Working with Files and Folders

Use the Windows Explorer (not to be confused with the Internet Explorer), Understand File names, Selecting a file, Opening Files, Renaming Folders and Files, Creating Folders and files Delete a file; Restore a file, Copy a file, Move a file, Removable Storage, Understanding extensions, Changing File Associations, Show and Hide extensions

Understanding file names

Every file on your computer has a unique filename, that describes exactly where it is. The file name has a physical drive letter, and a folder structure on that physical drive, that shows the location on that physical storage unit.
Windows usually limits file names to **260 characters**. But the file name must actually be shorter than that, since the complete path (such as C:\Program Files\filename.txt) is included in this character count. This is why you might occasionally encounter an error when copying a file with a very long file name to a location that has a longer path than its current location.

You can't use any of the following characters in a file or folder name **: \ / ? : * " > < |** because they have a special meaning to the operating system
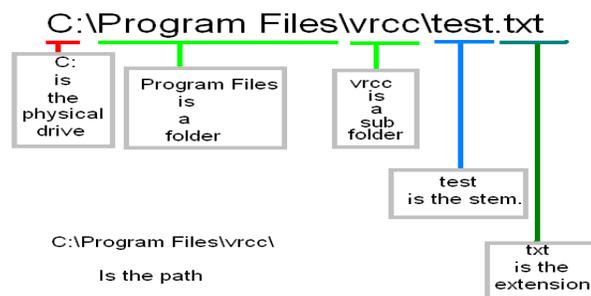
statelibrarync

The state library of North Carolina has posted the following youtube videos on best practice

Why is file naming important
Part 1: Why is File Naming Important?
Video http://www.youtube.com/watch?v=Hi_A4Ywn4VU 3:20 minutes
Part 2: How to Change a File Name
Video http://www.youtube.com/watch?v=8ogTKWpq6is   2:30 minutes
Part 3: What Not to Do When Naming Files
Video http://www.youtube.com/watch?v=959hYLK40gE   3:28 minutes
Part 4: Best Practices for File Naming
Video http://www.youtube.com/watch?v=VWaIe2u8zRU   1:44 minutes

Save As
The *Save As* dialog box is typically presented the first time you save a file to your computer.
The appearance of the *Save As* window is controlled by the software that you are saving from.
Modern software, will use the same controls that you see in Windows Explorer.
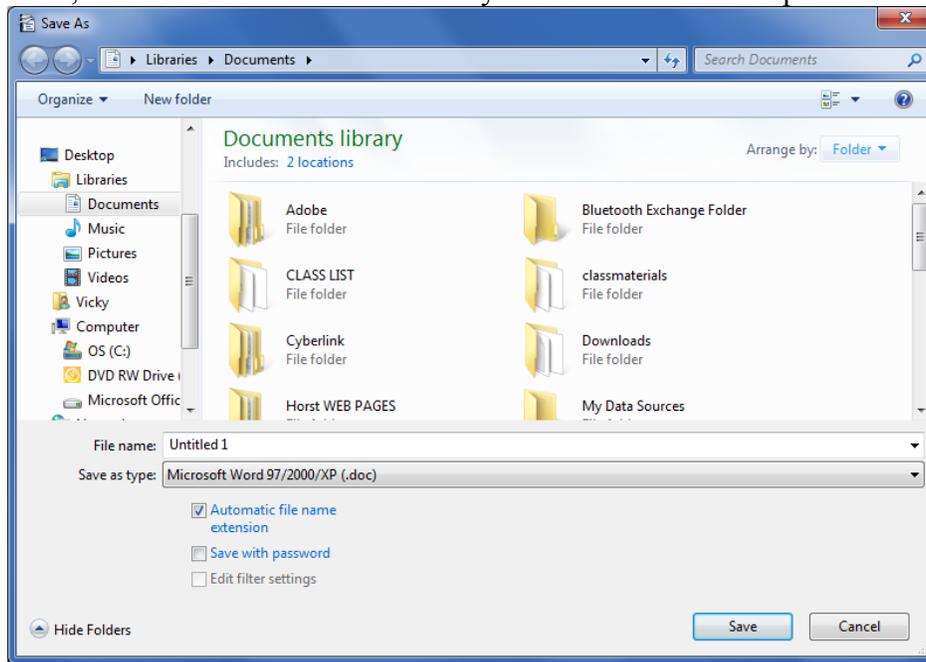
Windows Vista or 7 Save As box.

