

Beginning Windows 7

Lesson 5

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Lesson 5 –Files and Folders

Introduction

Previously you created, saved and retrieved files. In this lesson you will discover other ways to inspect and retrieve files and learn more about the Windows 7 filing system. Modern computers come with thousands of files already loaded on the hard drive including program files, data files, picture and video files, etc., and this is before you add a single file of your own. To avoid mass confusion the computer uses a filing system that is broken down in the following manner.

The top levels in the file structure are the several storage devices found on your computer such as the hard drive, CD drive and any others such as flash drives. They are designated by a single letter followed by a colon. Refer to the appendix for a detailed explanation. To see all the storage devices on your computer click on the Start button and select Computer from the list along the right side of the Start Menu.

Windows 7 organizes files using the concept of File Folders and it sets up several basic user folders on the hard drive as a start on your filing system.

Thus, along the right side of the start menu you will find three primary user folders:

Documents – Used primarily to save text-like files or documents.

Pictures – To store picture files.

Music – To store music files.

These folders are simply a designated place on the hard drive where files and/or other folders (i.e. sub-folders) may be stored. You can create new folders on a drive and also create folders within folders within folders thereby establishing a hierarchical filing system of your own. For example, you could store all your picture files in the Pictures folder, but with several hundred or more pictures it would be difficult to locate particular sets. So you might create sub-folders within the Pictures folder with names like “Vacations”, “Grandkids”, “Landscapes”, etc. You could further subdivide your files by adding sub-folders within the Vacations folder labeled “Summer 2003”, “Lake Tahoe”, etc. In other words, you organize your own filing system.

Keeping track of files is a primary task of the Windows 7 operating system, and it does this with the Windows Explorer program. This program permits you to store, retrieve, delete, move, and copy files and folders of various types on all storage devices connected to the computer. **Navigating** throughout your computer is an essential skill, and you use Windows Explorer to view folders such as Computer, Documents, Pictures and others. In this way you access and control the contents of the hard drive, the DVD/CD drive, flash drives and other devices.

Exercise 5 — Retrieving Documents and Accessing Files

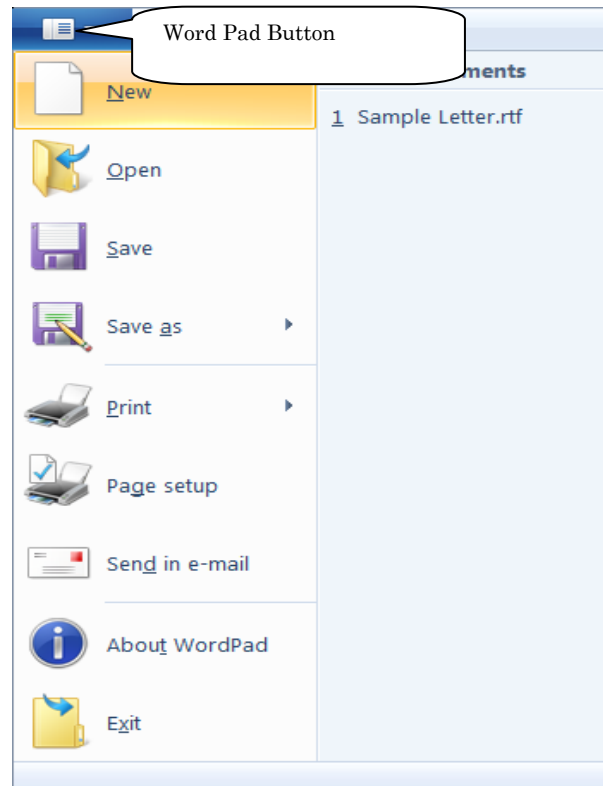
Retrieving a Previously Saved Document

This subject was covered briefly in Lesson 3, but there are several other ways to retrieve documents as discussed here.

First Method

1. Open the WordPad application by clicking on the desktop shortcut or go to All Programs, Accessories and click on WordPad.

