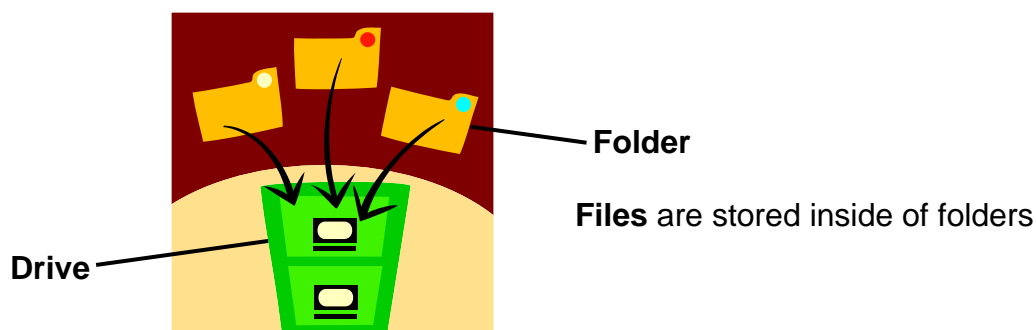


## File Management: Organizing Files and Saving to CDs and Flash Drives

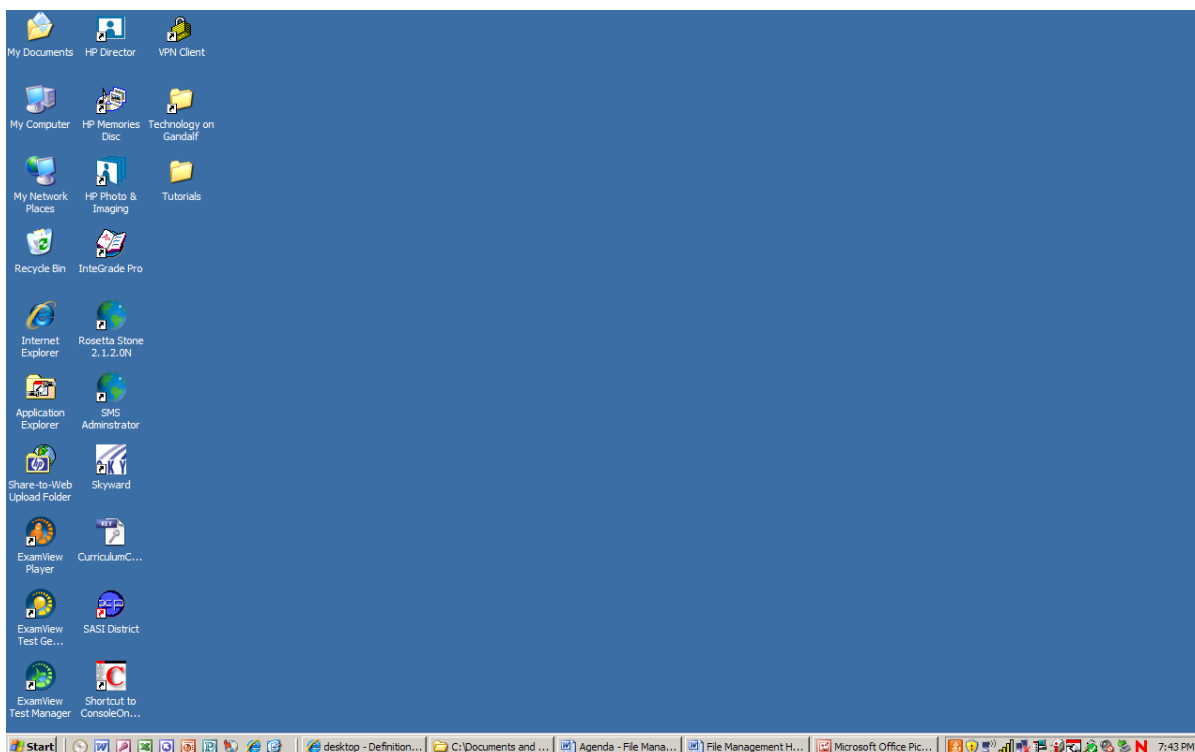
**Drive:** A disk drive is a storage area, much like a filing cabinet. A drive is where you store all of your files. You should keep your drive organized using folders.

**Folder:** Folders help you organize your disk drive, just like they help organize a filing cabinet. You will create folders and give each folder a name. You will place files inside a folder if the files serve a common purpose. For example, you may place all of your files pertaining to spelling words in a **Spelling Words** folder, and you may place all of your files pertaining to field trips in a **Field Trips** folder.

**File:** A file can contain any type of data. A file may be a word-processed document, a spreadsheet, a picture or graphic, etc.



Your computer desktop is the screen you see when you turn on your computer. You see icons for programs, like ClassXP and IGPro, and you see icons that take you to your drives.

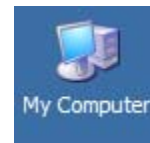


# My Computer

## Drives

From the desktop, double-click on the **My Computer** icon.

My Computer allows you to access any of your disk drives.



## Hard Disk Drives

### Local Disk (C:)

Your C: drive is the internal storage unit of your computer. This is the drive inside your computer where the operating system and programs are stored.

## Devices with Removable Storage

### 3 1/2 Floppy (A:)

A floppy disk is a removable disk that holds a small amount of information (1.44 MB). Insert a floppy disk into the A: drive, and store files on the floppy disk that you want to back up (make a copy for safekeeping) or transport to another location.

### CD-RW Drive (drive letter varies)

A CD-RW drive allows you to write files (burn) to a CD-R or a CD-RW disk. These disks store a much larger amount of information than a floppy disk (750 MB). CD-R disks are often used to back up data because the data is permanently stored on the disk.

