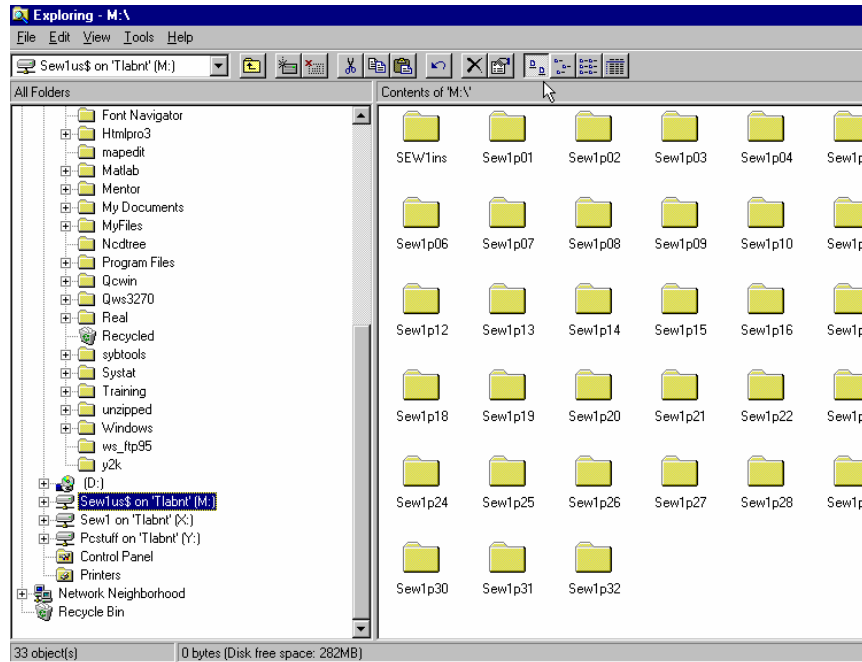
To view the contents of any folder, click the + sign or double-click on the folder. If you double-click, then the right pane will display all its contents. Clicking on the – sign will close the folder.



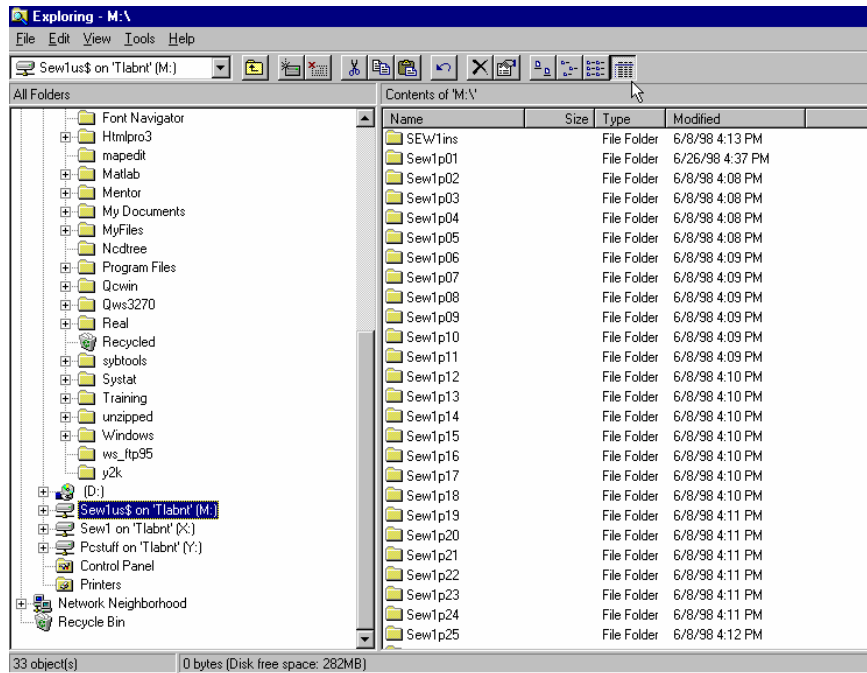
### Various Views

To view the contents as *Large icons*, *Small icons*, *List* or *Details*, simply use the *View* menu OR click . The Detail-type view is popular as it provides more information, such as size, type and date.

