

Microsoft Windows File Management

Employee Technology Training

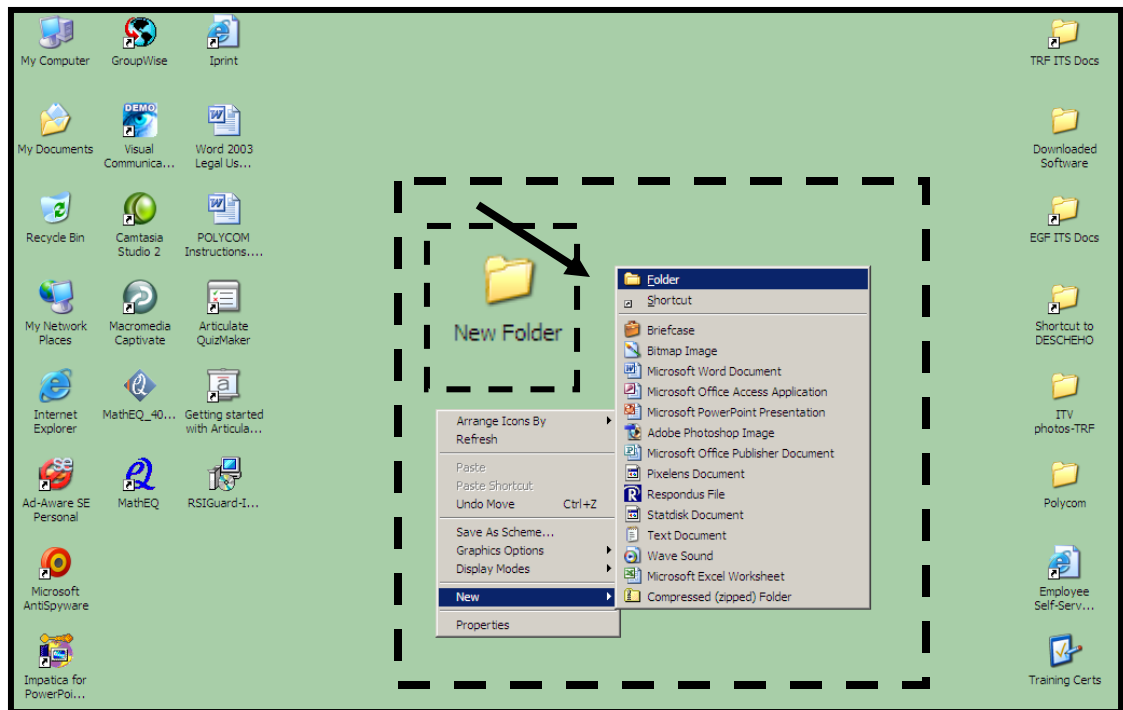
Northland College

May 2005



Quick Reference Sheet for Windows File Management

CREATING A FOLDER ON THE DESKTOP



Creating a folder on the desktop



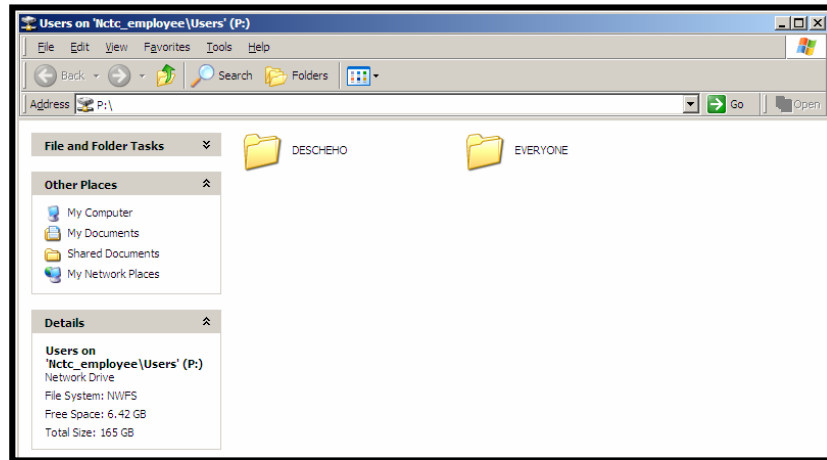
Procedures

1. Right-click in a blank area of the desktop.
2. Point to the **New** command on the pop-up menu.
3. Select the **Folder** option.
4. Give your new folder a title. ***Hint!** Make your title relevant to its contents.
5. Press **[Enter]**.

CREATING A NEW FOLDER WITHIN YOUR NETWORK PERSONAL FOLDER

* Please Note!

