

Managing Your Computer Files

Or How Not To Pull Your Hair Out in Frustration
Every Time You Need To Find a File
On Your Computer



Brought to you by the **Teaching and Learning Center**
Room 281 in the Library (on the Walla Walla campus)

In this tutorial you will learn how to:

- **Create folders**
- **Name files and folders**
- **Organize your files and folders**
(so you can find them when you want them)

Before We Begin . . .

Do you know how to login to the WWCC computer network?

Do you know how to use Windows Explorer (not Internet Explorer) to find all the network drives you have access to?

If not, you will need to view the tutorials

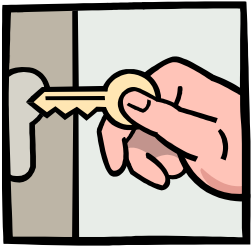
Login Information

and

Using the WWCC Computer Network

Organizing Your Files

Our computer network is like a huge filing cabinet that stores all our computer information. Each drive is like a separate drawer in the cabinet.



Some drawers are left unlocked and open to everyone with network access (**the P: drive**). Other drawers are locked and keys are given to only those people who need to access the information in that drawer (**the G: drive, the U: drive**). Your computer login is the key that gives you access to some or all of the drives on the computer network.

Creating Folders

A computer drive starts out like a big empty file box. It doesn't come with any dividers or folders or anything else to keep your files organized. If you stuff things into it willy-nilly, you will probably never find what you need when you need it.



Creating folders is a way to organize the files you store on your computer drives, so that you can find them quickly.

To begin creating folders to manage your files,

- Login to the WWCC network
- Launch Windows Explorer

If those directions make no sense to you, end this tutorial and instead view the tutorials

