Let’s Talk About File Management Handout

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| USB Stick/Flash Drive |
| A flash drive is a small, removable hard drive that plugs into a USB port on your computer. Flash drives are a convenient way to bring your files with you and open them on a different computer. You could also use a flash drive to back up important documents and other files |
| How to Use a USB Flash Drive |
| 1. **Insert the flash drive** into a **USB** **port** on your computer. You should find a USB port on the front, back, or side of your computer (the location may vary depending on whether you have a desktop or a laptop)   flash_drive_introB.jpgindex.png  **USB Port**  **USB Stick/Flash Drive**  **USB Symbol**  **USB Ports**  Note: if a flash drive pop-up window/dialog box appears, just click the  button to close it) |
| How to Eject a USB Flash Drive |
| Click icon (bottom right of screen), click eject and pull out when “safe to remove hardware” appears |
| How to Save a Document |
| 1. Left-click the Office button on the top left hand side of the screen     **File Menu** |
| 1. Left-click “Save”     **Save**  Saves your changes and overwrites the original file  **Save As**  Creates a new file under a new name and avoids overwriting the original file |

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| 1. Left-click on the “Desktop” |
| 1. Change the “File name” to whatever you would like the document to be called |
| 1. Left-click the “Save” button |

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| **How to Create New Folders** |
| 1. Click the “Start” button and click on “Computer” to locate the flash drive |
| 1. Double-click on the Desktop drive to open |
| 1. Left-click “New Folder” |
| 1. Rename the New Folder |

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| How to Move Files and Folders |
| 1. Moving a document into a folder:    1. Left-click the document/file you would like to move    2. Drag and drop the document/file into the desired folder |
| How to Explore Files and Folders |
| 1. **Insert the flash drive** into a **USB** **port** on your computer. Depending on how your computer is set up, a window/pop-up dialog box may appear. If it does, select “**Open folder to view files”** |

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| 1. If a dialog box does not appear, **or if the Flash Drive is already plugged in to your computer**, click the “Start” button and click on “Computer” to locate and select the flash drive |
| 1. Double Click on the Desktop drive to open |
| 1. Double-click on the folder to open and view the files inside   C:\Users\jadeshe\Desktop\folder.PNG |
| 1. Double click on the document to open, view and/or edit   **Tips/Tricks**: The breadcrumb trail will allow you to keep track of your location  C:\Users\jadeshe\Desktop\breadcrumb.PNG |
| **How to Delete a File or Folder** | |
| If you want to **remove a file from your flash drive**, click and drag the file to the **Recycle Bin** on a PC or the **Trash can** on a Mac. A dialog box may appear. If it does, click **Yes** to confirm that you want to permanently delete the file  Image result for recycle bin icon windows 7  **Note**: If a dialog box does not appear, you may need to **empty the Trash can** to permanently delete the file  **Another option** to delete a file or folder is to **right-click** on the file or folder to bring up the **menu**. Select Delete from the menu. A dialog box may appear. If it does, click **Yes** to confirm that you want to permanently delete the file | |

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