



# Managing Files

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Dodge County Tech Team  
UW Extension Building  
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# Understanding Your File System

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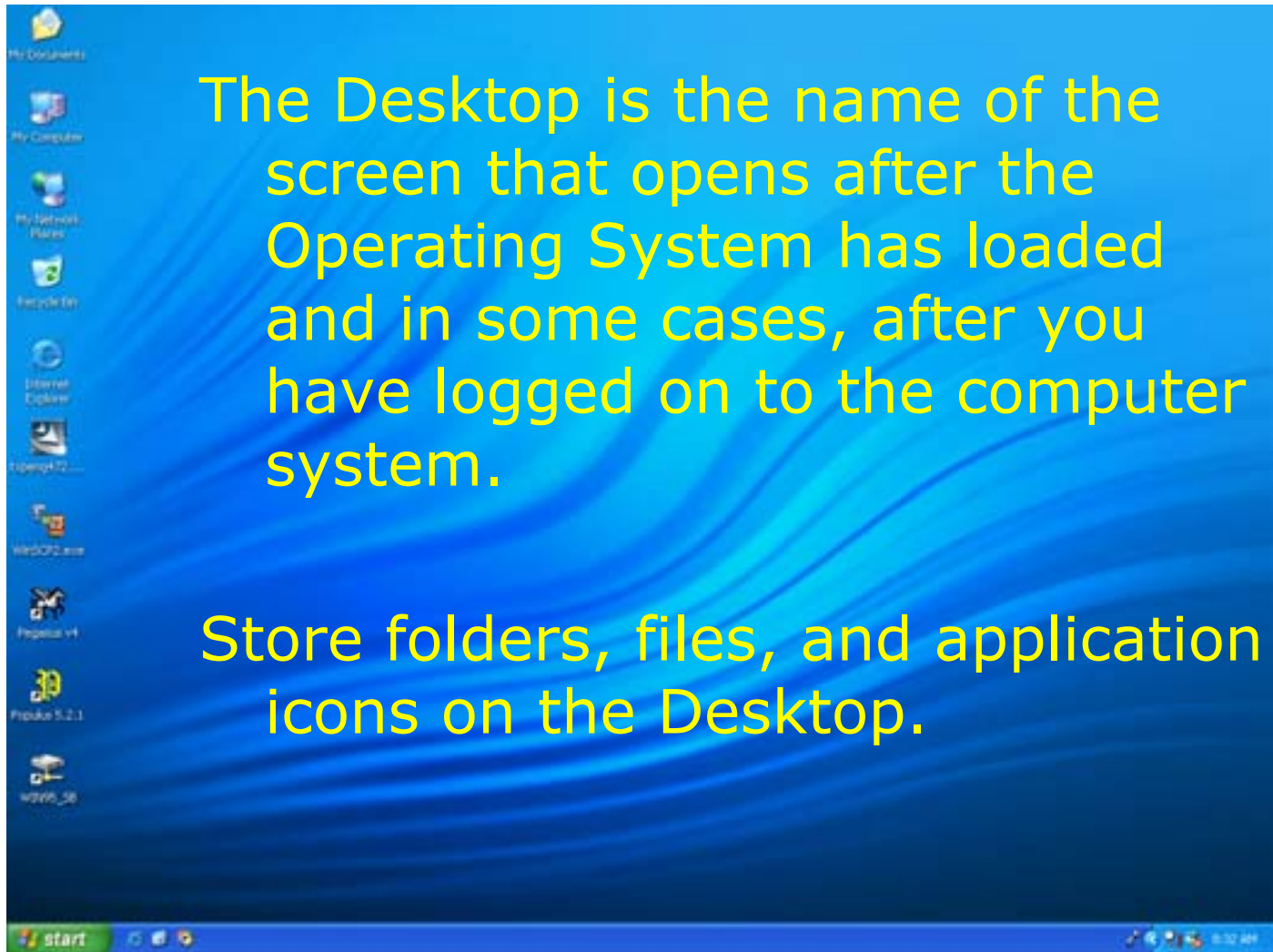
- Find files in these places:
  - Desktop
  - My Computer
  - Computer Drives
    - Hard Drive is the Letter "C"
    - Floppy Drive is the Letter "A"
    - CD-ROM is the Letter "D"

# Desktop

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The Desktop is the name of the screen that opens after the Operating System has loaded and in some cases, after you have logged on to the computer system.