Login Information

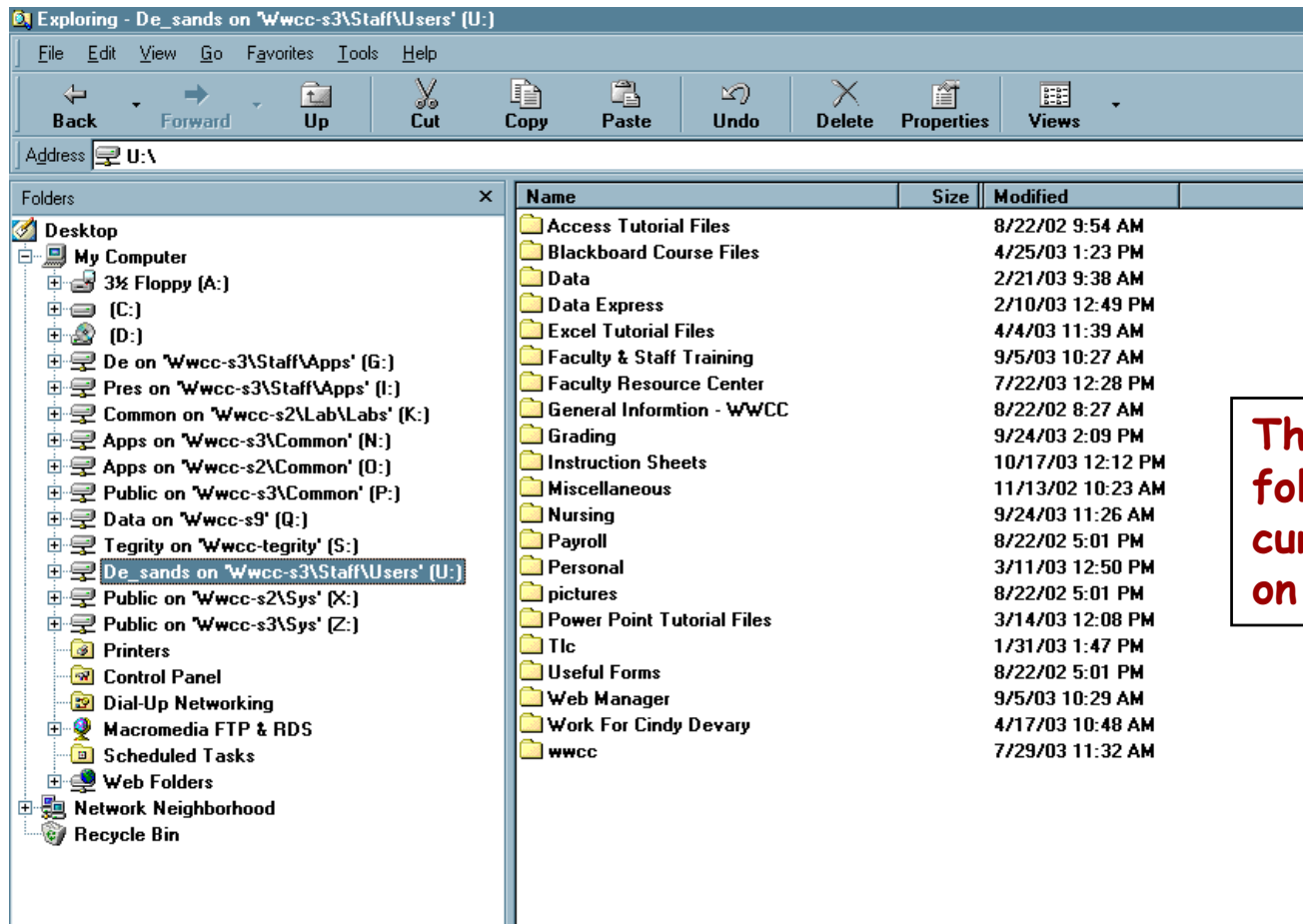
and

Using the WWCC Computer Network

Creating New Folders

To create a new folder on your U: drive, follow these steps:

Step 1: Click on your U: drive in the left window so you can see the folders and files that already exist.

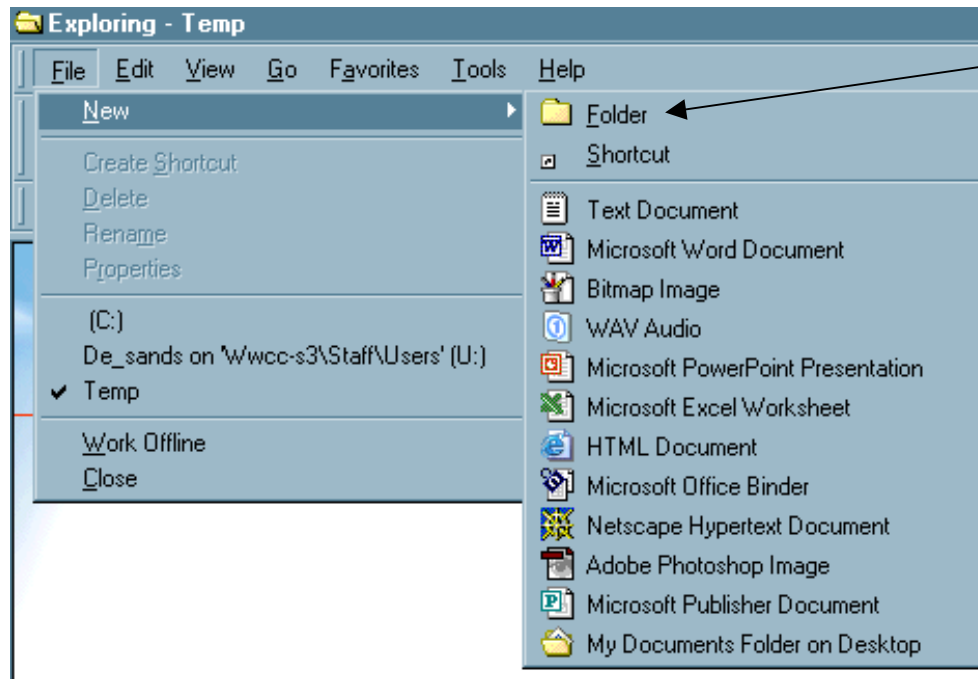


These are the folders that currently exist on my U: drive.

