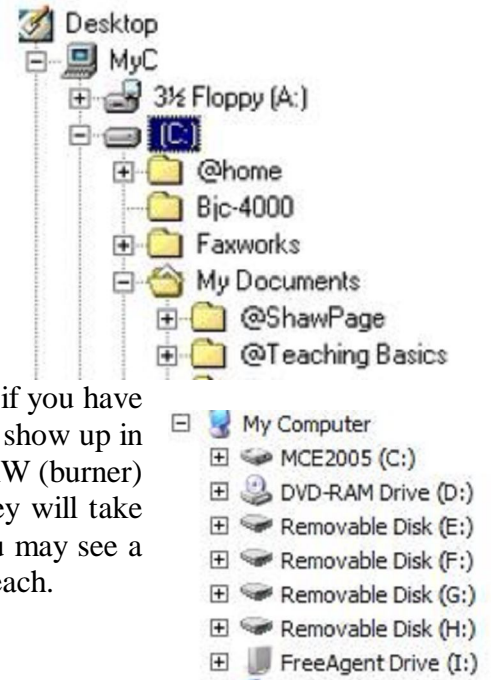


## 2. FOLDERS AND FILES BASICS

### A. Creating Folders:


It is a good idea when saving your work on your hard drive to save it in Folders that you create and place in a location that you want. Windows has pre-created a folder for you called “**My Documents**”. So ideally, you should create your folders within this initial folder.

The illustration to the right is a Directory Tree taken from another Windows program called **Windows Explorer**. This program will show you every folder and file on every drive on your computer. You can create new folders and copy and move files between folders using this program. In the illustration to the right, the plus signs are in front of folders that are collapsed, and the minus signs stand for folders that are expanded to show the contents within. So you can see that I have many folders within the My Documents folder and many of those folders have plus signs in front of them meaning that they also have other folders within them. In this way you keep your data organized. So the top level of the tree is the Desktop, followed by My Computer. My Computer contains all the drives in your computer, for instance the 3½ Floppy (A:) drive (which on newer computers does not exist as it has become obsolete); the (C:) drive or Hard Drive; and if you have a second hard drive it may be the (D:) drive. Other drives that will show up in this tree, if you have them, will be a CD ROM drive and/or a CD RW (burner) drive or a DVD drive. Depending on how these are installed, they will take the next drive letter, for instance (E:). If you have USB ports you may see a list of Removable Storage Devices with sequential drive letters for each.