2. Click the WordPad button to open up the menu illustrated here. Along the right side of the menu is a list of recent WordPad documents. One click on Sample Letter.rtf opens the document.
3. Close WordPad.



Second Method

1. Open WordPad and click the WordPad Button. Then click on the Open icon. The resulting dialog box is similar to the Save As box because to open an existing file you must provide the computer with the same information, i.e. the file name and its location. Notice the Title Bar says “Open”.
2. This part gets a wee bit tricky because the Open dialog box starts off with the Address bar pointing to the Documents folder. However, the Sample Letter file is located in the Beginning W7 folder on your Desktop, so you must “navigate” to that location. Click on Desktop in the navigation pane along the left side of the Open dialog box. Then click (or double click) on the Beginning W7 folder icon in the main pane. The Sample Letter file will appear and clicking will open it. Your instructor can guide you here.
3. Close WordPad.

Quicker Method

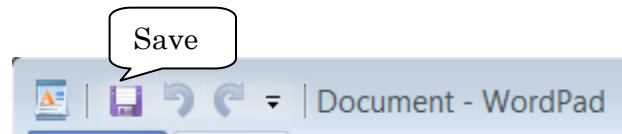
Another way to access a document is to go directly to where it is filed. Try this:

1. At the desktop open the Beginning W7 folder and the Explorer window will open displaying its contents.
2. Double click on Sample Letter and notice that WordPad opens with the Sample Letter file loaded.

Saving an Existing Document

Having initially used Save As to give your document a name and a place, you do not need to use it the next time as long as you plan to use the same name and

location. For example, if you make some changes to an existing WordPad file you can save it back to the hard drive by clicking on the Save icon on the WordPad tool bar (it looks like a floppy disk). In fact, after using “Save As” once to name and locate your document, it’s a good idea to click on Save¹ every few minutes while you’re working just in case a power failure or some other problem comes along in the middle of your work.



If you forget, the computer will even remind you to save a modified document before closing the application. Try this exercise:

1. Make a change to the text in your Sample Letter document. (You did leave it open after the previous exercise didn't you?)
2. Now click on the X in the upper right corner of WordPad to close the application.
3. Notice that a popup window appears asking if you want to save the changes before closing WordPad. Please select “No” as we want to keep the original file unchanged.