Legacy software running on Windows 7 may have the type of controls we saw in XP.
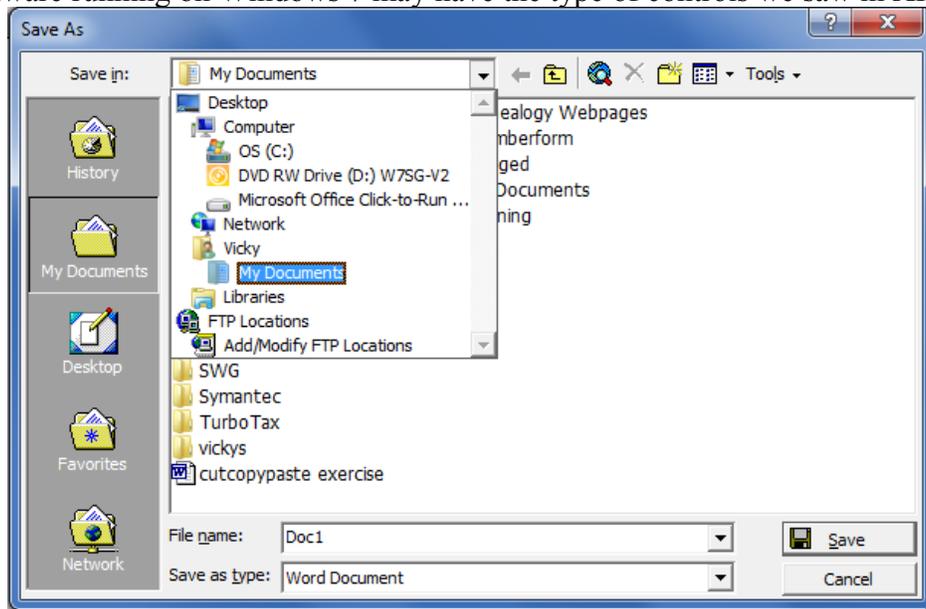
Legacy Save As Dialog Box

Most software defaults to storing your data in a Library or Personal files area, since this standard
was recommended since Win95. Your programs should NEVER save data in the "*Program
Files*" or "*Windows*" system folders! Windows does strange things with the data you try to store
in these folders and their subfolders! If your permissions are set tightly for security, you should
only be able to store a data file in a folder, not in the Root directory.

Using the Windows Explorer [⊞] + [E].

The Windows Explorer allows us to explore and manipulate files and folders. There are many ways to open the Windows Explorer and it varies between the Windows Versions The way that is consistent among all Windows versions is using the keyboard shortcut [⊞] + [E].
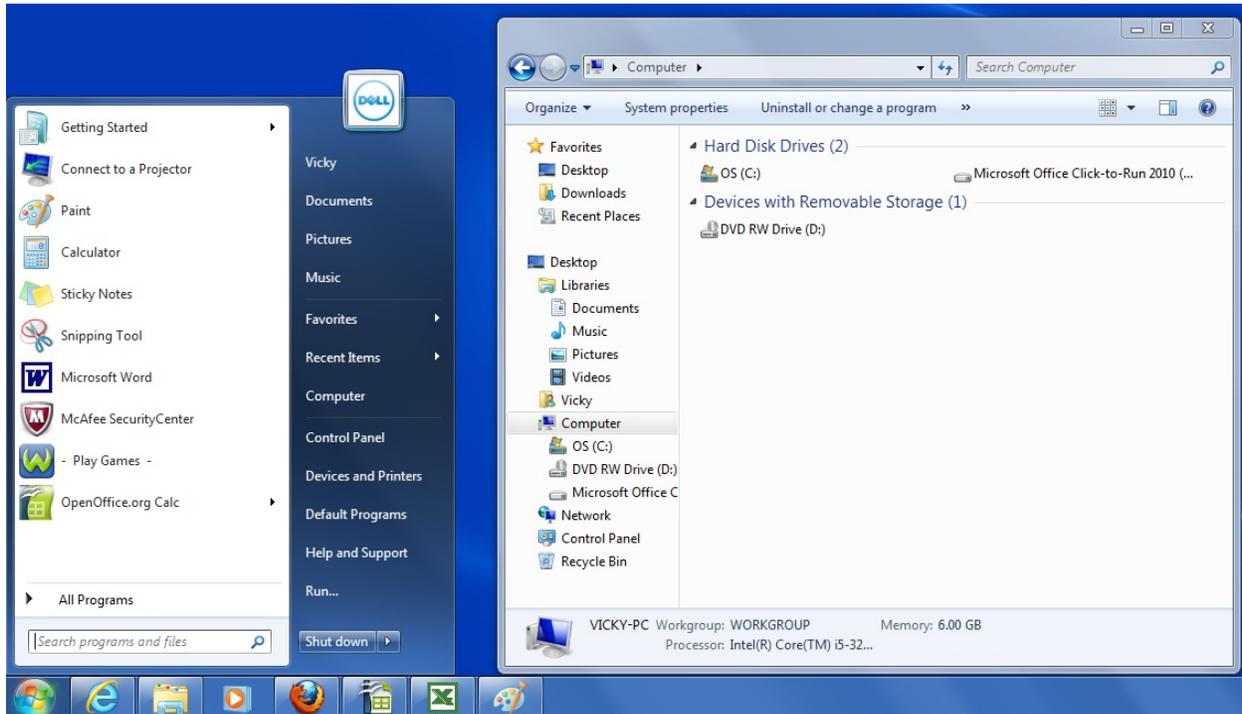
Windows Explorer on Windows 7 Professional