## View as Large Icons





## View as Details



## File Management Using Windows Explorer

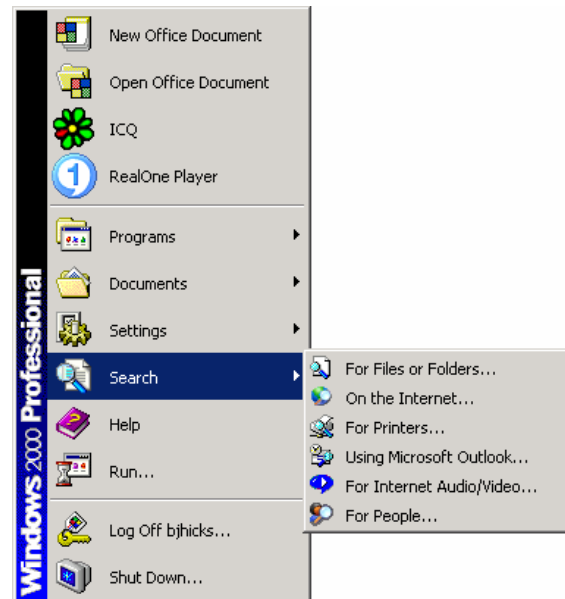
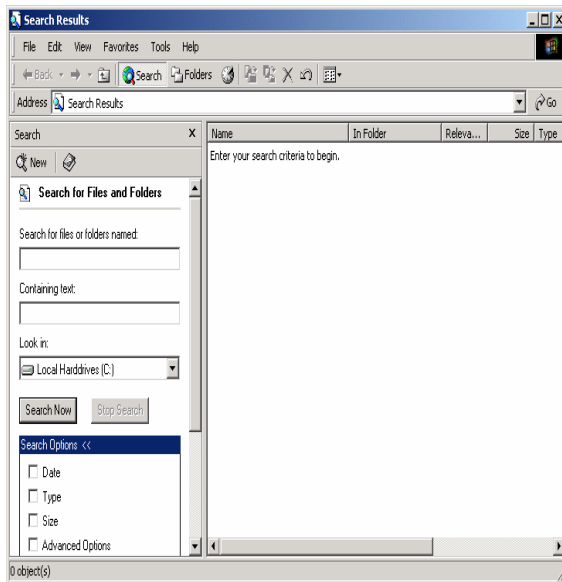
You can do the same tasks in *Windows Explorer* as you did in *My Computer*, even though the window appears different. You will notice there are menus, and a Taskbar with commonly used commands appearing as buttons. (By the way, *My Computer* also has a Taskbar, but you need to choose it from **View** → **Toolbar**.)



1. Open your folder Sew1p## on the M:drive. Click on the  button.
2. Change the View → Large icons.
3. Create a new folder with your *first name*
4. Rename this folder with your *surname*
5. Somewhere in your Sew1p## folder is the document *my thoughts*. Copy (not move) *my thoughts.txt* to your newly created *surname* folder.  
If you open a folder and need to go up one level at a time, use the toolbar button called Up One Level, .
6. Open the document *my thoughts.txt* by double-clicking on its icon.
7. Exit from *Notepad*.
8. Close Windows Explorer.

## Find a Document

Sometimes you need assistance to locate a document on your computer. The *Start menu's Search* command does just that! From *Search's* submenu, choose *For Files or Folders*.



1. If you know the name of the document, you can type it in the “Search for files or folders named” windows.
2. If you don’t know the name of the document, type in some text from the document in the “Containing text” box.
3. Indicate what disk to search for in the “Look in” window.
4. In the Search Options window, you can look for a file modified within a range.



1. **Search for the document** containing the words “file management” on the X-drive.
2. **Open** the document that was found.

