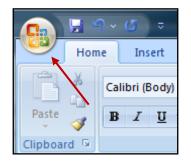
File Management Tutorial

Just a reminder...

Files: any individual item on your computer that contains data. E.g. document, photo, spreadsheet, email, PowerPoint, etc.

A. Creating and Saving a file

- 1. To create a file,
 - double click on the Microsoft Office Word icon on your desktop (the main screen of your computer). If you have difficulty double clicking single click on the icon and then hit the Enter button on your keyboard.
 - When a blank Word document appears, type your name on the blank page (you just created a file!)
- 2. Let's save this document by:
 - Clicking on the Microsoft Office icon (top left hand corner of the screen)



- Click on **Save** in the next drop-down menu that appears:
 - Notice the screen that comes up:

1	Save As				-			23
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	Organize 🔻 New fol	der						= • 🔞
	Microsoft Office W	Documents li					Arrange by:	Folder 🔻
	A a b	Name	^	Date modified	Туре	Size		
	★ Favorites ■ Desktop	🛛 📔 My Digital Editio	ns	7/21/2011 8:20 AM	File folder			
	Downloads							
	📃 Recent Places							
	🔚 Libraries							
	Documents							
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	Pictures							
		-						
	File name: San		>					-
	Save as type: Wor							•
	Authors: SAPL	Public	Tags: Add a tag		Title: Add	a title		
	E Si	ave Thumbnail						
(Hide Folders					Tools 🔻	Save	Cancel



The location that the file will be saved in displays in the address bar

The name of the file is listed under File Name

The type of document is listed under Save as Type. (In this case it is being saved as a Word Document.)

Folders: "containers" for your files to keep them organized. You can put folders inside folder

- Click on **Save**. This will the save this word document named "Sam Smith" to the Documents folder (which is a folder on the hard drive of your computer).
- Close window by clicking on the **EXAMPLE** in the upper right hand corner of the screen.
- 3. To view the saved file in the Documents folder:
 - From the Desktop click on the **Start** button
 - Click on **Documents** in the next screen

Getting Started ۲ SAPLPublic Connect to a Projector Documents Calculator Pictures Sticky Notes Music Snipping Tool Computer Paint Control Panel XPS Viewer **Devices and Printers** Windows Fax and Scan Default Programs W Microsoft Word 2007 Help and Support Solitaire All Programs Q Shut down 🕨 Search programs and files

- bottom left hand corner of screen

 On the next screen you will see the files in the Documents folder

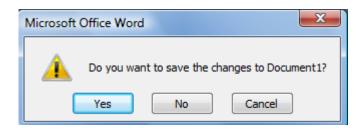
🗩 🕞 🗸 📑 🕨 Libraries	s 🕨 Documents 🕨			
Organize 🔻 🛛 🕅 Ope	n 🔻 Share with 🔻 Print Burn	New folder		
ጵ Favorites 📃 Desktop	Documents library Includes: 2 locations			
\rm Downloads 🗐 🖳 Recent Places	Name	Date modified	Туре	Size
	My Digital Editions	7/21/2011 8:20 AM	File folder	
🥽 Libraries 🤇	🔁 Sam Smith	9/13/2011 5:07 PM	Microsoft Office	10 K
Documents				
J Music				

By **double clicking** on this file (or single clicking and hitting the enter key on your keyboard) you can bring this document back up on your computer screen.

- Close the Word document by clicking on the **EXEN** on the upper right hand corner of the screen.
- Close the Documents folder by clicking on the **EXEM** on the upper right hand corner of the screen.

Let's create a <u>second</u> document to see what happens if you try to close a document *before* you have saved it.

- From the desktop **double click** on the **Microsoft Office Word icon I**. If you have difficulty double clicking **single click** on the icon and then hit the **Enter** button.
- When the blank Word document appears, type your address on the blank page
- Close this document by clicking on the **EXED** in the upper right hand corner of the page.
 - The following dialogue box will pop up asking you if you want to save this document:



• Click on the **Yes** button to save this file. So, even if you forget to save a document by the method described previously, you will not lose the document when you close down unless you answer No in the above dialogue box.

