

# File Management

## I. Purpose

The basics of file management in Windows XP are presented here. These tools can be used in Microsoft Office, GroupWise, and in My Computer (or Computer, depending on the icon label).

## II. Concepts

### A. How Computers Handle Files

There is an analogy between a real-life filing cabinet and your computer. Above is a picture of two filing cabinets with their computer counterparts.



### 1. Folders and Files

The computer is a collection of many parts, one of which is called a hard drive. This is referred to in Windows XP as a "Local Disk". The local disk is like a drawer inside a filing cabinet; separate from the other drawers but still contained in the entire structure. The local disk (or drawer) holds folders and files. The amount of folders and files on a computer can be even more numerous as those inside a real-life filing cabinet drawer.

### 2. Programs

On your computer, there are things called programs that are also placed inside folders. These programs can be thought of as your brain; they interpret things given to them. Without a program, your files would be worthless like a real-life document would be worthless to someone who would not be able to understand it. When you open a document in Microsoft Excel, it has to figure out how to show the data as well as make any changes that you desire.

### 3. Network


At school, there are many computers. Each computer is connected together into something called a network. All of these computers handle files in the exact same way.

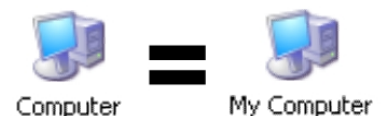
### 4. G: Drive

By default, when you save a document, it is stored in your G: drive. This G: drive is not on the computer in front of you. It is located in another computer (or another filing cabinet) far away from where you sit. The reason it is on another computer is because that particular computer is more powerful and more secure. Your desk computer can experience problems and is not a safe place to save files. The computer that stores your G: drive also stores everyone else's G: drive.

### B. Computer = My Computer

Some of you may have an icon called "My Computer" on your desktop whereas others will say "Computer". They are both the same thing.

As long as the icon looks like this: 



**NOTE: Throughout the rest of this cheat sheet, we will use the term "My Computer".**

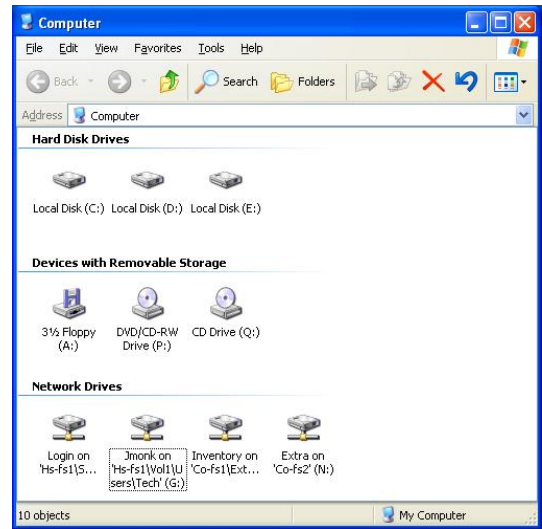
### C. The My Computer Window

To the right is a screenshot of a typical My Computer window. By default, the icons are split into three groups:

Hard Disk Drives  
Devices with Removable Storage  
Network Drives

Notice that your G: drive is in the group "Network Drives". When you save files in Word or any other program, you are NOT saving it on the computer in front of you.

We will show how to manage files through this type of interface later.

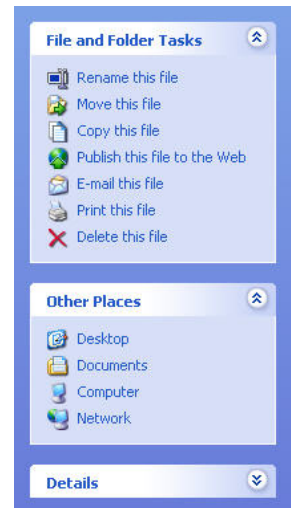


### D. The Common Task Pane

By default, My Computer has what is called a "Common Tasks Pane". The goal of this is to make file management easier. Your computer is probably not setup to show this pane. It is very easy to turn it on:

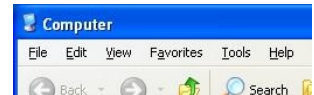
1. Double-click your My Computer icon.
2. Look for the "Tools" menu at the very top towards the right side of all the other menus.
3. When the menu is open click "Folder Options".
4. A new window will pop up where you will click the circle next to "Show common tasks in folders".
5. If the circle is now filled in with the color green, click OK.
6. The Common Tasks pane should now be visible on the left side of your computer window.

