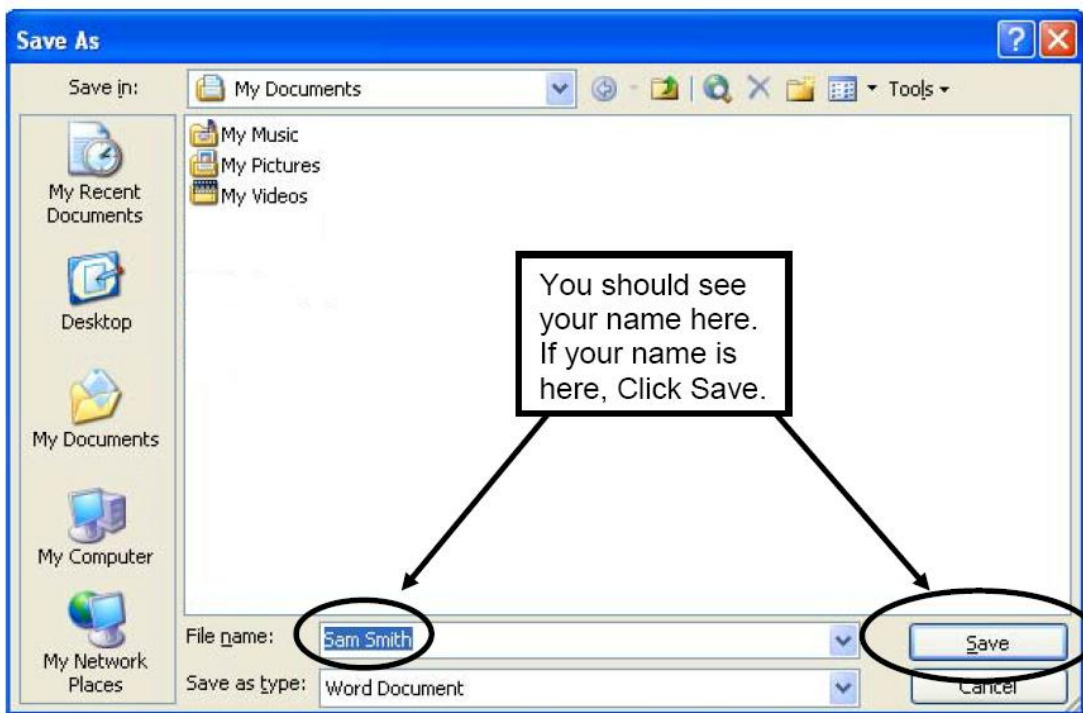


## Basics 4 – File Management

As you use your computer and create files you may need some help in storing and retrieving those files. File management shows you how to create, move, organize, search for, and delete files on your computer.

### **Saving a File:**

There are several programs on your computer that allow you to make and save files. For this class we will use **Microsoft Word**. Open up the program by double-clicking on the icon for Microsoft Word on the desktop. Type your name. Click on “File” then click on “Save”.



After you have saved, you can close Microsoft Word.

Find the **My Documents** icon on the desktop and double-click to open it.

You should see the files that you just saved with your name.

### **Renaming, Deleting and Moving Files:**

To rename a file you can either –

- click on the file name once, pause, then click again and type in the new name
- right-click on the file then left-click on rename and type in the new name

To delete a file you can either –

- click and drag the file to the Recycle Bin on the desktop
- right-click on the file then left-click on delete



Files on your computer are organized into folders. It is similar to how you would organize papers in folders in a file cabinet. To move a file from one folder to another, click and drag the file from the current folder into the new folder or on top of the folder icon. (Both folders have to be visible.)

Folder icons are usually yellow. Here are some examples:



### **Different Folder Views:**

You can view the contents of folders in several different ways. The files in the folder do not change, just the way you see them.

- Thumbnails (larger than regular icons)
- Tiles (icons with the file names listed to the right)
- Icons
- List (smaller icons with the file names)
- Details (shows you additional information about the files including the size, type and date modified)

To switch to different folder views, click on View and then click on the view you'd like or click on this icon:

### **Creating Folders:**

Windows comes with several pre-made folders for your use in organizing your files. These folders include My Documents, My Pictures, My Videos, etc. You may want to create additional folders to help organize as you see fit.

- Choose where you would like to create your new folder then choose one of these three options:
  1. click on the "Make a new folder" link on the left (if visible)
  2. click on File, then New, then New Folder
  3. right-click, then click on New, then New Folder
- After you have created the new folder, you can type the name of the folder and press Enter on your keyboard.

### **Searching for Files:**

If you can't remember where you saved a particular file, you can search for it.

Click on the Start button then click on Search.

You search by the file name, if you know it, or by a phrase that is in the file itself. Click on search.

The computer will find all the files that contain all or part of the file name.

### **File Sizes:**

Everything on a computer is measured in bytes. A byte is a very small amount of information.

1,024 bytes = 1 kilobyte (KB)

1,024 kilobytes = 1 megabyte (MB)

1,024 megabytes = 1 gigabyte (GB)

1,024 gigabytes = 1 terabyte (TB)

## Storage Options:



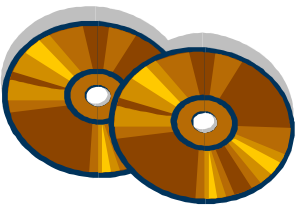
### Hard Drive (usually C: drive)

Not “removable” – although you can purchase an “external hard drive” that can be moved from computer to computer. Storage ranges from 4 - 100 gigabytes of data. You can determine how much free space is left on your hard drive by double-clicking on the My Computer icon on your desktop. After the folder opens, right-click on the Local Disk (C:) folder and then left click on Properties.



### Floppy Disks (usually A: drive)

Floppy Disks are a removable storage device that can be used to take information from one computer to another. Standard 3.5 inch diskettes hold 1.4 MBs each. Floppy disks are fragile things - take care of them!



### CD ROM (usually D: drive)

Putting files on a CD ROM is called *burning*. Only computers with a CD burner/writer are capable of writing information on a CD. A **CD-R** is for one-time use. You can only burn something to it once, even if that data takes up 1% of the total disk space. You can read the information as often as you want. A **CD-RW** is more expensive, but is versatile in that you can add and remove data as often as you want. CD-R or CD-RW discs have a capacity of 650-700 MBs (approximately 500 floppy disks!)



### Flash Drive (could be any letter)

A Flash Drive may also be called a jump drive or thumb drive. These are small devices that plug into a USB port on the computer. They come in sizes ranging from 128 MB – 16 GB. They are tough and portable.

## Resources:

Books about learning to use computers can be found in the Technology section of the library. Some of the most popular books are:

- The Computer & Internet Dictionary for Ages 9 to 99
- Computers Simplified
- The Seniors Guide to PC basics
- 1,001 Computer Hints & Tips