🖭 Save As			100					L	x
Cover Librarie	s 🕨 Documents 🕨				•	6	Search Documents		٩
Organize 🔻 New fol	der								?
Microsoft Office W B Templates	Documents library Includes: 2 locations						Arrange by:	Folder 🔻	
<u>▲</u>	Name	1	Date modified	Туре	Size				
☆ Favorites ■ Desktop	🔋 🛯 My Digital Editions	7	7/21/2011 8:20 AM	File folder					
Downloads	🗐 Sam Smith	9	9/13/2011 5:07 PM	Microsoft Office	1	lo kb			
📃 Recent Places									
📜 Libraries									
Documents									
J Music									
📄 Pictures 📕 Videos 🗸									
File name: Add	lesse								_
									-
Save as type: Wor	d Document								•
Authors: SAPLPublic		Tags: Add a tag		Title: Add a tit	le				
E Sa	ave Thumbnail								
0					Tools		Save	Canaal	
Hide Folders					Tools	•	Save	Cancel	

Clicking on **Yes** will bring up the following screen which we have seen before:

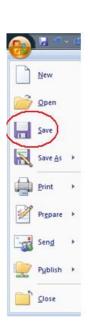
 Confirm that the file is being saved to the documents folder and then click on Save in the bottom right hand corner of this box. This will save this second Word Document named "address" in the Documents folder of the computer.

Saving a document to a <u>different location</u>:

- Open up Microsoft Word one more time. From the desktop double click on the Microsoft Office
 Word icon If you have difficulty double clicking single click on the icon and then hit the Enter button.
- When blank Word document appears, **type** the following into the blank document: *I am creating a third file that I will now save to the Desktop of the Computer.*
- Save the document as you did the first time:
 - Click on the Microsoft Office icon



• Click on Save:



Save As				denti-dent					x
↓ Lib	oraries	Documents				- - 4 2 →	Search Documents		م
Organize 🔻 Ne	w fold	er					ł	= • (?
Microsoft Office	w	Documents li Includes: 2 locations					Arrange by:	Folder 🔻	
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Favorites	Favorites	🐌 My Digital Editior	15	7/21/2011 8:20 AM	File folder				
Downloads		Address		9/13/2011 5:38 PM	Microsoft Office	10 KE	3		
Recent Places		🗐 Sam Smith		9/13/2011 5:07 PM	Microsoft Office	10 KE	3		
🥽 Libraries									
Documents									
J Music									
Pictures									
Videos	-								
File name:	I am (creating a third file that I	will now save to the De	esktop of the Computer					•
Save as type:	Word	Document							•
Authors:	SAPLP	PLPublic Tags: Add		tag Title: Add a t		l a title			
	Sav	e Thumbnail							
Alide Folders						Tools 👻	Save	Cancel	

The next the screen that comes up is the one we have seen previously:

The **File Name** is currently "**I am creating a third file that I will now save to the Desktop of the computer**". Let's change this **File Name** to "**Test Document**". To do this:

• Type *Test Document*. You do not have to use the mouse to click anywhere - just start typing. What you type will replace the area that is highlighted in blue (the previous name of the document.)

Right now this file is set to be saved in Documents. This time let's save the file to the **Desktop** instead of the Documents Folder.

• Click on **Desktop** on the left hand side of the screen and then on the **Save button** at the bottom of the screen. This will the save this word document named "Test Document" to the **Desktop**.

Save As					-					23
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Organize 🔻 N	ew folder								•= •	?
🕢 Microsoft Offic	e WÎ	Libraries System Folder		13	SAPLPublic System Folder		4	Computer System Folder		
Favorites	-	Network System Folder			Downloads Shortcut 1.15 KB			My Documents Shortcut 1.17 KB		
Downloads 🗐 🖳 Recent Place	5									
🕞 Libraries										
Documents Music										
Pictures										
Videos	Ŧ									
File name:	Test Document									•
Save as type:	Word Document									-
Authors	SAPLPublic		Tags: Add a tag			Title: Add a title				
	🔲 Save Thumbnai	I								
Alide Folders						To	ols 🔻	Save	Cance	1

- Close out the file by clicking on the **upper right hand corner of the screen**.
- Take a look at the Desktop of your computer. Locate this new file on the desktop.



B. Different views for your folders:

- 1. Open your documents folder:
 - From the Desktop click on the **Start** button •



- bottom left hand corner of screen

Click on **Documents** in the next screen •



On the next screen you will see all the files in the Documents folder.

Correction - Libraries	Documents				
Organize 🔻 Share wit	th 🔻 Burn New folder				
☆ Favorites ■ Desktop	Documents library Includes: 2 locations				Arrange by: Folder 🔻
Downloads	Name	Date modified	Туре	Size	
🖳 Recent Places	鷆 My Digital Editions	7/21/2011 8:20 AM	File folder		
🔚 Libraries	🗐 Address	9/13/2011 5:38 PM	Microsoft Office	10 KB	
Documents	🗐 Sam Smith	9/13/2011 5:07 PM	Microsoft Office	10 KB	

2. To change your current view click on the drop-down arrow beside the "Change your view" icon (circled in red).

The current view above is the **Details** option.