Creating Folders, continued . . .

Step 2: Click on the File menu in the upper left corner of the screen.

Step 3: Point to New, then click Folder.



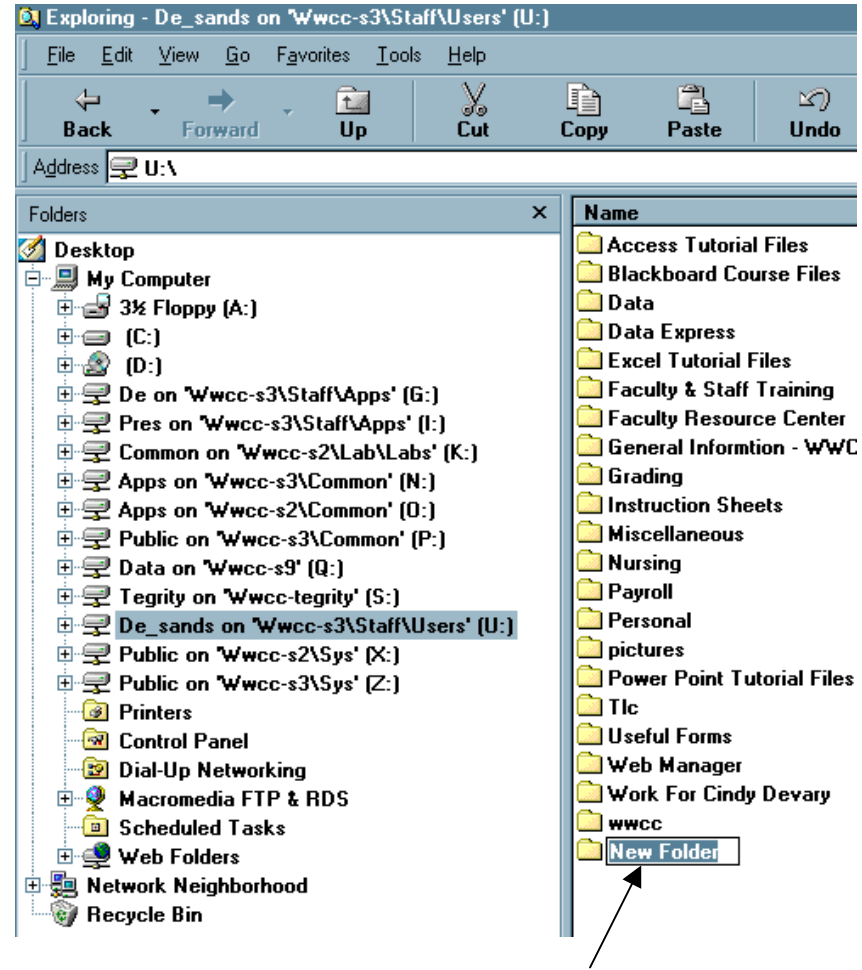
Click here

Creating Folders, continued . . .

Step 4: A new folder will appear in the right window, called New Folder. It will have a box around it and the cursor will be positioned in the box. Type the name you wish to give the folder and press Enter.

You now have a new folder waiting for any files you need to save.

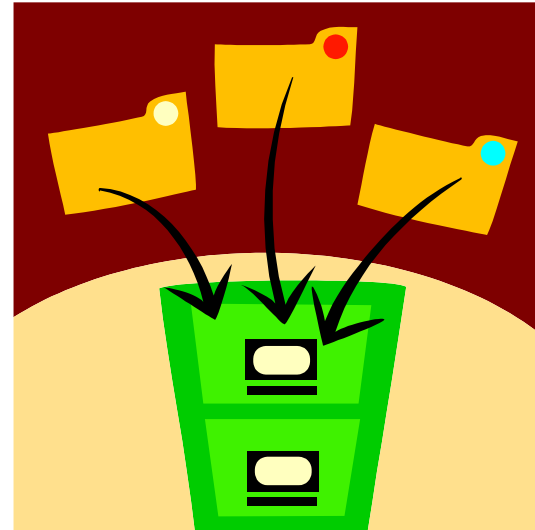
(Use these four steps to create folders on any of the drives on your computer, including the A: drive and the C: drive.)