The **N-Drive** is for people to access info on the EGF server.
The **O-Drive** is for people to access info on the TRF server.

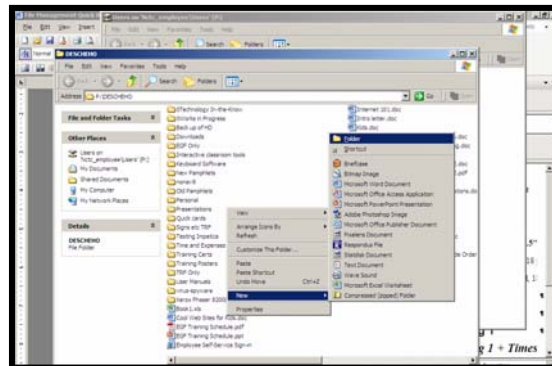


Personal Network folders are located on the P-Drive



Procedures

1. Navigate to the **P-Drive**.
 2. **Double-click** on your personal folder.
 3. Once in your folder, **Rt.-Click** in a blank area of the window.
 4. Point to **New** on the pop-up menu.
 5. Select the **Folder** option.
 6. **Name your folder** relevant to its contents.
 7. Press [**Enter**].
- **Hint!** You can create folders ahead of time for anticipated contents.



Creating a folder on the network

MOVING EXISTING FILES INTO NEWLY CREATED FOLDERS.



Moving Files into Existing Folders



Procedures

1. **Navigate** to the location of the file you want to move.
2. **Left-click and hold** down your mouse on the file you want to move.
3. **Drag the file** to the folder where you want to relocate the file.
4. When the **folder** name turns **Blue**, **Let go** of the mouse.

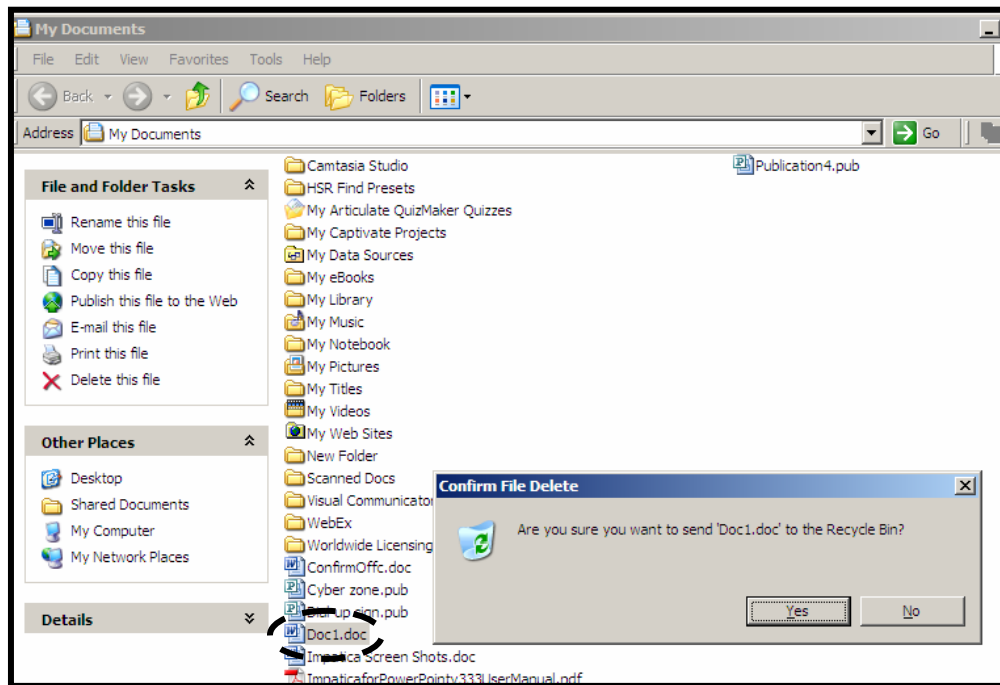


Note! If files are in two different folders, you can simply Cut or Copy and Paste the file into the new folder.