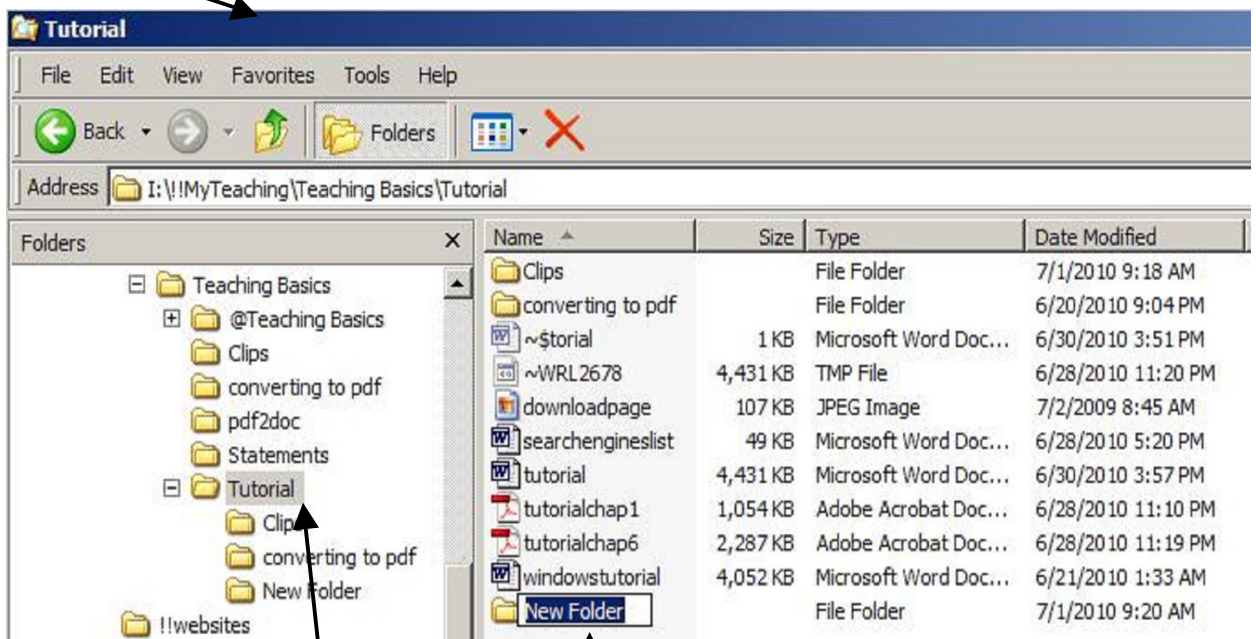


In this example I have a second hard drive that is named Drive I.

One way to create a New Folder is to use the Windows Explorer program.

Windows Explorer can be started by holding down the Windows key (that’s the one with the Windows Icon on it (  ) on the bottom left of the keyboard), then pressing the “E” key. Now navigate to the location of the folder you want to create a folder in. i.e. If you want to create a folder in the “My Documents” folder you would locate the My Documents folder in the tree, click it to highlight it. Then you right-click in an open area of the right hand pane and a pop-up menu appears. Now move the cursor down to “New” and then on the next pop-up menu click on “New Folder”. It should be highlighted and have the blinking cursor waiting for you to rename it to what you want. If not, right-click on it and choose Rename from the next pop-up menu. Now give the folder the new name you want it to have and press the enter key.

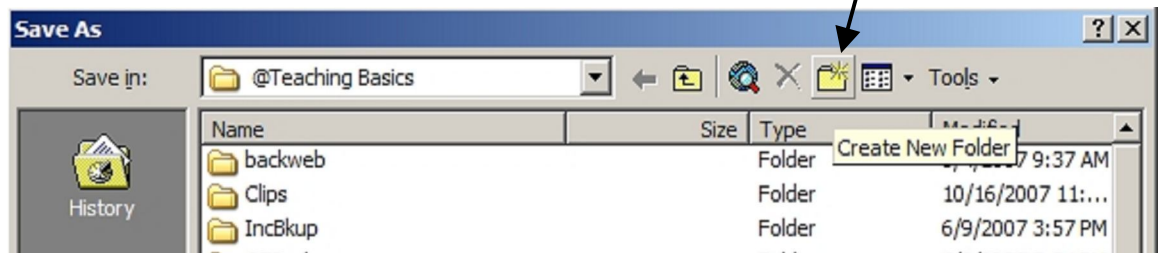
Windows Explorer



The folder tree showing the “Tutorial” folder open. “New Folder” is always the default name for a new folder but you need to rename it by overtyping the highlighted words and clicking Enter.

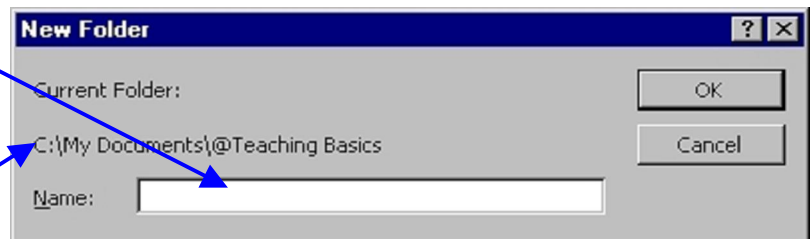
Close the Windows Explorer now that you have your new folder created.

There are other ways of creating folders on the fly or as you need them. When you choose the “Save As..” command in any program that you have created data in, there will be a “Create New Folder” icon on the toolbar.

