

## File & Resource Management

- Saves and locates files and folders
- Creates folders and saves work in appropriate folders
- Organizes and maintains files and folders effectively

### How to save your files

Your hard disk is a file jungle. Keeping track of your files starts with mastering the basic skills of saving files.

Your operating system – Windows – consists of hundreds of files placed in a tree of folders at installation time. Similarly, every application installed on your computer – whether it's a word processor, spreadsheet, Internet browser, game, graphics editor or anything else – consists of one or more files occupying their own folders. Once you start working, surfing or playing you add to these hundreds, possibly thousands, of files, until your hard disk is filled with files. No wonder, then, that a file occasionally goes astray. It's easy to forget what name you've given a document, or which folder you placed it in.

### Computing Rule #1

Most files go missing because you fail to pay attention when you're saving them, or because you saved them so long ago they've become no more than a faint echo in your memory.

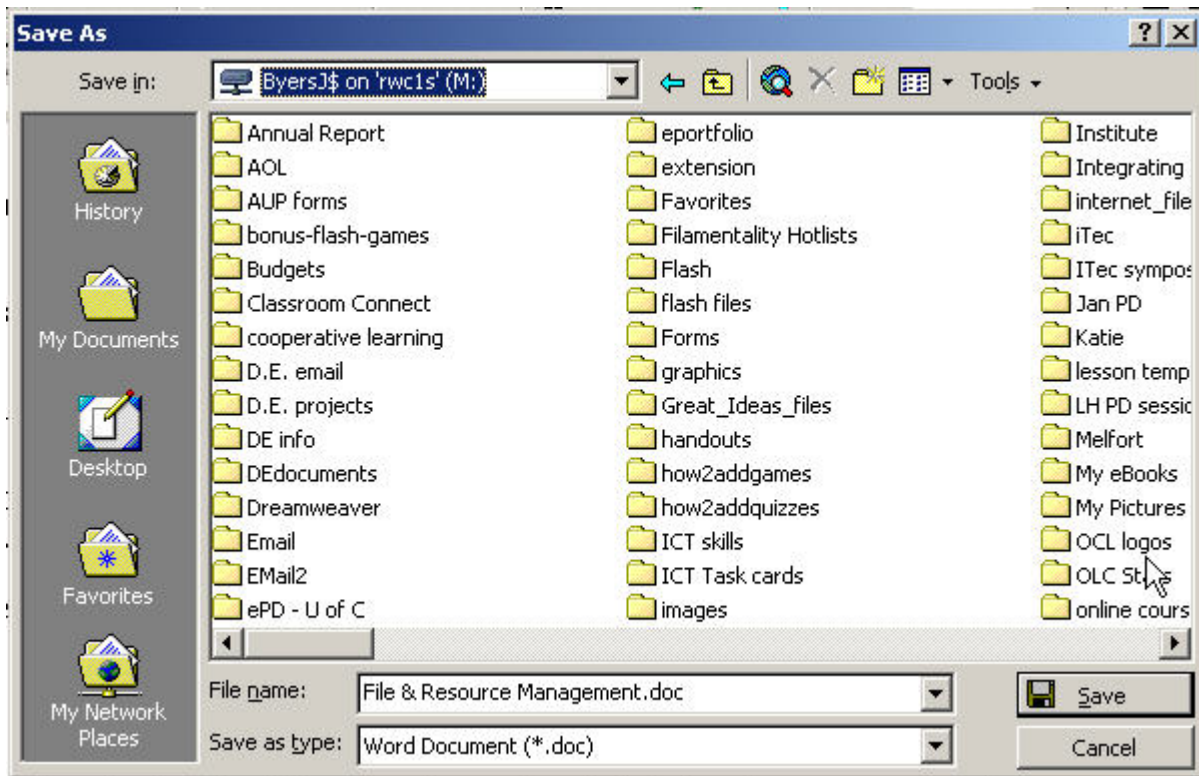
For computing newcomers, noticing exactly what you do when you save a file is crucial. And really, it's very simple to do. It comes back to the number one computing rule for beginners: *read the screen!*

### The Save dialog box

When you click the Save icon in a program, a Save As dialog box appears. The dialog box can take on various forms, but most programs use the standard Windows dialog box with slight variations.

A typical Save As dialog box

This Word 2000 Save As dialog box may not look exactly like other Save dialogs, but it has all the core features – Save In box, File Name box, Save As Type box, toolbar buttons, Save and Cancel buttons – that are common to all Save dialogs.



