

FILE MANAGEMENT

Introduction

This document covers the basics of storing, filing and locating files on your computer. The instructions assume you are using Birkbeck's computers, but the techniques contained herein are applicable more widely.

Prerequisites

The exercises below assume that you are familiar with the use of a computer keyboard and mouse.

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About this Document

Words in bold	Will need to be typed or chosen from a menu or window
Small capitals – e.g. ALT	Indicate keys that you press
Press KEY1 + KEY2	Press both keys together
Press KEY1, KEY2	Press each key consecutively
• Bulleted lists	Are guidelines on how to perform a task
Choose Insert - Picture	Show menu commands – in this case, choose the option Picture from the Insert menu at the top of the screen

This document is available from ITS reception, room 151 Malet Street or from the College intranet at www.bbk.ac.uk/its/docs/. Large print copies are available on request

I. Windows Explorer

Objectives To use the windows explorer window


Method Use different features of the window

Comments The Windows Explorer window appears in several guises – double-clicking on a link to My Documents or My Computer brings up an explorer window

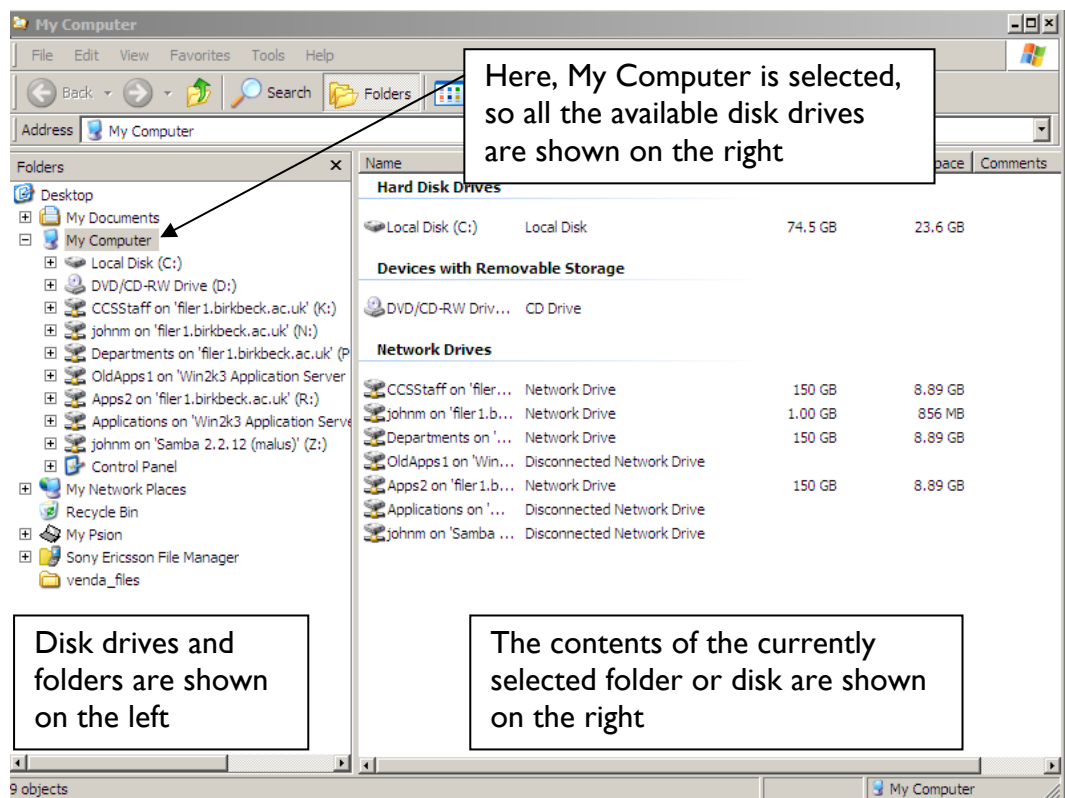
I.1 Windows Explorer

Windows Explorer is a part of Windows and allows you to find, open, copy and move your files around. It comes in a variety of guises – if you open a link to My Documents or My Computer, those are also Explorer windows.

There are several ways to open Windows Explorer.