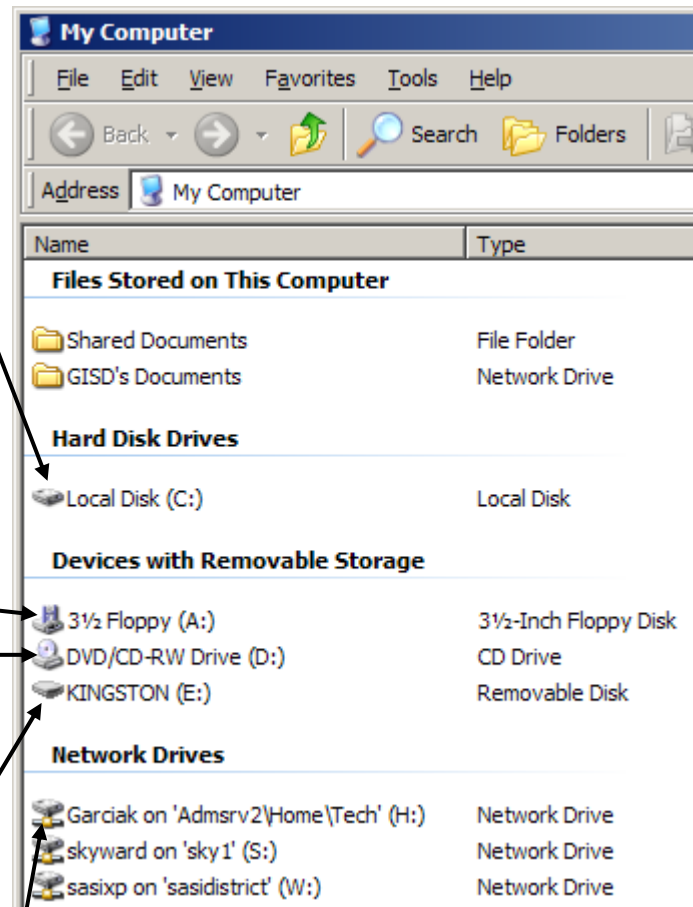
### Removable Disk (drive letter varies)

When you insert a USB flash drive into the computer's USB drive, it is listed as a removable disk. A USB flash drive is rewriteable, and its size can range from 32 MB to 8 GB. A USB flash drive is a very convenient way to transport data to another location.

## Network Drives

### Your Home Folder (H:)


Your home folder (or H: drive) is your storage location on the GISD network.

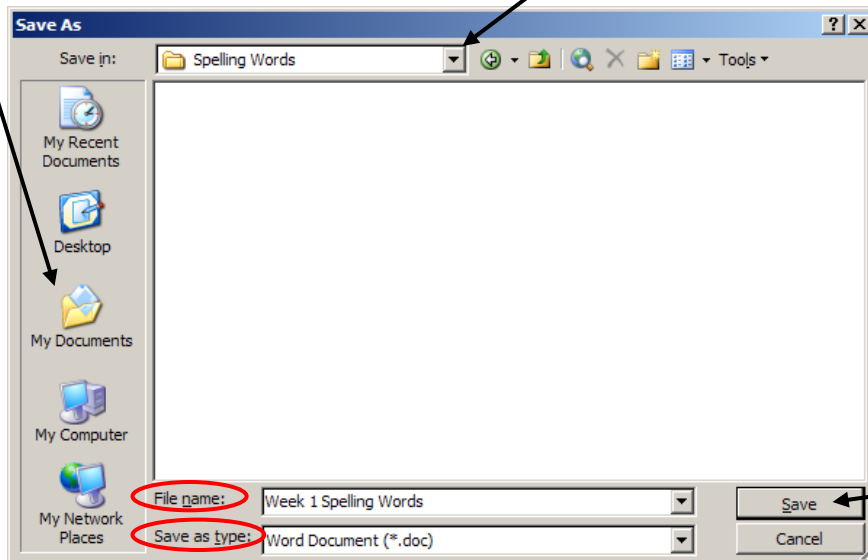


## Working with Files

### Creating and Saving a File

When you create a file in any program, you must save the file in order to use it again in the future.

- You have the file open in the program you created it in. To save the file, select **File → Save**, or click on the Save icon, which looks like a floppy disk .
- Choose the location where you want to save the file. Either select one of the locations on the left side of the **Save As** window, or click the drop-down menu to the right of **Save in:**



- The file name consists of two parts: 1) the name of the document, and 2) the file extension.
- In **File name:**, type the name you want to give your file. Choose a name that explains what kind of information is in the file. The name should be something you will remember later.
  - You may use letters, numbers, and some symbols in your file name.
  - The following symbols are **not** allowed < > : " \ / | ? \*
  - It is recommended that you not use a period when naming the file. The only period in the entire file name should be between the file name and the file extension, which is inserted automatically.
- In **Save as type:**, the program selects a file extension by default. For example, this Word document will have the file extension **.doc**.
  - You may choose to change the file extension from the default. Click the drop-down menu to the right of **Save as type:**, and select another file extension.
- Click the **Save** button to save the file with the name and file extension you selected.
- After the file has been saved, it will be stored in a specific location on the computer. This location where the file lives is called a path. An example of a path is:
  - **H:\Spelling Words\Week 1 Spelling Words.doc**
  - The path explains that the file is stored on the **H: drive** in a folder called **Spelling Words**, and the file name is **Week 1 Spelling Words.doc**.
  - Each level of the hierarchy is separated by a backslash. The drive is the highest level of the hierarchy and the file name is the lowest level.

## Save versus Save As

When saving your file, you have two options: Save, or Save As.

Choosing **Save** will save any changes to an existing file with the same file name you have already created.

If you open a document and choose **Save As**, you will be making a copy of the existing file, but you will be changing the file name.

