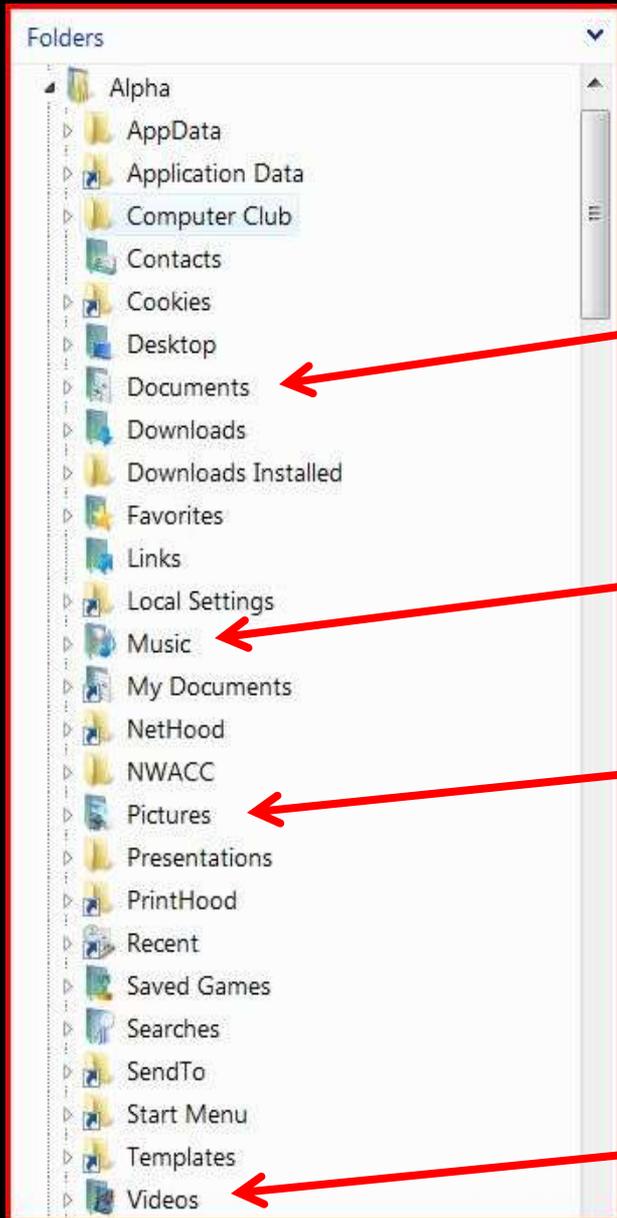


FILE MANAGEMENT

- Think of the computer as an electronic file cabinet
- Your personal folder (Vista) or My Documents (XP) is the file cabinet
 - The major subfolders are the drawers
 - Folders within the drawers can be used to store major topics or individual files
- You can create folders within folders, within folders, within folders
- Your files (documents, letters, spreadsheets, photos, music, etc.) are stored in the folders