This is a dialog box from Microsoft Word 2000 and most of what you see here is what you'll find in most Save dialog boxes whether in a Microsoft product or a product from any other developer:

- A *File Name box* where you type the file name.
- A *Save As Type box* where you can choose the format in which to save the file.

For instance, a graphics program will let you save graphics files as bitmaps (BMPs), or GIFs or JPGs (used on the Internet), as well as in many other formats. You choose which format you want from the Save As Type box when you save the file. Similarly, a Save dialog box for a word processing program will let you save your documents in *native* or *default* format, or as plain text, as HTML, or in a variety of other word processing formats. 'Native' or 'default' means the program's own preferred style. Microsoft Word 2000, for example, saves files by default in Word 2000 format. It also lets you save files in Word 97 format, Word formats for the Macintosh, WordPerfect format, and so on.

- A *Save In box* at the top of the dialog box, where you select the folder and drive in which to save the file.
- *Additional folder management icons*. To the right of the Save In box there are several icons which let you quickly move to the folder above the one you're

currently in, create a new folder, and switch between list and detail views of your files.

- A *Save* or *OK button* (they're equivalent in this context), and a Cancel button which you use to wriggle out of saving a file.
- This Save dialog box also features a series of shortcut buttons down the left-hand side. These buttons let you quickly jump to frequently used folders where you save your documents, such as the My Documents folder or the Desktop.

### **Save it**

When it comes to saving a file, take the time to read the dialog box. First, choose *where* you want to store your document – this is the key to not losing your file in the first place. To select where to save your file, click the little arrow at the right of the Save In box to move through folders, drives and the desktop. You can also double-click on folders in the folder and file list to open them. Practice moving about so you get to know your way around.

Once you've chosen where you're going to store your file, choose a name for the file and type it into the File Name: box. If you want to select a different file type from the usual one your program uses, select that from the dropdown list provided.

Then, click OK or Save and you're done.

When you go to open a file, the Open dialog box will look pretty familiar. Use the Look In: or Directories: section to locate the folder where the file was saved, make sure you've chosen the correct file type to display, and then select the file from the list displayed and click OK or Open.

If you take enough care in this process, you'll rarely lose a file.

### **Preventative measures**

Apart from taking things slowly and carefully when you're saving files, you can use a variety of preventative measures to ensure you know where your files are stored.

The first way is to get your folders organized. Create folders on your network drive. Then creates sub-folders within your folders. When you need to search to find any document you have created, this will have you a good place to start searching.

Try to keep some consistency in your file naming, and you'll drastically reduce the chances of losing track of a file.

### **Saving and Saving As**

What's the difference between the Save option and the Save As option found on most file menus?

The **Save As** option is used the first time you save a file. It lets you choose a filename and location for the document you're saving.

The **Save** option saves a document you've previously saved, writing directly over (and obliterating) the earlier version. Basically, it's like updating the saved copy of a document. When you **Save** a file, you normally won't be presented with a dialog box.

However, there's an exception. The first time you save any file, whether you use the **Save** or **Save As** options, you'll be presented with the **Save As** dialog box, so you can initially give the file a name. In this case, the two commands are identical.

You can also use the **Save As** option to make a copy of an existing document. Say, for example, you've finished writing a report and saved it on your hard disk. You can use the **Save As** command to make a copy of this document in a different location, such as on a floppy disk, or with a different name.

When you use **Save As** in this manner, it's important to keep track of which file you're working on so you don't end up editing the document on floppy and leaving your original out-of-date. One way to ensure you don't edit the wrong version is to change the name of the copy of the document.

For instance, say you created a class list using Microsoft Excel and save it on your hard disk with the name *Class list 2004*. You can create a copy on a floppy disk by placing a floppy in the drive, opening the File Menu and choosing **Save As**. In the **Save As** dialog, click the down-arrow beside the **Save In** box and select your floppy drive from the list. In the **File Name** box, instead of keeping the name *Class list 2004*, type something like *Class list 2004 on Floppy*. Then click the **Save** button and close the worksheet. If you want to make more changes to your original, you'll be able to recognize it immediately by its name.