• Gradually work through each of the different options (**click** on one option at a time on the Change Your View menu) to see how the files are displayed with each option.

There are 8 different options available. Notice in each case that the information (files) *stays the same*, it is just the way that you see the content that changes.

- Extra Large Icons
 Large Icons
 Medium Icons
 Small Icons
 List
 Details
 Tiles
 Content
- Which view option do you prefer?

3. You can also sort the files by Date, Name etc. by **clicking** on the word *Folder* to see the drop- down options.

🕘 🕒 🛛 📑 🕨 Librarie	es 🕨 Documents 🕨				 ✓ ✓ ✓ Search Documents 	
Organize 🔻 Share w	rith ▼ Burn New folder				8≡ ▼	
쑦 Favorites 📃 Desktop	Documents library Includes: 2 locations					Folder 🔻
ᠾ Downloads 📃 Recent Places	Name 🇳 My Digital Editions	Date modified 7/21/2011 8:20 AM	Type File folder	Size		Folder Author Date modified
 Libraries Documents Music 	ভা Address ভা Sam Smith	9/13/2011 5:38 PM 9/13/2011 5:07 PM	Microsoft Office Microsoft Office	10 KB 10 KB		Tag Type Name

• Click on each of the drop-down options like *Author* to see how the files are rearranged when you do this.

C. Creating a new folder:

- 1. Make sure your documents are "Arranged by: Folder" otherwise, the option for "New folder" will not be available.
- 2. Click on the New folder tab

Correction - Libraries	Documents				✓ +9 Search Document	s 🔎
Organize 🔻 Share wit	:h ▼ Burn New folder					
ጵ Favorites 📃 Desktop	Documents library Includes: 2 locations				Arr	ange by: Folder 🔻
Downloads	Name	Date modified	Туре	Size		
In Recent Places	퉬 My Digital Editions	7/21/2011 8:20 AM	File folder			
🔚 Libraries	👜 Address	9/13/2011 5:38 PM	Microsoft Office	10 KB		
Documents	📹 Sam Smith	9/13/2011 5:07 PM	Microsoft Office	10 KB		

The computer will create a new folder for you which will require a name:

Organize 🗸 📄 Ope	s ▶ Documents ▶ n Share with ▼ Burn New folder	-		_
★ Favorites ► Desktop	Documents library Includes: 2 locations			
🚺 Downloads 🖳 Recent Places	Name	Date modified 7/21/2011 8:20 AM	Type File folder	Size
Libraries Documents Music	New folder Address Sam Smith	9/13/2011 6:43 PM 9/13/2011 5:38 PM 9/13/2011 5:07 PM	File folder Microsoft Office Microsoft Office	10 KB 10 KB

3. Renaming your document: Notice that the name ("New Folder") is currently highlighted in blue. This means that this area is *already selected* for you. All you need to do it start typing the name for this new folder and it will be entered for you. We are going to name this folder "Vacation". Type the word

Vacation and then hit the Enter key.

 If you make an error when typing, you can change the name of the file by right clicking on the folder and then choosing Rename from the drop-down list.

Organize ▼ 😭 Open	▶ Documents ▶ Share with ▼	Burn New folder	_		_
★ Favorites ■ Desktop ▶ Downloads ₩ Recent Places	Documents Includes: 2 locati Name	ons	Date modified 7/21/2011 8:20 AM	Type File folder	Size
▶ Libraries ▶ Documents ▶ Music ■ Pictures ■ Videos ■ Computer ▲ Local Disk (C:) ■ KINGSTON (E:) ● Network	· Iny Digital Ed · Vacation · 에 Address · 에 Sam Smit	Open Open in new window 7-Zip Share with Restore previous versions Send to Cut Copy Create shortcut Delete Rename Open folder location Properties		File folder Microsoft Office Microsoft Office	10 KB 10 KB

Also from this drop-down box, notice the other options available to you:

- **Open** opens the file or folder selected.
- Send to allows you to send the file/folder to another location on your computer. Here you could create a shortcut to the Desktop.
- Cut used to cut (remove) the file or folder from this location for pasting (adding) it in another location.
- Copy creates a copy of the file which you can paste somewhere else.
- Create Shortcut allows you to create a shortcut to a file. This shortcut you can then drag to a new location.
- **Delete** gets rid of the file. It will now be in the recycle bin.
- **Properties** displays the properties of the file size, location etc.