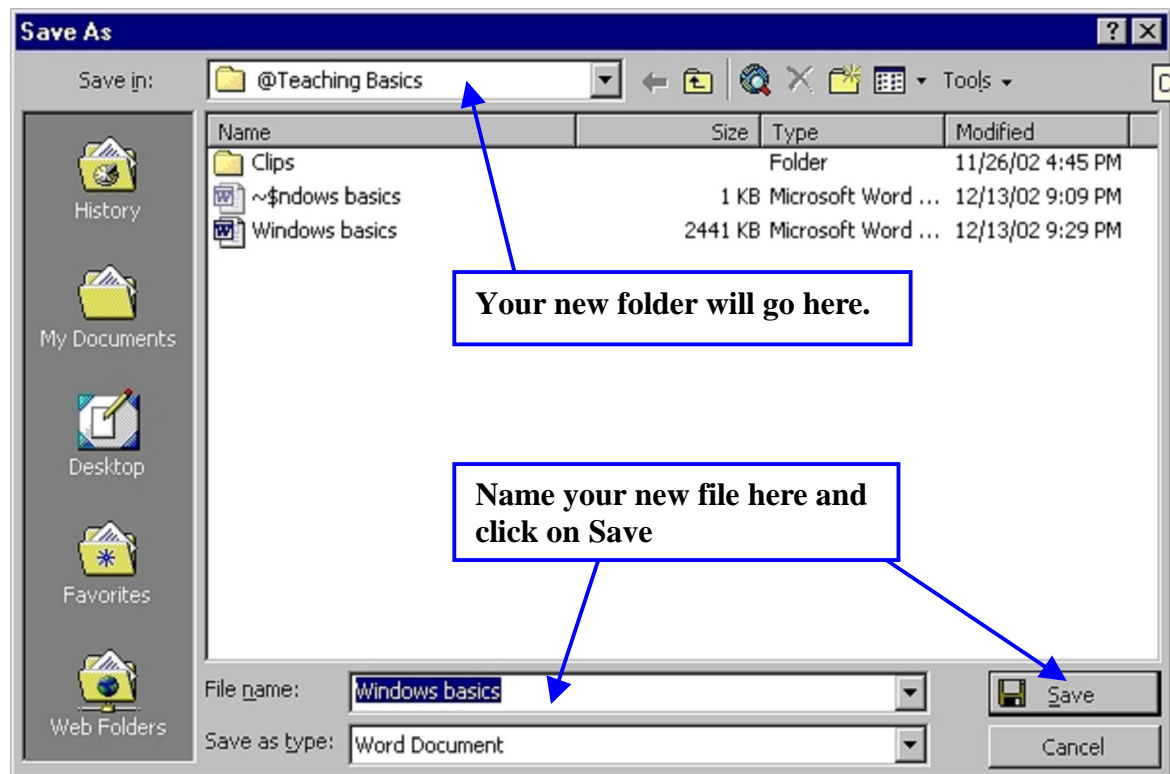


When you click on the **Create New Folder** icon a dialog box opens up where you will give the new folder a name and click on the **Ok** button. The new folder is then transferred to the **Save in:** box. The next step is to give your data a file name and click on the **Save** button and there you have your new file placed in a new folder.

**Create your new folder here and click on the Ok button. Notice above the Name: box it tells you what folder you are creating your folder in, all the way back the C: drive. This is called the Path.**



## B. Creating Files:



## C. Deleting files:

There are several ways to delete a file:

1. One way is when you are in your Word Processor to click on the “Open” icon and then right click on the file you want to delete. A pop-up menu appears and from that you click on the “Delete” command. A second window will pop up asking you to confirm your choice to delete the file, to which you answer “Yes”.
2. A second way to delete is if the file is one that is saved on your desktop, just hold down the left mouse button on the file you want to delete and drag it and drop it onto the “Recycle Bin”. Again, a window will pop up asking you to confirm your intention to delete.

Everything you delete initially goes into the “Recycle Bin”. The “Recycle Bin” then should be routinely emptied. When you right click the “Recycle Bin” you will see the choice “Empty Recycle Bin”. Click on this and answer Yes to the next pop-up window asking for confirmation of emptying. Of course everything you have deleted over time is still on your hard drive taking up much needed space until you run the Windows maintenance program called “*Disk Defragmenter*”.

This utility should be run frequently, maybe once a month, to recover space and help speed up access to files.



How to use the Disk defragmenter utility is covered in more detail Chapter 3, B (3).