

# File Management

File Management is the organization of your computer files. Many people have a tendency to save all of their files in My Documents without any thought to organizing them. This would be like putting all of your papers in a drawer without putting them in folders, or arranging them by topic.

## Why do I need File Management?

If you organize your files, you can find them again. If you get rid of files you don't need, your computer will run faster. Getting rid of files saved on the network will free up space on the network server.

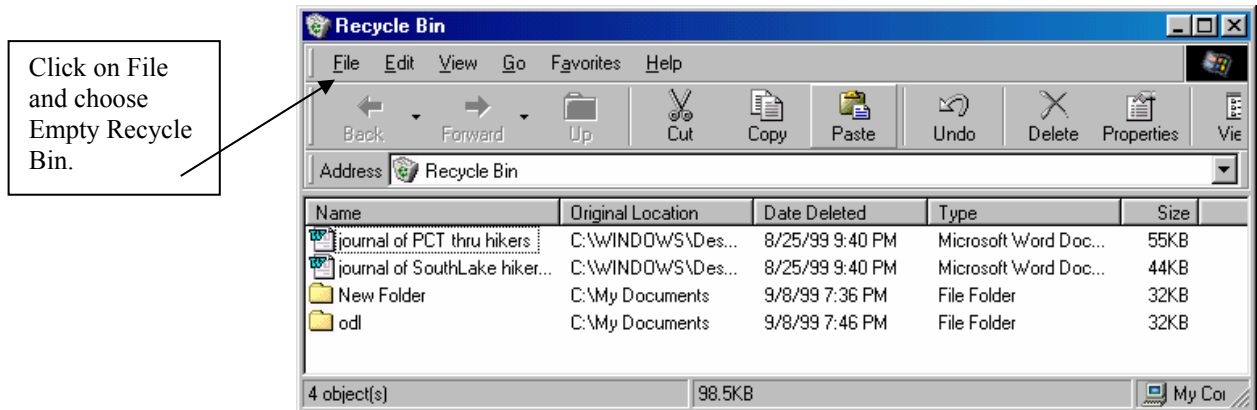
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## Step 1: Emptying the Recycle Bin

Double click on the Recycle Bin icon. (If you change your mind about throwing something away, click on the file name to highlight it. Click on File → (and pull down to...) Restore. This will put it back where it was before you put it in Recycle.)

Click on **File** → (pull down to 1<sup>st</sup> choice...) **Empty Recycle Bin**. Say **Yes** to confirm delete.



## Step 2: Find your files.

On a stand-alone computer (not hooked up to the network):

Double Click **My Computer**

Double Click **C:** (the hard drive)

Double Click **My Documents** folder

On a network computer when you are logged on with your login name and password:

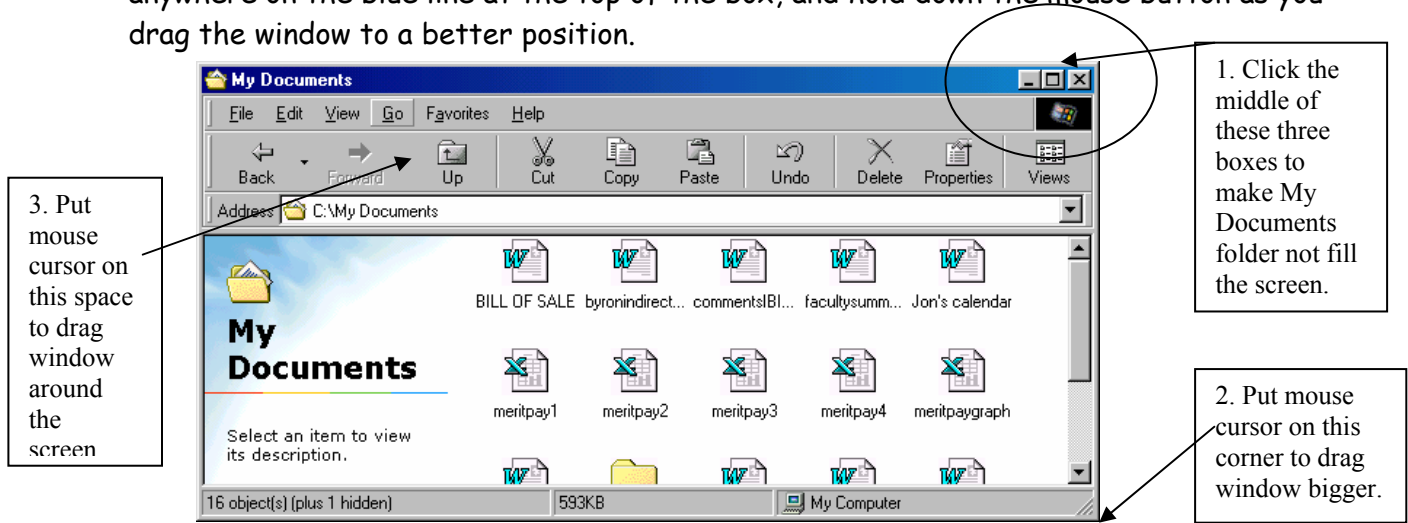
Double Click **My Computer**

Double Click **Your Log-in Name on Twain**

Double Click on **My Documents** folder

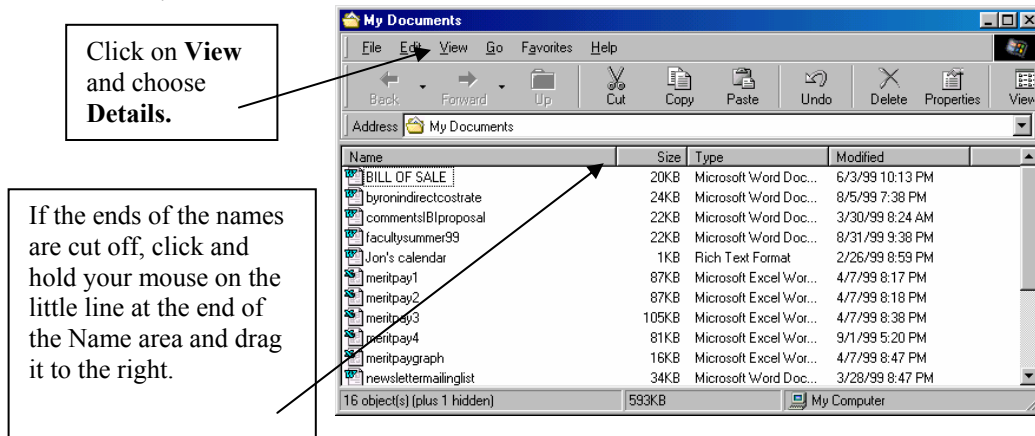
**Step 3: Move the My Documents window so you can see both the window and the Recycle Bin.**

1. If the My Documents window covers the full screen, click on the center box in the upper right corner of the window.
2. If the My Documents window is too small, put mouse pointer on lower right corner and drag it larger.
3. If the My Documents window is too high, low, left or right on the screen, put mouse pointer anywhere on the blue line at the top of the box, and hold down the mouse button as you drag the window to a better position.



**Step 4: View the contents of the window as a list with creation dates.**

Click on **View** on the menu bar and then choose **Details**. Then you can see the dates you last used each file.



**Step 5: Arrange the list in order from most recent to oldest.**

Click on **View** → (slide down to...) **Arrange icons** → (slide right and down to...) **by Date**

**Step 6: To throw away files you know don't want:**

If you know you don't want something, click and hold down mouse button and drag it over the Recycle Bin. OR Right click on the name and choose Delete from the pop down menu. OR Click once (left mouse button) and then press the delete key on the keyboard.

You will be asked to confirm the Delete.

**If you are on the network and throwing away files stored on the server, they do not go to the Recycle Bin. Once you confirm Delete, they are gone. (The network administrator can sometimes find them, but it is a daunting task.)**

If you are on a stand-alone computer and throw away files, they go to the Recycle Bin. Then you need to empty the Recycle Bin to actually get rid of them.

Now you practice: Look at the date modified column—this is the last time you changed a document. Are there any that are years old? Are you going to use them again? If not, drag them to the recycle bin.

**Step 7: Look at items you aren't sure about.**

If you don't know what something is, double click on it to open. Close it by clicking on the X in the top right corner of the screen. Then throw it away if you don't want it.