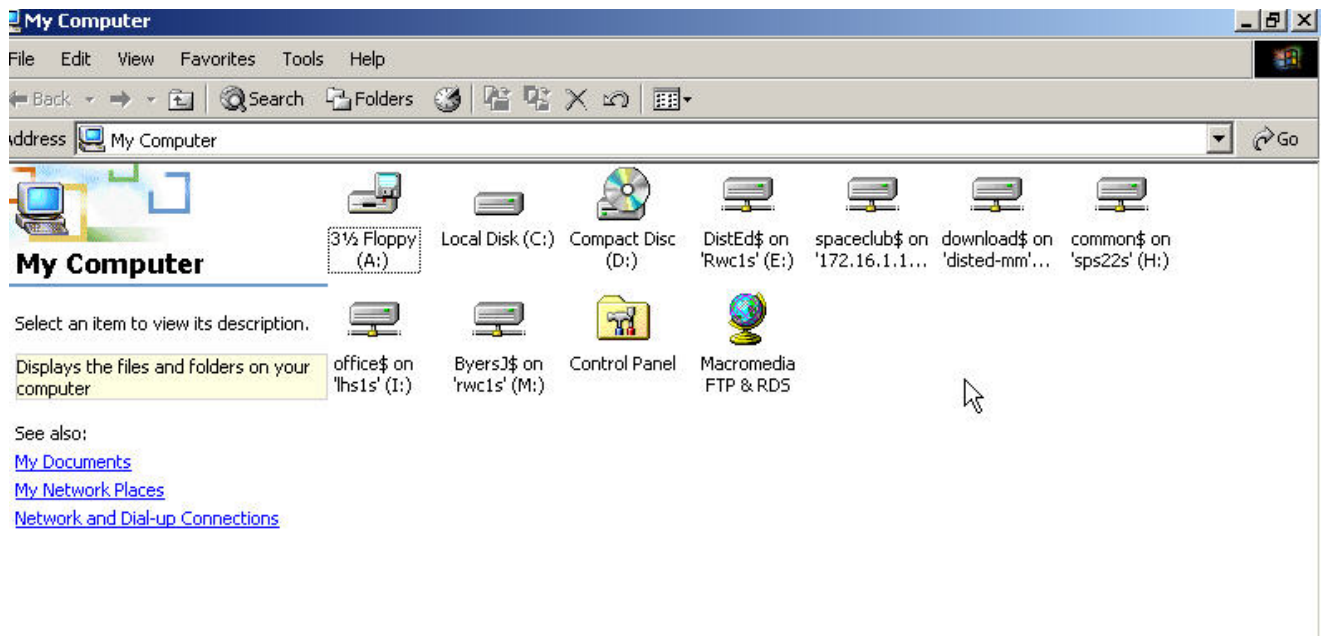
## **Files & Folders: Creating & Arranging Folders**

What are the basic tasks about folders that you need to learn?

Obviously you must first create a folder or two. You can change the way your folders display in the window. You can actually move a folder to a different location and back again. Since most of us change our minds from time to time, you can also change the name of a folder.

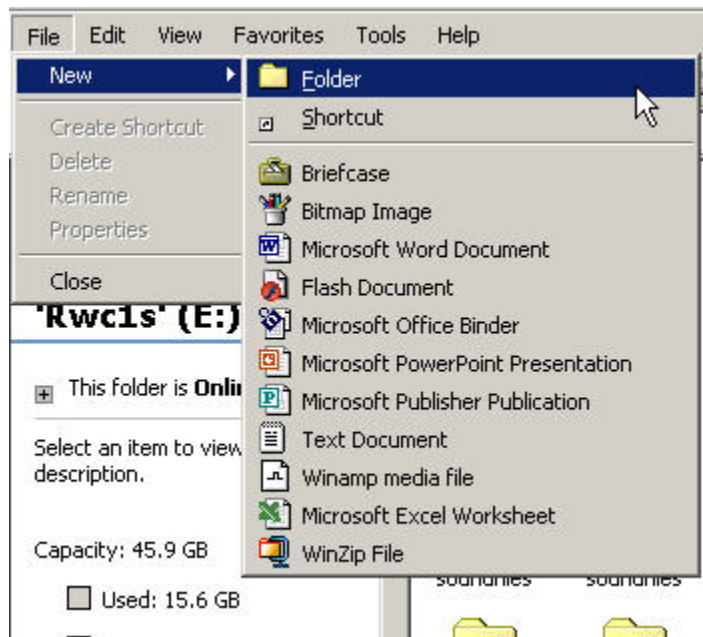
### **Open a Drive in My Computer**

1. **Double-click** on the icon in the **My Computer** window for the drive that you are using to save files onto, for example ByersJ\$ on 'rwc1s' (M).