Store folders, files, and application icons on the Desktop.

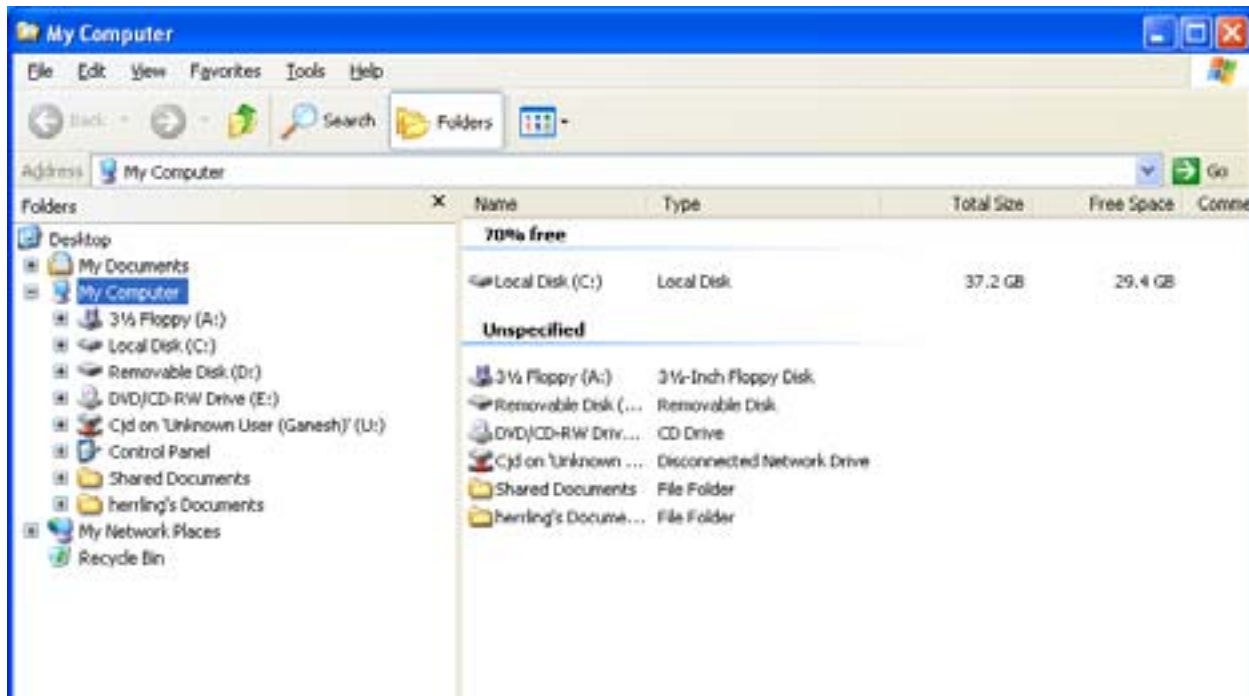


# Desktop: Exercise

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- Right click on the Desktop and click on Properties.
  - Notice that you can change the appearance and settings for application windows and the Desktop.
- Right click again on the Desktop and click on New.
  - Notice that you can create folders and files.