- Click on the Start button and see if Windows Explorer is available from that list of programmes – if so, click on it to open it
- If it is not, hold down the  key and then press E once – that is the shortcut to open Windows Explorer

Note the layout



I.2 My Computer - different drives

What do we mean by disk drives? A drive is any kind of storage device attached to your computer. The most common are

- USB (or “pen”) drive
- Hard drive
- Floppy disk drive

In addition, in College you will have various networked drives – these are hard disks on which you have some space, connected to your computer via the network. Your **My Documents** folder is on a networked drive.

Each drive is given a letter –

- A:** is the floppy disk drive
 - C:** is the hard disk within the computer
 - E:, F:** and/or **G:** are usually removable disks such as USB sticks
- Later letters are network drives

1.3 Using Windows Explorer

The contents of whatever drive you click on on the left-hand side will appear in the right-hand window.

- Click on *yourusername* on ‘filer1.birkbeck.ac.uk’ (N:)

You will see a list of folders on the right – note that the “My Documents” folder is one of them

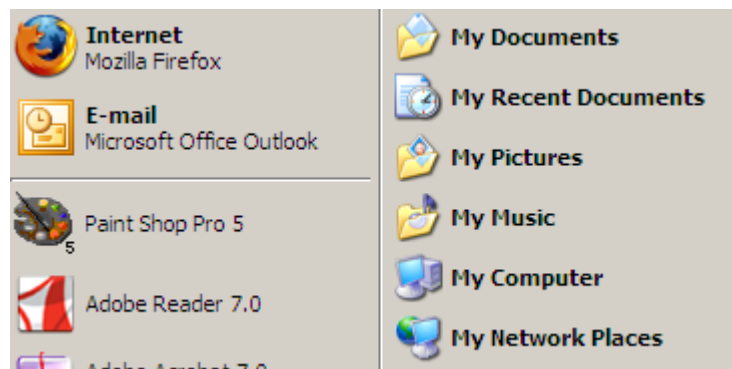
- On the right-hand side, double-click on the **My Documents** folder

You will see a list of files and folders. Folders are marked with a yellow icon, files will have different icons depending on which programme created them (Word, Excel, etc).

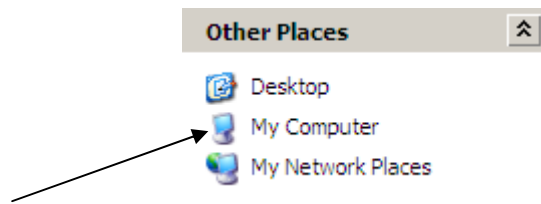
1.4 The My Documents or My Computer window

These two windows are also versions of Windows Explorer, although they appear slightly differently to the above example.

- Close the Windows Explorer window using the x at the top right
- If you have one, double-click the **My Computer** icon on the desktop
- If not, or if you prefer, click on **Start** and then on **My Documents**, as shown



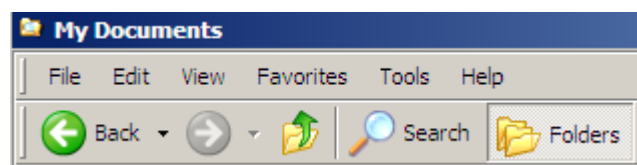
As you can see, the right-hand window still shows a list of files and folders. However, the left-hand side does not show a list of drives. The other places links are useful;



- The second icon will be either My Computer, as above, or My Documents, depending on which icon you clicked to open the window originally. Click on that icon

It is possible to make the left-hand side show a list of file locations, as before. At the top of the window, find the Folders button.

- Click on the Folders button



- That icon is a toggle – click it once to see the list of folders on the left-hand side, click it again to hide them

2. Files and Folders

Objectives To look at how files are stored on a computer

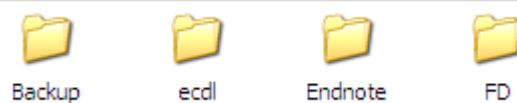
Method Look at file names within Windows Explorer

Comments The extension is not always visible, but tells the PC which programme created a file.

2.1 Folders

Storage space on a computer is like a large filing cabinet – and therefore the better organised that space is, the easier it will be for you to find things later.

