

### File Management Can Help With The Following:

- † Organizing folders and files in a file hierarchy, or a logical order, so that information is easy to locate and use.
- † Saving files to the folder in which they will be stored for future use.
- † Creating a new folder in order to reorganize information.
- † Deleting files and folders that are no longer needed.
- † Finding a file when the name of the file is not remembered.
- † Creating shortcuts to files for easy access.

### Copy a File or Folder

There are occasions when a file or folder needs to be copied to another location in order for someone else to use it or for a backup copy to be made. To complete this task, complete the following steps:

- † Open **Windows Explorer**, by doing the following:
  - ✦ Right-click the **Start** button.
  - ✦ Click **Open Windows Explorer** from the list that appears.
- † Click the folder in the left frame where the document(s) that are to be copied is located.
- † Select a file from the right frame to copy.
  - ✦ To select more than one document:
    - ▣ Select the first document.
    - ▣ Hold down the CTRL key while selecting each of the other documents.
  - ✦ To select documents that are all together in a list:
    - ▣ Click the first document.
    - ▣ Hold down the **Shift** key and click the last document.
    - ▣ All the documents in the list should be selected.
  - ✦ To select all the documents in a folder, use the key combination **Ctrl + A**.
- † Do one of the following:
  - ✦ Click **Organize** on the **Menu Bar** and then click **Copy**.
  - ✦ Right-click on the folder and then click **Copy**.
  - ✦ Use the key combination **Ctrl + C**.
- † Open the folder into which the document(s) are to be copied.
- † Do one of the following:
  - ✦ In the **Organize** list, click **Paste**.
  - ✦ Right-click within the folder and then click **Paste**.
  - ✦ Use the key combination **Ctrl + V**.
- † Close **Windows Explorer**.



### Move a File or Folder

It might become necessary to move a file, rather than copy it to another file or folder in order to have more space on a disk or to better organize the file system. This operation cannot be performed with a CD, but can be done with a flash drive.

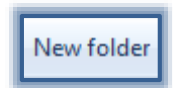
- † Open **Windows Explorer**, if necessary.
- † Click the file or folder you want to move.
- † Do one of the following:
  - ✦ Click **Organize** on the **Menu Bar** and then click **Copy**.

- ✦ Right-click on the folder and then click **Copy**.
- ✦ Use the key combination **Ctrl + C**.
- ‡ Open the folder where you want to put the file or folder.
- ‡ Do one of the following:
  - ✦ In the **Organize** list, click **Paste**.
  - ✦ Right-click within the folder and then click **Paste**.
  - ✦ Use the key combination **Ctrl + V**.

### Create a Folder

Folders can be created using Windows Explorer or My Computer.

- ‡ Open **Windows Explorer**.
- ‡ If necessary, click the **Computer** link and then click the link for the folder where the document is stored.
- ‡ A list of files should appear in the right frame.
- ‡ Click in the right frame.
- ‡ Click the **New Folder** button (see illustration at right).
- ‡ The new folder appears with a temporary name, **New Folder**.
- ‡ Type a name for the new folder.
- ‡ Press **Enter**.



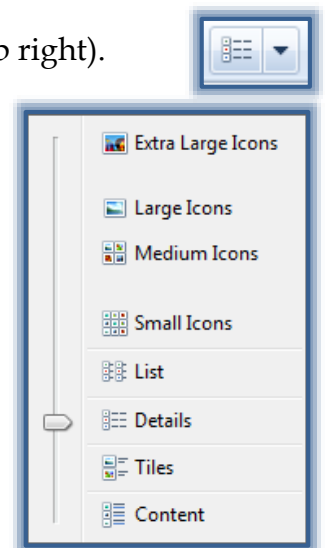
**NOTE:** It is also possible to create a new folder by right-clicking anywhere within the list of files and folders. In the shortcut menu, move the mouse pointer over **New** and then click **Folder**.

### Rename a File or Folder

- ‡ Open **Windows Explorer** by right-clicking on the **Start** button and choosing **Open Windows Explorer**.
- ‡ Click the **Computer** button, if necessary.
- ‡ Look for your **Network** folder in the list in the left frame.
- ‡ Right-click the folder that is to be renamed.
- ‡ Choose **Rename** from the **Shortcut** menu.
- ‡ With the **File or Folder Name** selected, input a new name for the folder.
- ‡ Press **Enter**.

### Change Views of Files and Folders

- ‡ Click the arrow next to the **Views** icon on the toolbar (see illustration top right).
- ‡ A list of available options will appear (see illustration bottom right).
- ‡ Choose the desired view. The most popular options are:
  - ✦ **List** - This option displays a list of the documents without any detailed information.
  - ✦ **Details** - This option displays a detailed list of the documents including the size of the document, the type of document, and the date and time that the document was created.
  - ✦ **Tiles** - This option is used to display the files and folders in columns. The size of the file will be displayed along with the date and time the file or folder was created.