File Management

You can store data in the drawers that already exist



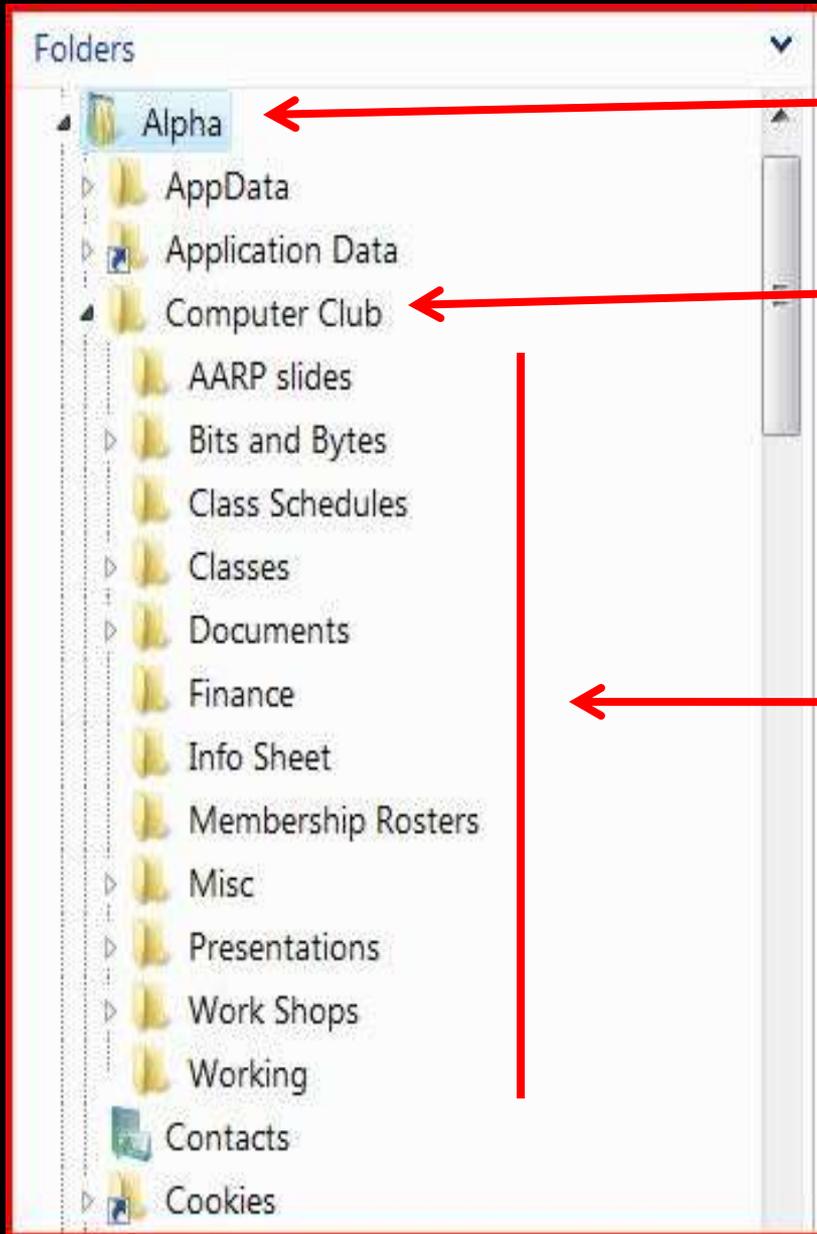
The Documents drawer

The Music drawer

The Pictures drawer

The Videos drawer

File Management

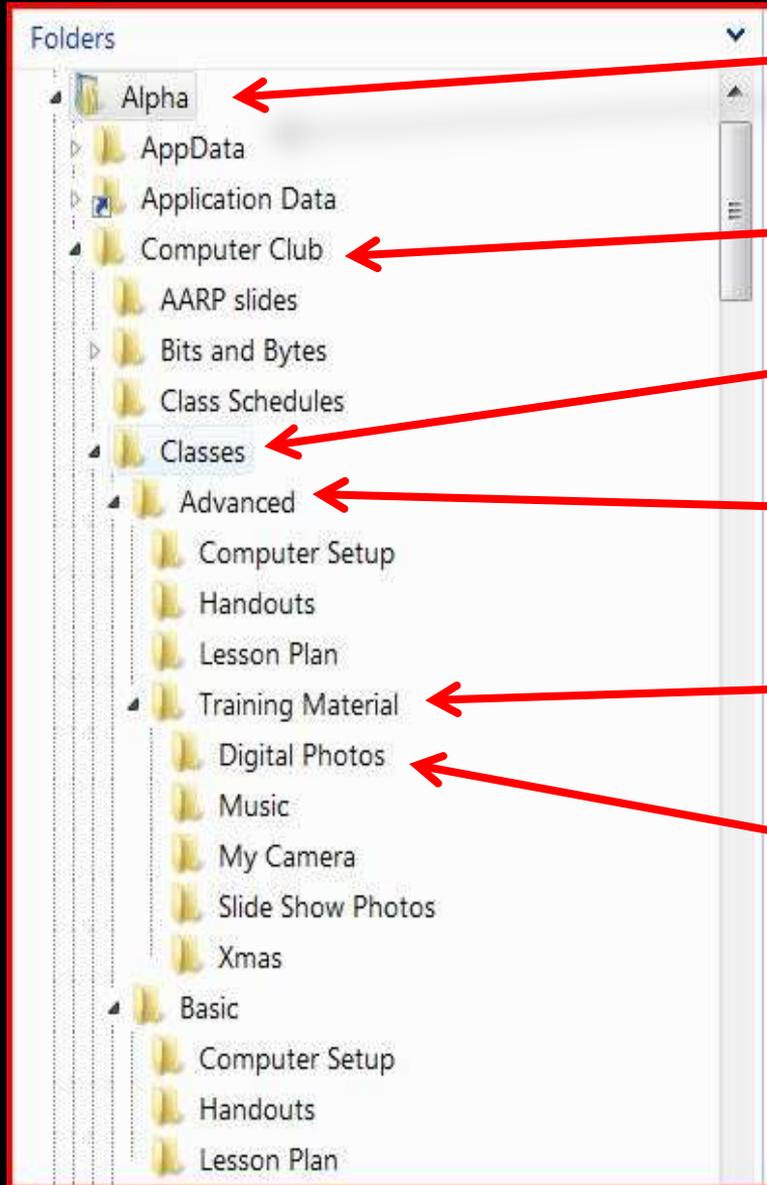


My File Cabinet / My Personal Folder

The Computer Club Drawer

Folders Within the Drawer

File Management



My File Cabinet / My Personal Folder

The Computer Club Drawer

Folder for all of the Classes

Folder for all of the Advanced Class material

Folder for all of the Training Material

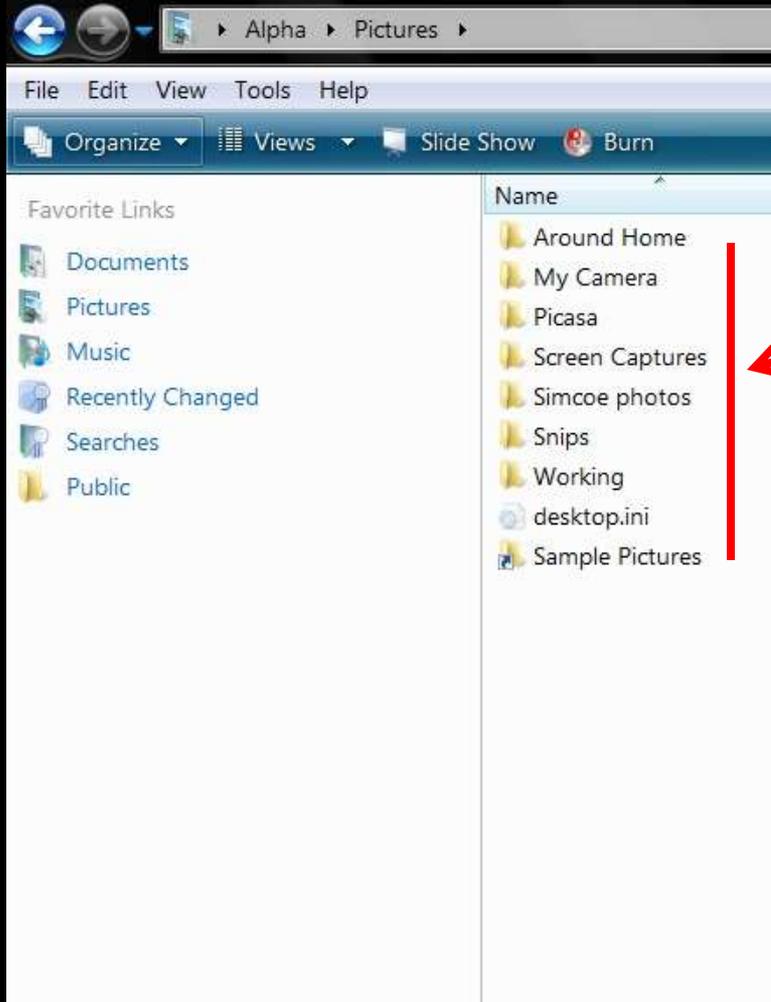
Folder for Digital Photo files

File Management

- The following slides illustrate creating folders and organizing digital photos in the Windows Vista Pictures folder
- There is a mixture of photos in the My Camera folder that need to be moved to proper folders
- To do this the following folders will be created
 - Flowers
 - Paintings
 - Vacations
 - Bangkok
 - London
 - Washington DC

File Management

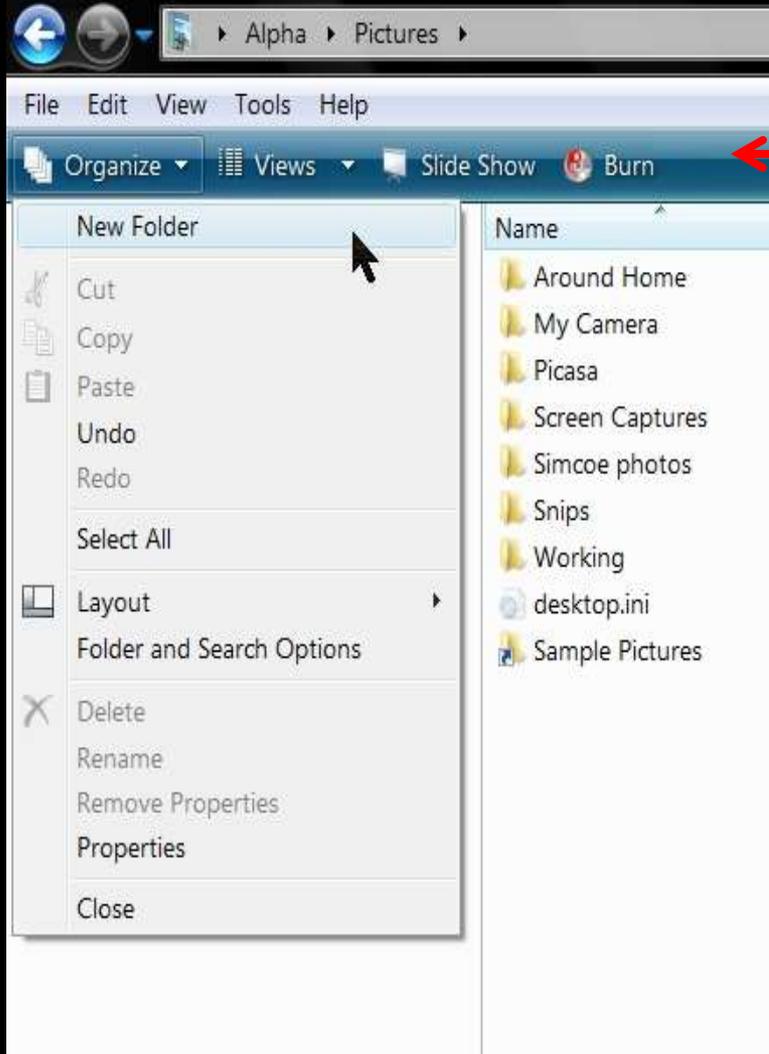
Click the Start button and select Pictures