You'll know if it's turned on because it takes up a good portion of the entire window. With this pane open you will be able to do the following procedures faster and it should seem easier to do also. (See the illustration of the common task pane to the right.)



### E. The Edit & File Menus

To the right is a portion of the My Computer window. It is called the Menu Bar. We will be using the Edit and File menus the most throughout these procedures.



## III. Procedures

### A. Inside the My Computer window

#### 1. Delete

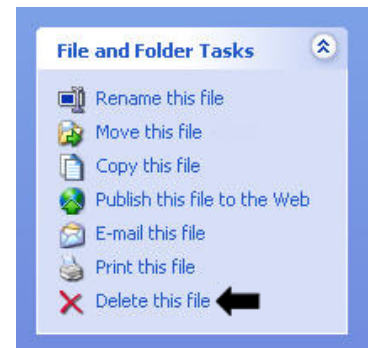
If you no longer need a certain file, you might choose to delete it to alleviate any clutter. **Caution:** When deleting a file be certain that you no longer need it.

#### a. Common Task Pane

1. Make sure you have enabled the Task Pane. Follow the directions in section D under Concepts.
2. Select the files you want to delete according to the procedures in the section called "Selecting Documents".
3. Click on "Delete this file" on the left side of the My Computer window inside the Common Task Pane.
4. If you are sure you want to delete the file(s) click "Yes". If you are not sure, click "No".

#### b. File Menu

1. Select the files you want to delete according to the procedures in the section called "Selecting Documents".
2. At the top of the My Computer window, look for the word "File" that is near the top left corner of the window. Refer to page 2 if you have difficulty finding the menu.
3. Click on the word "File" to open the menu.
4. Click on the word "Delete".



5. If you are sure you want to delete the file(s) click "Yes". If you are not sure, click "No".

## 2. Rename

You can rename a file even after you save it. You might want to rename a file to something more descriptive or to fix a typo when you originally saved it.

### a. Common Task Pane

1. Make sure you have enabled the Task Pane. Follow the directions in section D under Concepts.
2. Select the file you want to rename by left-clicking on the file once.
3. Click on "Rename this file" on the left side of the My Computer window inside the Common Task Pane.
4. The text under the icon will be highlighted and a cursor will blink at the very end of the filename.
5. Press BACKSPACE or DELETE on the keyboard.
6. Type a new name for the file.
7. Press ENTER on the keyboard when have finished renaming the file.

### b. File Menu

1. Select the files you want to rename.
2. At the top of the My Computer window, look for the word "File" that is near the top left corner of the window. Refer to page 2 if you have difficulty finding the menu.
3. Click on the word "File" to open the menu.
4. Click on the word "Rename".
5. The text under the icon will be highlighted and a cursor will blink at the very end of the filename.
6. Press BACKSPACE or DELETE on the keyboard.
7. Type a new name for the file.
8. Press ENTER on the keyboard when have finished renaming the file.

## 3. Create Folders

You will probably have to create folders at some point in time. You can make as many folders as you need. It is very helpful to name folders with something descriptive.

### a. Common Task Pane

1. Make sure you have enabled the Task Pane. Follow the directions in section D under Concepts.
2. Navigate to somewhere in your G: drive where you want to make a new folder.
3. Do not select any files. Click anywhere on the white space inside the window.
4. Click on "Make a folder" of the left side of the My Computer window inside the Common Task Pane.
5. The folder will appear in the big white area and will have text highlighted underneath it.
6. Press BACKSPACE or DELETE on the keyboard.
7. Type a name for your new folder.
8. Press ENTER when you have finished giving your folder a name.

