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# INTRODUCTION

File Management is one of the most important concerns of any computer user. Being able to copy, move, delete and rename files and directories are vital concepts in making the most out of a computer. In the graphical user interface (GUI) of windows, File Manager gives visual representations of files and directories on a computer's disk drives. Most of the operations in Windows Explorer can be done with the mouse.

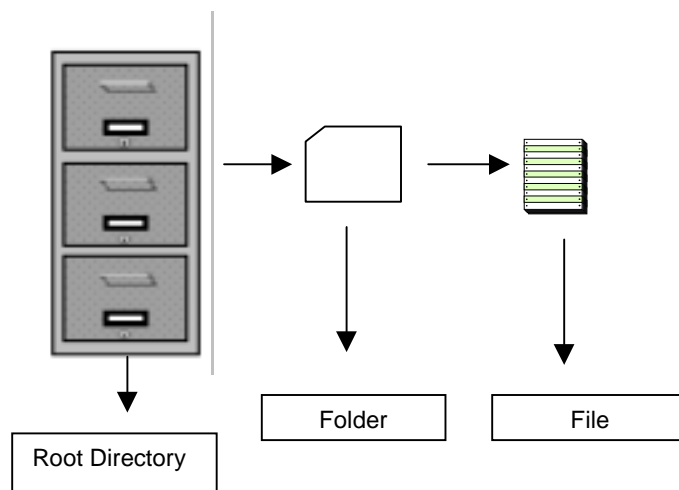
## FILES-

A file is a collection of data or information that has a name, called a filename. Almost all information stored in a computer must be in a file. There are many different types of files, for example: data files, text files, program files, and directory files. These files store different information. For example, program files store programs and text files store text. Windows Explorer allows you to sort these files into folders; a **folder** is an object that can contain multiple files.

## DIRECTORIES OR FOLDERS-

Directories are labeled sections on a disk where files are kept. An easy way to visualize directories is a filing cabinet. Each folder in the cabinet could be thought of as a directory, and these folders hold files. The one flaw in this analogy is that our folders can hold other folders. In terms of directories, these "sub-folders" are called subdirectories. In Windows Explorer the right hand side of the screen shows only the directories and files on a drive and the left hand side only shows the directories.

Directories can be copied, moved, deleted, and renamed just like files. However, if you move, delete, or copy a directory, its contents (files and directories) will be moved, deleted, or copied also.

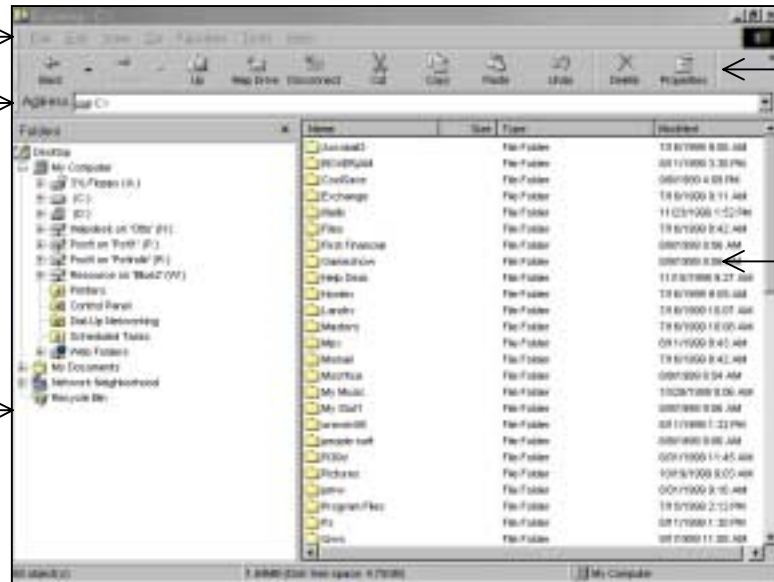


# WINDOWS EXPLORER WINDOW

**Pull-down  
Toolbars**

**Address Bar-** In this bar you can indicate a folder and file you would like to get into without having to double click on other folders.

**Directories & Drives-** This pane will show you the available drives and folders on your PC.



**Icon bar**

**Folders & Files-** This pane will display all of your files and folders in the selected directory or drive on the left-hand side.

**Status bar –** This bar shows the capacity and size of the selected folder or file.

# DISK DRIVES

In Windows Explorer, any disk drive that a computer has access to will be listed on the left-hand side of the Windows Explorer screen. There are several types of drives.

- Floppy
- Hard
- Zip
- CD-ROM
- Network/ Shared

## ***Floppy Disk Drives-***

A floppy disk drive uses a 3.5 size disk. The density of the disk determines how much information can be stored on a disk.

## ***Hard Disk Drive-***

A hard disk drive is located inside of the computer. Most of the files used by a computer are found on the hard drive.