Physical File Paths

On any version of Windows, selecting the **Computer** icon, from the left hand panel in Windows Explorer will bring up the real physical devices and physical locations. These physical locations will be the path to the document. File names will be discussed later.

Video http://www.top-windows-tutorials.com/file-paths.html   5 minutes
Exercise:
       Find your user name (upper right hand option from the start menu)
       Open the Windows explorer by typing [⊞] + [E].
       Navigate to **C:\Users*username*\My Documents\ClassExamples**

The Windows Explorer menu and toolbars have changed drastically from Windows XP to Windows 7 and are considerably different in Windows 8.. We are going to be using the methods that work across all versions.

Windows Explorer Folder Views

You can configure how Windows displays the file in the folder by changing the file view. This enables you to see icons or the details of each file.

   In Windows Vista or Window 7
  1. Open the folder containing the files you want to view.
  2. Click the View ▼ to open the Views list
  3. Click on the view you want.

Video http://www.top-windows-tutorials.com/windows-7-tutorial4.html 7:37 minutes

On **Windows 8 and 10 your Windows File Explorer will look a bit different**
Video http://www.top-windows-tutorials.com/windows-10-tutorial-11-folders/
Video http://www.top-windows-tutorials.com/windows-10-tutorial-12-multiple-files-and-folders/

Exercise
  Open the Windows Explorer
  Navigate to Class Examples
  Change the view to large icons
  Change the view to detail view
  Sort the files by date

Working with folders

Creating Folders, Cut Copy paste, renaming and deleting

Video http://www.top-windows-tutorials.com/windows-7-tutorial5.html   7 minutes

To Open a file

  1. Double-click on the Icon (the picture associated with the file) not the words

To Rename a file
  1. Click on the file's name twice (slower than a double click)
  2. A text box appears around the file name.
  3. Type the new name you want to use for the file
  4. Press Enter
  Note: You could also right-click on the icon to get the renaming option
Exercise:
  Rename *Tunes* to *Music*

To Create a New Folder
  1. Right-click on an empty area of the folder.
  2. Select *New* from the list of options
  3. Select *Folder* from the list of options
  4. Type in the folder name
  5. Press Enter

Exercise:

Create a new folder
Change the name of the new folder to your first name

Copying a file

You can make an exact copy of a file, which is useful if you want to make a backup of an important file on a removable file such as a diskette, USB drive, CD, DVDs, or SD cards..
The operations here can be performed on a single file, or a group of files or folders.

1. Open the folder containing the file you want to copy
2. Select the files to be copied
3. Right-click on one of the selected files
4. Select *Copy* from the options list
5. Open the folder where you want to place the copy.
6. Right-click on the white space in the destination folder
7. Select Paste from the options list

Note: you can use the keyboard shortcuts **Ctrl+C** for copy and **Ctrl+V** for paste.