**Example:** Perhaps you want to create instructions for a 1<sup>st</sup> Period and 2<sup>nd</sup> Period to follow. The instructions will vary only slightly. You type and save 1<sup>st</sup> Period's instructions as **Period1Instructions.doc**. Later, you can open 1<sup>st</sup> Period's instructions, choose **File > Save As**, and change the file name to **Period2Instructions.doc**. Now you have two identical files. You can edit **Period2Instructions.doc**, modifying only the instructions you want to change for 2<sup>nd</sup> Period.

**NOTE:** When you save a file for the first time, you will select File > Save. However, the Save As window will appear because you have never specified the name of this file.

## My Documents

My Documents is a special folder used to store your files.

You will see the My Documents icon in many places on your computer: the icon is on your desktop, and the words "My Documents" are listed in drop-down menus as a location for saving files.

The My Documents icon is actually a shortcut. A shortcut is a file that contains the location of another file or folder. When you click on a shortcut, it takes you directly to the location of the file or folder.

**When using your home computer, the My Documents shortcut takes you to:**

- A folder on your **C: drive** (your hard drive) - C:\Documents and Settings\[YourName]\My Documents

Microsoft created the My Documents shortcut as a timesaver for you. Instead of having to create your own folder for saving all of your important files, Microsoft created the folder for you. Then, they created a shortcut to help you navigate to the folder quickly.

**When you are using a Georgetown ISD computer, the My Documents shortcut takes you to:**

- Your **H: drive** (your Georgetown ISD home folder)

Your H: drive (home folder) is the folder on the network where you should store all of your files. The files in your home folder are stored on a network server, not on your local computer, so you can access these files from any computer you log in to in GISD.

The GISD Technology Department made the My Documents shortcut take you to your H: drive so that you are always saving your files to your home folder. This allows you to access your files from any GISD computer.

## Common File Extensions

### Microsoft Office documents file extensions

#### Microsoft Office XP and 2003 file extensions

<b>.doc</b>	Word document
<b>.xls</b>	Excel document
<b>.ppt</b>	PowerPoint document
<b>.mdb</b>	Access database
<b>.pub</b>	Publisher document

#### Microsoft Office 2007 file extensions

<b>.docx</b>	Word 2007 document
<b>.xlsx</b>	Excel 2007 document
<b>.pptx</b>	PowerPoint 2007 document
<b>.accdb</b>	Access 2007 database

### Text file extensions

<b>.rtf</b>	Rich Text Format	Most word processors can read and write .rtf documents. (Only Microsoft Word can open .doc files. If you save your Word documents as .rtf files, students who have another word processor at home, such as Microsoft Works or ClarisWorks, can still open your documents.)
<b>.txt</b>	Common text file	Text files contain plain text and very little formatting (italics, bold). Text files are usually opened in a program such as Notepad.

### Document exchange file extensions

<b>.pdf</b>	Portable Document File	This file format was created by Adobe. Any type of document can be converted into a .pdf file using a PDF conversion software such as Adobe Acrobat Professional or Virtual PDF Printer. Converting your file into a .pdf ensures that anyone who opens it will see the information exactly as you created it. Users will open your document in a PDF viewer, such as Adobe Reader.
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### Graphics file extensions

<b>.jpg / .jpeg</b>	Joint Photographic Experts Group file	JPEG is a common method for compressing photos. You can adjust the level of compression, which allows you to balance file size with image quality. This is the most common file format used by digital cameras and for images on the Internet.
<b>.gif</b>	Graphics Interchange Format	GIF files use only 256 colors, so they are well-suited for logos and graphics, but not for photos. GIF files may be graphics, or they may be animations (animated GIFs).
<b>.bmp</b>	Bitmap file	BMP files have good image quality. They are usually large because they are not compressed.

## Audio file extensions

<b>.mp3</b>	MP3 file	A compressed audio/music file. This is a common audio format for storing consumer audio files. The files are compressed in a way that greatly reduces the file size while retaining sound quality for most listeners. It is not considered high fidelity.
<b>.wma</b>	Windows Media Audio file	A file format created by Microsoft. This method of compressing audio files retains more audio fidelity than MP3.
<b>.aiff</b>	Audio Interchange File Format	A file format created by Apple Computer. This audio file format is not compressed, so the audio is high quality, but the file size is larger.

## Other file extensions

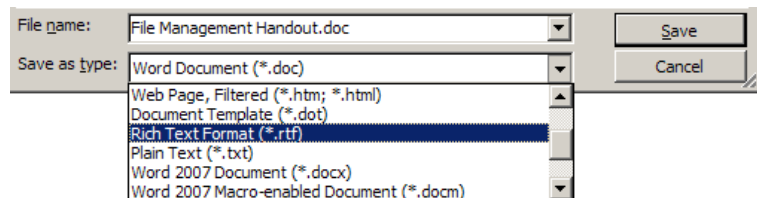
<b>.htm / .html</b>	Web page file	HTML stands for Hypertext Markup Language, the language used to create web pages
<b>.exe</b>	Executable file	A program file. Double-clicking on an .exe file will install a program on your computer, or will run a program.
<b>.zip</b>	Compressed files/folder	A zip file contains files that have been compressed to reduce their size. In order to view the files properly, you must use a program to unzip the files, which returns them to their normal size.

## Saving an Existing File as a Different File Type (that has a different file extension)

### Example: Saving an existing Word document file (that has the file extension .doc) as a Rich Text File (that has the file extension .rtf)

- Open the existing file in the program you originally created it in.
- Select **File > Save As**.
- You may choose a new name for the file or leave it the same.
- Click the drop-down menu to the right of **Save as type:**, and select a different file extension.

You may need to scroll down to find the file extension you are looking for.



- Click the **Save** button.