# My Computer



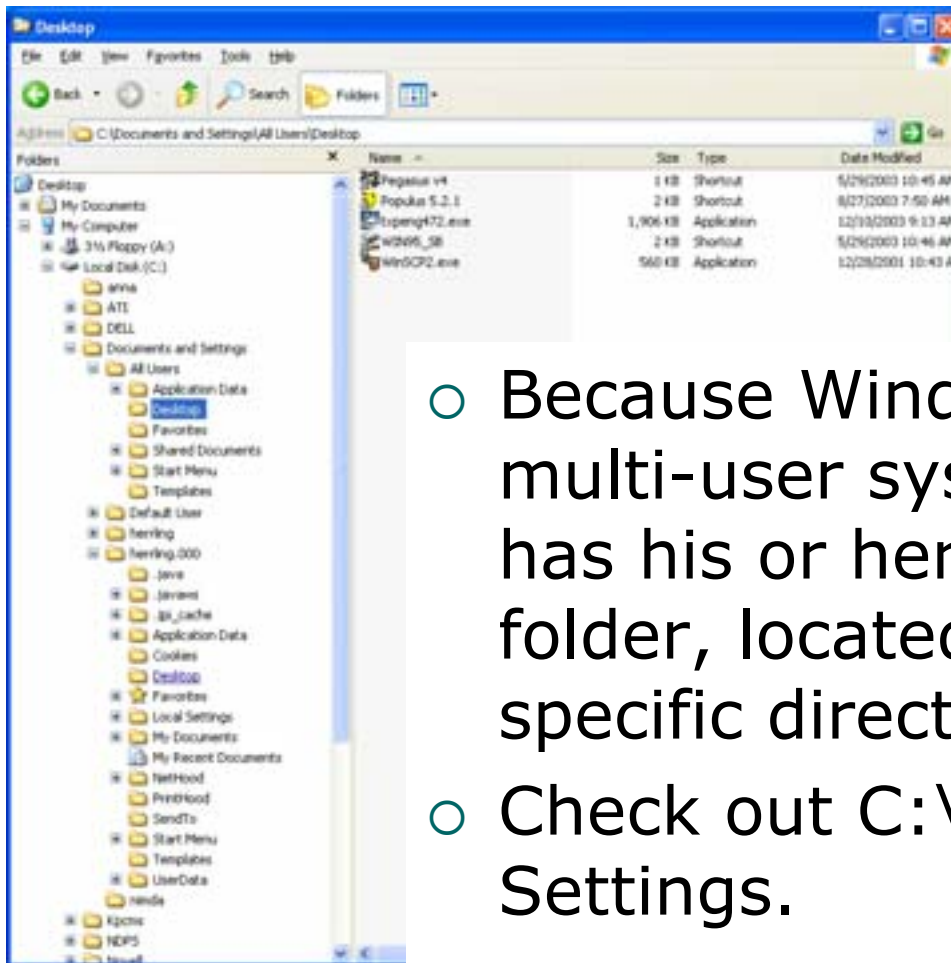
My Computer displays all of the drives, folders, and files available to you.

# My Computer: Exercise

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- Move the cursor over “C:” drive letter and double click on the left mouse button.
  - A list of the contents of every directory and file is listed. Close the window.
- Move the cursor over the “C:” drive letter and right click.
  - Click on Properties.
  - A graphical image represents used and free space on the drive. Close the window.

# Windows XP User Directories

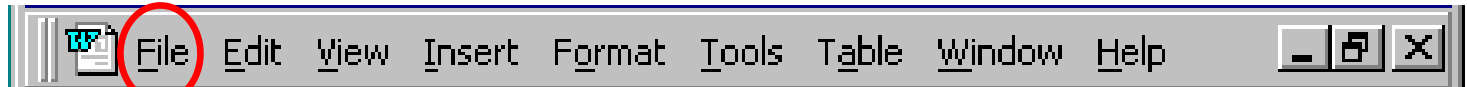


- Because Windows XP is a true multi-user system, each user has his or her own documents folder, located in a very specific directory structure.
- Check out C:\Documents and Settings.

# Open File

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1. Click on File on the Menu Bar.



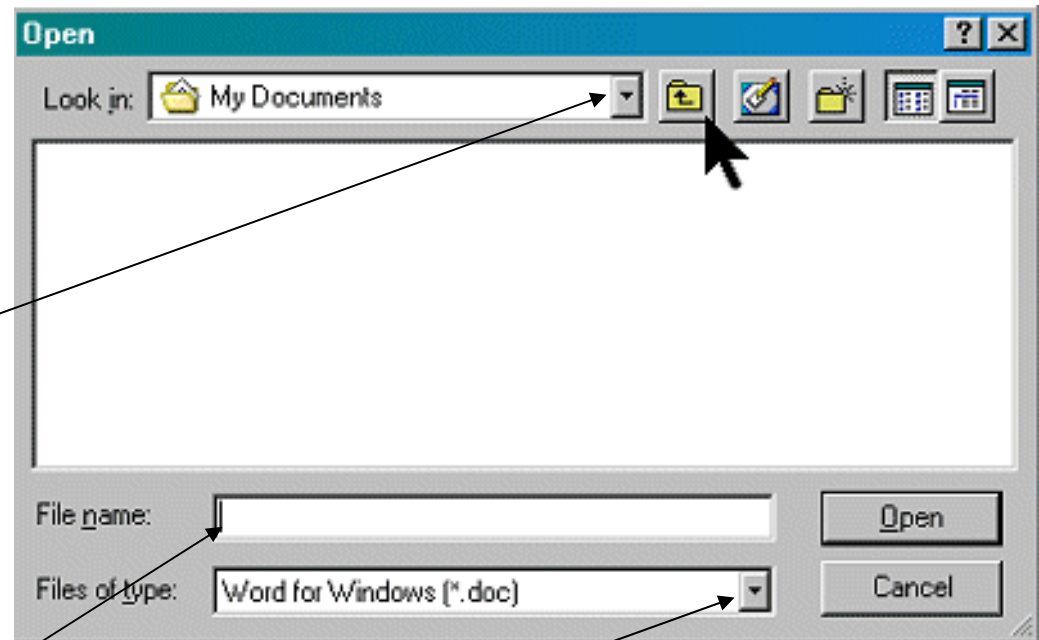
2. Find the file name you want to open.
  - a) Look for the drive letter, folder, and file name.
3. Highlight Open. Press Enter.
4. Click on Open.