Type folder name here

Creating Subfolders Within Existing Folders:

You can create as many subfolders as you wish in a folder that already exists on your drive. You can also create subfolders inside subfolders. Your goal should be to group similar information together so that it can be found quickly.

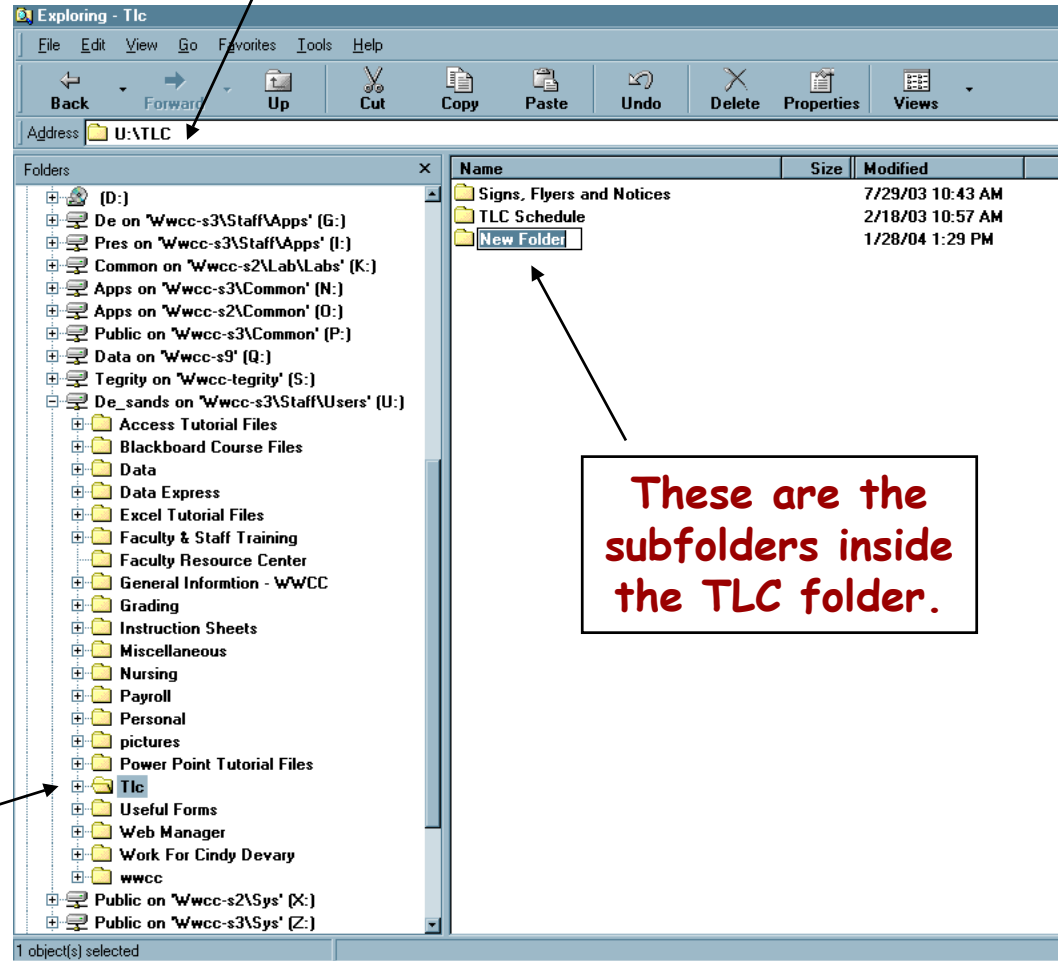


Your method of organization is unique to you. The important thing is to have some system for organizing your files. Some people choose to have many layers of folders and subfolders, with only a few closely related files in each folder. Other people prefer to have only a few folders, with a larger number of files in each folder. Use a system that makes sense to you.