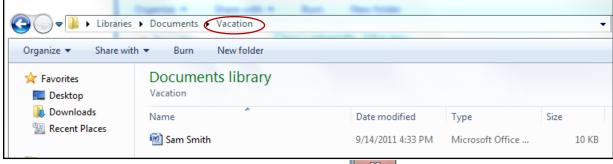
D. Moving Files and Folder

There are many different ways to move documents among your folders. We will look at a couple of different ways of doing this.

- Clicking and dragging: Left click on the document you want to move hold the click (do not end the click). Move the mouse to drag the file/folder to its new location.
 - Left click on the file with your name (in this example Sam Smith) and drag it to the Vacation folder.

~							
C V E + Libraries	Documents +						•
Organize 👻 🕡 Open	✓ Share with ▼	Print E-	mail E	Burn New folder			
쑭 Favorites 📃 Desktop	Document Includes: 2 loc						
Downloads	Name			Date modified	Туре	Size	
Accent faces	퉬 Vacation			9/14/2011 4:36 PM	File folder		
🔚 Libraries	Address	Move to	Vacation	9/14/2011 4:33 PM	Microsoft Office		10 KB
Documents	🗐 Sam Smith			9/14/2011 4:33 PM	Microsoft Office		10 KB
My Documents							

- Watch for the **Move to Vacation** message to display. When it is lined up properly, release your click on the mouse.
- Now the file no longer shows up under **Documents** but you will see it in the **Vacation** folder. You can confirm this by **double clicking** on the **Vacation** folder.



Close out the current window by clicking on the

2. Using Copy/Cut and Paste to move a file/folder:

a. From the Desktop click on the Start button



- bottom left hand corner of screen

b. Click on Documents in the next screen



c. On the next screen you will see all the files in the **Document**s folder.

Libraries	► Documents ►			▼ ⁴ 7						
Organize ▼ 🕼 Open ▼ Share with ▼ Print E-mail Burn New folder										
☆ Favorites ■ Desktop	Documents library Includes: 2 locations									
Downloads	Name	Date modified	Туре	Size						
🖳 Recent Places	🐌 Vacation	9/14/2011 4:37 PM	File folder							
詞 Libraries	Address	9/14/2011 4:33 PM	Microsoft Office	10 KB						
Documents										

- d. From Documents folder right click on your Address file.
- e. Choose **Copy** from the drop-down menu displayed. This will put a copy of the file into the Clipboard of the computer.

↓ Libraries	▶ Document	s 🕨	Charlowers			
Organize 👻 🔐 Open	▼ Share	with	n 🔻 Print E-mail	Burn New folder	,	
★ Favorites ■ Desktop	Docum		ts library ations			
\rm Downloads 🗐 Recent Places	Name		A	Date modified 9/14/2011 4:37 PM	Type File folder	Size
 Libraries Documents Music Pictures 	Addre:		Open Edit New Print		Microsoft Office	10 KB
 Videos Computer Local Disk (C:) KINGSTON (F:) 			7-Zip Scan with Microsoft Security Open with Share with	y Essentials		
sharedir (\\sapInt\df			Restore previous versions Send to Cut	•		
			Сору			
			Create shortcut Delete Rename			
Address Microsoft Office	Word Docun		Open file location Properties		.65 KB /14/2011 4:33 PM	Tags: Add

- f. Double click on the Vacation folder to open it up.
- g. **Right click** *anywhere* in the blank space of the window.
- h. Choose **Paste** from the drop-down menu displayed.

Organize 🔻 Share with 👻 Burn New folder							
🔆 Favorites 📃 Desktop	Documents lib	rary					
🚺 Downloads 🖳 Recent Places	Name 🦉 Sam Smith	•	Date modified 9/14/2011 4:33 PM	Type Microsoft Office	Size 10 KB		
🥃 Libraries							
Documents		Arrange by	F.				
 Music Pictures Videos Computer Local Disk (C:) KINGSTON (F:) sharedir (\\sapInt\df 		View Sort by Group by Refresh Paste Paste shortcut Undo Move	Ctrl+Z				
🗣 Network		Share with New Properties	<i>b</i>				

i. The file is now pasted into the Vacation folder.

