


# Microsoft Windows

## File Management

### Files

When you save a file, you are placing a copy of the file into a permanent medium of storage. When downloading a file, you have two choices, **Open** or **Save**. **Open** will launch the program and after you exit, the program is lost. Saving the program will keep a permanent copy of the program on your computer until you delete it. In word processing, a temporary file is created, saved, and updated as you type. After exiting the program, the file is lost.

 **Save** the document being edited for permanent storage.

#### Save v. Save As

Saving a file creates a permanent copy. While editing a file, the **Save** command will erase the old copy and replace it with the new one. The **Save As** command will allow you to browse to another location to save a different copy and not replace the old copy. Use the **Save As** command to create a new file and leave the old one untouched.

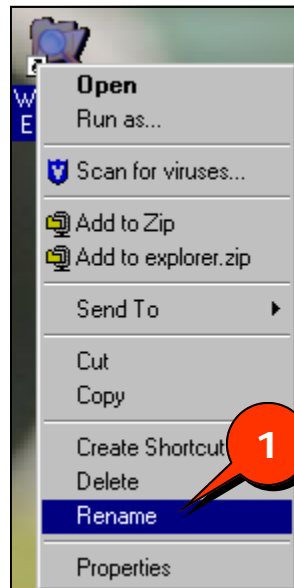
#### Summary

1. Save v. Save As
2. Renaming Files
3. Files Extensions
4. Windows Explorer
5. Recycle Bin
6. Add/Remove Programs
7. Saving Files
8. My Computer

#### Renaming Files

When working with many files it can be hard to keep track of where every file contains. When saving, be sure to give files names you will remember. If you decide you want to change the name of a file, right click the file and left click on **Rename (Figure 1, 1)**. Type in a new name for the file and hit the **Enter** key when finished.

Figure 1



## File Extensions

A file extension is the ending abbreviation on a file name, which indicates what type of file it is or what program was used to create the file. Below is a list of common file extensions:

Microsoft Word	.doc
Microsoft Excel	.xls
Microsoft PowerPoint	.pps
Microsoft Access	.mdb
Microsoft Publisher	.pub
Adobe Acrobat	.pdf
Text Document	.txt
Website	.html
Picture	.gif, .jpg, .bmp, .tiff
Executable Program	.exe
Data File	.dat
Audio File	.wav, .mid, .mp3
WinZip File	.zip

## **Folders**

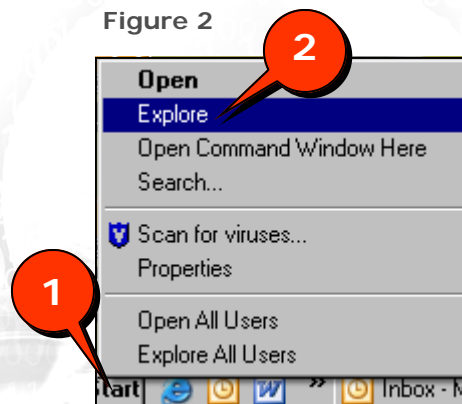
Files are stored in folders on your hard drive (C: Drive) and network drives (H: Drive). Files in folders in computers are similar to files in folders in file cabinets. Think of your C: or H: drive as the whole file cabinet with the folders you create being the different drawers. Folders within your main folders can be viewed as the folders in the drawers of the filing cabinet.

## Windows Explorer

Windows Explorer is one way to navigate through and manage the files on your computer. To access Windows Explorer:

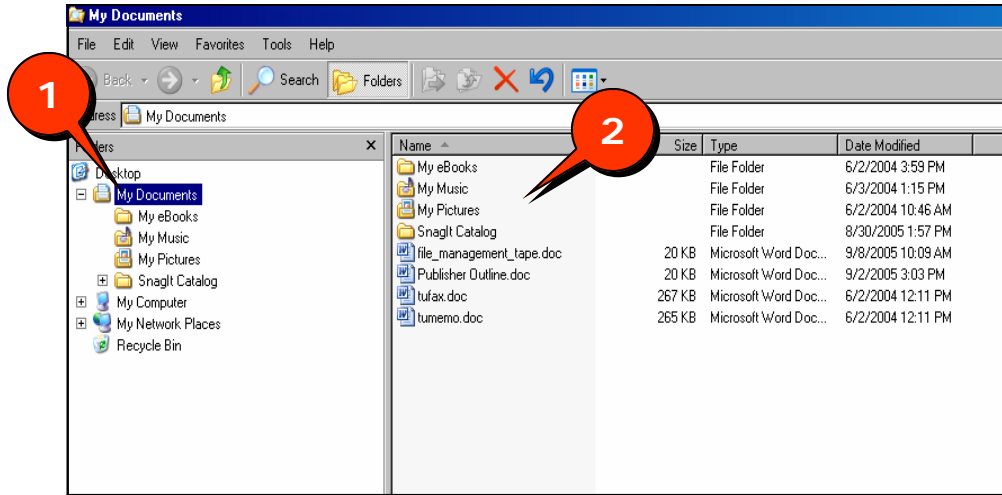
1. Right-click on the **Start** button located in the lower right part of your screen (**Figure 2, 1**).
2. Left-click **Explore** (**Figure 2, 2**).

Figure 2



In Figure 3, you can see a screen shot of Windows Explorer. Folders are located on the left (**Figure 3, 1**). The Folder currently open is highlighted in blue. The files contained in the highlighted folder can be seen on the right (**Figure 3, 2**).

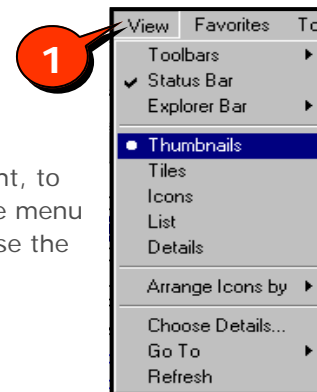
**Figure 3**



To use Windows Explorer to open a file, first double click on the folder on the left side. If the folder is not visible, you may need to double click **My Computer** and navigate to the appropriate folder. Once the correct folder is open, the files will be displayed on the right side. Double click the file you were looking for.

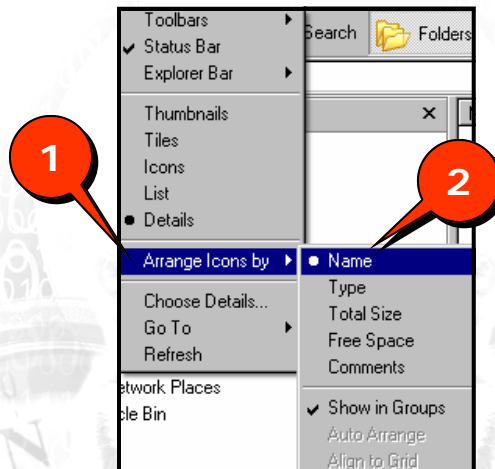
Windows Explorer also offers a number of views for you to better organize your files. To change views, click **View** on the menu bar (**Figure 4, 1**) and decide which view you prefer. Your options are Thumbnail, Tiles, Icons, List, or Details.

**Figure 4**



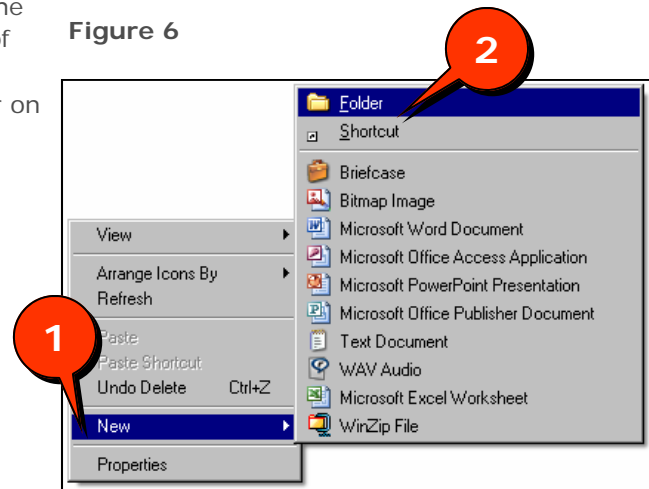
After you have chosen a view you can arrange the icons, files on the right, to your liking. To arrange the icons in a different format, click **View** on the menu bar, place your cursor over **Arrange Icons by** by (**Figure 5, 1**), and choose the arrangement you prefer (**Figure 5, 2**).