- A quick way to Copy/Cut and Paste is to use the **Rt. Mouse click** and activate the pop-up menu.
- You can also use **Keyboard shortcuts**.
 - Cut = Ctrl. X**
 - Copy = Ctrl. C**
 - Paste = Ctrl. V**

DELETING FILES – ELECTRONIC HOUSEKEEPING

*Electronic housekeeping is as important as actual housekeeping. In order to work efficiently, unwanted or files that are no longer needed, should be DELETED or REMOVED from the network and or your own personal hard drive. * Please note that if you work with college-wide or departmental documents, get permission from the proper authority before deleting or moving ANY files.*



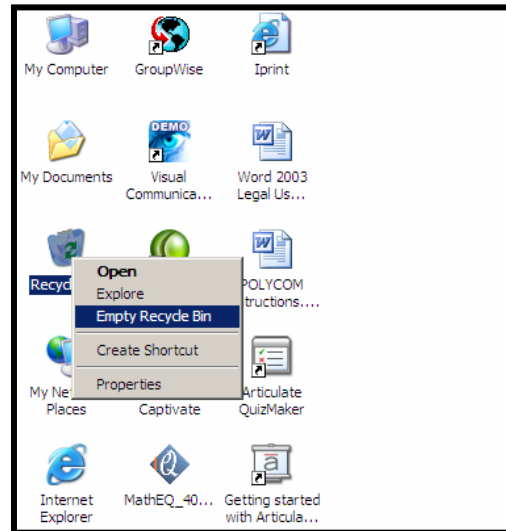
Deleting a File in My Documents



Procedures

- 1. Right-Click** the **File** or **Folder** you wish to delete.
- 2. Left-Click** the **Delete** command from the pop-up menu.
- 3.** When the **Confirm Delete** dialog box appears, click **YES**.
- 4.** Your files will now be in the recycle bin if they were deleted from your local hard drive. * *Note!* **Files deleted off network folders do not go into YOUR recycle bin.**

EMPTYING THE RECYCLE BIN ON YOUR HARD DRIVE



Emptying the Recycle Bin



Procedures

- 1. Right-click** the Recycle Bin.
- 2. Left-click** on the **Empty** Recycle Bin command.
- 3.** When asked to **Confirm the Delete**, click **YES**.
 - *Your files are now permanently gone from you system.*

REMOVING FILES FROM THE RECYCLE BIN

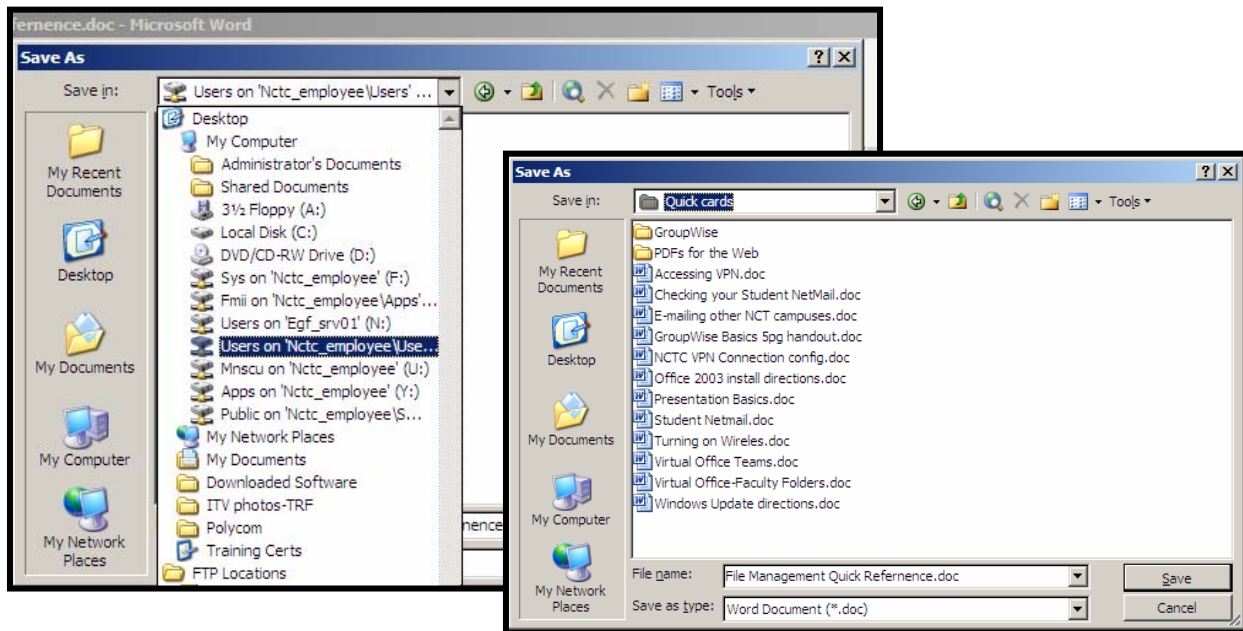
- Because you accidentally sent them there. This can only be done if you have not emptied!