## ***Zip Drive-***

Zip disks are slightly larger than conventional floppy disks, and about twice as thick. They can hold 100 MB of data.

## ***CD-ROM (Compact Disc-Read-Only Memory)-***

An optical disk capable of storing large amounts of data -- up to 1GB. A single CD-ROM has the storage capacity of 700 floppy disks.

## ***Network/Shared-***

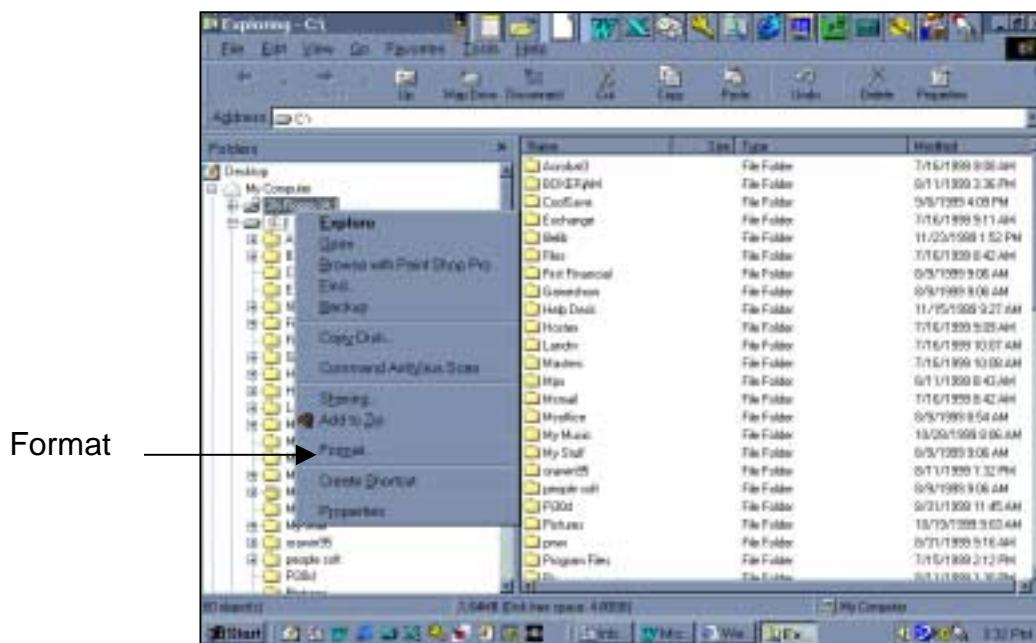
A network Drive is a drive connected to a computer by use of a network. By permission of a user or supervisor, a computer can connect to another computer's drive and use it as a normal drive. Sometimes the use of the network drives can be restricted by a password or read-only access.

# FORMATTING A DISK

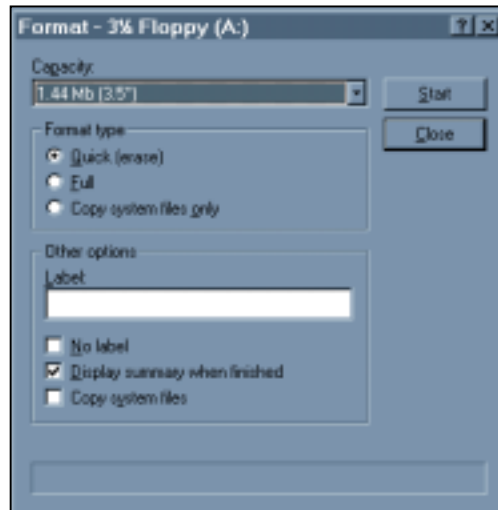
Most disks must be formatted before use, but now many come already formatted. Remember before any disk can be used, it must be formatted. When a disk is formatted, it is set up for use in the operating system that the computer is using. In this process, all information on the disk is erased and the disk is given a label. A label is a name that can be written to a disk. The computer will give a prompt for entering the label.

Formatting a disk through Windows Explorer:

1. Insert the disk into you're A:\ drive.
2. Right click on the A:\ drive and select Format



3. In the formatting dialog box you will find three sections; **capacity, format type, and other options**. Under **Format type** select **Quick (erase)** if the disk has already been formatted. If you are using a brand new disk select Full. Under **Other options** you can give the disk a name in the label box.



4. Once the computer has formatted your disk a window will appear indicating that the process is done. Click close.

**Note:** You can also format a disk by right clicking on the A:\drive in My Computer.

## COPYING, MOVING, AND DELETING FOLDERS & FILES

When copying, moving or deleting more than one file, the files have to be selected. You can only select files from the right-hand side of the screen but you can select folders from the left and right-hand side of the screen. To select a group of files/folders, click on the first file/folder, and then hold down the shift key on your keyboard and click on the last file/folder in the group. To select non-adjacent files/folders, click on the first file then hold down your CTRL key on the keyboard and click on the other files/folders.