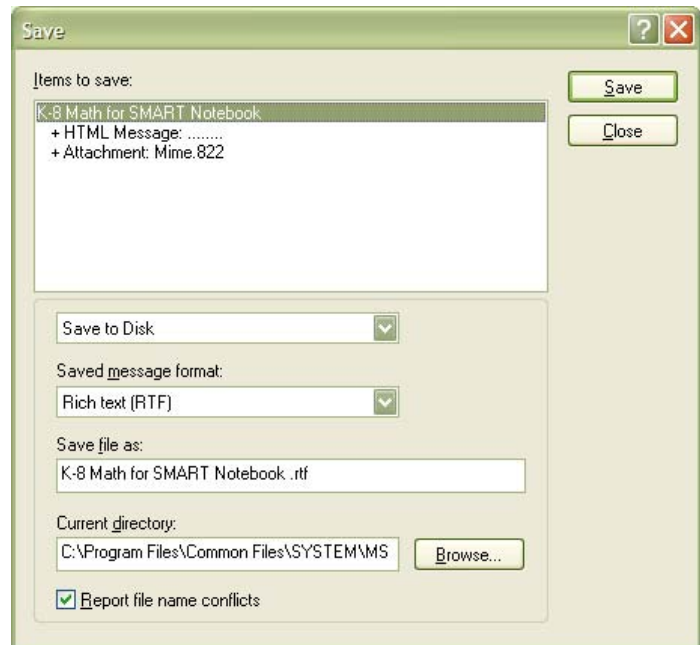
You now have two files: the original file and a new file with the new file extension.

### To change any type of file into a PDF file:

- See instructions: **Using Virtual PDF Printer to Save Documents for Email Attachments or the Web**

## To save the body of an e-mail as a Word document:

- In GroupWise, double-click to open the e-mail.
- Select **File > Save As**.
- The Save window appears.
- Under **Items to save**: select the first line, which is the body of the e-mail.
- The first drop-down menu should be set to **Save to Disk**.
- The **Saved message format**: drop-down menu should be **Rich text (RTF)**.
- In the **Save file as**: box, you can type a name for the file. Be sure the name ends in **.rtf**

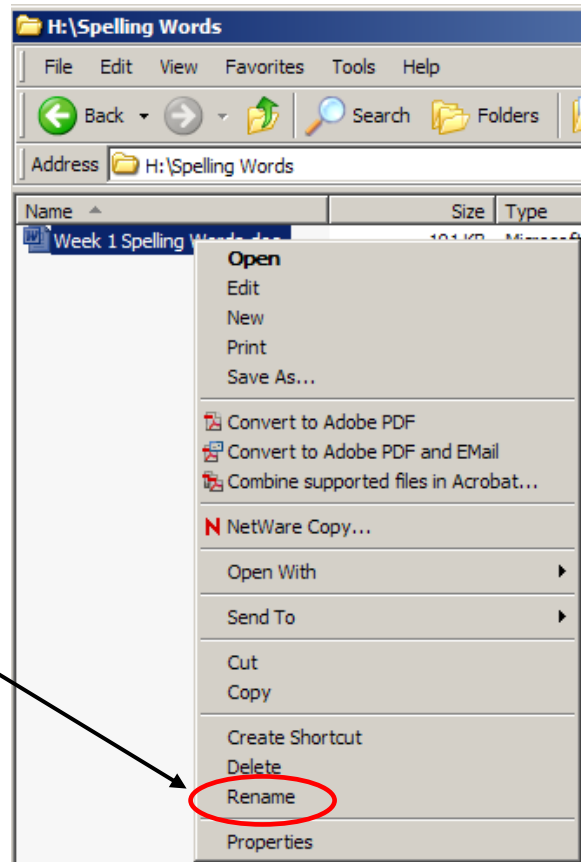


- Under **Current directory**:, click the **Browse** button and navigate to the location you want to save the file to. After navigating to the location, click **OK** to select the location.
- Click the **Save** button.
- The document is now saved in the location you specified. It can be opened with Microsoft Word or any word processing program.

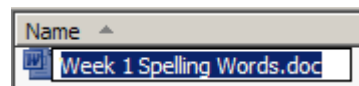
## Renaming a File

If you need to change the name of the file, you can easily rename it.

- Use My Computer to navigate to the location of the file. From the desktop, double-click on **My Computer**.
- Double-click on the drive where your file is stored.
- Double-click on the folder where your file is stored.
- When you locate the file, right click on it.
- Select Rename.



- The entire filename is highlighted blue, and it is surrounded by a box. You are ready to type the new file name.
- When you type the new file name, be certain that you DO NOT change the file extension. This may cause the file to become unusable.
- After you type the new file name, click anywhere in the empty area (the white space). The file is now renamed.



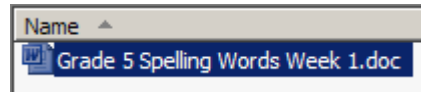
## Selecting a File

Before you can move, copy, cut, or delete a file, you must select the file.

### To select one file:

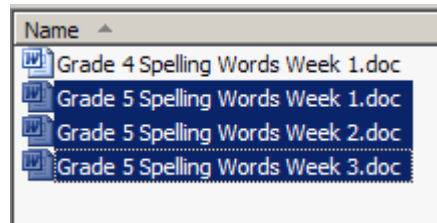
- Click once on the file name.

*Notice that the entire file name is highlighted blue, but there is not a box around it. The file is selected, not ready to be renamed.*



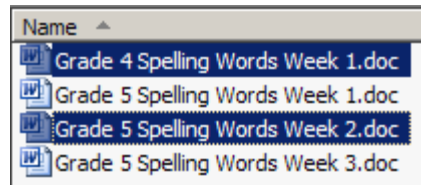
### To select more than one file, and the files are in a series (right next to each other):

- Click once on the first file name.
- Press and hold the **Shift** key on the keyboard.
- Click once on the last file name.
- Release the **Shift** key.