Some folders are shown below



2.2 Extensions

All files have a three-letter extension, though it is often hidden from view. Some examples;

Mywordfile.doc	is a Word document (.doc)
Accounts.xls	is an Excel spreadsheet (.xls)
River.jpg	is a picture (.jpg)

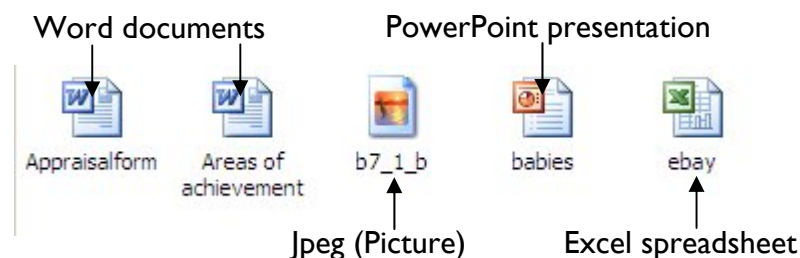
It is possible for the extension to be four letters; jpeg pictures, html files and mpeg videos have two possible extensions

jpg	or	jpeg
htm	or	html
mpg	or	mpeg

2.3 File types

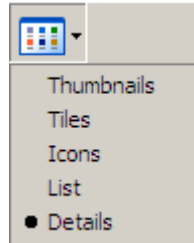
If you can see a particular programme's icon then the extension is attached to that file, even if you cannot see it.

The screenshot below shows five files. The extensions are hidden but each has a different icon – that is because the extensions exist, and the computer is interpreting them to show which programme created each file



2.4 File sizes

There are various different ways to view the files within your folders. They may be accessed either by the View menu or by clicking the icon shown below.



- Find that icon, click on it and choose Details

The files within the directory you are now looking at are listed, along with useful information such as their size and the date they were last changed.

You may click on any column heading to sort files by that information

Name ▲	Size	Type	Date Modified
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- Click on the Date Modified heading to sort files in ascending order
- Click the same heading to sort them with the most recently modified files at the top of the list

Use the View menu to explore the different views available. Change back to the Icons view when you are finished.

2.5 Creating a Folder

- Browse to your My Documents area
- Choose File – New – Folder
- The folder is created – you should now type in the name you want to give it, then press RETURN to confirm



Note that you can create folders within folders. When you create a new folder, make sure that the right-hand window of explorer is showing the place where you want the folder to be created.

3. Opening a programme using a file

Objectives Use Windows Explorer to open a file and the programme that created it

Method Double-click on any file to open it

Comments So long as you can see an icon you should be able to open the right program

3.1 Open a file

Double-clicking on a file will make the computer try to open the programme used to create that file and open the file within it.

- With Windows Explorer open, browse to OldAppsI on 'Win2k...
- Open the folder Samples
- Open the folder Word
- Double-click on the file bears

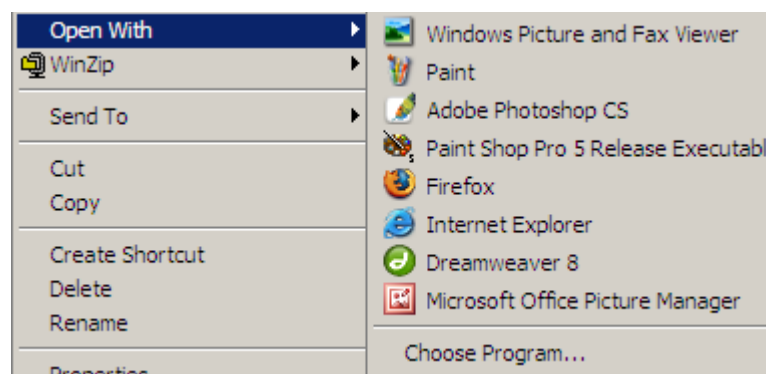
Note: If you find double-clicking unreliable, you may instead click on a file to select it, then press RETURN on the keyboard to open it.

Word will be started and the document bears opened within it.

3.2 Choosing a different programme

With some types of file, it is possible to use different programmes to see and edit their contents. For these files, you may not want the default programme to be opened every time you double-click on them.