Core Libraries	Documents Vacation					- ∳ j
Organize 👻 🕡 Oper	n ▼ Share with ▼ Print	E-mail	Burn	New folder		
🔆 Favorites 📃 Desktop	Documents library					
🐌 Downloads 🖳 Recent Places	Name		Date	modified	Туре	Size
	🗐 Address		9/14/	2011 4:33 PM	Microsoft Office	10 KB
🕞 Libraries	🗐 Sam Smith		9/14/	2011 4:33 PM	Microsoft Office	10 KB

Using copy and paste creates a copy of the file. In this instance you now have the file in both Documents and the Vacation folder.

To move the file/document without creating a copy you would use **Cut** instead of Copy. **Cut** removes the file/document from its current location, and then allows you to paste it into the new desired location.

j. Close this window by clicking on the **upper right hand corner of the screen**.

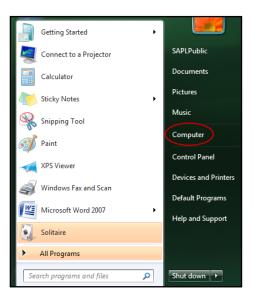
E. Saving to Removable Storage Devices

We are going to go through two different methods for saving your documents to a removable storage device (CD or USB flash drive).

- 1. Method One:
- a. Click on the Start button



- bottom left hand corner of the screen.
- b. From the following screen click on Computer:



The following screen displays your **drives** (where documents are stored):

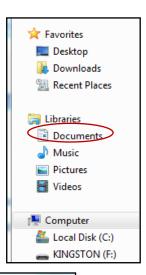
Comput	ter 🕨		
Organize 🔻 System p	properties Uninstall or change a progra	m Map network drive Open (Control Panel
☆ Favorites ■ Desktop ● Downloads ● Recent Places	 Hard Disk Drives (1) Local Disk (C:) 93.6 GB free of 111 GB Devices with Removable Stora 		
☐ Libraries ☐ Documents ↓ Music	DVD RW Drive (D:)	KINGSTON (F:)	GB

Hard Drive – Local Disk (C:) – this is where the previous files that we were working with in Documents are stored.

Devices with Removable Storage – Shown here is the DVD/RW Drive (D:) and the USB drive (F:) where the flash drive is inserted.

In order to view the files on any of these drives you need to **double click** on the drive you wish to view. You can also access the drives from the **menu on the left hand side of the page** using a **single** click.

c. On the left hand side of the page, single click on **Documents** to access the documents which we were working with previously.



d. Double click on the Vacation folder to bring up the files in this folder.

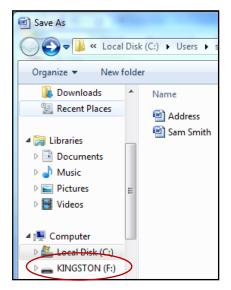
Organize ▼ Share wi	s Documents Vacation th Burn New folder		-	
🔆 Favorites 📃 Desktop	Documents library Vacation			
〕 Downloads 📃 Recent Places	Name	Date modified	Туре	Size
Recent Places	🔁 Address	9/14/2011 4:33 PM	Microsoft Office	10 KB
🥞 Libraries	🗐 Sam Smith	9/14/2011 4:33 PM	Microsoft Office	10 KB

e. Double click on your name file (Sam Smith in this instance) to bring it up on the screen.

- f. We are going to save this file to a **flash drive. Insert** the flash drive into the USB port on the front of the computer tower.
- g. Click on the Microsoft Office button in the upper left hand corner of the screen:
- h. Click on **Save As** in the drop-down menu.



i. From the next box that displays click on **KINGSTON (F:)** (brand name of your USB flash stick or sometimes it shows as Drive E:) on the left hand side of the screen.



j. Click on the **Save** button at the bottom right of the window. The file is now saved to the flash drive.

🗐 Save As		_			-	X		
Computer + KINGSTON (F:) + + Search KINGSTON (F:)								
Organize 🔻 New	folder					• 🕐		
🖳 Recent Places	Name	•	Date modified	Туре	Size			
 □ Libraries □ Documents □ Music □ Pictures □ Videos 1 Videos 1 Local Disk (C:) □ KINGSTON (F:) □ sharedir (\\saphtappa) 	Book Talks Brochures Monthly Reports Tours Training Our 10 Anniversary		1/24/2011 11:19 PM 7/4/2011 6:07 PM 1/31/2011 4:10 PM 2/15/2011 5:31 PM 1/24/2011 1:02 PM 8/11/2011 5:03 PM	File folder File folder File folder File folder File folder Microsoft Office	599 KB			
	Sam Smith							
Save as type: Authors: st	Nord Document taffpac	Tags: Add a tag		Title: Add a ti	tle			
Hide Folders] Save Thumbnail			Tools Sav	/e Ci	ancel		

Let's check to make sure the file is actually on the flash drive.