### To select more than one file, and the files are NOT next to each other:

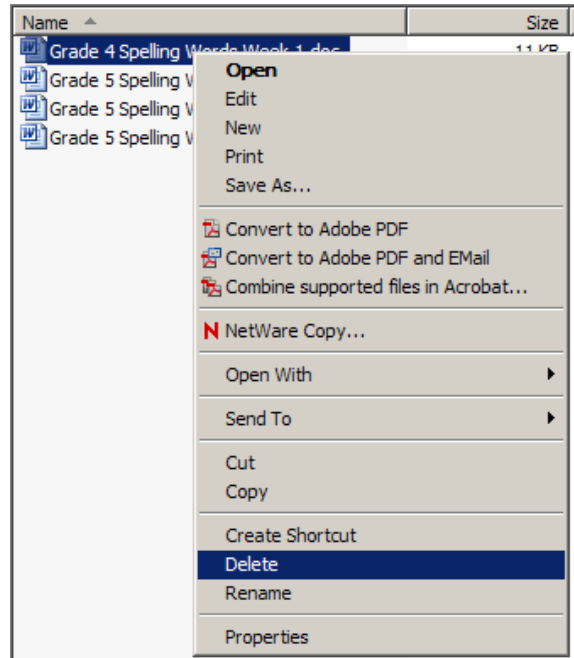
- Click once on the first file name.
- Press and hold the **Ctrl** key on the keyboard.
- Click once on the each additional file name you would like to select.
- Release the **Ctrl** key.



## Deleting a File

There are several ways to delete a file you no longer need.

1. Right-click on the file, and select **Delete**.



**or**

2. Select the file(s), and press the **Delete** key on the keyboard.

**or**

3. Select the file(s), and press the **Delete** button in the button bar.



**or**

4. Drag and drop the selected file(s) into the **Recycle Bin** on the desktop.

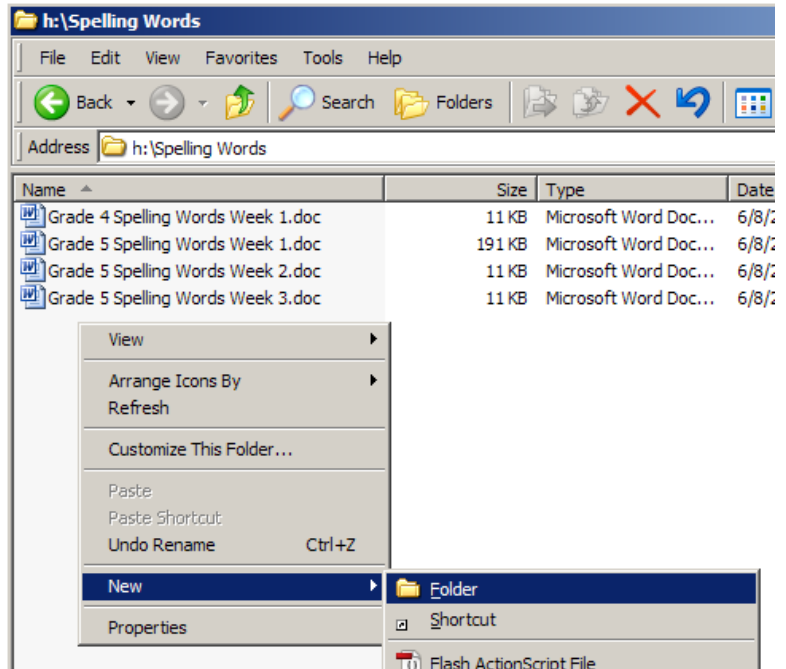


# Working with Folders

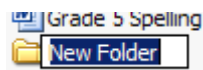
## Creating a New Folder

Organize your files by placing them in folders. Or, further organize your files by creating a subfolder (a folder inside of another folder.)

- Navigate to the drive or folder where you want to place a folder.
- Right-click anywhere in the empty area (the white space).
- Click on **New → Folder**.



- A folder will appear with the name “New Folder.” New Folder will be highlighted blue, and there will be a box around it.
- Type a name for this folder.



*Be sure to select a name that will accurately describe the files you will put inside the folder.*

- Click in the empty area (the white space).

## Renaming a Folder

Renaming a folder works the same way as renaming a file.

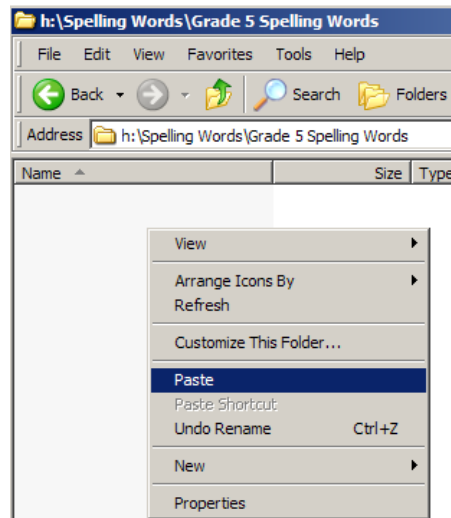
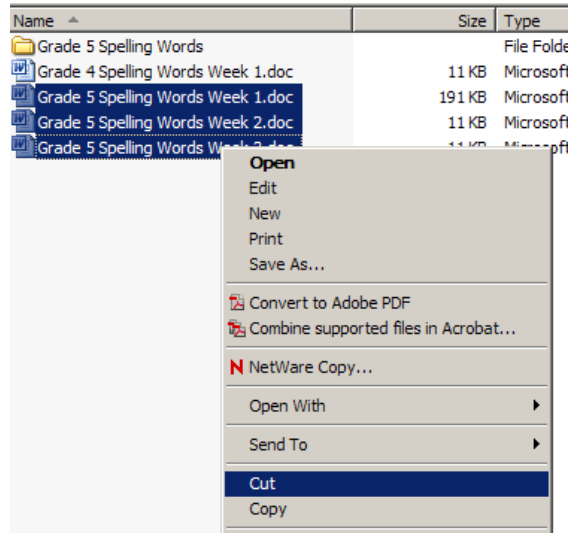
- Right-click on the folder.
- Select **Rename**.
- Type a new name for the folder.
- Click in the empty area (the white space).