Folders already in the Pictures folder

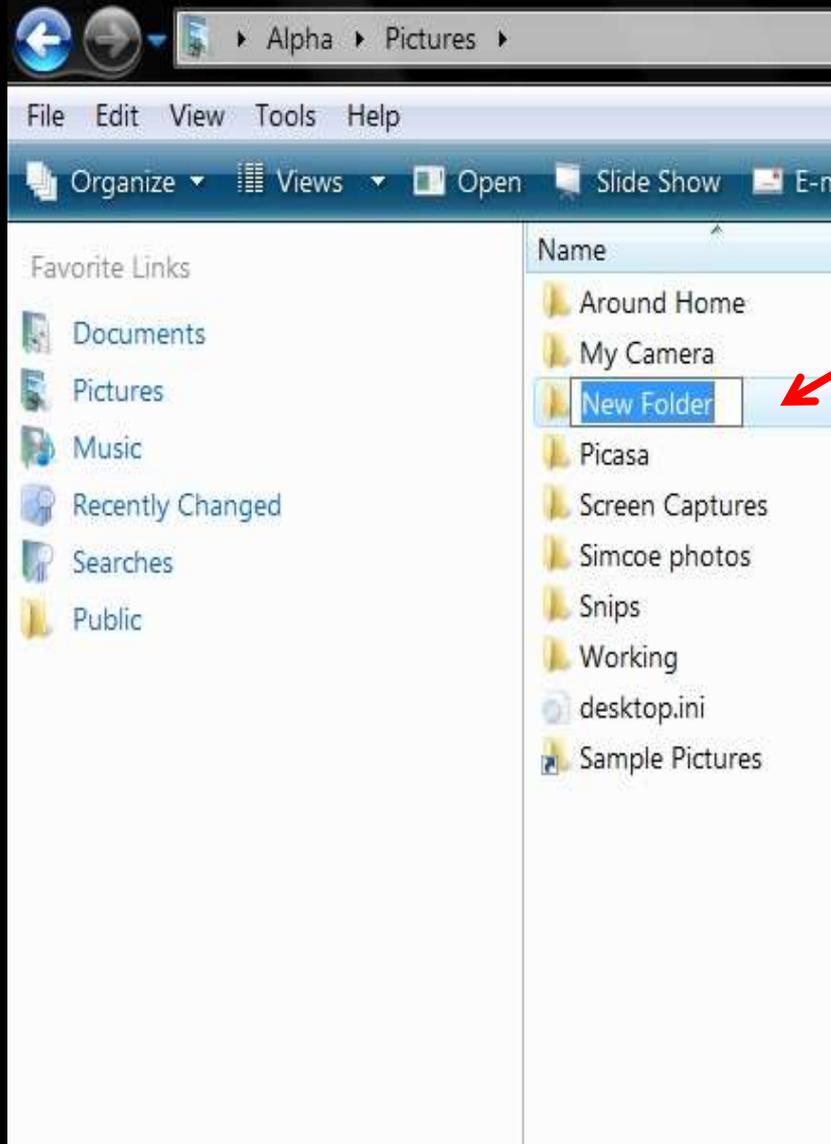
File Management

- To create the first new folder (Flowers)