### COPYING FILES

1. Select the drive with the source information.
2. Select the file(s) that you want to copy from that drive.
3. Click & Drag the files to the designated drive or folder.

### MOVING FILES

1. Select the drive with the source information.
2. Select the file(s) that you want to move.
3. Hold down the **SHIFT Key** on the keyboard while dragging the file(s) to their destination.

### DELETING FILES

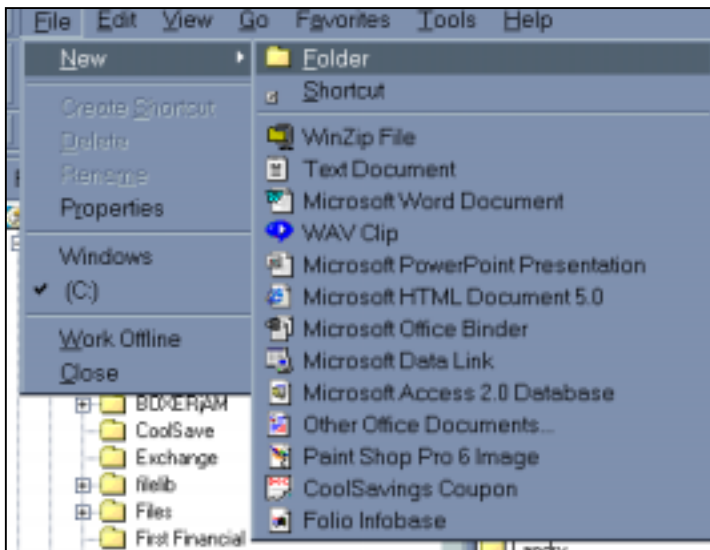
1. Select the files/folders you want to delete.
2. Right click on the files/folders and select delete from the menu that pops up.

# CREATING A FOLDER

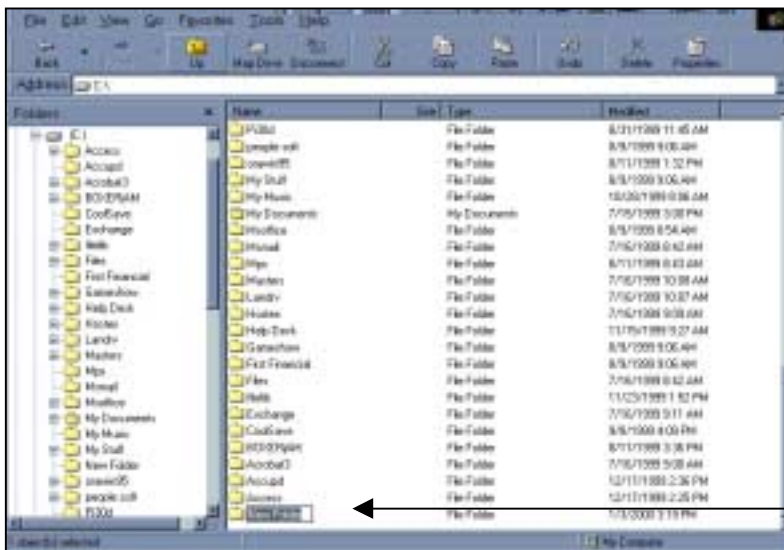
When creating a folder remember to select the folder or drive you want to create the new folder on.

## CREATING A FOLDER-

1. Select the folder or drive you want to create your folder in.
2. Go to the File pull-down menu and select New, Folder.



3. You will then see a New Folder on the right hand side of the screen. Type in the name of the folder.



**New  
Folder Box**

## RENAMING A FOLDER

1. Right click on the folder you want to rename.
2. From your list select rename and the old name becomes highlighted.
3. You can now begin typing in the new name in the box.

# SAVING FILES

## *SAVE VS. SAVE AS*

To get to the Save and Save As command click on the File pull-down menu in any program.

**Save-** Use this command if you have opened up an existing document and made some changes to it, but you don't want to make a second copy.

**Save As-** Use this command if you opened up a new document and wanted to make a copy of the document in another directory or if you want to rename the file, for example if I have opened up a document called Test.doc and I wanted to rename it Test2.doc.

If you clicked on the Save As command you will then have to save your document on a drive and in a folder. You want to pay attention to where you are saving the document because there may come a time when you have to retrieve the document.

## SAVING A DOCUMENT

1. Click on the down arrow next to the *Save In* box and select that drive you want to save your document to.
2. Once you have selected the drive then double click on the folder you would like to place your document in.
3. Go to the File name box and type in a name for the document.
4. In the Save as type box the proper type should automatically show up, but if it doesn't then select the proper type by clicking on the down arrow in that box.
5. If the document is where you want it to be saved then select save.