- k. Click on the **Start button** (bottom left hand corner of the screen)
- I. Click on Computer in the next screen:



m. **Double click** on the flash drive (KINGSTON (F:)) (brand name of your USB flash stick or sometimes it shows as Drive E:)to view the files on the flash drive.

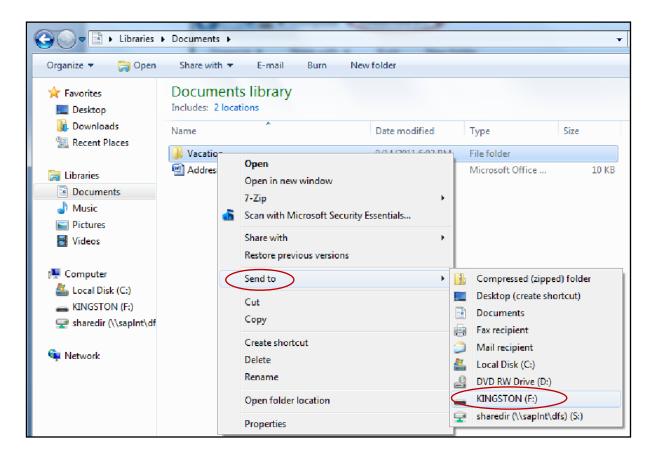
Computer KINGSTON (F:)						
Organize 🔻 Share wit	th 🔻 Burn New folder					
⊿ 🔆 Favorites	Name	Date modified	Туре	Size		
🧫 Desktop	퉬 Book Talks	1/24/2011 11:19 PM	File folder			
🗼 Downloads	퉬 Brochures	7/4/2011 6:07 PM	File folder			
🖳 Recent Places	퉬 Monthly Reports	1/31/2011 4:10 PM	File folder			
	la Tours	2/15/2011 5:31 PM	File folder			
4 📷 Libraries	퉬 Training	1/24/2011 1:02 PM	File folder			
Documents	Our 10 Anniversary	8/11/2011 5:03 PM	Microsoft Office	599 KB		
🖻 🎝 Music	付 Sam Smith	9/14/2011 6:03 PM	Microsoft Office	10 KB		

Notice your file listed on the flash drive.

2nd Method:

Follow steps a-c in Method One instructions.

- **Right click** on your **Vacation** folder.
- In the drop-down menu, move the mouse pointer *over* the option **Send to**, which will open another drop-down menu.
- Click on KINGSTON (F:) (brand name of your USB flash stick or sometimes it shows as Drive E:)



File is now saved to the Flash Drive.

• Follow steps k-m from Method One to verify that the file is on the flash drive.

F. Searching for a File/Folder

If you are having trouble locating one of your files you can always search for it on your computer in the following manner:

• Click on the **Start** button. In the following screen you will notice the **Search programs and files** box at the bottom of the screen.

	Getting Started		Documents (2) —		
2	Connect to a Projector	SAPLPublic	Vacation		
	Calculator	Documents			
s	Sticky Notes	Pictures			
🨪 s	Snipping Tool	Music			
Ø P	Paint	Computer 			
	KPS Viewer	Control Panel			
🤿 v	Windows Fax and Scan	Devices and Printers			
	Microsoft Word 2007	Default Programs Help and Support			
s s	Solitaire	Theip and Support	See more results		Shut down
► A	All Programs		vacation	×	
Searc	ch programs and files	Shut down 🕨	🚳 🙆	🕹 🧿 [

- Type into this search box what you remember of the title of your file this could just be a fragment of the title. For our purposes type in **vacation** into this search box.
- This will bring back a display similar to the one above which lists any files the computer has found containing the word vacation.
- You can open up the desired file by **single clicking** on it from this list. If you choose the folder **Vacation**, it will open with the vacation document inside. To open this document, **double click** it.

G. FOR LATER--Other ways to use Folders

When you become more comfortable using files and folders, you can create multiple folders to organize your documents, photos, etc. Remember, you can put a folder *into* another folder.

For example, I want to organize my holiday photos:

- The computer puts photos into the **Pictures** folder.
- I make a folder in **Pictures** called **Europe 2011.**
- In my **Europe 2011** folder, I make different folders for the individual countries we visited.
- Then I can organize my photos by country and find them easily.

It looks like this:

