

Keeping things organized

Everything in a computer needs an organized place to be stored. Documents you create need to be given a name by which you can later identify the document. Similar documents need to be grouped together to make them easier to identify and find.

Traditionally, a file cabinet is used to explain computer storage.

Think of the file cabinet as the whole computer. Everything you store in the computer goes somewhere in the file cabinet.

The file cabinet's drawers are usually labeled. In this example, we will label the drawers A:, C: and D:. Drawer A: represents the floppy drive, C: represents the hard drive and D: represent the CDROM. These are the storage areas common to most computers today.

Just as in a real file cabinet, the file drawers are further subdivided using separators or folders. MSDOS referred to folders as directories.

Folders are containers which hold files.

Files are the data. Data is the documents you create or information needed to run applications.

Everyone wants to start working in Windows by creating letters and painting pictures. Soon they have a disorganized filing system because there was no proper location to place their creations.

By taking the organizational steps first, you will be rewarded by:

1. Not having to move files later.
2. Finding old documents quickly.
3. Not having the problems our receptionist friend faced.

Getting to the A: drive

After formatting the floppy you should have returned to the main screen in My Computer.

Double-click in the A: icon or right-click and select Open from the menu options.

Each time you right-click, look at the various options available.
This menu allows you to access DISKCOPY.

It might be a good idea to read ahead before attempting this section. Windows presents many options and it is easy to lose your way.

Expand the screen to full size using the maximize button.

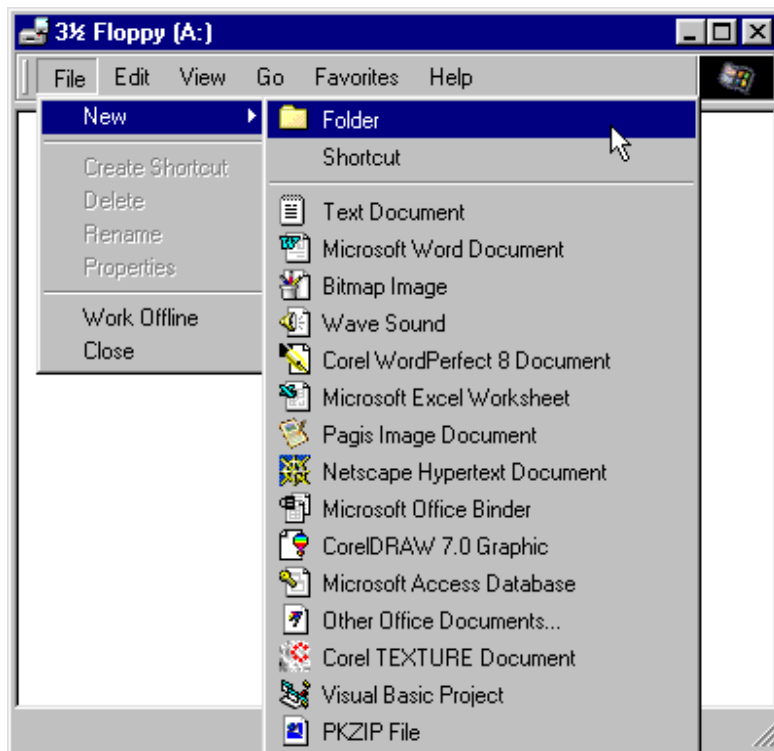
Three ways to create folders



In the next few steps, we will create several folders.



Use each of the 3 presented methods a couple of times to gain familiarity.



Creating extra folders is not a problem. You will learn how to delete unwanted folders soon.

Using any of the following methods, you will create a 'New Folder' icon.

This strange-looking pulsating icon name, which appears while creating a new folder, is a signal from the operating system that you are in the *Rename* mode.

Become familiar with the Rename signals. There is a box around the name. The name is highlighted and the cursor position is pulsating.

Methods for creating folders.

Method 1 - Using the menu bar click on File | New | Folder

When the new folder appears, press ENTER. You must press ENTER to complete the creation cycle.

Use method 1 again to create another folder. Note that this folder has a different name New Folder (2). The (2) is part of the folder's name.

It is a rule of the operating system that no two folders can have the same name. This makes sense. You wouldn't want more than one folder in a file drawer to have the same name. It would be confusing to you if you looked for an item in the folder, and found two folders with the same name. You wouldn't know which folder to look in. The same is true of the operating system. To prevent the operator from confusing the operating system, Windows won't allow the operator to name two folders identically.

