



OTAN

A Brief Review of File Management Skills

**Outreach and Technical
Assistance Network**

<http://www.otan.us>

This handout covers the following topics:

- Identify File Types
- Identify Storage Media
- Correctly save files (understanding the “where” and the “what”)
- Creating New Folders

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Handout Conventions

First let's cover a few things about this instruction handout. In each section, you will be guided through step-by-step instructions. Feel free to jump to the section that best suits your needs.

Instructions that you should follow will look like this:

(1) Instructions for you to follow will look like this

If we want you to type something, we will set it in bold like this:

(1) Type **POSSESSIVE PRONOUNS** in the box

If you are to press a key on your keyboard, the key will be in brackets like this:

(1) Press **[CTRL]**

Unless otherwise stated, all "clicks" will be with the left mouse button.

Whenever we say "Place your cursor..." we want you to put your cursor in the place you need it to be and click so it blinks there.

Section 1: Brief review of file management

When downloading and saving files from any source it is important to have a basic understanding of *where* you are saving your files. This allows you quick and easy access to your important materials.

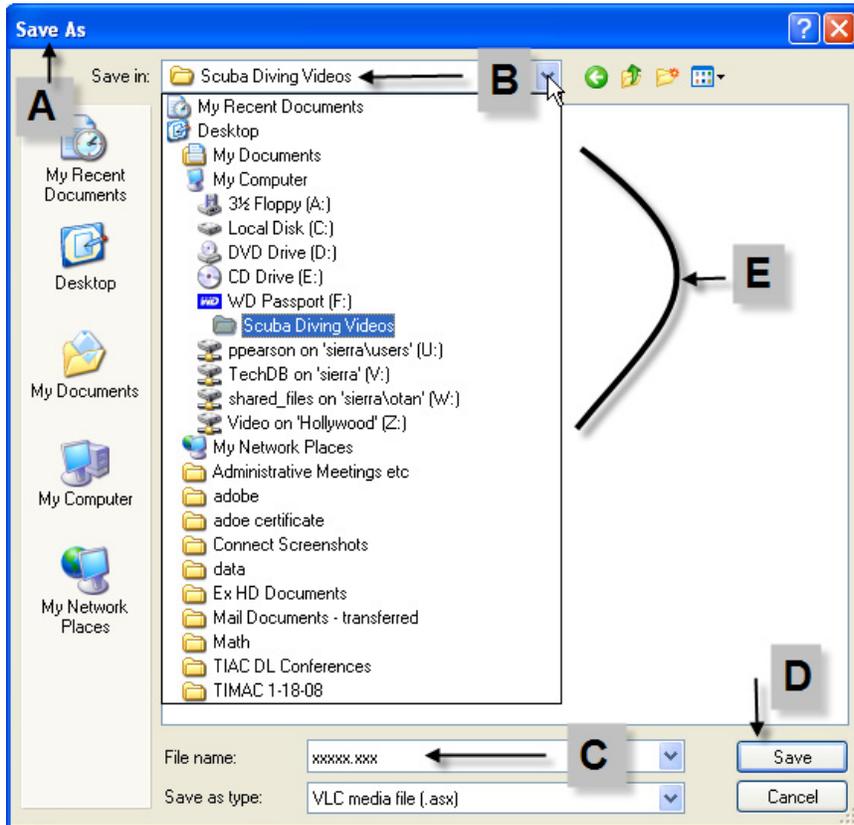
Exercise #1: Identifying computer icons and how they relate to file management

(1) Identify these icons/images and what they represent



Section 2: Knowing where you save a file

Exercise #2: Identify the parts of this dialog box.



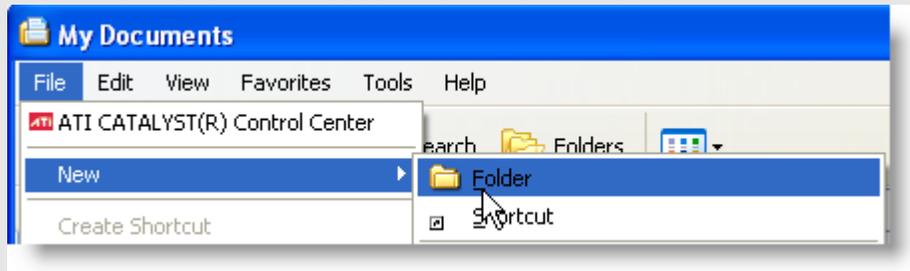
- (1) Which icons represent “places” on your computer where you can save files?
- (2) Which icons represent different file types?

