

Mansfield Public Schools
Technology Tips

File Management Techniques

Has this ever happened to you? You spend hours working on a document until it is just perfect. When you are finished, you choose file, save, you name the document and click ok. Then a few days later, you sit down to try to retrieve that document only to realize that you have no idea where you saved it? Come on now, be honest, some of you are shaking your head yes!!

This training document will teach you some file management techniques that will make retrieving documents much easier.

A few notes about organization



Think of your computer as a filing cabinet where you store and organize your documents. Just like your filing cabinet, your computer needs to have an organizational structure to allow you to retrieve documents easily.



Like your filing cabinet, folders are used to provide organization to your computer. Folders are used to group similar documents together in one place.



Inside of the folder you put documents, each one having a distinct name that will allow you to easily recognize and retrieve it. A file name is made up of two parts: (1) the name of the document and (2) the file extension. In the file named “frog.doc”, the word *frog* is the document name and *.doc* is the extension. A period always separates the file name from the extension. The extension identifies what type of document you created and/or what software you used to create the document. Some examples of document extensions are:

- ⇒ .doc – Microsoft Word Document
- ⇒ .ppt – Microsoft PowerPoint Presentation
- ⇒ .xls – Microsoft Excel Document
- ⇒ .jpeg – Image
- ⇒ .gif – Image

Viewing the Filing Cabinet, Folders & Files

There are two ways to view the files and folders stored in the filing cabinet on your computer. This training document will use “My Computer”, but for those of you that are more comfortable with “Windows Explorer”, the concepts are the same.

Let’s take a look at your filing cabinet!

- Double-click on the icon on your desktop that says “My Computer” (if you are running Windows XP, choose Start, My Computer)
- You will see a list of drives (or filing cabinets) that you have access to.



The *A drive* is your floppy diskette drive. You can save documents to a floppy diskette and take them with you for use on another computer.



The **C drive** is your hard drive that physically resides inside your computer. If you save documents to your C drive they are not accessible from any other location. If your computer were to crash, all of the documents stored on your C drive would be lost.

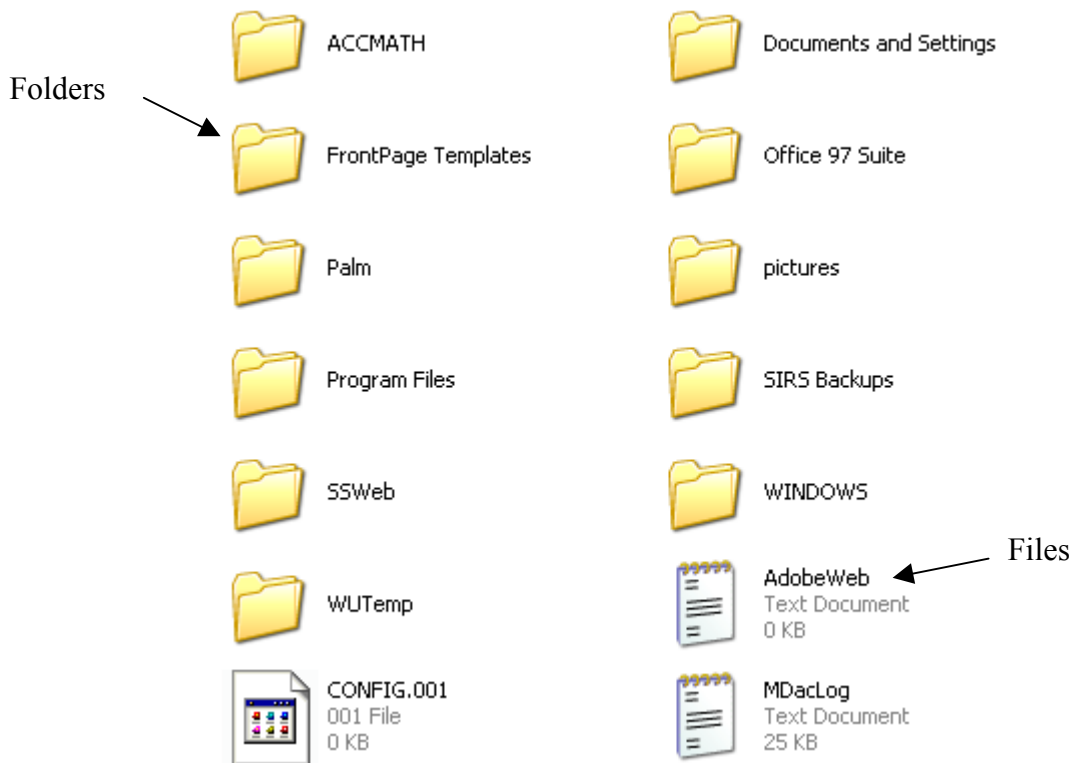


The **D drive** (and sometimes E drive) is your CD-ROM drive where you can insert a CD-ROM for use on your computer. Most of the computers in the district can only read a CD-ROM and cannot write files to a CD-ROM (that would require a drive that is called a CD Writer)



The **P drive** is your personal drive on the network. If you save files to your P drive, you will be able to access them from any computer in the school as long as you log into the network.

- Double-click on your C drive to open up your filing cabinet to show the files and folders stored there

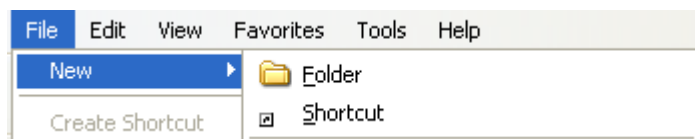


- To open a folder to see what is inside, double-click on the folder. (*Note: a folder inside of a folder is called a nested folder.*)

Creating A Folder from My Computer

To create a folder, follow these steps:

- Choose the location for the folder. What drive will it be on, will it be a folder inside of a folder? For the purpose of this example, let's create a folder called Test on your P drive. (*Note: You need to be logged into the network in order to see your P drive*)
- Double-click on your P drive
- Choose, File, New, Folder



- A new folder will be created named “New Folder”. You will notice that the words “New Folder” are highlighted, allowing you to type over this to name the folder something more meaningful to you. Type the word Test and hit enter.



- *Note: If for some reason the name “New Folder” is not highlighted, single-click the folder to select it and choose File, Rename to change the name of the folder*

Saving a File to a Folder

Now that you have created a new folder called Test on your P drive, let’s save a document to this folder. Here’s how:

- Open up Microsoft Word
- Type in the following “This is a test to save a file to my newly created folder”
- Choose File, Save As
- In the “Save In” dropdown list, click on the down arrow and choose your P drive (look for your name.. for example, jjones on P)
- You should now see all of the folders and files on your P drive. Look for the folder named Test and double-click on it to open it up.
- Now enter a name for the document in the “File Name” box – let’s call it My First Folder
- Click Save.
- That’s it, you have now saved a document to the folder Test on your P drive

Opening a File

Now that you have saved a document to the folder Test on your P drive, it is important to know how to find this file at a later date. Here’s how:

- Open up Microsoft Word
- Choose File, Open
- In the “Look In” dropdown list, choose your P drive
- Look for a folder called Test and double-click on it
- Look for your file called My First Folder.doc and double-click on it. This will open up the document in Microsoft Word.

That’s it!

Hopefully you found these file management techniques to be helpful. Keep an eye on the technology faq’s section of the mansfieldschools.com website for more helpful training documents.