On the toolbar, click Organize and select New Folder

File Management

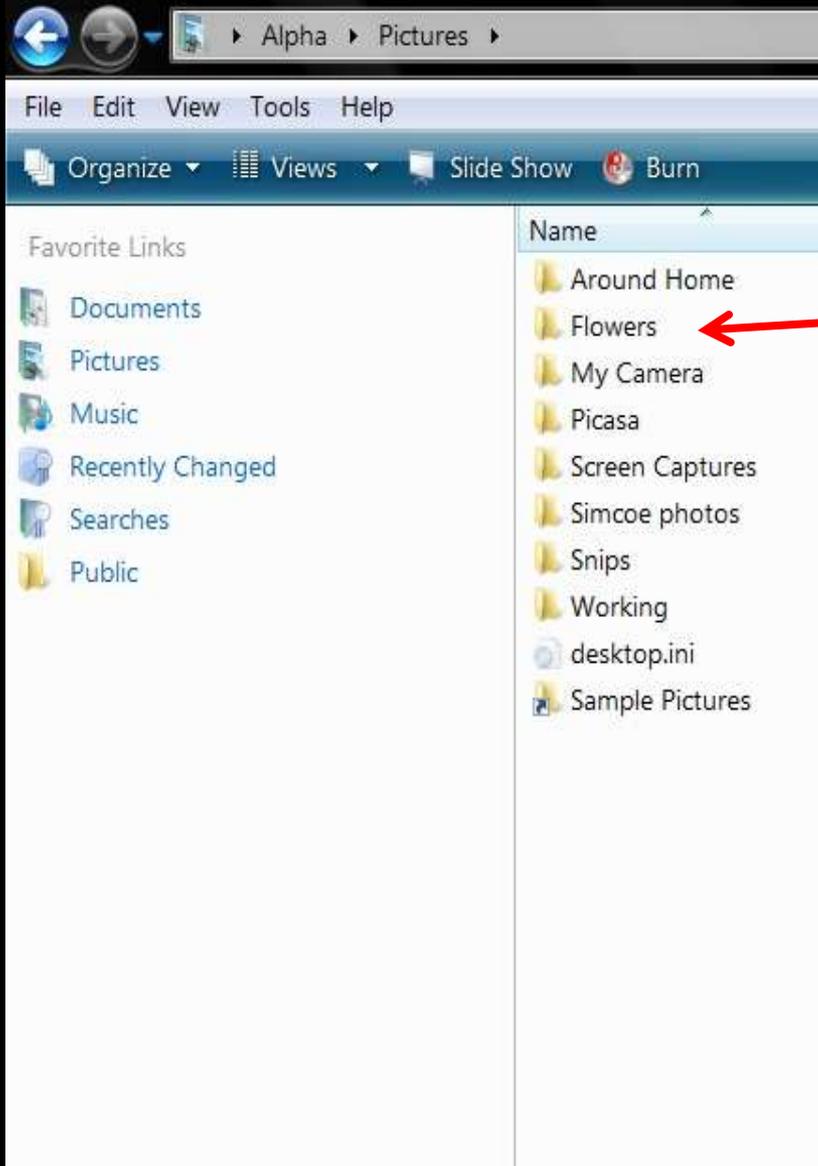


The New Folder appears

**Don't touch anything
before you type the name
you want to give to this
new folder**

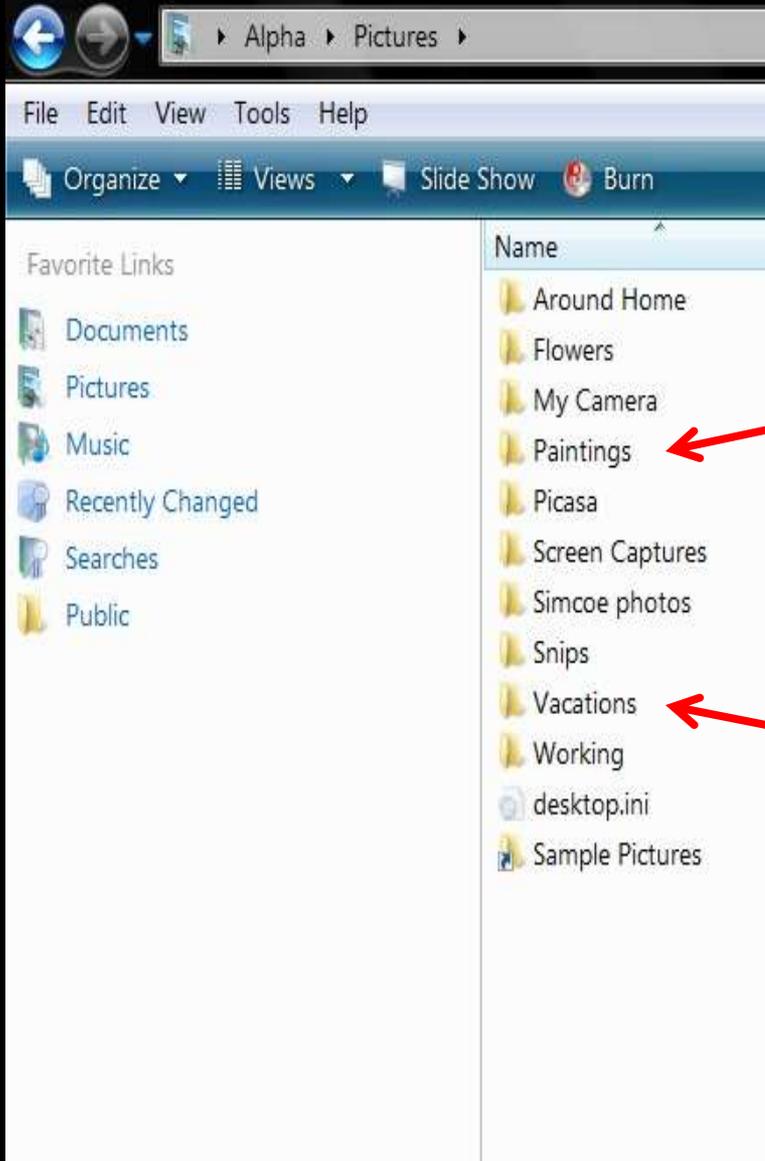
**When you have finished
typing the name, tap the
Enter key**