## Moving Files into a Folder

There are several ways to move files into a folder.

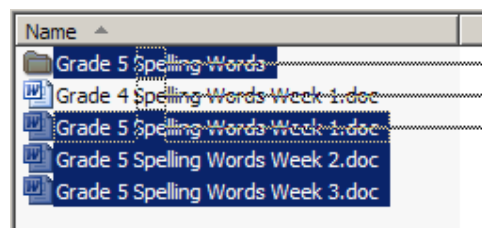
### Copy or Cut and Paste

- Select all of the files you want to move into a folder.
- Right-click anywhere on the selected files.
  - Select **Cut** if you want to move the files to a new location.
  - Select **Copy** if you want to make a copy in the new location.
- Navigate to the folder you want to place these files into. Double-click to open the folder.
- Right-click in the empty area (the white space), and select **Paste**. The files you cut or copied will be pasted in this folder.



### Click and Drag to Copy or Move Files

- Select all of the files you want to move into a folder.
- Click, hold, and drag the selected files into the desired folder.



*Notice that as you are dragging the files, the mouse is moving the outline of the files. When you drag them over the folder, the folder name is highlighted blue. When this happens, drop the files in the folder by releasing your mouse button.*

**NOTE: Be aware of these default behaviors when clicking and dragging.**

- When you click and drag files between folders on the **same drive**, you are **moving** the files.
- When you click and drag files between folders on **different drives**, you are only **copying** the files.

## Deleting a Folder

Deleting a folder works the same way as deleting a file.

- Right-click on the folder, and select **Delete**.  
*or*
- Select the folder(s), and press the **Delete** key on the keyboard.  
*or*
- Select the folder(s), and press the **Delete** button in the button bar.  
*or*
- Drag and drop the selected folder(s) into the **Recycle Bin** on the desktop.

**NOTE: When you delete a folder, you are deleting all of the files inside of the folder. Be sure to move any files you want to keep before you delete a folder.**

## Creating a Shortcut to a Folder or Program

Creating a shortcut to the folder allows you to quickly access a folder or a program that you normally must navigate to. You can create a shortcut to any folder or program, and you can place the shortcut wherever you would like.

- Right-click on the folder or program you would like a shortcut to.
- Select **Create Shortcut**.
- A shortcut appears, labeled "**Shortcut to your folder**".
- Drag the shortcut (or cut and paste the shortcut) to the most convenient location for you.
  - Many people place shortcuts on their desktop.

## Recycle Bin

When you delete files or folders from local storage on your computer (your C: drive, a USB flash drive), they are stored in the Recycle Bin. The files and folders are stored there until you empty the Recycle Bin.

You can think of the Recycle Bin as a trash can. When you throw away trash, you place it in the trash can. You can still retrieve trash while it is in the can, but you empty your trash can regularly to keep your office tidy. After you empty your trash can, you can no longer retrieve your trash.

Similarly, you should empty your computer's Recycle Bin regularly.

### Emptying the Recycle Bin

- Double-click on the Recycle Bin icon on your desktop.
- The Recycle Bin window appears.

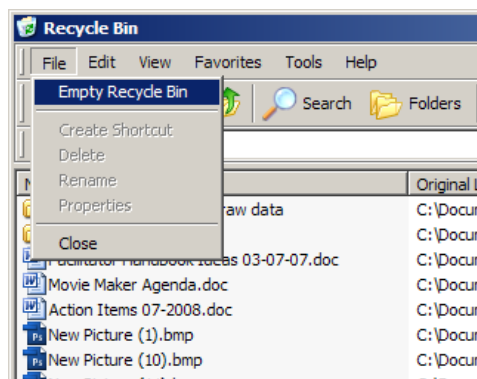
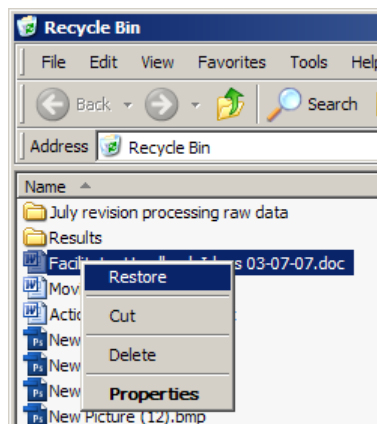


- When you empty the Recycle Bin, you are permanently deleting all of the files and folders. Carefully look at the list of files and folders you are about to permanently delete. Be certain that you want to delete all of these files and folders.
- **If you want to keep one or more of the files or folders:**
  - Right-click on the file or folder, and select **Restore**.

The file is restored to its original location.

- **When you are ready to permanently delete all of the files in the Recycle Bin:**
  - Select **File > Empty Recycle Bin**.

The files are permanently deleted from your computer.



**NOTE:** Deleting files from local storage (C: drive, Desktop, USB flash drive) sends the files to the Recycle Bin. However, when you delete files or folders from your H: drive (Home folder) or another network folder, the files and folders may not go into the Recycle Bin. It depends on how you chose to delete the file or folder.

**If you want files and folders deleted from your H: drive to go into the Recycle Bin:**

- Drag and drop the file/folder into the Recycle Bin.