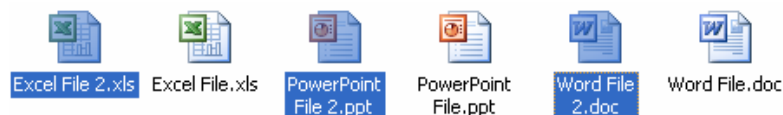
### b. File Menu

1. Navigate to somewhere in your G: drive where you want to make a new folder.
2. Do not select any files. Click anywhere on the white space inside the window.
3. At the top of the My Computer window, look for the word "File" that is near the top left corner of the window. Refer to page 2 if you have difficulty finding the menu.
4. Click on the word "File" to open the menu.
5. Click on the word "New" to expand a new menu.
6. Click on the word "Folder".
7. The folder will appear in the big white area and will have text highlighted underneath it.
8. Press BACKSPACE or DELETE on the keyboard.
9. Type a name for your new folder.
10. Press ENTER when you have finished giving your folder a name

## 4. Selecting Documents

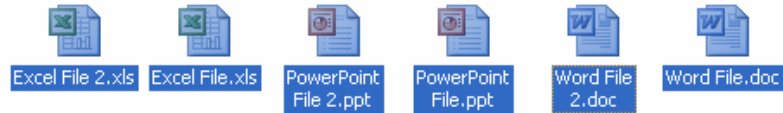
When you manage documents, two keyboard keys are going to be used when you want to select multiple documents: the CTRL and SHIFT keys.

### a. Selecting specific documents like the picture below:



1. Click on the first document with your left mouse button (do not hold down).
2. Press and hold down the CTRL key on your keyboard.
3. While still holding down the CTRL key, click on the next document with your left mouse button.
4. When you have clicked on all the documents you want to change, let go of the CTRL key.

**b. Selecting a group of documents like the picture below:**



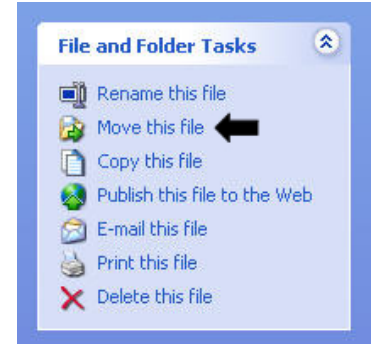
1. Click on the first document with your left mouse button (do not hold down).
2. Press and hold the SHIFT key on your keyboard.
3. While still holding down the SHIFT key, click on the last document with your left mouse button.
4. When you have selected all your documents let go of the SHIFT key.

**5. Cut (and Paste)**

Think of this as moving an object. Just as you would move a book to a better place on the bookshelf, moving documents takes it from one spot on your G: drive to another.

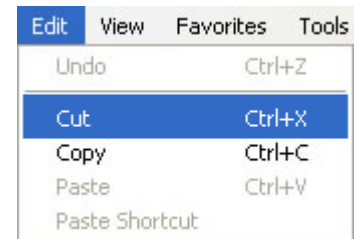
**a. Common Task Pane**

1. Make sure you have enabled the Task Pane. Follow the directions in section D under Concepts.
2. Select the files you want to move according to the procedures in the section called "Selecting Documents".
3. Click on "Move this file" on the left side of the My Computer window inside the Common Task Pane.
4. When a new window pops up, look for the letters (G:) at the end of all the lines. Your Novell username will be at the beginning of that same line.
5. Click the plus symbol next to the line with the (G:) at the end.
6. Click on the folder that you want to move your documents to by clicking anywhere on the text or the folder icon of that line.
7. Click "Move" after you select the folder.



**b. Edit Menu**

1. Select the files you want to move according to the procedures in the section called "Selecting Documents".
2. At the top of the My Computer window, look for the word "Edit" that is near the top left corner of the window. Refer to page 2 if you have difficulty finding the menu.
3. Click on the word "Edit" to open the menu.
4. Click on the word "Cut".
5. Navigate to the folder you want to move your files.
6. At your new location, go back to the top and click "Edit".
7. With the menu open, click on the word "Paste".



**6. Copy (and Paste)**

**a. Common Task Pane**

1. Make sure you have enabled the Task Pane. Follow the directions in section D under Concepts.
2. Select the files you want to copy according to the procedures in the section called "Selecting Documents".
3. Click on "Copy this file" on the left side of the My Computer window inside the Common Task Pane.
4. When a new window pops up, look for the letters (G:) at the end of all the lines. Your Novell username will be at the beginning of that same line.
5. Click the plus symbol next to the line with the (G:) at the end.
6. Click on the folder that you want to move your documents to by clicking anywhere on the text or the folder icon on that line.
7. Click "Copy" after you select the folder.