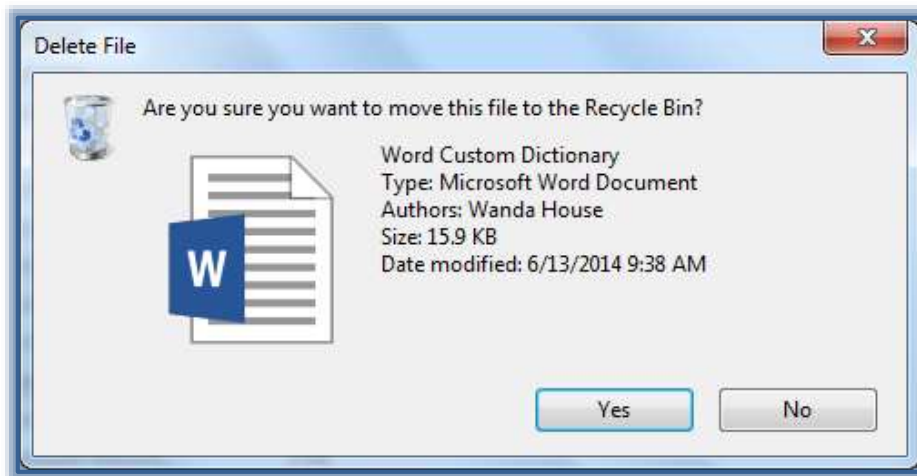


- ✦ **Content** – This option provides detailed information about the selected file or folder such as the size, date and time the folder or file was modified, who created the file, and the time it was created. The information about the file or folder appears at the bottom of the window when the item is clicked.

### Delete a File or Folder

This operation cannot be performed with a CD, but can be done with a flash drive or a network folder or file. However, with a RW CD, it is possible to erase all the files from a disk.

- ✦ Click the folder that is to be deleted.
- ✦ Do one of the following:
  - ✦ On the **File** menu, click **Delete**.
  - ✦ Right-click the file and then click **Delete**.
  - ✦ Press the **Delete** key on the keyboard.
- ✦ A message as shown in the illustration below will appear asking you to confirm the deletion.

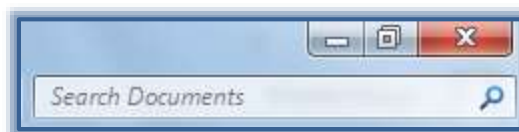


- ✦ When that message appears, click **Yes** to remove the file or folder from the list.
- ✦ Close **Windows Explorer**.

### Locate a File or Folder

The Search feature can be used to locate a file, a computer, or other items in a Windows program. To locate a file or folder, complete the following steps:

- ✦ Open **Windows Explorer**, if necessary.
- ✦ In the upper-right corner of the window, click the **Search** box.

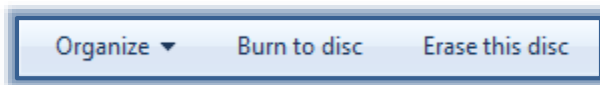


- ✦ Input the word or phrase that you want to search for.
- ✦ A list of the items that match the word or phrase will appear in the middle frame of the window.
- ✦ Click the link for the item that is to be opened.

### Write a File to a CD

Once a document has been created and stored on the computer disk, it is possible to write it to a CD for storage purposes or to make a backup copy of the file. To do this:

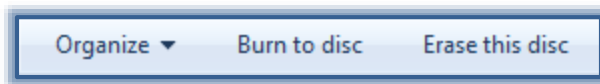
- † Open **Windows Explorer**.
- † Click the link for **Computer**, if necessary.
- † Click the link for the folder where the documents are stored.
- † Select the files that are to be moved to the CD.
  - ✦ To select more than one document:
    - ▣ Select the first document.
    - ▣ Hold down the CTRL key while selecting each of the other documents.
  - ✦ To select documents that are all together in a list:
    - ▣ Click the first document.
    - ▣ Hold down the **Shift** key and click the last document.
    - ▣ All the documents in the list should be selected.
  - ✦ To select all the documents in a folder, use the key combination **Ctrl + A**.
- † Right-click on one of the files that you just selected. You must click within the file name, not in the white area of the window.
- † Choose **Send to** from the list of options on the shortcut menu.
- † Choose the options for **DVD RW**.
- † A message will appear in the lower-right corner of the window.
- † Click the icon that the arrow for the box points to.
- † The items should appear in the area where it says **Files Ready to be Written to CD**.
- † Click the **Burn** button on the toolbar (see illustration below).



- † The first step in the **Burn to disc** wizard will appear.
- † In the first screen, input a name for the CD.
- † Read the information in the wizard.
- † Click the **Next** button at the bottom of the screen.
- † When the files have been written to the CD, the CD will be ejected.
- † At this point, click the **Finish** button.
- † If you want to write these files to another disc, choose that option in the last step and then click **Finish**.

### Erase Files and Folders from a Read/Writable CD

- † Insert the **CD** into the drive.
- † Click **File** on the **Menu Bar**.
- † Click the option to **Erase this disc** on the toolbar.



- † The **CD Writing Wizard** will display.
- † Follow the steps in the **Wizard** to erase the files from the CD.
- † This process will erase all the files, not just one file.
- † It is not possible to erase just one file from a CD.