**If you chose one of the other methods of deleting a file or folder, the file/folder is immediately permanently deleted from your H: drive or network folder. (Two other methods: right-click on the file/folder and click Delete, or select the file/folder and press the Delete key on your keyboard.)**

**If you accidentally permanently delete a file from your H: drive or another network folder, it may be possible to retrieve the file. Contact your Campus Technology Facilitator or the Technology HelpDesk.**

# Saving Files to Removable Media

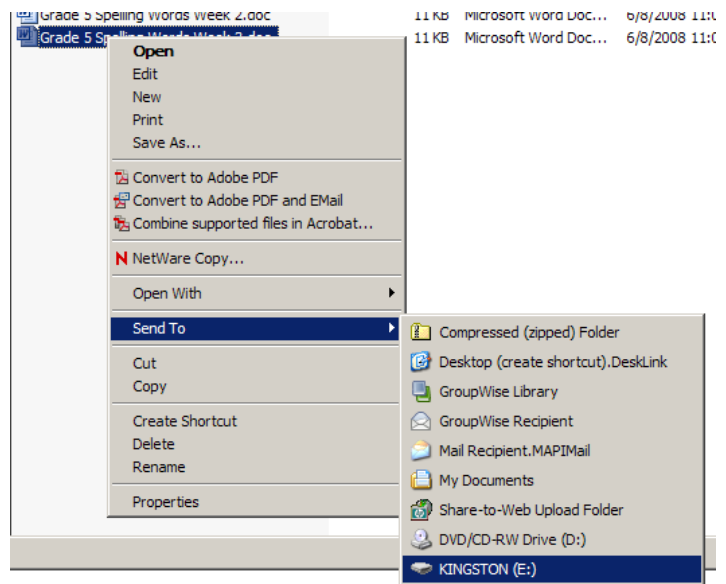
## Saving Files to a USB Flash Drive

There are several different ways to save files onto a USB flash drive.

- Insert your USB flash drive into the computer's USB port. The computer will recognize that the USB flash drive is connected, and another folder may appear on your screen, displaying the files and folders already stored on the USB flash drive.
- To begin, open My Computer and navigate to the folder where your files are stored.
- Select the file(s) or folder(s) you want to copy to the flash drive.

## Send To

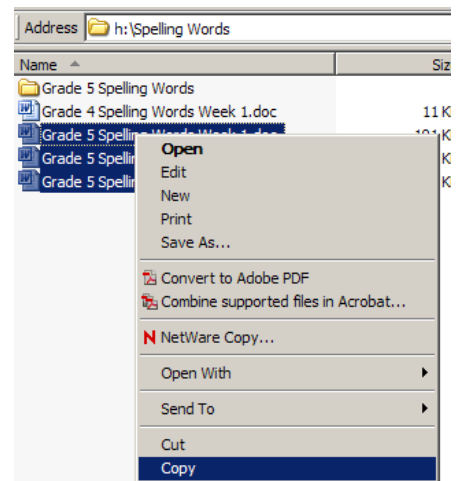
- Right-click on the files or folders.
- Select Send To.
- Select the name/drive of your flash drive.
- A copy of the file(s) or folder(s) is sent to your flash drive.



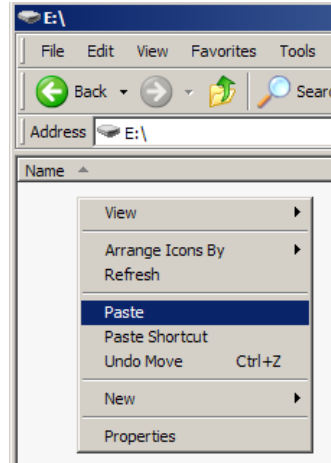
or

## Copy or Cut and Paste

- Right-click anywhere on the selected files or folders.
  - Select **Cut** if you want to move the files to the flash drive.
  - Select **Copy** if you want to make a copy of the files and place the copies on the flash drive.



- The flash drive folder may have opened on its own after you inserted it into the USB port. If it did not, open the flash drive folder by double-clicking on My Computer and then double-clicking on the name/drive of your flash drive.
- In the flash drive folder, right-click in the empty area (the white space), and select **Paste**. The files you cut or copied will be pasted to the flash drive.



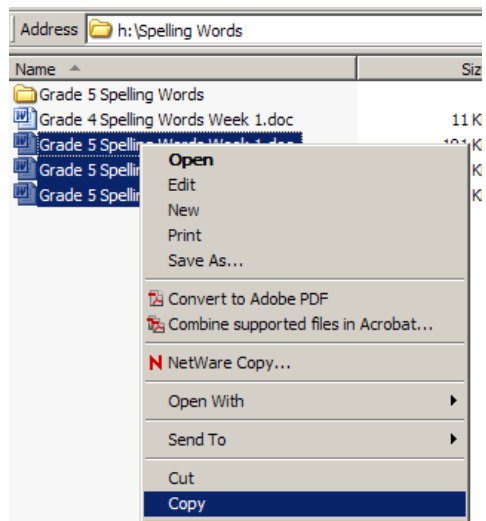
- Or instead of opening the flash drive folder, you can open My Computer, right-click on the name/drive of your flash drive, and select Paste. This is another way to paste your files or folders to the flash drive.



or

### Click and Drag

- Be certain that you have both the folder with your selected files AND the USB flash drive folder open and visible on your computer.
- Click, hold, and drag the selected files from their original folder into the flash drive folder.
- When you have the files positioned over the empty area in the flash drive folder, drop them by releasing your mouse button. The files should be copied to the flash drive folder.



## Safely Removing the USB Flash Drive

When you are finished using or saving to your USB flash drive, you must remove it properly from the USB port on your computer. If you do not remove it properly, there is a chance you can damage the USB flash drive or you can lose your files.

- Save and close all of the files you are working on (that are saved on your USB flash drive).
- In the bottom right corner of your screen, find the **Safely Remove Hardware** icon.
- Right-click on the icon and select **Safely Remove Hardware**.
- The Safely Remove Hardware window will appear. Your flash drive will be listed.
- Click once on your flash drive. *(If your flash drive is not listed, click on USB Mass Storage Device. You will be prompted to select your flash drive after clicking the Stop button.)*
- Click the **Stop** button.
- A bubble appears in the bottom right corner of your screen confirming that it is safe to remove your USB flash drive.
- Remove your flash drive from the USB port on your computer.