Creating Folders

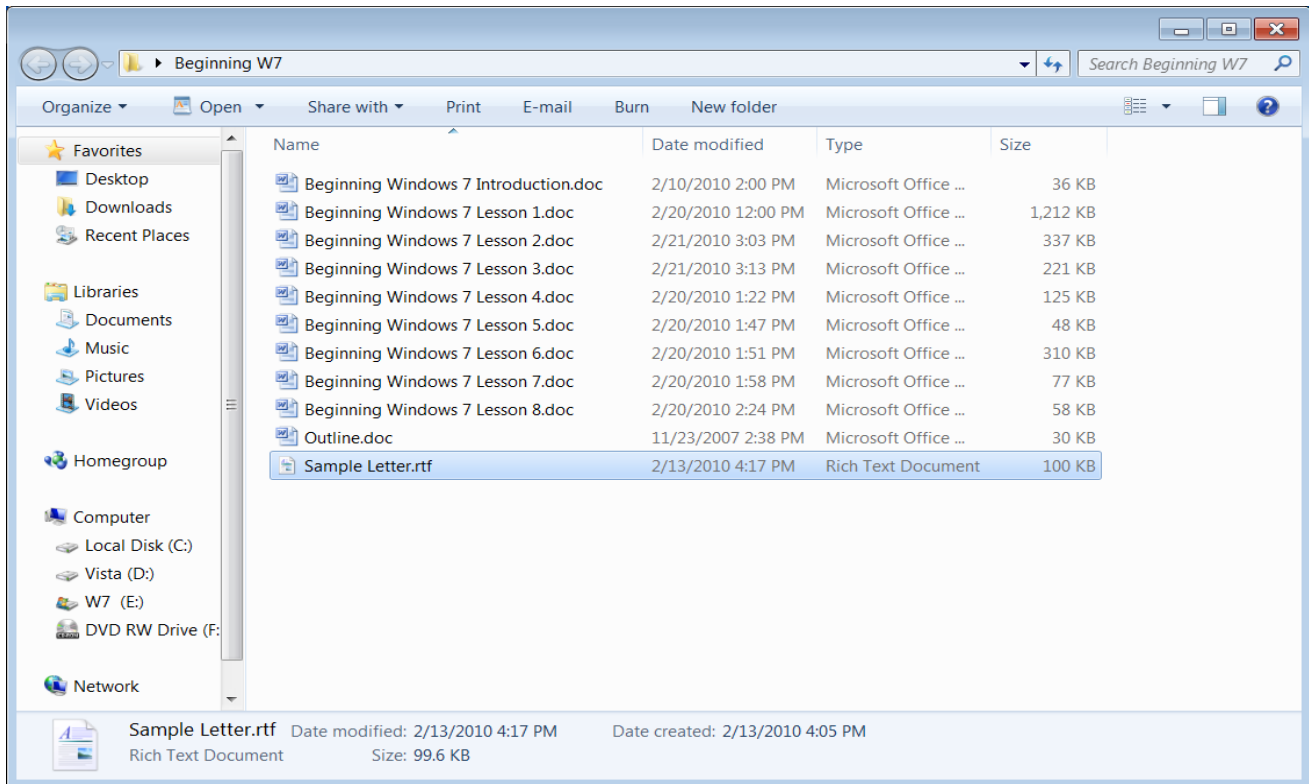
Once you start creating and storing files you will need to set up your own filing system. This exercise demonstrates how to set up a document filing system.

1. Click on Start and select the Documents folder.
2. At the command bar click on New Folder and observe that a folder appears in the main pane with the name “New Folder” highlighted. Type the word “Letters” and press the Enter key. Notice that you now have a new Letters sub-folder within the Documents folder.
3. Double click on the Letters folder to open it. Of course it is empty, but you now have a place to store copies of letters. Click the Back Arrow to return to the Documents folder.
4. Repeat step 2 except name it “Memoirs”. You now have two new sub folders within which you can organize your files.
5. Delete both folders by first selecting them and then pressing the Delete key.

¹ Or use the keyboard shortcut Ctrl-S.

Moving and Copying

Perhaps the simplest way to move or copy files or folders is to use the Explorer window along with drag and drop. Here's one way to move a file.



1. With the Beginning W7 window open point at the Sample Letter file. Drag it into the Navigation pane until the Pictures folder becomes highlighted and drop it on the Pictures folder. Notice that Sample Letter has disappeared from the Beginning W7 window.
2. At the Navigation Pane click on Pictures to open that folder. You should see the Sample Letter there. Drag the Sample Letter file into the Navigation Pane and drop it on Documents.
3. Click on Documents in the Navigation pane and note that the Documents folder now contains the Sample Letter file.
4. At this point we would like to move the file back to its home in the Beginning W7 folder. But we can't use the above method because the Beginning W7 folder does not appear in the navigation pane. So here's what we do.

- a. Drag the Documents folder window to the side of the desktop away from the Beginning W7 icon until you obtain the split screen
 - b. Open the Beginning W7 folder window and drag it to the other side of the split screen. Now you have the two folders side by side.
 - c. Drag and drop the Sample Letter file from the Documents window into the main pane of the Beginning W7 window.
5. Try moving the Sample Letter file back to the Documents folder, but hold the Ctrl key down while you drag and drop. Notice that a large plus (+) sign appears as you drag. This informs you that you are copying the file, not moving it. Notice that the Sample Letter file now appears in both places.
 6. At the Documents folder select the Sample Letter file (click once on it), and then press the Delete key on the keyboard. Confirm the delete and the file disappears.
 7. Close all windows.