**b. Edit Menu**

1. Select the files you want to copy according to the procedures in the section called "Selecting Documents".
2. At the top of the My Computer window, look for the word "Edit" that is near the top left corner of the window. Refer to page 2 if you have difficulty finding the menu.
3. Click on the word "Edit" to open the menu.
4. Click on the word "Copy".
5. Navigate to the folder you want to move your files.
6. At your new location, go back to the top and click "Edit".
7. With the menu open, click on the word "Paste".

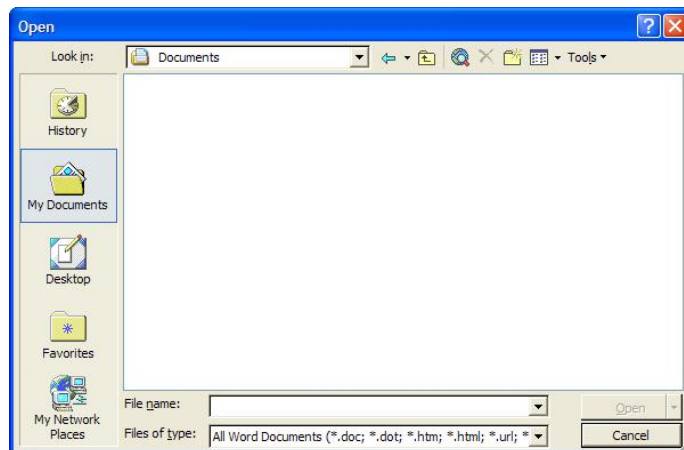


## B. Inside Microsoft Office

While saving a file, you can do many of the previous procedures. When you save a file for the first time in Microsoft Word or Excel, a pop-up box comes up. These types of little windows are commonly referred to as dialog boxes.

When opening a file, you will see the Open dialog box. (See illustration to the right.) The Open and Save dialog box look almost the same except that the word "Open" is at the top of the Open dialog box and the word "Save" is listed on Save dialog box.

When you save or open a file, the dialog box comes up at your G: drive.



Most of the procedures we have done in the past will require you to use your right mouse button; when you use this, a menu will pop-up with a list of commands.

There are three ways to navigate inside this dialog box:

1. Back to where you were previously
2. Up one folder
3. Drop-down menu to select a specific drive

To the right are the three ways to navigate. Use the big arrow to go back to where you were previously. Use the folder with an up arrow to go up one folder. Use the drop-down menu (white space with the word "Documents" and the box with the down arrow) to select a drive.



### 1. Rename

You may want to save your current file as the same name of some other file you had previously created. You can rename the old file before saving the new one.

- a. Click on the file you want to rename with your right mouse button (do not hold down the button, click once).
- b. A new menu pops up with a list of commands.
- c. Look for the word "Rename" towards the bottom of the menu and click it with your left mouse button.
- d. The file you had selected will now highlight its name and allow you to type a new one.
- e. Press BACKSPACE or DELETE on the keyboard.
- f. When you have finished renaming the file, press ENTER.
- g. Click on the white space next to "File name" at the bottom of the dialog box to proceed with saving your current file.
- h. Click "Save" after typing a file name.

### 2. Delete

You may also want to delete a file before you save any current work.

- a. Click on the file you want to delete with your right mouse button (do not hold down the button, click once).
- b. A new menu pops up with a list of commands.
- c. Look for the word "Delete" towards the bottom of the menu and click it with your left mouse button.



- d. If you are sure you want to delete that file click "Yes". If you are not sure, click "No".
- e. Click on the white space next to "File name" at the bottom of the dialog box to proceed with saving your current file.
- f. Click "Save" after typing a file name.

### 3. Create Folders

Create a new folder if you want to put your current work in a separate location for better organization.

- a. Look for the folder icon with a little star on the top-right corner and click on it.
- b. A new folder will appear in the big white space with the text next to it highlighted.
- c. Give your new folder a name.
- d. Press ENTER when you are finished typing a name.