**Step 8: Rename items with names that are descriptive of contents.**

Click once on a name. Wait a couple seconds, then click again. (If you click too fast it will consider it a double click and open the file.) Type in a new name.

**OR**

Click on a name with the **right mouse button** (the one you rarely use) and choose **Rename**.

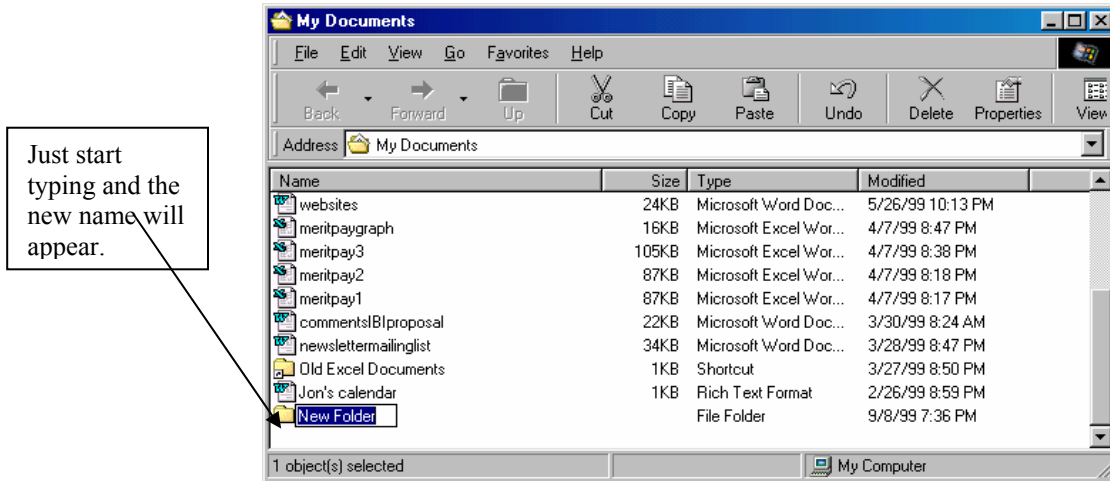
Now your practice: See if there are any files that you are confused as to what they contain. If so, rename them to something specific.

**Step 9: Make folders to organize files.**

Click on **File** → (slide down to...) **New** → (slide over to...) **Folder**

**Step 10: Name your new folder.**

While New Folder is highlighted, just start typing and the new name will appear.



**Step 11: Drag files into the folder.**

Just click and hold the mouse button as you drag any file names to the folder.

Now you practice: Make a new folder. What is a major topic that you have documents about (Social Studies, Tests, Spelling, Letters Home, etc.) Name the folder and drag items that belong in that folder.

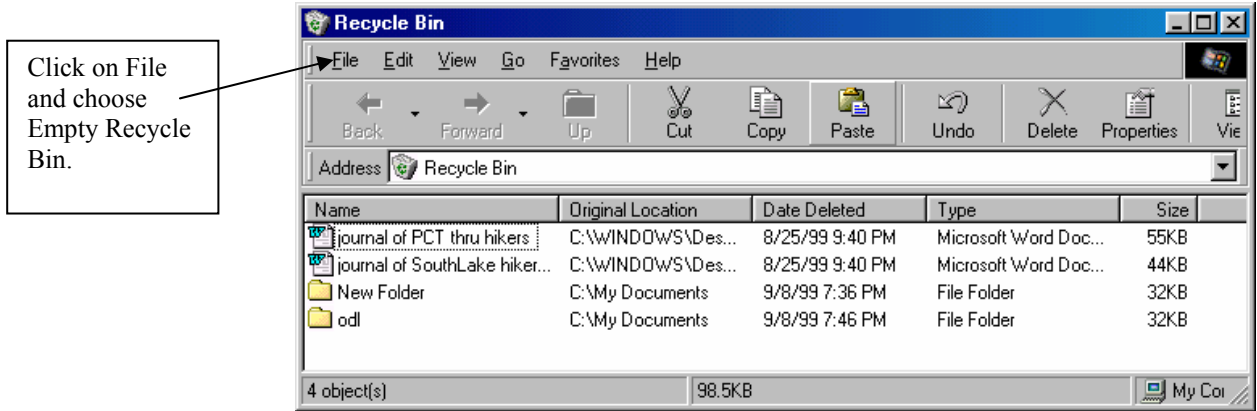
**Step 12: Repeat steps 9 and 10 to make as many folders as you want.**

You can also make folders inside folders by double clicking on a folder to open it. Then just repeat steps 9 and 10 in the folder window to make new folders there.