## Other Notes

### ***Opening Each Folder in the Same Window (Windows 2000)***

If you prefer to open each folder in the same window, you can set this as the default by doing the following steps:

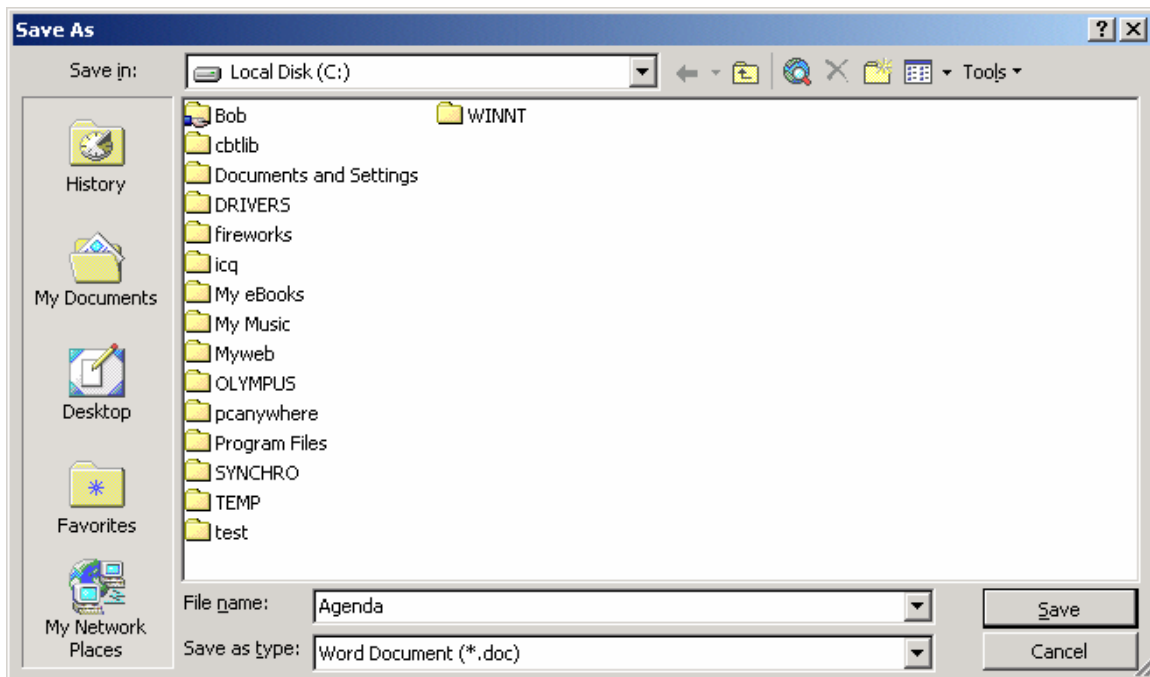
1. From the Start button, choose Settings, then Control Panel.
2. Click on Folder Options
3. Under Browse Folders, click on “Open each folder in the same window”.

### ***Another Option: Using the Clipboard to Copy/Move Documents***

Another method to copy and move documents is using the clipboard. Simply select the document that you want to move or copy with your right mouse button, and click on copy or cut. Now open the destination folder and choose paste. This is a good way to make a copy of a folder.

### ***Saving Documents from an Application***

When you are ready to save a document from an application, you specify the drive, folder and filename. You can create a folder on the fly. When you save a document, you get the following window:



When saving a document, it is important to understand some of the tools on the following bar:



### ***How Much Disk Space Do I Have Left?***

This used to be a much more frequently asked question than it is now, because hard drives are much bigger now. But it is still useful to know how much disk space you have used.

1. Double click on "My Computer".
2. Right click on the drive you would like to examine.
3. Choose Properties

## **Project: File Management in Windows 2000**

1. How much space is left on your C-disk?
2. On the C-Drive, create a folder called “File Management”.
3. Copy the following documents from the X-drive to your “File Management” folder
  - a. Expenses.xls
  - b. Budget2001.xls
  - c. Oldbudget.xls
4. Rename Budget2001.xls to Budget2002.xls
5. Delete the document Oldbudget.xls
6. Create a Word document that contains one line, and save it in your “File Management” folder.
7. Make a copy of the “File Management” folder.
8. Copy the “File Management” folder to your diskette.