### Create & Name a Folder in Your M drive.

1. Choose **File** | **New** | **Folder** (by clicking on the **File** menu, then the item **New** and then the item **Folder** )

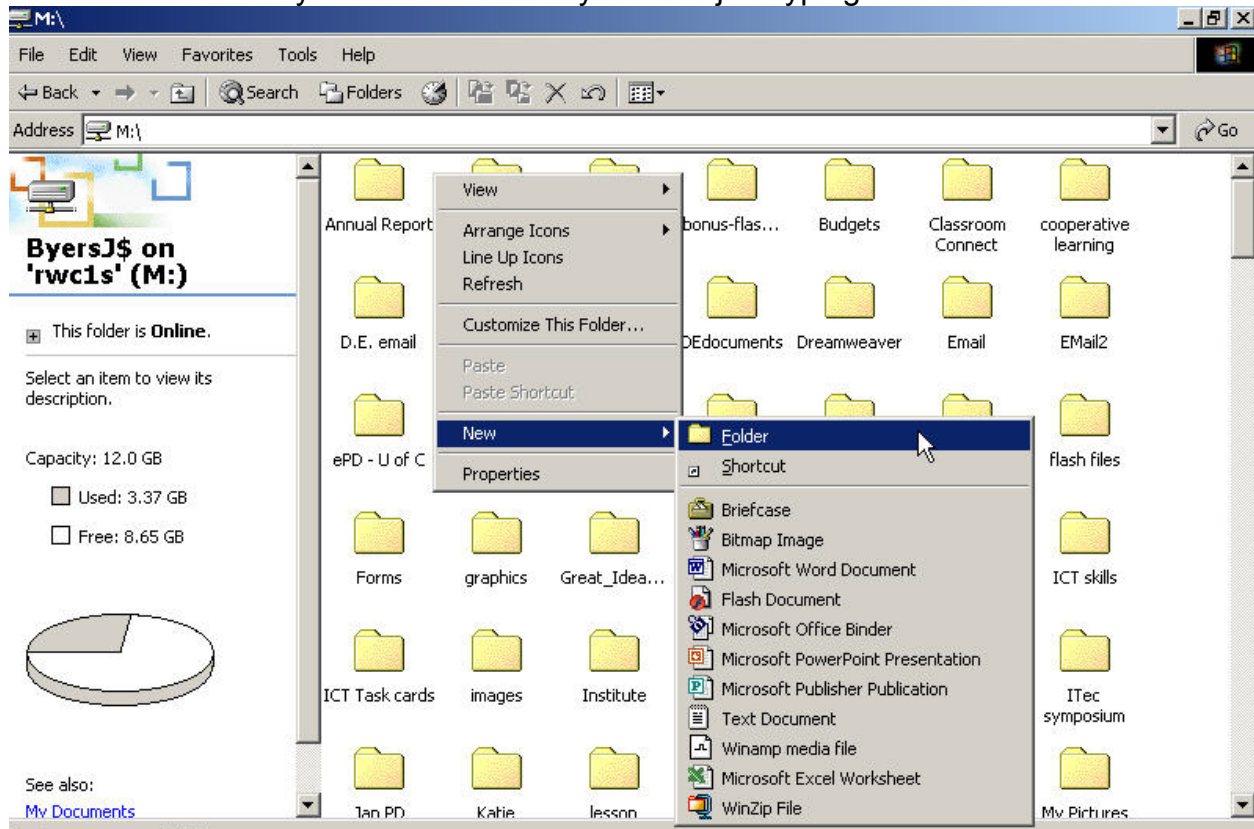


A new folder appears with the name New Folder, which is highlighted. How logical! But it's not a very useful name!

2. While the folder label is still highlighted, type **class** as the new name for this folder and **press** the ENTER key.