File Management



You now have a folder named Flowers

File Management



Use the same procedure to create a folder named

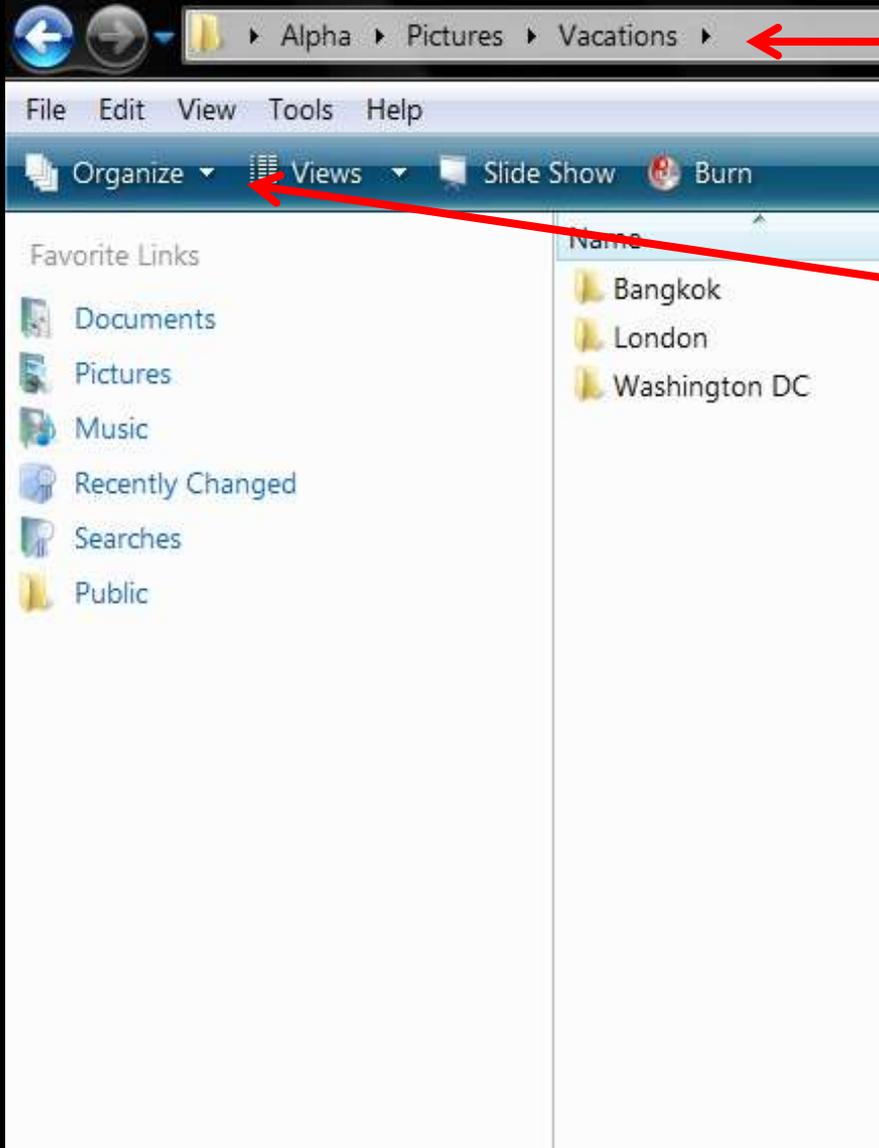
Paintings

and

Vacations

**Double-click the
Vacations folder**

File Management

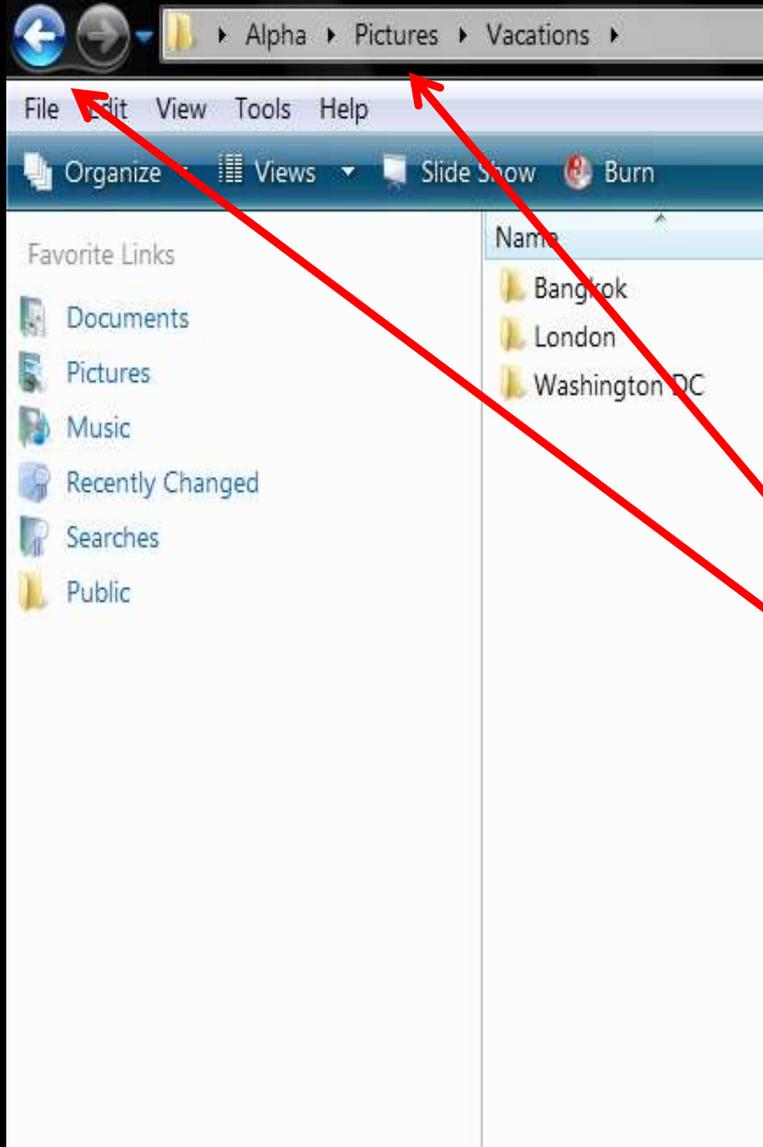


**You are now in the
Vacations folder**

**On the toolbar,
click Organize
and select New
Folder to create a
folder for**

**Bangkok
London
Washington DC**

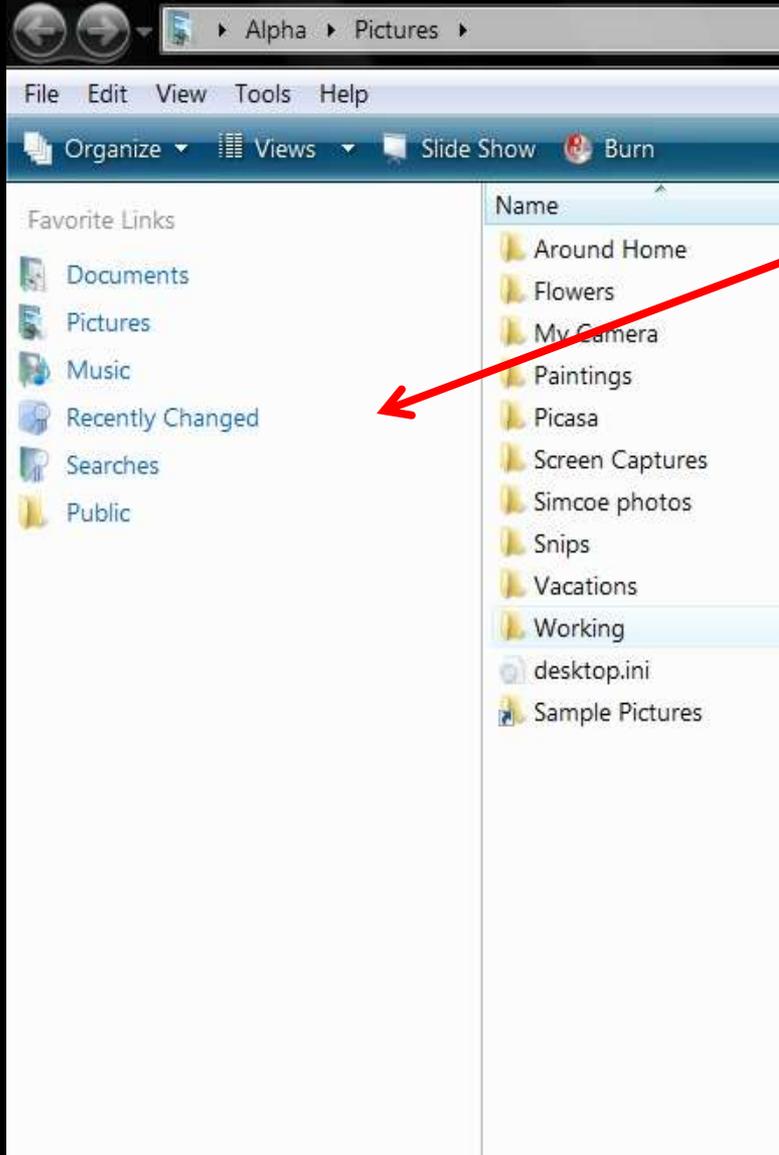
File Management



Now you need to go back to the Pictures folder and locate the photos that you want to move to the proper folders