You can use the Standard Tool Bar to open a file.



# Open File

- Clicking here allows you to select a different drive letter.
  - Clicking here allows you to select the file name.
  - Clicking here allows you to select a file type.
- HINT:** use "all files" to show all file types.



# Save File

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Save your file by following these instructions:

1. Click on File.
2. Highlight Save As. Press Enter.
3. Specify the correct folder in the Save In field.
4. Name your file by typing **a file name** in the File Name field.
5. Click on Save.

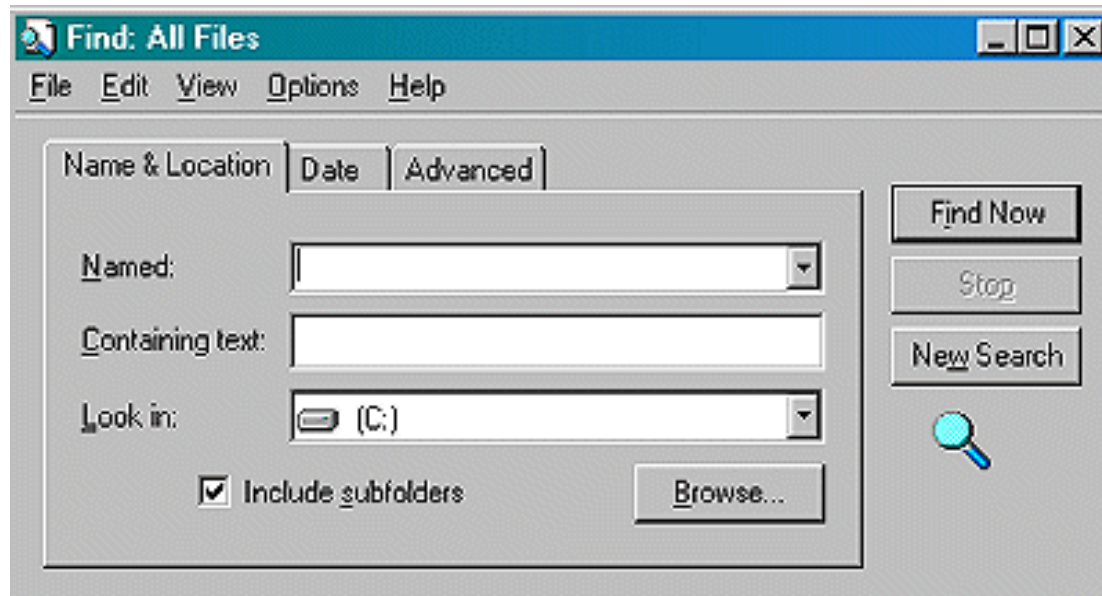
You can also use the Save icon on the Standard Tool Bar.



# Find a Lost File

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- Click on Windows "Start" button.
- Select "Find"
- Then "Files and Folders"





# File Extensions

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- Every computer file has a file extension so your computer will know which program to use to open the file.
- Sometimes when you get a file in email or download a file and try to open it, you will get a window that asks what program to use to open the file.
- This happens because you don't have a file association. Not having a file association just means that you don't have a program registered to open a file or you may not have a program that is capable of opening that type of file.

# File Extensions

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- jpg or bmp – Picture
- gif - Picture or animation
- exe - Executable Program
- htm or html - html document (web page)
- zip - File that is compressed with Winzip
- doc – Microsoft Word document
- rtf – Rich Text document
- txt – Plain text document
  
- See a list of file extensions on the web at:

<http://clk.about.com/?zi=1/XJ&sdn=familyinternet&zu=http%3A%2F%2Fwhatistechtarget.com%2FfileFormatA%2F0%2C289933%2Csid9%2C00.html>

# File Size

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The standard measurement units that are used online and on your family's computer are gigabytes, megabytes, kilobytes and bytes.