- Close Word using the x at the top-right
- In Explorer, browse to the folder Photoshop, which is on OldAppsI/Samples/
- This folder contains jpeg image files, which will normally be opened either in the Windows Picture and Fax viewer or image-editing software when double-clicked
- Right-click on the file OFInndis and click on Open With
- You will see a list of software that may be used to open image files. Click on Internet Explorer



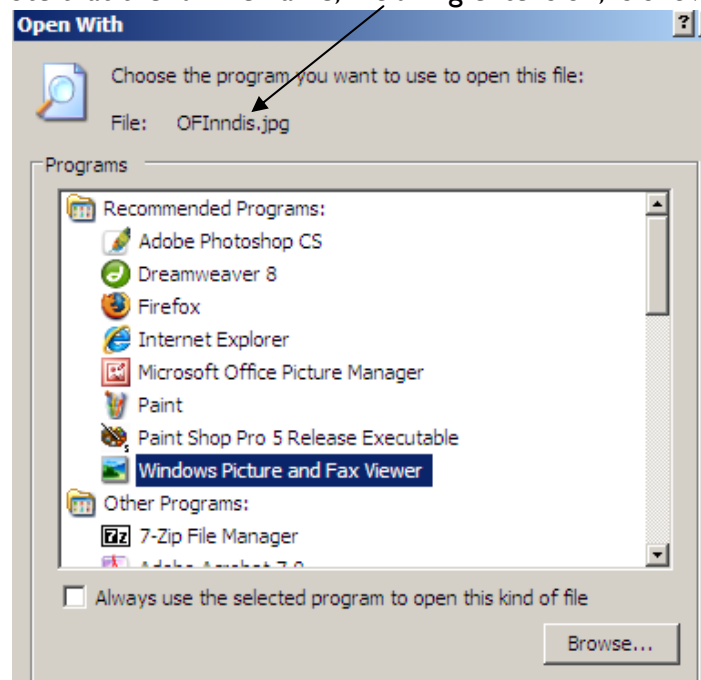
Note: The Choose Program option at the bottom of the list allows you to browse

for software installed on your computer that does not appear on the list

- Close Internet Explorer
- In Windows Explorer, right-click on any file again
- Click on **Open With** and then **Choose Program**

There are several options here;

1. Browse allows you to find a programme on your computer and use that
2. The tick box below the list instructs the computer to use whichever programme you select as the default for that kind of file
3. Note that the full file name, including extension, is shown at the top



4. Filing


Objectives To move files around the computer

Method Drag files and copy/paste them

Comments Dragging files can be fiddly in a single window

4.1 Creating a new folder

We have already looked at creating a new folder but will create another one.

- Open a new Windows Explorer window using  + E
- On the left-hand side, click on **My Documents**
- Choose **File – New – Folder**
- Name this new folder **Test** (type in the name and press return)

4.2 Moving files

Files may be moved from one folder to another by dragging and dropping

Your Windows Explorer window should show the contents of the My Documents folder

- On the right-hand side, click and drag any file into the new Test folder

The file is moved into the folder

It is also possible to drag files from the right-hand side to the list of folders on the left, and even from one Windows Explorer window to another if you have more than one arranged so you can see them both.

- Make sure the left-hand window is showing the My Documents folder and its contents
- The right-hand window displays whatever is selected on the left – click on Test on the left-hand side
- Click on the file that you just moved into that folder and drag it over to My Documents on the left. When you move the file over My Documents, the label will turn blue – release the mouse button and the file is moved back where it came from

4.3 Copying files from other drives

If you drag files from other drives, they will be copied to the destination you select

- On the left hand side, click on the minus symbol next to My Documents to hide the list of folders
- Click on **OldApps1** on 'Win2k...' to browse its contents
- Open the folder **Samples**
- Open the folder **Photoshop**

- On the left, use the scrollbar to scroll up until you can see My Documents, but do not click on it
- Click and drag the file **frog** to the My Documents folder
- Note the + that appears next to the file – that indicates that it is only being copied

Should you want to move a file from one drive to another, you should hold down the SHIFT key to override the copy function.

4.4 Using copy and paste

Dragging and dropping files can be fiddly when there are many folders and/or drives available on a computer. You may instead use the copy and paste functions, just as you would with text in a word processor.