Click Pictures, or the back button

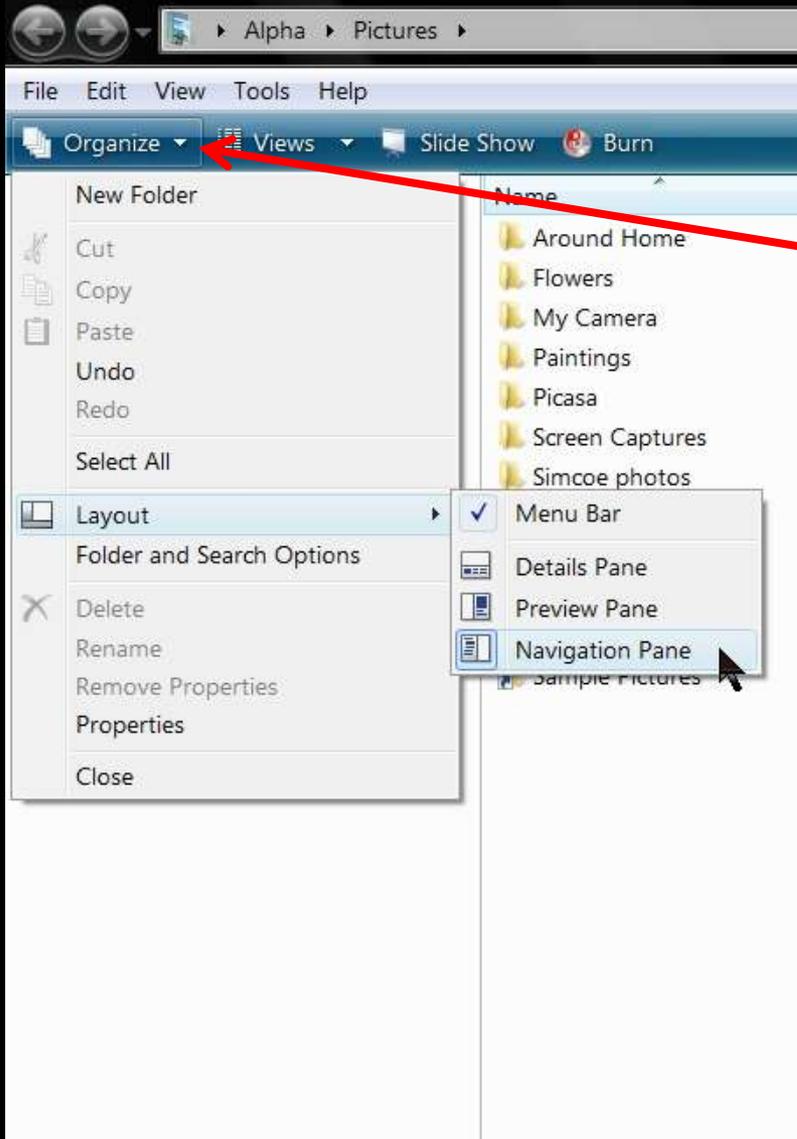
File Management



**This is called the
Navigation Pane**

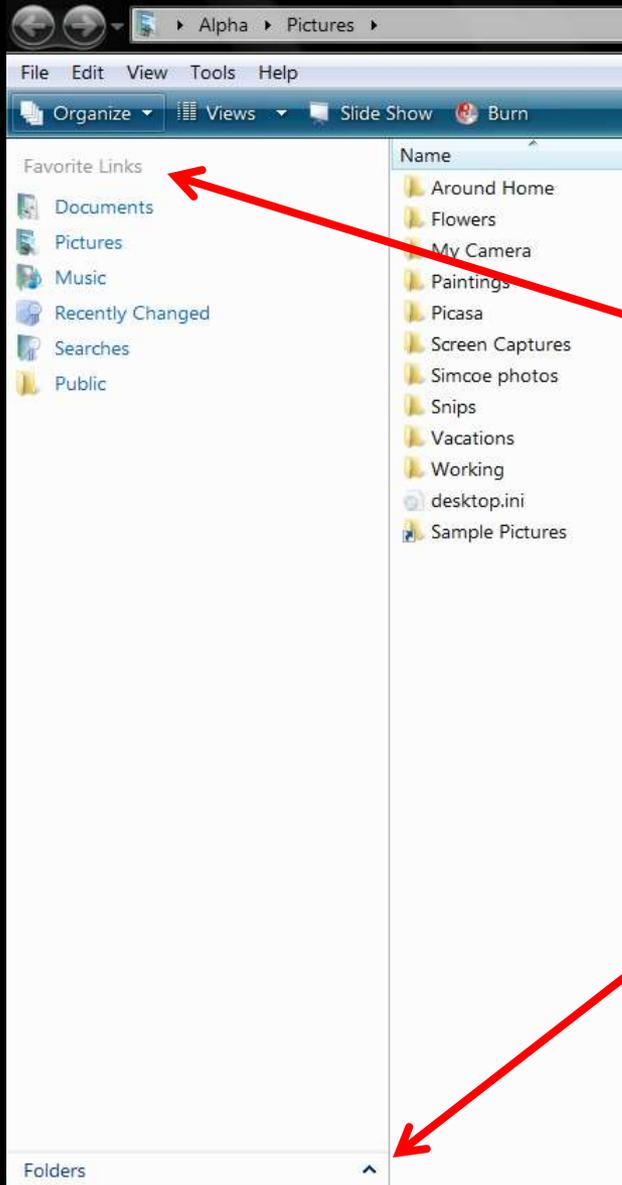
If it is not being displayed

File Management



On the toolbar, click Organize, move to Layout, and select Navigation Pane

File Management



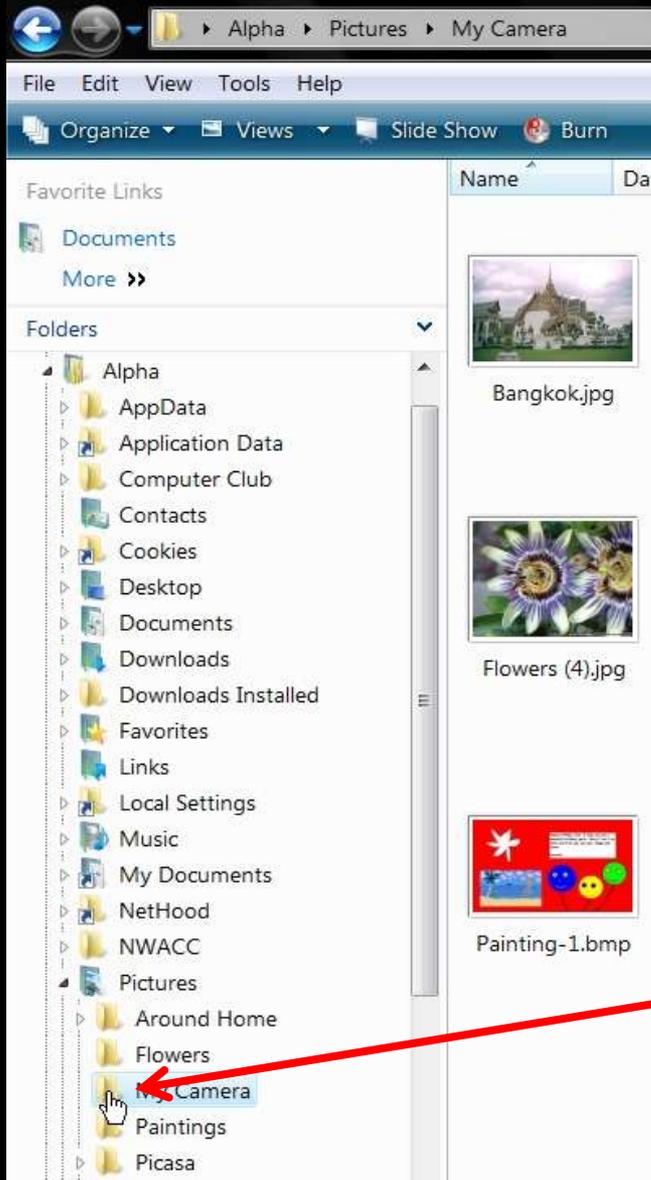
There are two ways to display the Navigation Pane

This is the Favorite Links

You need the Folders view

Click the little arrow to the right of Folders

File Management



The photos we're going to sort out are located in the My Camera folder

Click on My Camera and the photos in the folder will appear in the right panel

File Management

The screenshot shows a Windows XP File Explorer window titled "Alpha > Pictures > My Camera". The address bar shows the path "Alpha > Pictures > My Camera" and a search box. The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains "Organize", "Views", "Slide Show", and "Burn".