Exercise #3: Creating folders where you want to save your files

As we saw above, there are many places we can save files: folders, hard drives, CD-ROM disks and network drives. In order to keep things tidy, and make finding your files easier, it is important to know how to create **FOLDERS** to store your files.

- (1) From your desktop, open the **My Documents** folder.
- (2) There are many ways to create folders: From the menu bar, from the task list, or using your **RIGHT** mouse button. Below are graphics to illustrate each one.

- (3) From the menu bar choose **File > New > Folder...**



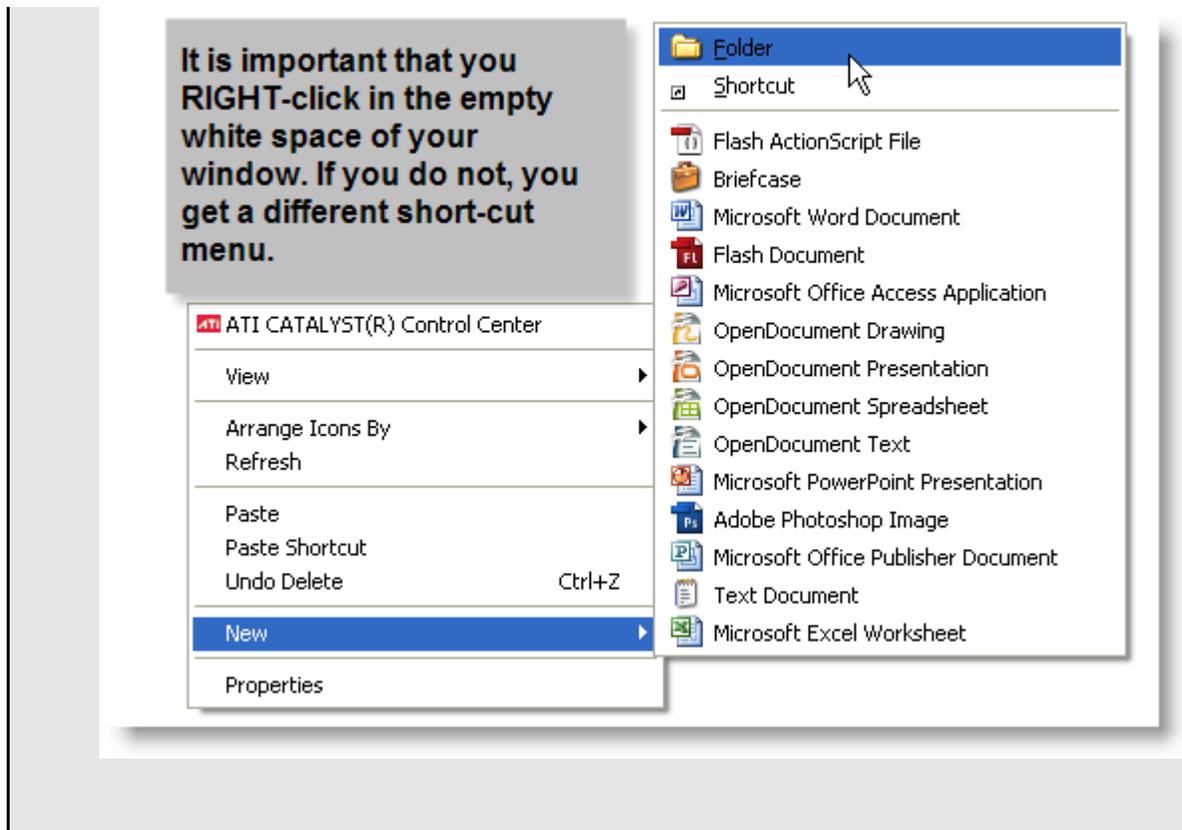
- (4) Within the My Documents window, you will see a new folder icon appear with the words "New Folder" highlighted. Simply type in the new name of your folder and press **[ENTER]**.



- (5) From the "File and Folder Tasks" list on the left side of the window, Click **Make a new folder**. Once again you will see a new folder icon appear somewhere within the window (usually at the end). Type in the new name of your folder and press **[ENTER]**.



- (6) You can also use the **RIGHT**-mouse button to create folders within your My Documents window. Place your mouse in any **WHITE SPACE** in the window and **RIGHT-CLICK**. From the short-cut menu, choose **New > Folder**. Use the same directions above to name your new folder.



Once you have mastered creating folders and being able to identify the different storage areas on your computer, you are well on your way to managing your files. Usually the biggest difficulty is *remembering* what you named the folder or file!