
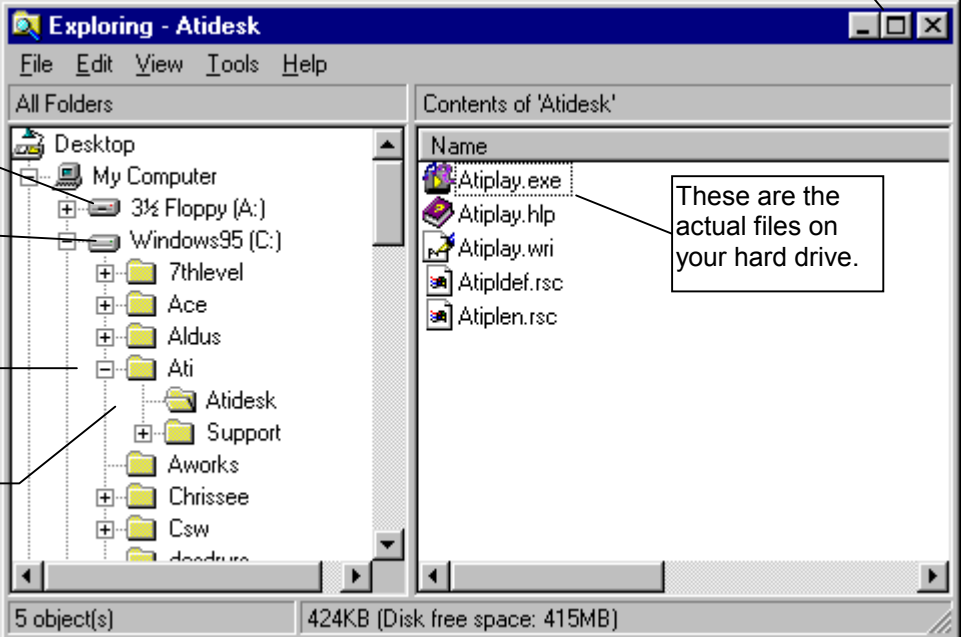


Managing Files

Sooner or later you will need to make changes to what is stored on your computer. You may wish to rename, copy, move, or delete certain files. Although making actual changes to your files requires more care, Windows provides many helpful options.

Note: For simplicity the rest of this guide will assume you are using the  **Windows Explorer** program to work with your files. Remember that to get to this program, select **Start**, then **Programs**, then **Windows Explorer**.

THE WINDOWS EXPLORER SCREEN





The screenshot shows the Windows Explorer window titled "Exploring - Atidesk". The left pane shows a tree view of folders under "My Computer", including "3½ Floppy (A:)", "Windows95 (C:)", and several subfolders like "7thlevel", "Ace", "Aldus", "Ati", "Atidesk", "Support", "Aworks", "Chrissee", and "Csw". The right pane shows the "Contents of 'Atidesk'" with a list of files: "Atiplay.exe", "Atiplay.hlp", "Atiplay.wri", "Atipldef.rsc", and "Atiplen.rsc". The status bar at the bottom indicates "5 object(s)" and "424KB (Disk free space: 415MB)".

Callout boxes provide the following information:

- "Click here to see what is on your floppy disk." (points to the floppy disk icon)
- "Click here to see what is on your hard drive." (points to the Windows95 (C:) folder)
- "These are folders and subfolders on your hard drive. Click on them to see what is in them." (points to the folder tree)
- "NOTE: Clicking the + will open a folder, clicking the - will close a folder." (points to the plus and minus icons in the folder tree)
- "You really should run Explorer full screen to see more at once." (points to the maximize button)
- "These are the actual files on your hard drive." (points to the file list)