The above exercise moved and copied a file, but you can move or copy folders in the same way. What happens when you drag files or folders depends on where you drag them. The following tables (copied from the Windows Help facility) explain what happens. Look carefully and note, for example, that if you drag a file to a different storage device (say, from the hard drive to a flash drive) the file is *copied* not *moved*. And you didn't have to hold the Ctrl key down to do it!

Dragging Files

When you drag a file	This is what happens
Into a folder on same hard disk	The file is <u>moved</u> to the destination folder.
Into a folder on a different disk	The file is <u>copied</u> to the folder on the destination disk.
Into the Navigation pane (left pane)	Nothing. You can't add files to the Navigation pane.

Dragging folders

When you drag a folder	This is what happens
Into a folder on same hard disk	The folder is <u>moved</u> to the destination folder.
Into a folder on a different disk	The folder is <u>copied</u> to the folder on the destination disk.
Into the Navigation pane of a folder	A link to the folder is added to the Navigation pane, and the link is then available from all Navigation panes.

Homework 5

- Review Lesson 5
- Try moving and copying files and folders on your computer. Remember, you can always “undo” such an operation by using the keyboard shortcut Ctrl-Z.
- Preview Lesson 6

Appendix A – Storage Devices

The following table lists the several types of storage devices found on most of today's computers.

Drive Type	Capacity in Bytes*	Type of Storage
Hard Disk (Fixed, non-removable)	Typically 40 or more Gigabytes (billion bytes)	Magnetic — Read/Write much like a tape recorder.
Compact Disk (CD) (Removable)	Typically 700 Megabytes (million bytes)	Read Only — Most CD's can be recorded once and then read many times (like a music CD or phonograph record). But most of them cannot be erased and used again.
Floppy Disk (Removable)	1.44 Megabytes	Magnetic — Read/Write like the Hard Disk, but with a significantly reduced capacity.
Flash Memory (Removable)	Typically 128 Megabytes up to 4 Gigabytes (4000 MB)	Solid-State — A unique device that uses micro-chips to store information.

*A "byte" is roughly equivalent to a single character such as a letter or digit. A megabyte is equivalent to about 100 pages of text, and a gigabyte to something like 100,000 pages of text.

Why all the different types? Good question, but it has a simple answer: They serve different purposes. The Hard Drive is an essential part of the computer because it not only stores files (documents) that you create, but it also stores all of the software programs needed by the computer to perform its functions. It has a massive storage capacity because today's computer programs are very large — many of them using several hundred megabytes. Also, the hard disk is fixed inside the computer — you cannot remove it and take it to another computer like you can with other types.

CD's are relatively large capacity storage devices typically used to distribute software programs to your computer. Also, if so equipped you can "burn" (i.e. "record") CDs with documents, data files, digital picture albums or music files and send them to friends or relatives who can then insert them in their computers and "see" the pictures or files you have sent. You can also backup

(i.e. save) critical files on a CD and place it in a safe place should something happen to destroy files on your hard drive. Most computers also come with a sound system, and you can play music CDs by simply inserting them into the computer's CD drive.

Floppy Disks are obsolete having been replaced by Flash Memory devices. Flash drives are removable and have a large capacity but are small, inexpensive and very easy to use. They are handy for moving files from computer to computer and as a means to backup existing files. By the way, Windows 7 has a built-in backup feature to facilitate retaining copies of your critical data.

The so-called ***Drive Letters*** are an arbitrary assignment used within the computer structure to identify individual drives. Thus, the Hard Drive is typically referred to as "Drive C:" Drive letters always have a colon (:) appended to them. The sequence of drive letters may vary depending on how a computer is equipped. Here are typical drive letter assignments.

Drive	Description
A:	Floppy Disk
B:	Second Floppy Disk (if present)
C:	Hard Disk
D:	CD Drive (or 2 nd hard disk if present)
E:	CD Drive if 2 nd hard disk present, or perhaps a DVD (video disk) drive, or one of the Flash Memory devices mentioned above.