The left sidebar shows "Favorite Links" (Documents) and "Folders" (NetHood, NWACC, Pictures, Around Home, Flowers, My Camera, Paintings, Picasa, Screen Captures, Simcoe photos, Snips, Vacations, Bangkok, London, Washington DC, Working, Presentations, PrintHood, Recent, Saved Games, Searches, SendTo, Start Menu, Templates, Videos, Working, Public, Computer). The "My Camera" folder is selected.

The main pane displays a grid of 23 items with columns for Name, Date taken, Tags, Size, and Rating. The items are:

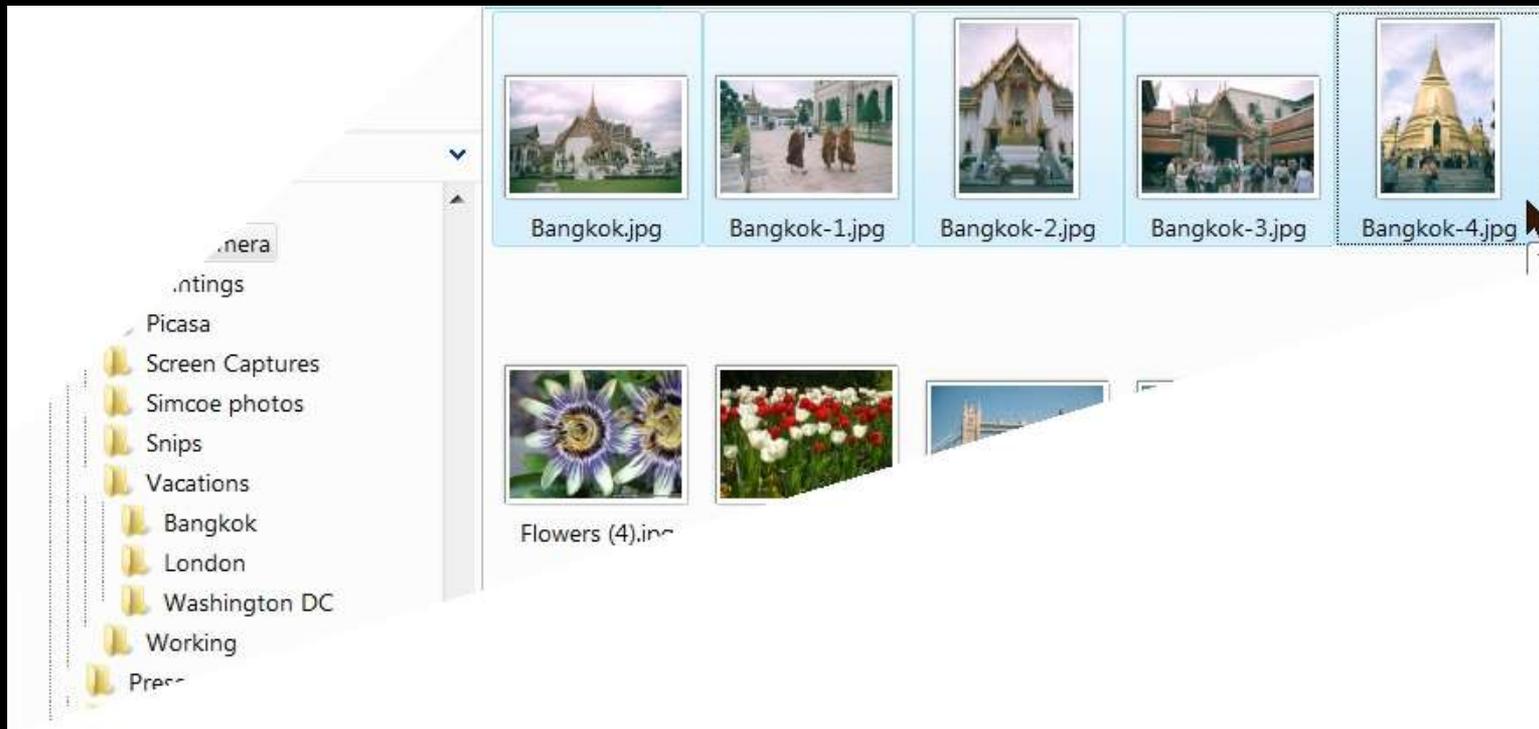
Name	Date taken	Tags	Size	Rating
Bangkok.jpg				
Bangkok-1.jpg				
Bangkok-2.jpg				
Bangkok-3.jpg				
Bangkok-4.jpg				
Flowers.jpg				
Flowers (2).jpg				
Flowers (3).jpg				
Flowers (4).jpg				
Flowers (5).jpg				
London.jpg				
London-1.jpg				
London-2.jpg				
London-3.jpg				
London-4.jpg				
Painting.bmp				
Painting-1.bmp				
Painting-2.bmp				
Washington DC.jpg				
Washington DC-1.jpg				
Washington DC-2.jpg				
Washington DC-3.jpg				
Washington DC-4.jpg				

The status bar at the bottom shows "23 items" and "Computer". The taskbar at the very bottom shows the Start button, several icons, and the taskbar buttons for "Microsoft PowerPoi..." and "My Camera". The system tray on the right shows the system clock as "2:10 PM".