HOW TO CREATE A NEW FOLDER

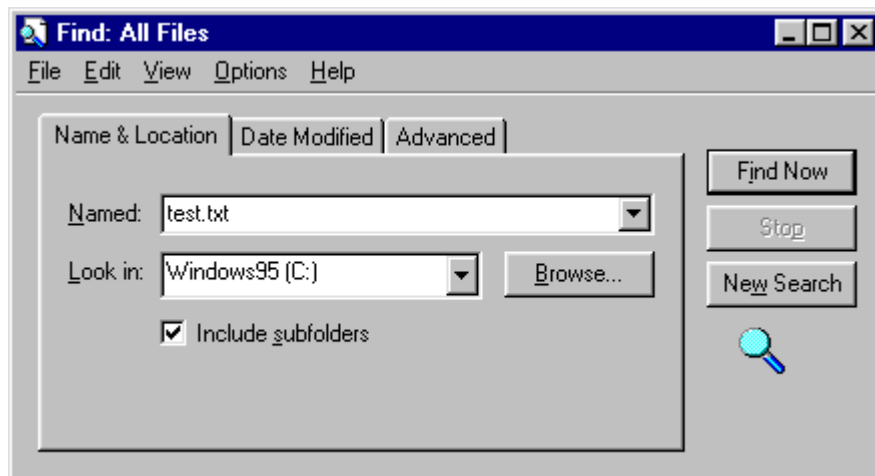
You may need to make new folders for your programs as you gather more and more information. This can be done with Windows Explorer as follows:

- Decide where you want the new folder to be. Windows uses a tree-like structure where sub-folders can branch off of other folders.
- If you want the new folder to be a "main" folder at the "top" of the tree, left-click on the icon for the  Windows95 (C:) hard drive [or floppy] to select it.
- If you want to create a sub-folder of one that already exists, then double-click through the existing folders  until you have highlighted the location for the new folder to be.
- Now click "**File**" in the toolbar at the top left of the screen.
- In the drop-down menu choose "**New**"
- In the pop-up menu choose "**Folder**"
- A "**New Folder**" icon will appear at the bottom of the right side of the screen. Type in a name for your new folder, and press the "**Enter**" key.
- You have now created a new folder!

FIND THE FILE YOU WISH TO MANAGE

Now you need to locate the file or folder you wish to work with. By double-clicking on the folders on the left side of the screen, you can see the files kept in the folders displayed on the right side of the screen. If you can't find your file or folder, you can use the Windows **"Find"** tool.

- Click on **"Tools"** in the top tool bar.
- Click on **"Find"** from the drop-down menu.
- Click on **"Files and Folders"** from the pop-up menu.
- The **"Find All Files"** window will now appear. You can do several things here:



- Type in the name of your file in the **"Named"** box. Use a * to stand for parts of the name you are unsure of.
 - ex) myfile.txt
 - ex) myfile.*
 - ex) my*.txt
 - ex) my*.*
- Click the **"Browse"** button or click the down arrow at the end of the **"Look in:"** box to limit or expand the folders searched.
- Click the **"Date Modified"** tab to specify when the file was last changed.
- Click the **"Advanced"** tab to specify what type of file it is.
- Click **"Find Now"** to do the search.
- Take note of the location of your file when it is found.

HOW TO COPY A FILE

Now that you found your file, one thing you may wish to do is copy it. When you copy a file you make an exact replica of it elsewhere on your system. You will have two identical copies of the file when done.

The Copy and Paste Method

- Locate the file on the right side of the screen.
- Click on it with the right mouse button.
- Choose “**Copy**” from the pop-up menu.
- Double-click through the drives and folders on the left side of the screen to find the location where you want to put your file.
- When you find the folder you want, click on it with the right mouse button.
- Choose “**Paste**” from the pop-up menu.
- The file has now been copied to the new location.

The Drag and Drop Method

- Hint: Before using this method it is helpful to have the destination folder already open by double-clicking on it.
- Locate the file on the right side of the screen.
- Click and HOLD DOWN the right mouse button on the file.
- With the button HELD DOWN drag the file to the left side of the screen.
- When the file is on top of the desired folder, release the right mouse button.
- Choose “**Copy Here**” from the pop-up menu.
- Your file has now been copied to the new location.