*If you lost the highlighting before typing, you must have clicked somewhere. Right click on the icon and choose **Rename** to get the highlighting back. Then you can type.*

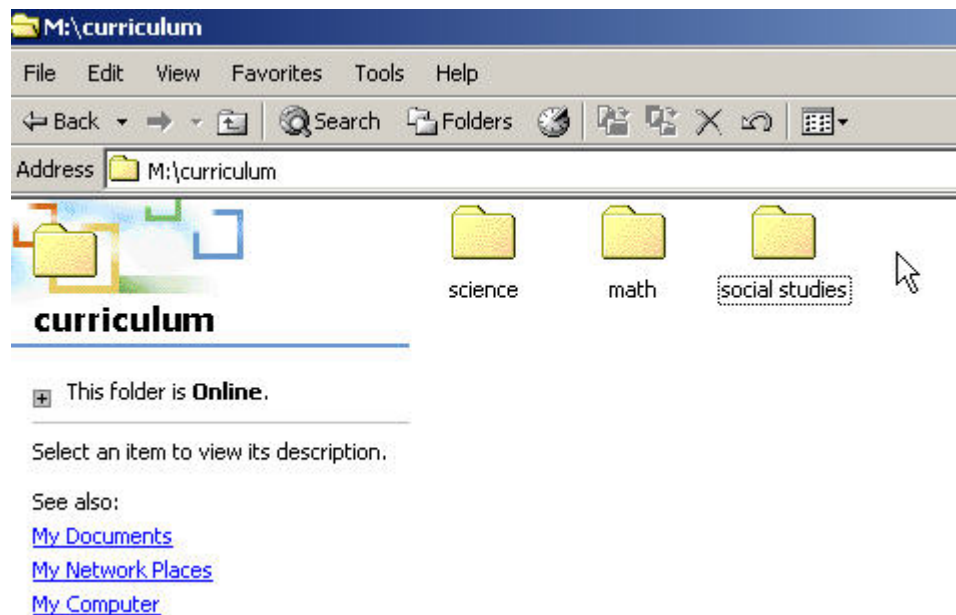
3. Right click in a blank spot in the window for drive M to see the popup menu. This will also automatically deselect the label you were just typing.



4. **Select** the menu item **New** and then click on **Folder**.
5. While the folder label is still highlighted, type the name **curriculum** as the name for this new folder and then click in a blank spot in the window.

*You just used a second method to create and name a folder.*

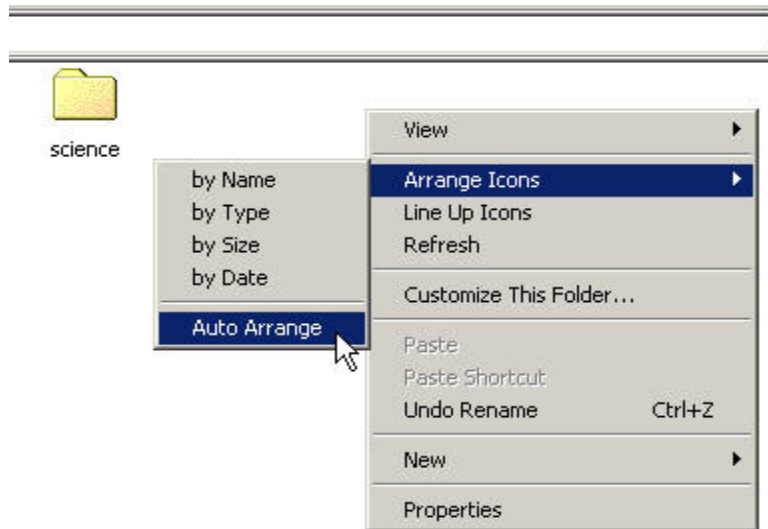
6. Double-click the folder **curriculum** to open it **in a new window**. It's empty so far.
7. Using the method you just learned, create in the **curriculum** folder three folders, named science, math, and social studies.



The icons for the new folders may be scattered around the window. Don't worry. Making things neat is the next topic.

### Arrange Icons in My Computer

1. Drag a **folder icon** out of line and drop it elsewhere **inside** the window. Did it pop right back in place? Your computer has been set to **AutoArrange** icons. **If this is true**, select from the menu **View | Arrange Icons | AutoArrange** to turn this feature off for now (no checkmark). All AutoArrange does is keep the icons in rows and columns.
2. Drag the folder icons around so that they are **not** in order.
3. Right click in a blank area of the window and from the popup menu choose **Arrange Icons | AutoArrange**. Your folder icons should now be in order by rows. Try dragging the icons around. There seem to be rubber bands attached to the icons!