Moving a file

You can move a file to a new location.
This operations here can be performed on a single file, or a group of files or folders.

1. Open the folder containing the file you want to copy
2. Select the files to be moved
3. Right-click on one of the selected files
4. Select *Cut* from the menu
5. Open the folder where you want to move the file to.
6. Right-click on the white space in the destination folder
7. Select *Paste* from the menu.

Note: you can use the keyboard shortcuts Ctrl+X for cut and Ctrl+V for paste.

Tip. Having two explorers windows open can help those of us who are easily distracted.

Note: Files can be managed by dragging too. If you drag a file from one physical device to another, it is treated as a copy. If you drag files from one folder to another on the same physical device, it is treated as a move, and the files disappear from the original directory.

UNDO

There is an undo option on the menu that will undo the most recent change. The undo command can undo a rename, a move, a copy, a change as long as the explorer window is open.

1. Right-click on the white space (empty area) of the file.
2. Select *Undo* from the menu. The Undo option will show what the undo will undo.

Note: Pressing **Ctrl+Z** will undo the last step.

Deleting a file

When you have a file that you no longer need, rather than leaving the file to clutter your hard drive, you can delete it.

Make sure that you only delete those documents that you created yourself, or that have been given to you by someone else. Do not delete any of the system files or any files associated with your programs, or your computer may behave erratically or crash.

> 1. Open the folder that contains the file you want to delete.
> 2. Select the files that you want to delete.
> 3. Right-click on the file, and then click on *Delete* from the menu that appears.
> Note: Pressing the **Delete** key on the keyboard would also delete the selected file.

Restoring a file from the Recycle Bin

If you immediately realized you deleted a file in error, you can use the undo command from the menu to fix the situation. However if you've already closed the explorer session, there is still a chance of recovering a file or folder from the recycle bin days or even weeks later.

If you delete a file from the hard drive, Window stores the deleted file in a special folder called the *Recycle Bin*. The deleted files remain in the Recycle Bin, until the Recycle Bin is emptied.

Note: Files that are deleted from removable storage do not go to the Recycle Bin.

Recycle Bin

> 1. Double-click on the Recycle Bin icon.
> 2. Click on the file you want to restore
> 3. Click *Restore this item*.
> The file disappears from the Recycle Bin and reappears in its original folder.

Windows 7 tutorial 10 - Using the Recycle Bin
Video http://www.top-windows-tutorials.com/windows-7-tutorial10.html 7:57 minutes

Working with multiple files

Windows 7 tutorial 6 - Working with multiple files and folders 8:02 minutes
shift, control lassoing
Video http://www.top-windows-tutorials.com/windows-7-tutorial6.html 8:minutes

Controlled method
    1. Open the folder containing the file
    2. Click on the icon of the first file you want to select.
    3. Hold down the CTRL and click each of the other files you want to select.

Lassoing method
    1. Open the folder containing the files.
    2. Position the mouse pointer slightly above and to the left of the first file in the group.
    3. Click and drag the mouse pointer down and to the right until all the files in the group
       are selected.

Shift method
    1. Click on the first file in the list
    2. Hold down the Shift key and Click on the last file in the sequence

Select ALL method
    1. Open the folder containing all the files
    2. Click on Organize
    3. Click Select ALL
    Keyboard shortcut Press CTRL+A

Exercise:
    Select the files Budget, Music, and Handicap using the Controlled method
    Right-click on one of the selected files
    Select Copy
    Right-Click on your new folder
    Select Paste
    Open your folder

Remember the rules for dragging and dropping - When you drag and drop files between
Windows Explorer windows, remember this basic rule. If you are dragging files or folders to
another folder on the same drive, the files are moved, if you are dragging files or folders to a
different drive or storage device, the files are copied.

Understanding Extensions

A file name extension is a set of characters that helps Windows understand what kind of information is in a file and what program should open it. It is called an extension because it appears at the end of the file name, following a period. In the file name test.txt, the extension is txt. It tells Windows that this is a text file that can be opened by programs associated with that extension.