Creating Subfolders, continued . . .

To create a subfolder inside an existing folder, double click on the existing folder name. This will display all the folders and files that are already stored in the chosen folder. Now you can add as many folders as you wish by following the steps we just learned.

This line also tells us which drive, which folders and which subfolders we are working with.



This is the folder that is open.

These are the subfolders inside the TLC folder.

Naming Files and Folders

Our goal when naming computer *files* is to be able to tell at a glance what information each file contains. The file name should be descriptive, but not too long. You should not have to open a file to know what information you can expect to find in it.

Examples:

Eng101 Assignment01.doc

or Eng101_As01.doc (a shorter version)

Eng Curriculum Rpt, June 2003.doc

or EngCurRpt_Jn03.doc (a shorter version)

Naming Files and Folders continued . . .

Our goal when naming *folders* is to indicate what kind of files are located in the folder. Folder names rarely include specific dates, but sometimes include a general time frame (a month, quarter or year). Some folder names are very general, with more specific subfolders inside.

Examples: Eng Dept Correspondence 2002-03
 Inservice Training Info
 Research Tips
 Eng101

Rules For Naming Files and Folders

The rules for naming files and folders are simple:

1. A file name can contain up to 255 characters, including letters, numbers, spaces and most special characters.
2. These nine special characters cannot be used in a file name:

\ / : * ? " < > |

3. Each file in a folder must have a unique name, but separate folders can contain files with the same name.

Exceptions to the File Naming Rules:



The rules listed on the previous slide are general rules that apply when you are using the Windows operating system. Some software applications (like the Online Catalog we use here at WWCC) have stricter rules about file names.

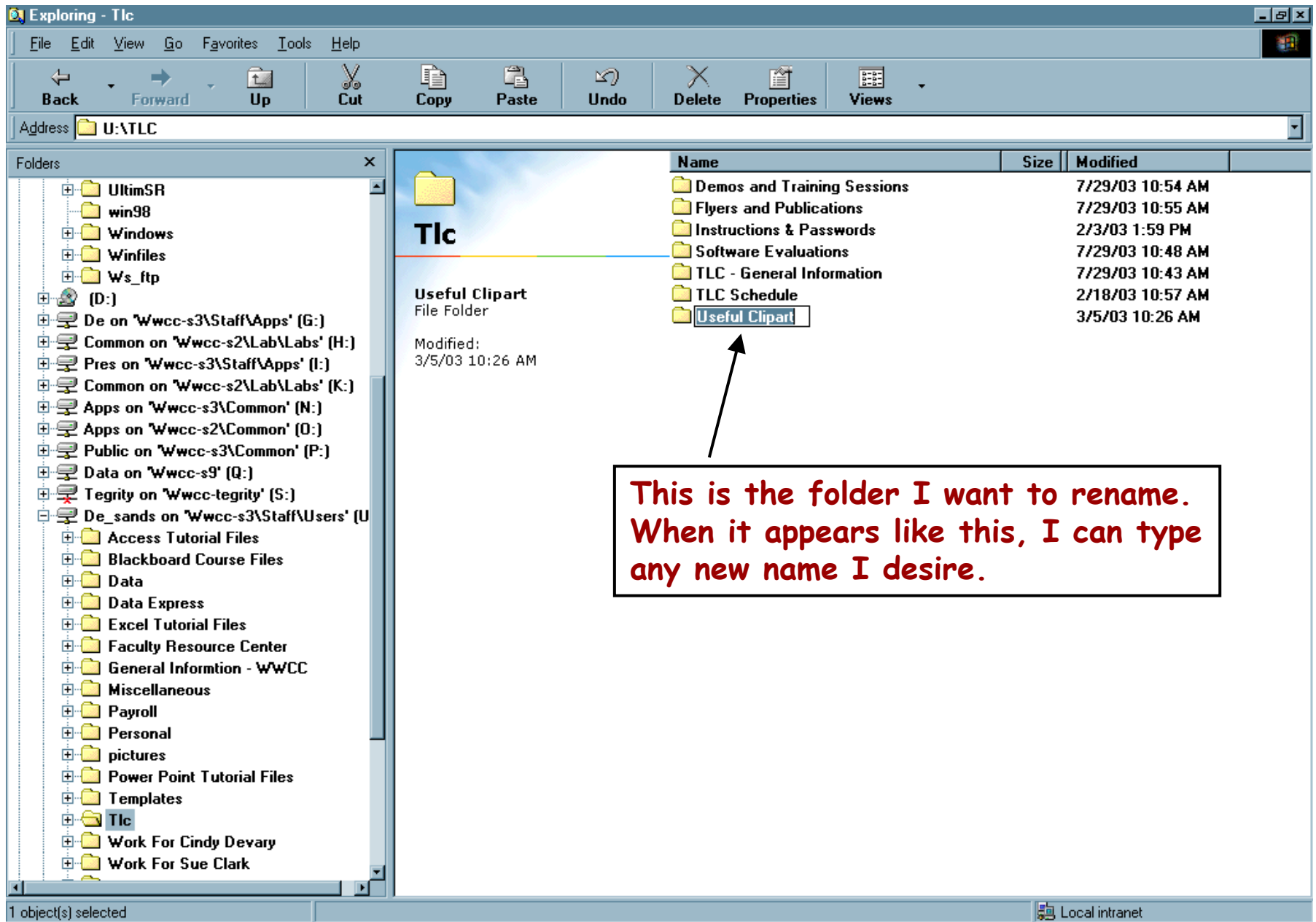
If you are naming files that will be used in the Online Catalog (such as your syllabus files), these rules apply:

- Use only letters, numbers and the underscore _ in your file names (do not use spaces)
- Your files names can be no more than 36 characters long

Renaming Files and Folders

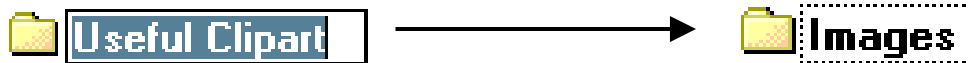
To rename a file or folder that you have already created:

1. Use Windows Explorer  or My Computer  to find the file or folder you wish to rename.
2. Click on the file or folder name **once** to highlight it. Wait for a second. Click on the name a second time and it will appear with a box around it, with the cursor flashing in the box.



Renaming Files and Folders, Continued . . .

3. If you want a completely new name for your file or folder, just begin typing the name you want and what you type will replace the old name.
4. If you want to modify the existing name, position the cursor where you want it (use the mouse or the arrow keys) and make the desired changes.
5. Press Enter to accept the new name.



Organizing Your Files

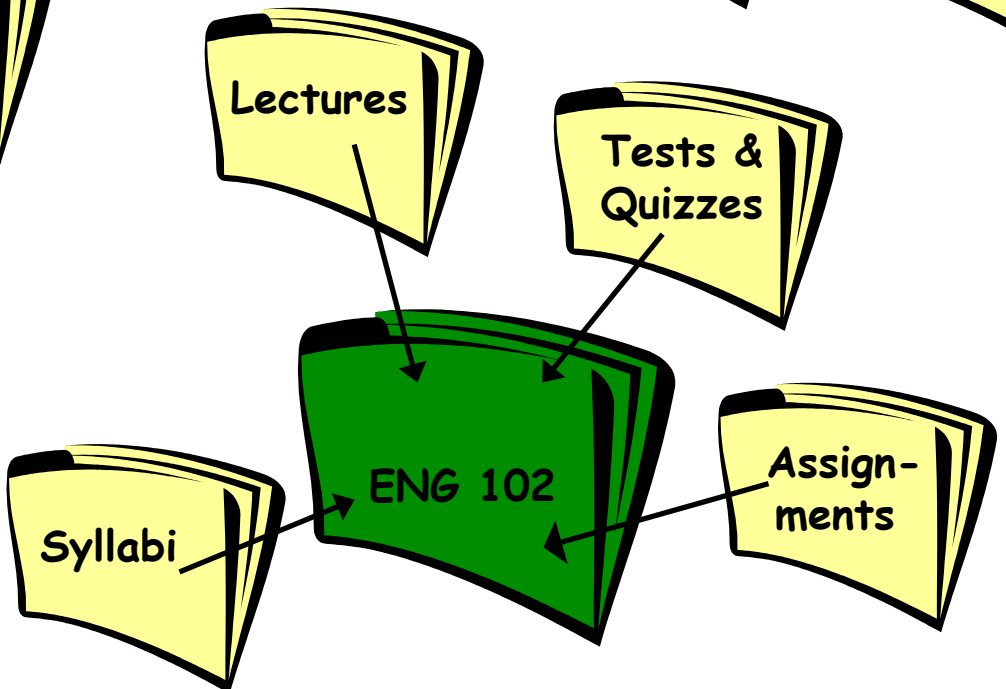
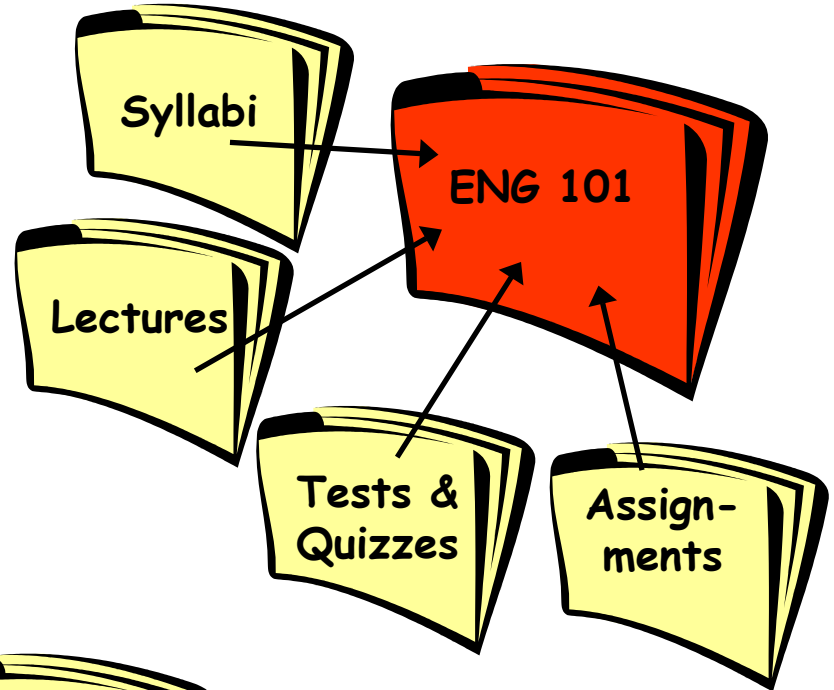
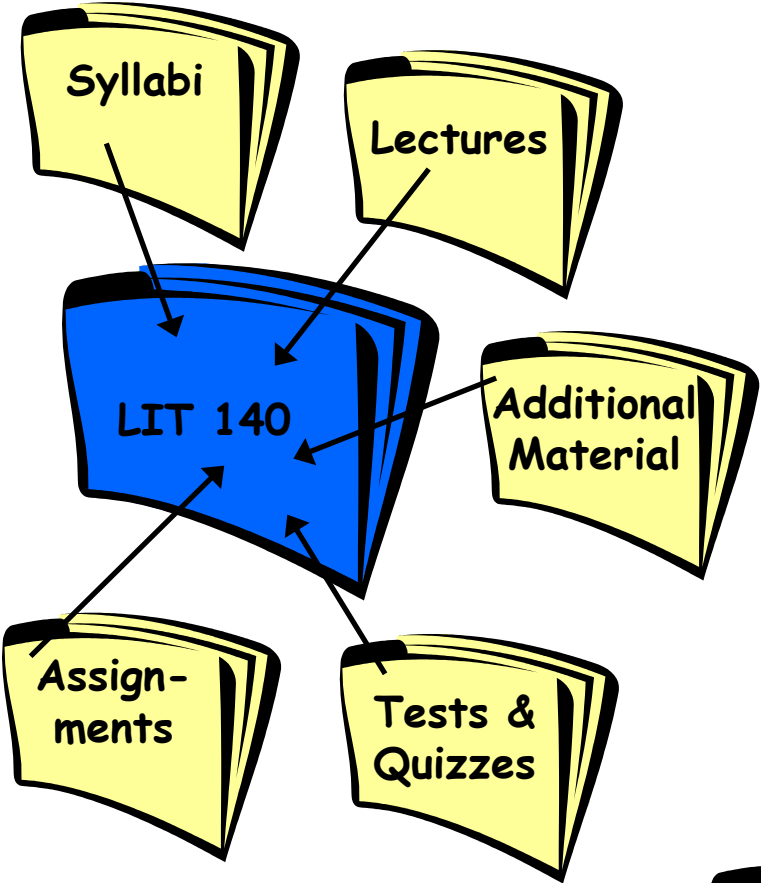
A Practical Example