## C. Search for Files

If you cannot seem to find a specific file, Windows XP does have a search tool available.

### 1. Accessing Search from the My Computer Window

- a. Open My Computer.
- b. Look for this button at the top of the window
  - i. If it is there, click it.
  - ii. If it is not there, press F3 on the keyboard.
- c. The Search pane will temporarily replace the Common Task pane, if you had it turned on.

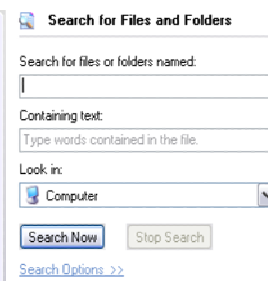
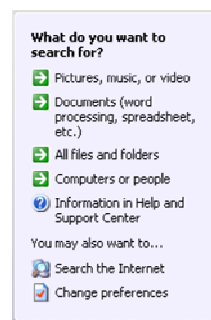


### 2. Perform a Basic Search

- a. You will have one of these two panes shown here on the right. Each has different steps in doing a search.

**New**

**Old**



#### i. New

- a. Click on what kind of search you want to perform (pictures, documents, etc.)
- b. Click on "Use advanced search options".
- c. Under the section "Look in", click the down arrow to bring up a small list.
- d. On that list, look for (G:) at the end of the choices. Also look for your Novell username at the beginning of the choices.
- e. Once you find that choice, click on it.
- f. Click on the white box underneath "All or part of the file name".
- g. Type any part of the filename that you need. It is recommended that you do not type too specific of a file name, for example:
  - Your file is named (in its entirety): "Teacher Meeting On January 14, 2005"
  - You should type "teacher" or "meeting".
  - While you might get extra results than desired, you're still guaranteed that one of them will be the file you are looking for. If you are too specific, you will not get any search results.

- h. After you have typed your criteria, click "Search" or press ENTER on the keyboard.
- i. Your results will appear on the right-hand side of the window.


#### ii. Old (a.k.a. Classic Search)

- a. Under the section "Look in", click the down arrow to bring up a small list.
- b. On that list look for your Novell username at the beginning of the choices.
- c. Once you find that choice, click on it. This will be your G: drive.
- d. Now click on the white box underneath "Search for files or folders name".
- e. Type any part of the filename that you need. It is recommended that you do not type too specific of a file name, for example:
  - Your file is named (in its entirety): "Teacher Meeting On January 14, 2005"
  - You should type "teacher" or "meeting".
  - While you might get extra results than desired, you're still guaranteed that one of them will be the file you are looking for. If you are too specific, you will not get any search results.

- f. After you have typed your criteria, click "Search" or press ENTER on the keyboard.
- g. Your results will appear on the right-hand side of the window.

## D. GroupWise – The Attachment Shuffle

### 1. Receive Attachment

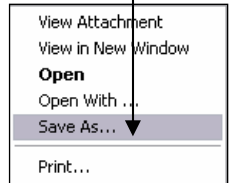
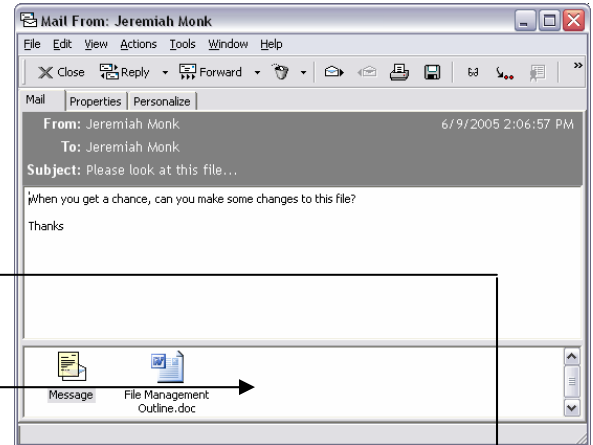
- a. Some e-mails come with attachments. If you get an e-mail with an attachment you want to make sure:
  - i. It's from someone you know.
  - ii. The attachment is referred to in the body of the e-mail.
  - iii. It does not end with ".exe"
- b. You have an attachment when GroupWise shows a little paperclip next to the envelope icon in your mailbox. The icon will look like this: 

- c. Open up the e-mail and you will see a separate section dedicated to the attachment at the bottom of the window.