Changing the file association

Fixing or changing a file association is very simple. For example, if you accidentally associated .pdf files with a program that cannot open them, you can change the association back to Adobe Reader (or another PDF reader that can open them). Simply follow this procedure:

Right-click the respective file, for example a PDF file.
Select > *Open With* from the right-click menu.
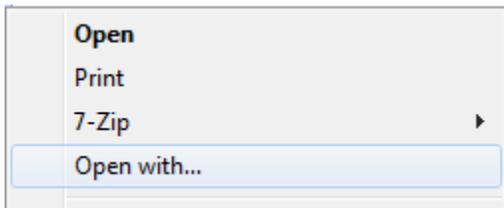
The > *Open with* window will open and now you can either pick a program from the list of > *Other Programs* or click the > *Browse…* button and find the application you want to open this file type with.
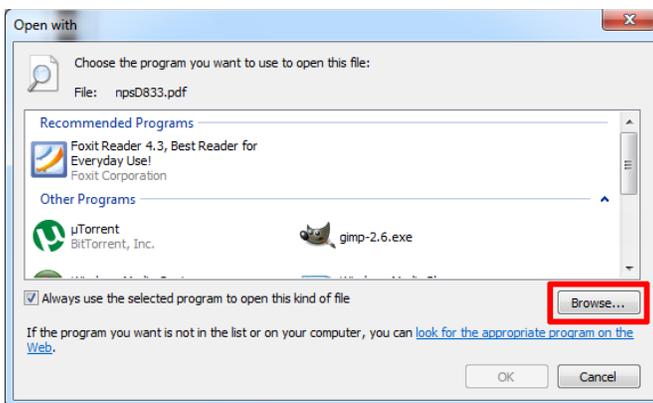
- If you want to make the change permanent, check the box next to > *Always use the selected program to open this kind of file.*

- Finally, click > *OK* and, given you checked the respective box, all your PDF files should now open with the program of your choice.

Folder options   ** Advanced users check this out!
Showing and Hiding Extensions and Hidden Files and Folders Extensions

Microsoft defaults to extensions not being visible. There is a huge difference of opinion among users as to whether they should be visible or not. Usually, file name extensions should not be changed because you might not be able to open or edit the file after doing so. If the file name extensions are visible, and you go to rename a file, there is a danger of accidentally changing the file extension. Windows will warn you that changing the file name extension might-cause the file to stop working properly.

Video http://www.top-windows-tutorials.com/windows-7-tutorial9.html   9:46 minutes

Changing an Extension
If you change the file's extension using Windows Explorer, no application is going to know how to open the file. You'll probably get an error message.   The proper way to change an extension, is to open the file in an editing application again, and then chose SAVE AS and change the type.

Exercise
        Navigate to the Pictures Library
        Open the Sample Pictures. Folder
        Choose a picture and Open WITH MS Paint
        Save as type 24-bit Bitmap (*.bmp, *.dib)

Getting an Overview of all the extensions on your computer.
If you want to get an overview of all file associations on your computer or change several at once, you can go to > *Start > Control Panel > Programs > Default Programs > Associate a file type or protocol with a specific program.* Here you can browse all file types. Click on > *Change program…* to pick a new tool to open the respective file type.

Libraries: ** Advanced users check this out!
Libraries—new in Windows 7—make it easier to find, work with, and organize files scattered across your PC or network. A library brings your stuff together in one place—no matter where it's actually stored. Libraries are especially useful if a computer is shared with two different user accounts, or have a home network.
An excellent video on Libraries can be found here.
Video http://www.top-windows-tutorials.com/windows-7-tutorial7.html   5:10 minutes

Folder Properties ** Video too long for class, check this out!
This video shows you how to do some cool things like changing the folder icon, and how to find out how much room the folder takes, and where it is. It also shows you how to optimize a folder for pictures and music. This is a must view, and very self-explanatory

Video http://www.top-windows-tutorials.com/windows-7-tutorial8.html 16 minutes

Removable Storage Devices

There are lots of kinds of removable storage devices such as diskettes, SD Cards, CDs, DVDs, USB drives. **The number one rule when using these types of devices is that all programs using these files MUST be closed before the media is removed.** You can eject the drive by right clicking on the drive in the *Windows Explorer* window, or by using the eject icon in the notification area. **EJECT** the removable media to make sure that all the files are closed and any pending writes are completed

USB Drives.

A USB drive is a very convenient way to store data. It is very easy to use and compatible with all current Windows computers. Any application can open, read and write files on the drive.