Now let's look at an example of how you might organize your computer files for the classes you teach.

Let's assume that you teach three classes, **Eng101**, **Eng102** and **Lit140**. For each of these classes, you have **lectures**, **assignments**, **tests and quizzes**, and **syllabi** for the various quarters you have taught the classes.

The following slide shows what this might look like in a traditional filing cabinet.

Organizing Your Files



Organizing Your Files

To create this system on your computer, you will start by creating a main folder for each class.



Eng 101



Eng 102



Lit 140

Within each class folder, you will create a subfolder for each category of files you will use for that class.



Lit 140



Lit140 Materials



Lit140 Assignments



Lit140 Syllabi



Lit140 Lectures



Lit140 Tests

Now within each subfolder, save the *files* you use for your class:



Lit 140

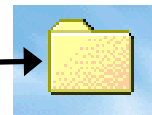
 Lit140 Assignments

 Lit 140 Lectures

 Lit140 Materials

 Lit 140 Syllabi

 Lit 140 Tests



Lit140 Lectures

Lit140 Voice.ppt

Lit140 Poetry.ppt

Lit140 Plays.ppt

Lit140 Essays.ppt



Lit140 Syllabi

Lit140_W02Syll.doc

Lit140_S03Syll.doc

Lit140_W03Syll.doc

An overview of the folders and files we have created:

Eng101
Eng102
Lit140

Folder names are shown in color, file names are in black, with file extensions.

Lit140 Assignments

Lit140 As01.doc

Lit140 As02.doc

Lit140 Lectures

Lit140 Voice.ppt

Lit140 Poetry.ppt

Lit140 Plays.ppt

Lit140 Essays.ppt

Lit140 Materials

Lit140 Syllabi

Lit140_W02Syll.doc

Lit140_S03Syll.doc

Lit140_W03Syll.doc

Lit140 Tests and Quizzes

Lit140 Test01.doc

I have chosen to include Lit140 as part of the name of all my subfolders and files. This may seem redundant, but if I start moving my files and folders around, I don't want to lose track of which class the information belongs to.

I will upload these files to the Online Catalog, so I have not used any spaces or special characters in their names.

The previous slides show one way to organize your folders and files.

Remember that your organization system will be unique to you. The important thing to is to think about how you store your files so that you can find them again when you want them. Use folder and file names that mean something to you and keep related information grouped together in subfolders and folders.



If you plan ahead, you will never again have to spend twenty minutes looking for that syllabus file that you want to include in the online catalog or put on your web page.

If you have questions concerning managing your computer files,
or would like help with any of the topics covered in this tutorial,

Stop by

The Teaching and Learning Center

Room 281 in the Library on the Walla Walla Campus

Or call

Debbie Sands
527-4563