Procedures

- 1. Double-Click** to open the **Recycle Bin**.
- 2. Click and Drag** the **file** you wan to Un-Delete to the **Desktop**.
- 3.** From Desktop you can Cut/Copy and Paste the file in a new location.

SAVING FILES “THE FIRST TIME” TO DIFFERENT FOLDERS



Saving a File to a Specific Folder



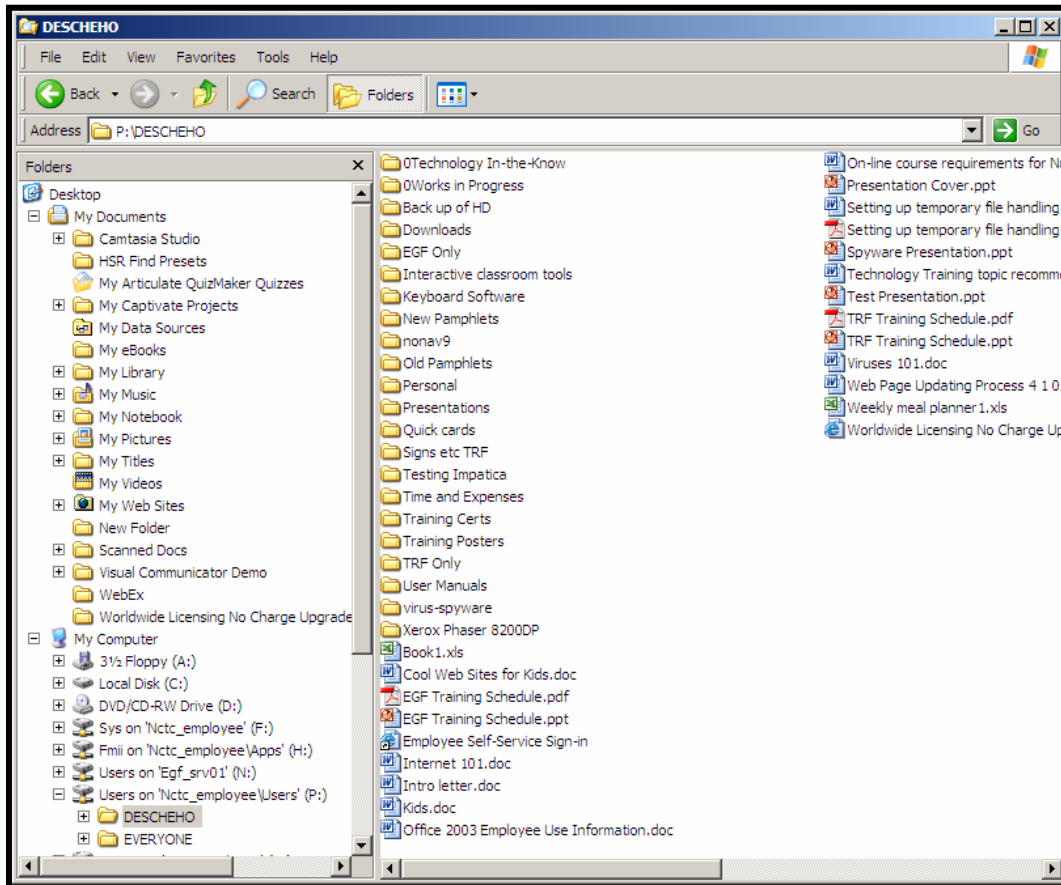
Procedures

1. Click the **File** menu.
2. Choose “**Save As**”.
3. Click on the **Drop Down Arrow** in the “**Save-In**” box.
4. **Navigate** to the **folder** in which you want to save the file.
5. **Double-Click** to open the folder.
6. **Name your file** in the File Name box at the bottom of the window.
7. Click **Save**.



Electronic File Management is as vital to an organization’s efficiency and effectiveness as paper file management. You should try hard to keep your electronic files organized at all times. This also helps your computer to run more efficiently.

USING WINDOWS EXPLORER



Windows Explorer



Procedures

1. Click Start/Programs/Accessories/Windows Explorer.
2. You get a 2 pan window in which you can open folders and move files between multiple drives and or locations.
3. Use this when you have many files to move or delete.

Selecting multiple files in a list:

1. Click on the first file
2. Hold down the SHIFT key while you select the last file in the list.
3. Click and Drag from the Middle of the selected list.

Selecting Non-adjacent files in a list:

1. Click the first file you want.
2. Hold down the CONTROL key as you click on random files you want to select.