The Send to Method - This option is only for copying a file to a floppy disk.

- Locate the file on the right side of the screen.
- Click on it with the right mouse button.
- Choose “**Send to**” from the pop-up menu.
- Choose your floppy drive from the next menu. [Make sure a disk is actually in the floppy drive when you do this.]
- The file has been copied to your floppy disk.

NOTE: In all the methods above you can copy multiple files at once. This is done by using the “**Shift**” or “**Ctrl**” keys along with the mouse.

- “**Shift**” **Key** - To select a whole range of files, click with the left mouse button on the first file, then while holding the “**Shift**” key, click with the left mouse button on the last file. All the files in between will also be selected.
- “**Ctrl**” **Key** - To select files not all in a row, hold the “**Ctrl**” key each time you click on them with the left mouse button. All files selected in this manner will be highlighted at once. Once highlighted, you can use any method above for copying.

HOW TO MOVE A FILE

Moving a file is different from copying in that you don't end up with a second copy of the file. You simply move the file from one location to another.

The Cut and Paste Method

- Locate the file on the right side of the screen.
- Click on it with the right mouse button.
- Choose “**Cut**” from the pop-up menu.
- Double-click through the drives and folders on the left side of the screen to find the location where you want to put your file.
- When you find the folder you want, click on it with the right mouse button.
- Choose “**Paste**” from the pop-up menu.
- The file has now been moved to the new location.

The Drag and Drop Method

- Hint: Before using this method it is helpful to have the destination folder already open by double-clicking on it.
- Locate the file on the right side of the screen.
- Click and HOLD DOWN the right mouse button on the file.
- With the button HELD DOWN move the mouse to drag the file to the left side of the screen.
- When the file is on top of the desired folder, release the right mouse button.
- Choose “**Move Here**” from the pop-up menu.
- Your file has now been moved to the new location.

RENAMING A FILE

You can change the name of any file to something more descriptive. A great thing about Windows 95 and above is that you can use up to 255 characters to name your file [unlike the restrictive 8 characters in Win 3.1]. However some characters are off-limits. You cannot use: \ / : * ? “ < > |

Another concern is that you may not wish to change the last three characters of the file name. This is the “**extension**” of the file and can tell Windows what type of file it is. Examples would be a text file (.txt), an image file (.bmp), or a program (.exe).

When you are ready to rename a file, do this:

- Locate the file.
- Click on it with the right mouse button.
- Choose “**Rename**” from the pop-up menu.
- The file name will now be highlighted and you can type in a new one.

HOW TO DELETE A FILE


Deleting a file erases it from your hard drive or floppy drive. Be careful that you know exactly what you are deleting. A general rule of thumb would be:

NEVER DELETE ANYTHING IN THE WINDOWS OR DOS DIRECTORY!
NEVER DELETE SOMETHING YOU ARE UNSURE OF!


If you are ready to delete something do this:

- Locate the file, files, or folder to delete.
- Highlight the file, files, or folder.
- Press the “**Delete**” key on your keyboard.
- Click “**Yes**” to confirm the delete.

Technically the file is not erased yet. It is in the recycle bin. This is a holding place for files waiting to be erased. To complete the delete:

- Scroll the left side of the screen down until you find the **Recycle Bin**  Recycle Bin
- Left click the Recycle Bin. This will show the contents of the recycle bin.
- Click “**File**” in the tool bar at the top of the screen.
- Choose “**Empty Recycle Bin**”
- Confirm that you wish to do this.

To save something from being deleted:

- Scroll the left side of the screen down until you find the **Recycle Bin**  Recycle Bin
- Left click the Recycle Bin. This will show the contents of the recycle bin.
- Find the file you wish to “undelete”. Right-click on it.
- Choose “**Restore**” to put it back where it used to be.

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