- If you have browsed elsewhere, return to OldApps I/Samples/Photoshop
- Click on the file **redeye**
- Choose **Edit – Copy**
- On the left, scroll up to the My Documents folder if you cannot see it
- Click on My Documents and open the Test folder
- Choose **Edit – Paste**

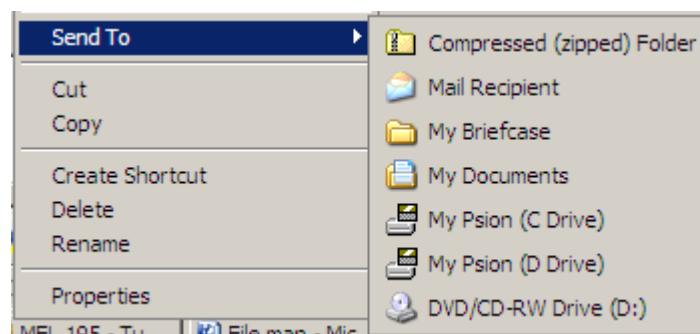
You may also right-click to use the copy/paste functions – note that cut allows you to move, rather than just copy, a file.

4.5 Using send to

The 'send to' function allows you to quickly send files to a limited selection of places. Different applications may add themselves to the list here, and USB sticks should appear in the list when they are connected to the computer.

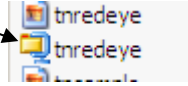
- Browse to OldApps I/Samples/Photoshop
- Right-click on any file
- Click on Send To

Note the options presented – the most useful are My Documents and (not shown) a USB stick, which would appear at the end of the list, usually as drive (E:) or (F:)



If you want to send several files to someone via email you may find it easier and quicker to do so using a zip file, which is a compressed group of files – it keeps them all together and is a smaller file than would otherwise be transmitted. Select

the files by clicking on them whilst holding down the CTRL key, right-click, choose Send To and then choose Compressed (zipped) folder. If a popup appears, click Yes. The zip will be created and given the name of the first file selected – it will have a different extension (.zip) and therefore icon. In the screenshot below, the lower file is the zip file.



4.6 Selecting multiple files

To select several files at one time you may either

- Hold down the SHIFT key to select files in a block

- Hold down the CTRL key to select or deselect individual files that are not next to one another

The files selected may then be copied or moved using one of the techniques above

5. Finding files

Objectives To search for files

Method Use the search function to find files

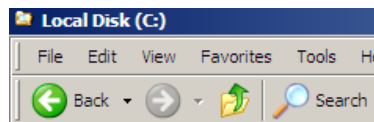
Comments Different search functions are available in different programmes – an application such as Word may have more thorough, if slower, search functions than explorer offers

5.1 Searching for files

Windows Explorer allows you to search for files in a variety of ways.

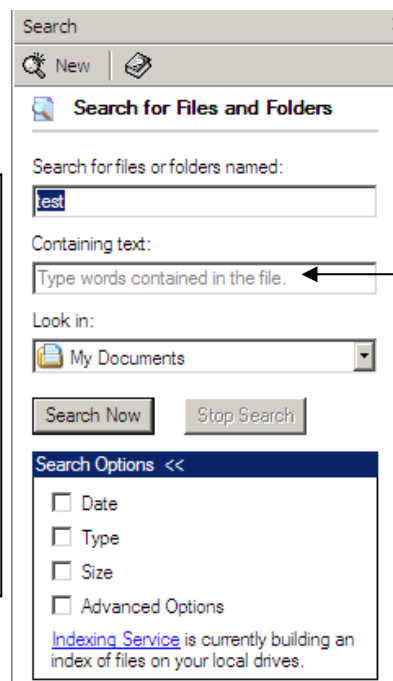
- On the left, click on My Documents
- Click on the Search button on the toolbar

The keyboard shortcut for search is CTRL + F



Windows Explorer will search whatever you have selected – in this case, the My Documents folder and any other folders contained within it

- Type Test into the search box and press RETURN



Change the location to be searched here – search “My Computer” to search all drives and folders available. Beware – at Birkbeck that will include networked drives which have communal files on, so results may be extensive

For a more thorough, if slower, search, you may type words in here to search the *contents* of files

Try using some of the Search Options at the bottom – tick a box for further options.

Note that the * may be used as a wildcard, so searching for an* will find all files that begin with the letters an, *.doc will find all Word documents and so on.

6. File backups

Objectives To search for files

Method Use the Properties window

Comments If you lose or overwrite a file, you may be able to retrieve an old version using the versions tab within that folder's properties

6.1 Previous Versions

One of the major advantages of saving work on the College's computers is that it is backed up. Should you lose

- In Windows Explorer, right-click on the My Documents folder
- Choose Properties
- Click on Previous Versions

Note the list of dates and times available – to restore an old version of the folder, you would select a previous date and then click restore at the bottom of the screen – there is no need to do so now.