1. Plug the drive into a usb slot and wait for Windows to detect the new hardware
2. Close any Windows that open up.
3. You can now do any kind of file operations you want.
4. Close any application that is using files you have stored on the USB drive.
5. Close any windows that are viewing the contents of the USB Drive
6. Open an Explorer instance
7. Right-Click on the removable storage device
8. Select Eject from the menu
9. Wait for a message that says it is now safe to remove the drive
10. Unplug the USB Drive

Exercise:

Insert the USB drive and wait for it to be recognized
Open two instances of windows Explorer
Make a new folder on the USB drive
Copy a file from the ClassExamples Folder
Paste it in the new folder on the USB drive
Eject the USB drive.

SD Cards

An SD Card is the type of memory card in your digital camera. A few of our computers have SD Slots that make it very easy to see your pictures on the big screen and mail them. We also have an SD to USB adapter in the file cabinet if those computers are in use.

CD's and DVD's

Computers these days usually come with a CD or DVD writer. CD's and DVD's are inexpensive and can store a lot of data. A CD can store 650MB worth of data and a DVD has a 4.7GB. A DVD writer can write both CD's and DVDs. A CD writer can only write CDs. There are two types CD-R and CD-RW. The -RW stands for rewritable, the -R write once. DVD media hasn't been standardized so there are "minus" – and "plus"" compatibility issues. Make sure you know what kind of media can be written on with your DVD writer.

The methods for writing musical CD's and video DVD's are different than the methods for creating data DVDs. When working with data CDs or DVDs there are two types of formatting Live and Mastered. There are many software applications to write to CD's and DVD's that make the process pretty easy but Windows XP, Vista and 7 offer native mastering, and Windows

Vista and Windows 7 offer native Live File Systems too. When you use the Mastered format, files are stored in a "staging area" until you decide to burn the disc. Discs formatted with the Live File System option work like a USB flash drive or floppy disk, meaning you can copy files to disc immediately without having to burn them. When you use the Live File System format with rewriteable discs such as CD-RW and DVD-RW, you can also erase unwanted files from a disc to recover space, which is not possible with Mastered discs. On the other hand, Mastered discs are more compatible with older computers, previous versions of Windows, and other devices such as CD and DVD players.

Pop-in a blank DVD or CD and it will automatically prompt you with the "burn a disc" window. The default disc title appears as the current date and you will have two options to choose from – like a USB flash drive or with a CD/DVD player.

If you choose "Like a USB flash drive", you get the live format. If you choose with a "CD/DVD player" you get the mastered format.
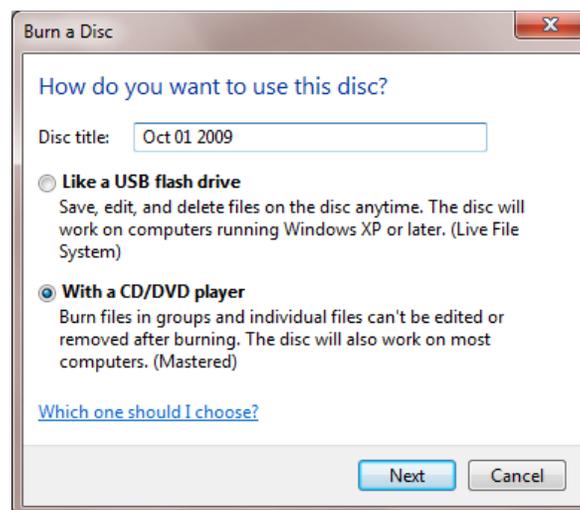
This is the Mastered method of writing a data CD
1. Place new CD in CD burner (CD drive)
2. Close any windows that might open
3. Organize or locate file/folders to be burned to CD
4. Select files/folders to be burned to CD
5. Right-click on selected item(s)
6. On menu: point to "send to"
7. On sub menu that appears choose: CD drive
8. Left click message that appears in lower right of screen that says:
    "**You have files waiting to be written to the CD**"
9. In window that opens click on **"Write these files to CD"**
10. You should seen icons with a down pointing arrow on them. These waiting to be written (burned) to CD
11. Follow the instructions in the windows wizard that appears and your information will be copied to the CD
12. Label the CD appropriately so that you will know what information is now on it
   *** Note the method for writing AUDIO CDs is different.