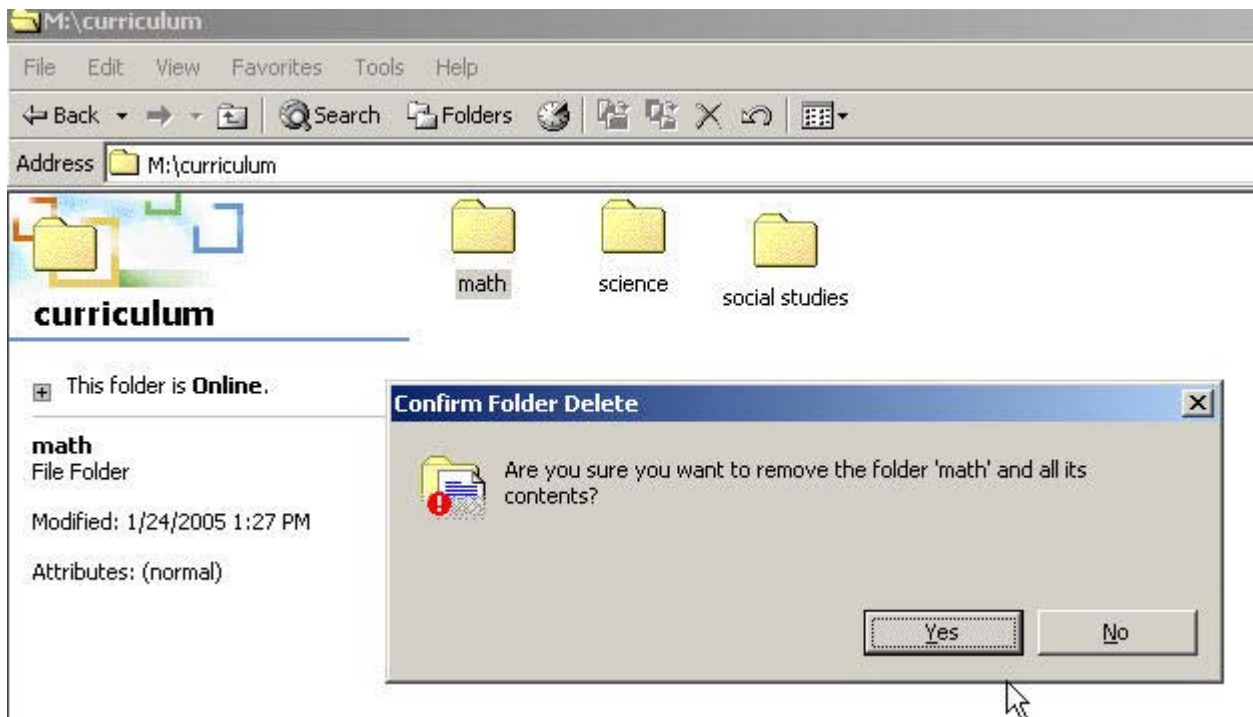
4. Drag the folder **math** to the far right of the window. With AutoArrange on, the folder is lined up neatly at the end of the row and the other two folders are moved to the left. This shows that AutoArrange does not alphabetize. It just lines up the rows and columns neatly.
5. Right click in a blank spot in the window and choose **Arrange Icons** from the popup menu. Then choose **by Name**, even if it is already selected. Did any folders switch? The folder **math** should now be back on the left in alphabetical order across the window.
6. **Experiment** with the different choices on the **Arrange Icons** menu. But let the last choice be **by Name**.

### Files & Folders: Delete, & Rename Folders

You **will** change your mind ... about what you named a folder ... about having the folder at all. In this section you will learn how handle these changes.

#### Delete A Folder

1. Click on the **math** folder to select it.
2. **Press** the **DELETE** key on your keyboard. A **Confirm Folder Delete** dialog box will appear.



***This is a permanent deletion!!! You cannot Undo this!!!***

3. Click on the **Yes** button.

### **Rename Folder**

1. To rename the folder **social studies**, click on its label.
2. **Pause** briefly and click again. Clicking too quickly will result in a double-click, which will open the *folder*. *If you do double-click by accident, just close the new window and try again.*



*If you lose highlight for the label, click off the label in a blank area of the window and then click the label again.*

3. Type **social sciences** and don't click anywhere else yet. You changed your mind and don't want to rename after all!
4. While the name is still highlighted, press the **ESC** key. The folder name will return to the previous name.  
Let's try a different name.
5. Click on the label **social studies**. Pause and click again.

6. Type **humanities** and then click in a blank spot in the window. The name is changed. Hmm. You still don't like this name.
7. Select **Edit | Undo Rename** to **undo** the change. This works well when the highlight has been lost. The label will return to **social studies**.