Did you know you can change the name at the time you create the file?

Let's use method 2 to create a couple of more folders. This time, however, don't press ENTER to accept the default system name.

Method 2 - You can create folders without using the mouse. This method is faster than using the mouse. Alt+F, N, F

The notation Alt+F means press and hold down the alt key on the keyboard, then tap the letter "F". Release the Alt key. Note the underscored character in the menu option New. Press the letter corresponding to the underscore. Finally, press the letter "F" to indicate you want to create a new Folder.

When New Folder (3) appears, press the number " 1 " on the keyboard and press Enter. The new folder's name will be '1 '.

WARNING: This is an all too common mistake!

Any keyboard key pressed while the name is in rename mode, will replace all the highlighted characters. There are a couple of keys which are "safe" to press. These are Esc and the 4 arrow keys. Pressing these keys will not erase the existing name.

OOPS, I pressed the wrong key.

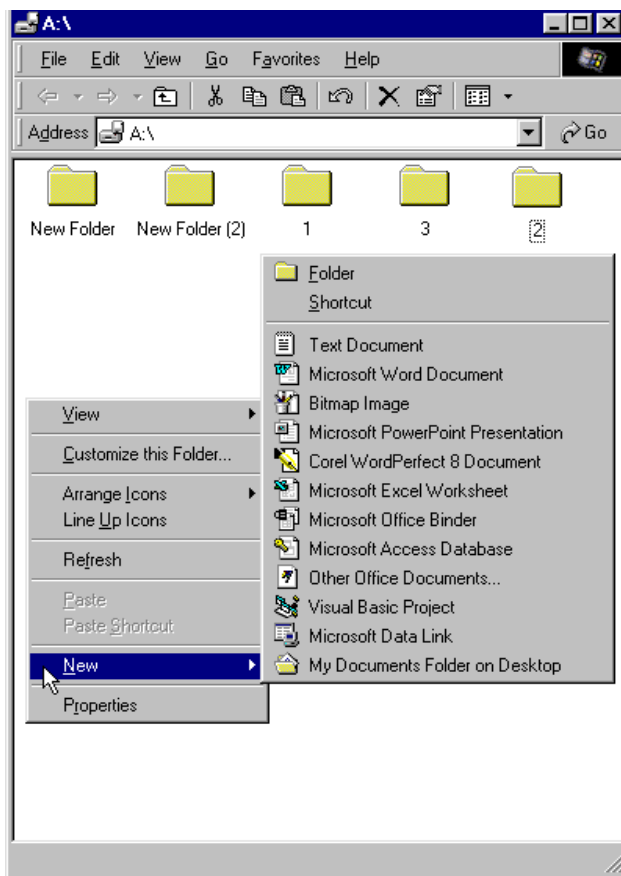
Even after pressing a character and erasing or changing the name, you can press Esc to restore the old name and exit the rename operation.

It is not uncommon to accidentally enter the rename mode. It happens when an operator clicks on a folder or file name, waits a couple of seconds and clicks on the same folder again. (The rename mode also applies to all objects whose name can be changed.) If rename mode is accidentally entered you can exit from the mode in two ways. 1) Press Escape. 2) Click on any other area of the window. (Not recommended because you might trigger an unwanted event.)

Note: After you have changed the name and press ENTER, the new name replaces the old name permanently. [In Windows 98, if you have accidentally renamed a folder, you can click on Edit in the menu bar and select Undo Rename.]

Using Method 2, create additional folders and name them '2', '3', etc.

Windows has a confusing habit of changing the underscored character associated with NEW. Sometimes it is the 'N' and sometimes the 'w'. Also, the position of New can change.



Method 3 - Right-click on an open area of the window. Select New . This menu should look familiar. Select Folder

Create a couple of more folders to practice this method.

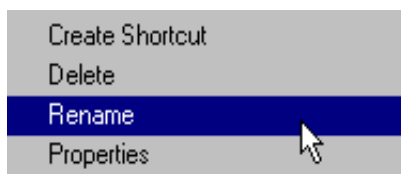
On your own, practice using the various methods to create folders until you feel comfortable making folders.