**Figure 5**



Another useful tool inside Windows Explorer is the right-click menu. This tool is available outside of Windows Explorer also. Right-click when your cursor is in an open space and place your cursor on New (**Figure 6, 1**). Choose which new file you would like to create (**Figure 6, 2**).

Figure 6



## File Management

### The Recycling Bin

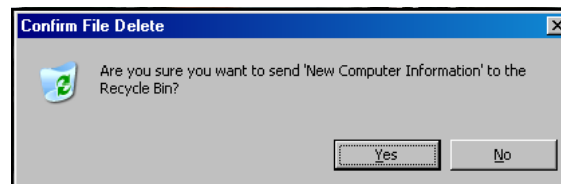
Files can be deleted and undeleted by using the Recycling Bin.



To delete files:

1. Open Windows Explorer.
2. Navigate to the folder containing the file.
3. Select the file by left-clicking it once.
4. Press the **Delete** key on the keyboard.

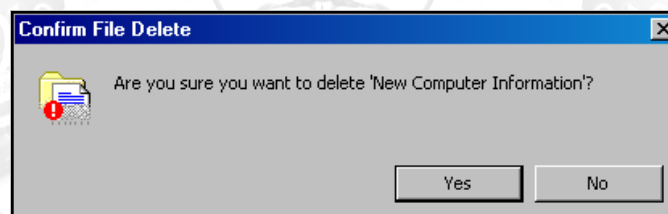
The following message will appear. If you are sure you want to send this file to the Recycle Bin, click Yes.



Now that you have placed a file into the Recycle Bin, it will appear to have trash in it.



By emptying the Recycle Bin, you are permanently deleting the file. To empty the Recycling Bin, right-click on the waste basket icon and left click **Empty Recycle Bin**. The prompt below will appear. Click Yes to permanently delete the file.



★ If you haven't emptied your Recycle Bin, you can restore a file back to its previous state, undelete it:

1. Open the recycling bin by double clicking on the waste basket icon.
2. Right click the file you want to undelete.
3. Choose **Restore**.

The file will return to the folder in which it was stored before the delete occurred.

### Uninstalling

After installing software of any type on your computer, it will remain on the hard drive until it is deleted. Do not delete installed software by highlighting the files and pressing the delete key on the keyboard. This does not guarantee all the files have been removed. Use the uninstall program or the Add/Remove Programs tool to make sure all of the files associated with the program have been removed. To uninstall a program using the **Add/Remove Programs** tool:

1. Left click the **Start** button.
2. Place your cursor on **Settings**.
3. Place your cursor on **Control Panel**.
4. Left click **Add/Remove Programs**.
5. The installed programs are listed in alphabetical order. Find the appropriate program and click the remove button. The uninstall will now take place.

## Saving Files

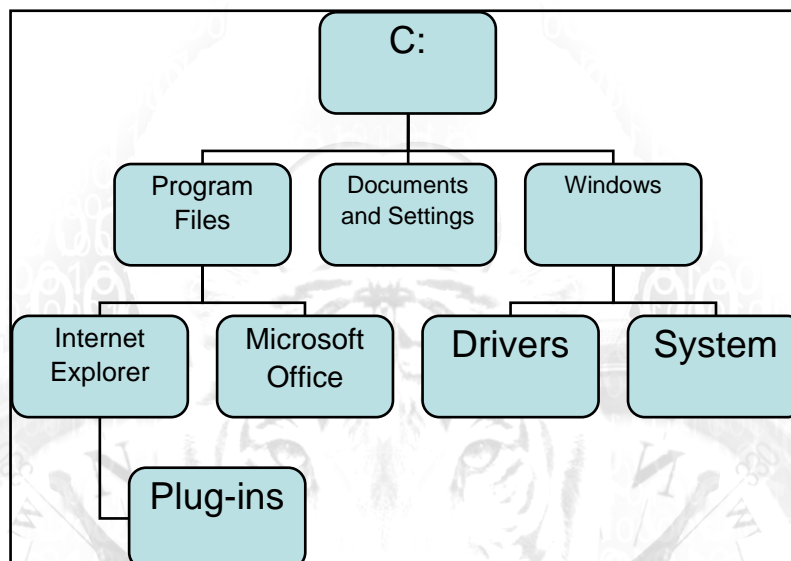
### How to Name Saved Files

When saving documents, Microsoft Office programs require you to give the files a name.

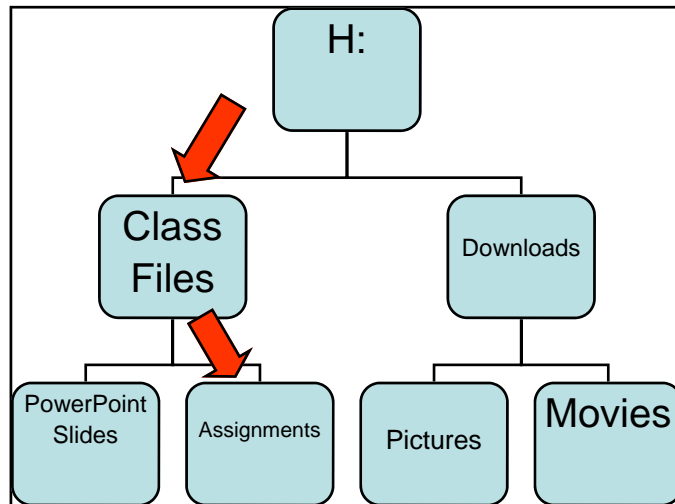
! Be sure not to include periods, or other symbols, in the filename. For example, do not write Lessonplan.Jan1.2006.doc. The computer does not understand what the file extension for this file is. If you try to E-mail a file with several periods, Outlook will place the E-mail in the quarantine folder because it does not recognize the file extension. Periods should only be used to separate the filename from the file extension. Underscores, this symbol `_`, are a better alternative. The same file name would say Lessonplan\_Jan1\_2006.doc.

### Where To Save Files

Files saved to your C: drive will be stored on your hard drive. The C: drive is located inside your computer. To save a file on your C: drive, click **C:**. To save a file to a folder inside the C: drive, click **C:** and then click the appropriate folder. For example, if you wanted to save a file in the Internet Explorer Folder, you would click **C: drive > Program Files > Internet Explorer folder**, and click **Save**.



The H: drive is a network drive Towson University offers faculty and staff to store their personal files. When you log into a machine on campus using your TowsonU username and password your H drive is automatically mapped for you. The files on this drive are stored on a network server. You can save files to the H: drive by clicking **My Computer** and clicking **H: drive**. Just like the C: drive, you can save files to folders inside the H: drive. To do this, click **H:** drive, click the appropriate folder, and click **Save**. For example, if you wanted to save something in the Assignments folder, you would click **H:** Drive, click **Class Files**, click **Assignments**, and click **Save**.



Your O: drive is also a network drive. Like the H: drive is not located in your computer, but on a network server on campus, allowing you to access these drives from any computer on campus. Saving files to your O: works the same way as saving files to your H:. The difference between your H: drive and O: drive is that your O: drive is for your work documents. Your coworkers can map to the same drive so they too can have access to the files. You are the only person who has access to your H: drive.

## My Computer

Like Windows Explorer, **My Computer** is another means of navigating your hard drives and network drives. To access My Computer, click the **My Computer** icon on the desktop. Once in My Computer, navigate to your destination by clicking on the folder containing what you are looking for. For example, if you were looking for Windows Media Player, you would do the following:



1. Click **My Computer**.
2. Click **C:** drive.
3. Click **Program Files**.
4. Click **Windows Media Player**.
5. Click **Windows Media Player.exe**.

You can use the dropdown menu on the right to look at the path and navigate elsewhere by clicking the appropriate folder (**Figure 7, 1**).

Figure 7