*Largest* = (GB) Gigabyte

*Larger* = (MB) Megabyte

*Large* = (KB) Kilobyte

*Basic Unit* = Byte

## **Exact Conversion**

1,024 Byte = 1 Kilobyte (KB)

1,024 Kilobyte (KB) = 1 Megabyte (MB)

1,073,741,824 Bytes = 1 Gigabyte (GB)

1 Gigabyte (GB) = 1,024 Megabyte (MB)



# File Size

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- Floppy disk holds 1.44 MB or 1,044 KB
- Zip disk hold 100-750 MB
- CD-ROM holds 740 MB or 7,400 KB
- DVD holds 4 GB or 4,000 MB

# File Size

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- How much text will fit on a floppy disk?
- Visit the web at <http://homepage.ntlworld.com/director/cod/christondisk.htm>
- Download a copy of the King James Bible and viewer:  
FILE SIZE = 1.64 MB

*Note:* the website gives instructions on how to format a floppy disk so a file that is 1.64 MB will fit on one floppy disk!



# Organizing Your Files

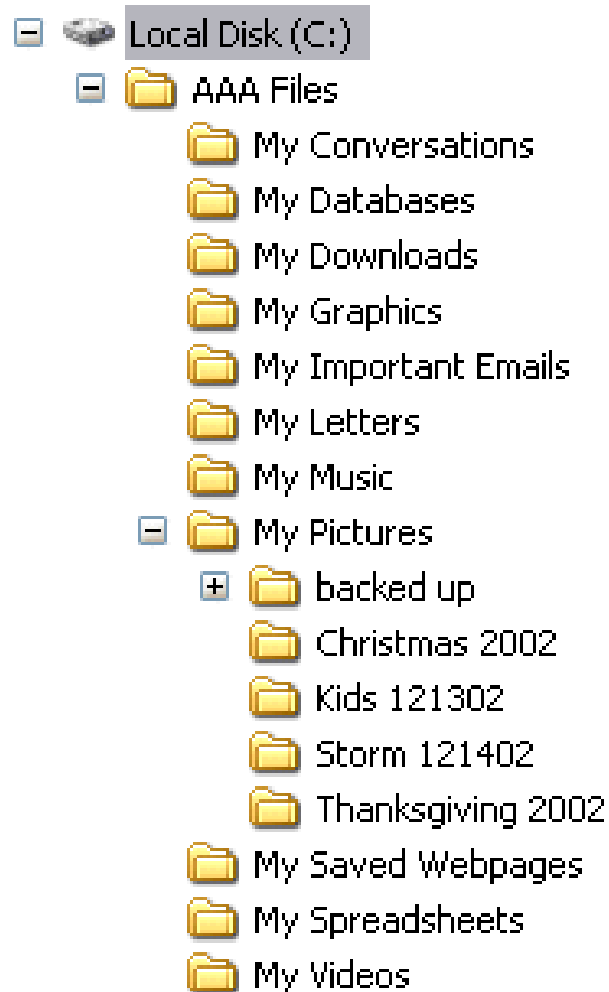
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- Create file folders with names that are meaningful to you
- Put files in folders that are related in subject matter
- Create sub-folders to manage files into sub-categories

# Organizing Your Files

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Example:





# Organizing Your Files: Exercise

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- Find My Documents on drive letter C:.
- Double click to open a file manager window.
- Go to File on the menu bar.
- Click on New and Folder.
- Type a name for the Folder.
- You have just created a directory in drive letter C: in the directory named My Documents.

*Note:* You can create directories on floppy disks by finding drive letter A:.



# Back up Your Important Files

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- Remember that all hard drives will eventually fail!
- All computers will eventually fail to start up.
- You must back up your files on a regular basis if you want to keep them.
- Storing your files in a logical order makes the back up job easier.

# References

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- <http://familyinternet.about.com/cs/computinghelp/a/aafilingsystem.htm>
- <http://homepage.ntlworld.com/director/cod/christon disk.htm>
- <http://clk.about.com/?zi=1/XJ&sdn=familyinternet&zu=http%3A%2F%2Fwhatis.techtarget.com%2FfileFormatA%2F0%2C289933%2Csid9%2C00.html>