**Step 13: Empty the Recycle Bin if you are on a stand-alone computer.**

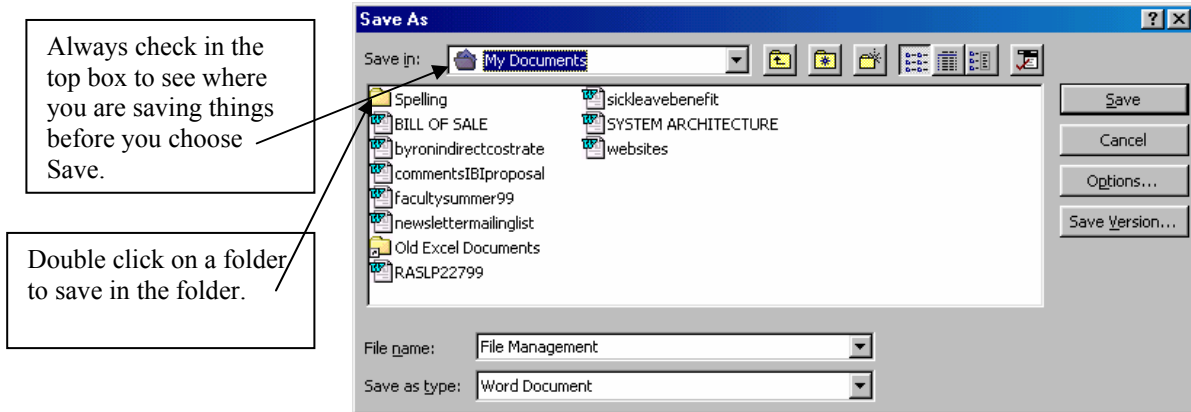
Double click on the Recycle Bin icon. This is your last chance to keep anything. If you change your mind about throwing anything away, click on the file name to highlight it. Click on File → (and pull down to...) Restore. This will put it back where it was before you put it in Recycle.

Click on **File** → (pull down to 1<sup>st</sup> choice...) **Empty Recycle Bin**. Say **Yes** to confirm delete.



**To Save into your new folders rather than just putting everything into My Documents**

When you choose Save or Save As for any new document, you have the option to save it to any location. If there are folders in the list of files shown, just double click on the folder to save in it.



### To copy your files to floppy disks

Put your disk in the disk drive.

Double click on **My Documents**. Move the My Documents window to one side of the screen by dragging on the top bar.

Double click on **My Computer**, Double click on **3½ Floppy A**: Drag that window beside the My Documents window so you can see both windows.

It will be easier to keep track of what you have moved if both windows are viewed as file names rather than icons. To change to file names, click on **View → Details**. To arrange both lists in alphabetical order, click on **View → Arrange Icons → by Name**.

Hold down the mouse button as you drag folders or individual files from My Documents window to the Floppy window. You will see a cute graphic of pages flying from folder to folder.

### Helpful tips for moving several files at a time

1. To select all files in the window, click on **Edit → Select All** (or press the **Control key and the letter a**)
2. To select a group of files in a row, click on the first one. Hold down the **Shift** key and click on the last one you want. This will select everything in between also.
3. To select files that are not next to each other, click on one. Hold down the **Control** key and click on each of the others you want.

You will get a message when the floppy disk is full. Close the floppy disk window by clicking on the X in the top corner, eject the disk, put in a new disk. Double click on My Computer, Double click on **3½ Floppy A**: Continue copying files.

Files are being copied, not moved. If you want to remove them entirely from your computer, close the floppy window and eject the floppy. Then drag the files out of the My Documents window to the Recycle Bin. Then empty the Recycle Bin if you are on a stand-alone computer.