## Saving Files to a CD

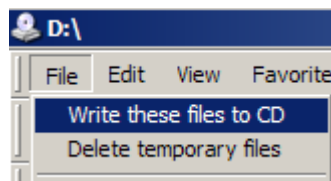
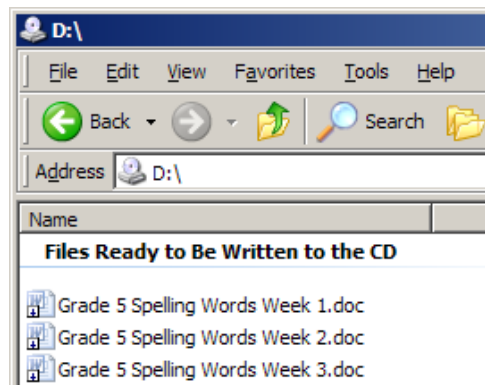
Saving files to a CD is also known as burning a CD. Your computer must have a writeable CD drive. If your CD drive is writable, the outside of the drive is usually labeled CD-RW or Compact Disc Rewritable.

There are two types of writable CD media: CD-R disks and CD-RW disks.

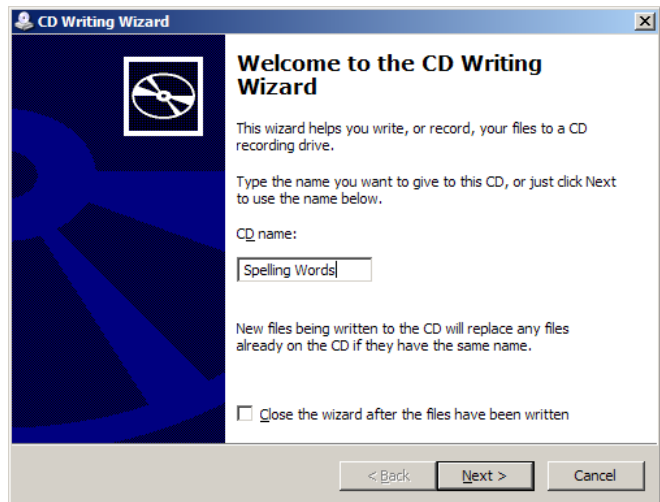
CD-R disks can be saved to once. After all the files have been written to the CD-R, the CD-R disk is finalized. You can no longer add files or folders to that CD.

CD-RW disks can be saved to many times. These disks work just like a USB flash drive or floppy disk. Remember that in order to save to a CD-RW disk, you must have a writeable CD drive. However, if you just need to read files that have been previously saved to a CD-RW disk, you only need a computer with a CD player.

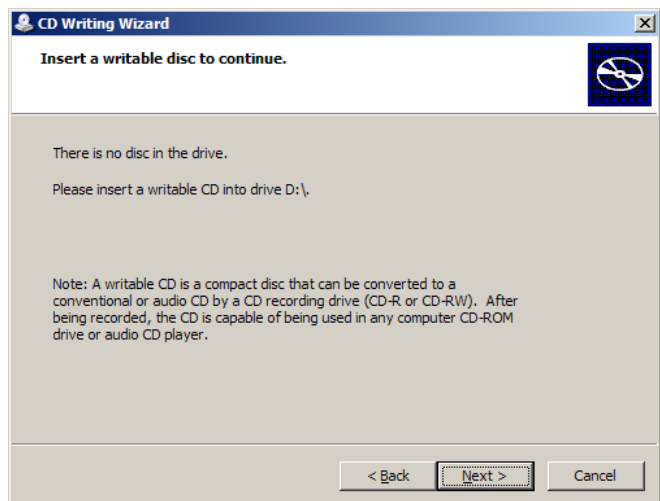
- To begin, open My Computer and navigate to the folder where your files are stored.
- Select the file(s) or folder(s) you want to save to the CD.
- Right-click on the file(s) or folders(s), and select **Copy**.
- To open the writable CD folder, again open My Computer, and double-click on your CD-RW drive.
- Right-click in your writable CD folder, and click **Paste**. The files you copied will appear. The icons next to the file names will be a lighter color than usual, and they will have a small downward pointing arrow on them.
- If the files are not inside folders already, you may choose to organize the files into folders before you save them to a CD. Create folders and move files into them, as you normally would.
- When you are ready to save your files and folders to the CD, select **File → Write these files to CD**.



- The CD Writing Wizard window appears. Name the CD by typing a name in the **CD name:** box.
- Click **Next**.



- You will be prompted to insert a writable CD into the drive. Open the CD drive, and insert a blank CD into the CD drive. Close the CD drive.
- You do not need to click **Next**. After you close the CD drive, the CD Writing Wizard will detect the CD and begin to write to it.
- Do not interrupt the CD writing process, as this may make your CD unusable.
- After your files have been written to the CD, the CD drive will automatically eject the CD.



## Additional Resources for Learning about File Management

**Introductory Windows XP Tutorial** – TeacherClick  
<http://www.teacherclick.com/winxp/index.htm>

**Managing Files in Windows XP** – Peachpit  
<http://www.peachpit.com/articles/article.aspx?p=24588&seqNum=1>

**File Management Tutorial** - University of Illinois at Urbana-Champaign  
<http://ctcr.ed.uiuc.edu/tutorials/filemanagmt/>

**File Management in Windows Explorer**  
[http://www.edu.pe.ca/journeyon/pro\\_d\\_pages/file\\_management/FileManagementinWindows.htm](http://www.edu.pe.ca/journeyon/pro_d_pages/file_management/FileManagementinWindows.htm)

**How to Burn a CD**  
<http://www.worldstart.com/tips/file-management/howto-burn-a-cd.htm>