### 2. Save Attachment

When you receive an attachment, DO NOT DOUBLE CLICK on it. You will need to save it to a safe place first, like your G: drive.

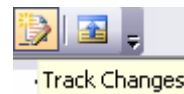
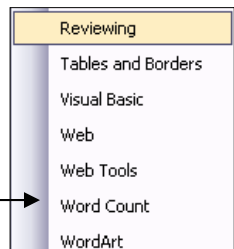
- a. Right-click on the attachment.
- b. Click "Save As..."
- c. Click the "Computer" or "My Computer" icon on the left side.
- d. Double-click on your G: drive.
- e. If you want to save it to a certain folder, browse to it.
- f. Click on the white space next to "File name" and keep the original filename. You should also add something at the end of it like: "- Edited by JM" (without the quotes) if you are making changes. This is done so that when you send it back, the person does not have to overwrite the original file.
- g. Click on "Save".



### 3. Edit Attachment (if a Word Document)

If you receive a Word document and want to edit it, you can follow these procedures to make changes without permanently altering the document. These changes will also show little notes on the right side of the document. These notes show the changes that you may make: removing/changing/adding words. These notes can be used by the original sender and either approved or rejected.

- a. Open My Computer and browse to your G: drive and where you saved the Word document.
- b. Double-click on the file.
- c. After Microsoft Word opens, you will need to turn on a feature called "Reviewing".
  - i. Right-click anywhere in the blank space at the top of the window.
  - ii. On the long menu look for the word "Reviewing" and click on it.
  - iii. A new toolbar will appear with several icons. Look for the icon that looks like a piece of paper with an asterisk at the top. Put your mouse cursor over that icon without clicking on it. A little yellow box will pop up and say "Track Changes". Click on it.
- iv. As you make your changes you will notice red lines and red bubbles appear where you make those changes.
- v. After you have made all your changes, save the Word document.



### 4. Attach Edited Attachment

- a. After editing your colleague's Word document you will want to send it back. Open up GroupWise.
- b. Start a new e-mail by clicking on "New Mail" at the top of the GroupWise window.

- c. Type in your recipient's e-mail address as well as any message you might want.
- d. To attach the edited Word document, click on the paperclip icon on the bottom right-hand side of the e-mail window with the word "Attach" underneath.
- e. At the new pop-up window, click on the down arrow at the top, next to the words "Look in".
- f. Look for your Novell login name at the beginning of any of those lines and click on it. This will be your G: drive.
- g. Browse to where you had saved your edited Word document and double-click on it to add it to the e-mail.
- h. Your attachment will show up in the bottom portion of the e-mail window.
- i. If your e-mail is complete, click "Send".

### 5. Receive Edited Attachment and Accept or Reject Changes

If you are the one receiving a document with a bunch of comments you will need to accept or reject those changes before you print it out. Otherwise, your print out will have several lines and comment bubbles on it.

- a. Save your edited document by the instructions in Step 2.
- b. Open the document by going to your G: drive and browsing to where you had saved it.
- c. You will see the changes that were made by all the red notes. You can choose to accept or reject these.
  - i. Left-click on any of the red notes.

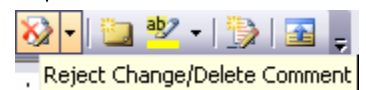
#### ii. If you want to accept the change:

- a. At the top of the Microsoft Word window look for the icon that is a piece of paper with a checkmark on it. This will accept the change and turn the red note into the normal black color.



#### iii. If you want to reject the change:

- a. At the top of the Microsoft Word window look for the icon that is a piece of paper with an X on it. This will reject the change and delete the red note.



- d. After you have accepted or rejected all those changes save your document.

#### e. You should end up with two documents:

- i. Your original document (example filename: Teacher Meeting.doc)
- ii. Your original document with changes (example filename: Teacher Meeting – Edited by JM.doc)



Teacher Meeting.doc



Teacher Meeting - Edited by JM.doc