File Management

- To move the photos from one folder to another you can
 - Do it the hard way - one at a time
 - The easy way - move groups of photos
- To move groups of photos that are not contiguous
 - Hold down the Ctrl key and very carefully click each of the photos you want to move as a group
 - If you drag or jerk the mouse, the computer will make a copy of the photos that are already highlighted
- If the photos are contiguous
 - Click the first photo
 - Hold down the Shift key and click the last photo you want in the group

File Management



Click the first photo, hold down the Shift key and click the last photo of the group

Place the mouse pointer on one of the highlighted photos

Hold down the right mouse button and move the mouse pointer into the left panel

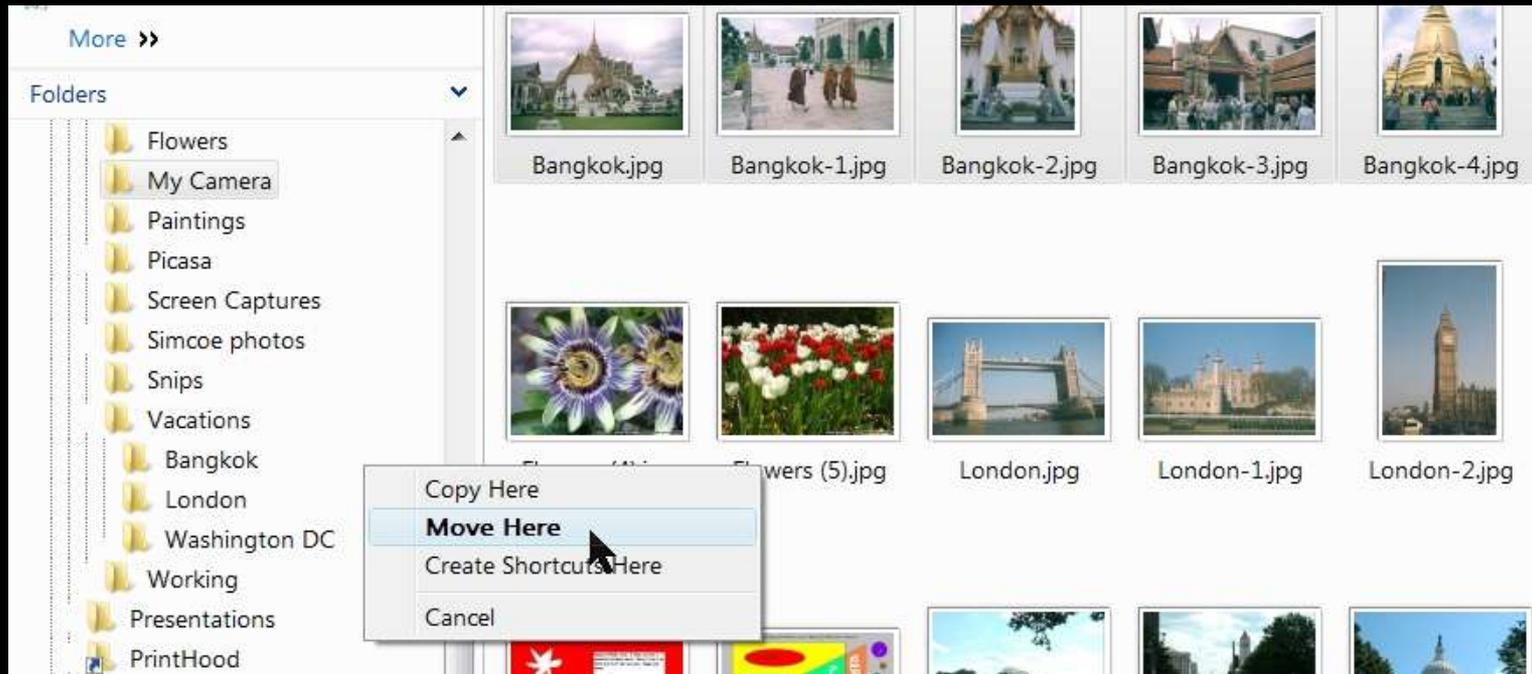
File Management



When you get the mouse pointer to the right of the Bangkok folder the file name will highlight

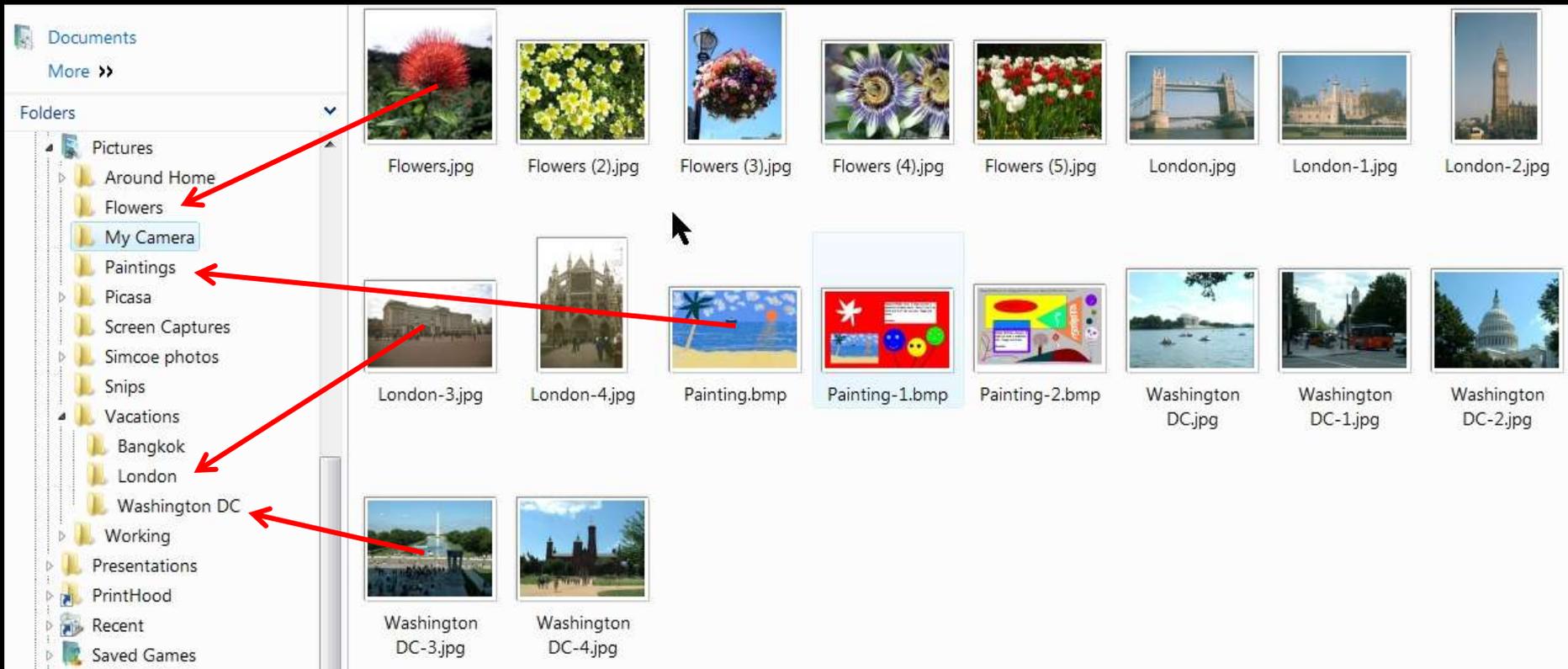
When you see the file name highlight, release the right mouse button

File Management



When you release the right mouse button, you get a shortcut menu that will allow you to Copy Here, Move Here, or Cancel the operation – In this case, click Move Here

File Management



Use the same procedure to

Move the Flower photos to the Flowers folder

Move the London photos to the London folder

Move to Paintings to the Paintings folder

Move the Washington DC photos to the Washington DC folder