Renaming folders. You have already seen that a folder can be renamed when you created it or by clicking on the same folder twice. Other ways to rename the folder also exist. Clicking on a folder selects the object and informs Windows which object you wish to work with.

With the folder highlighted, click on File in the menu bar and select Rename.

Another method requires right clicking on the folder's name and selecting *Rename*

from the pop-up menu.



Selecting a name and pressing 'F2' will also enter Rename mode.

For additional information, read "What's in a files name" in the Advanced section.



Deleting folders - You can delete a folder by clicking on the folder (which selects it) and 1) pressing Delete on the keyboard. 2) clicking on File in the menu bar and selecting Delete or 3) right-clicking on the folder name and selecting the Delete menu option.

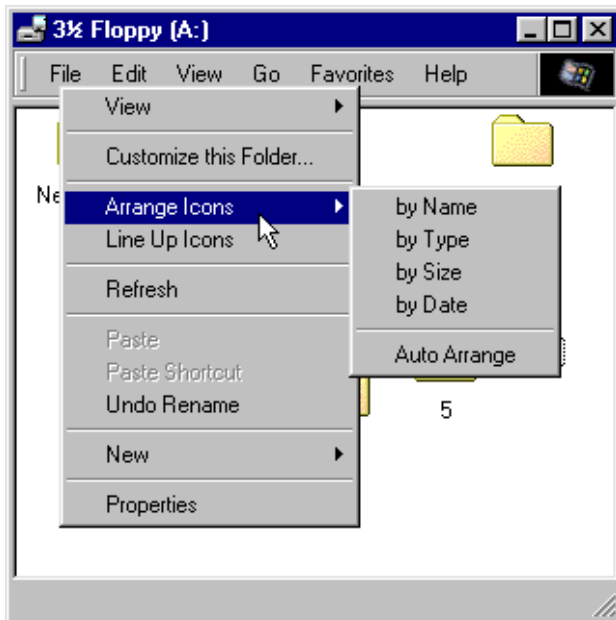


Deleting Folders in Windows can be very dangerous. The old safeguards which were built into MSDOS do not exist in Windows. Read the chapters on paths and deleting files and the Recycle Bin to learn more.

Let Windows do your house-keeping.

By now the folders are probably arranged in a disorganized method.

If you got ahead of me and arranged your folders, go back and mess them up like the example shows.

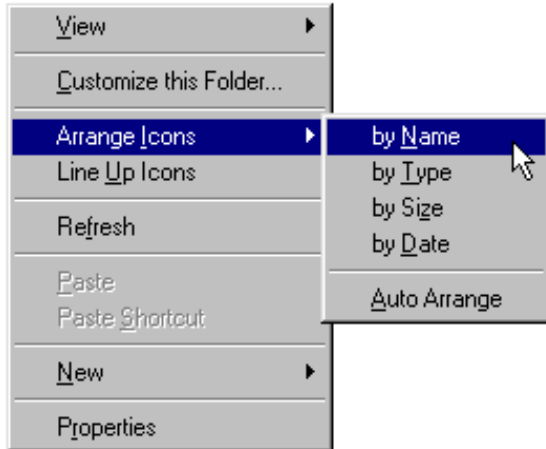


Note: If the icons won't scramble, check the Auto Arrange setting.

Right-click in an open area and select Arrange Icons. Insure that there is no **T**in front of Auto Arrange.

The Auto Arrange option is a toggle option. Each time you click on the option you either activate or deactivate the option. The checkmark indicates that the option is active. If the option is active, you won't be able to scramble the icons. Each time you try to move a folder icon, it will spring back to its original position.

Let's start the cleanup by arranging the icons. There is an invisible grid in this window. Imagine that there is a checkerboard on the screen that you can't see. When you line up the icons, you place each icon on its own square. If you place icons too close together, the operating system will properly place them in the center of the individual squares.



Right-click in the window and select - Line up icons

Missed the action? Move one folder icon just a little and try it again. Keep your eyes on the icon that you moved when you click the *Line up icons* options this time.

Before trying the next option, ensure that you only have folders named 1 thru 6. Delete any other folders .

Right-click and select 'Arrange Icons', then 'Sort by name'.

The other arrange methods will be covered when we explain Windows Explorer.

Folders created using method 1 or 2 generally align themselves at the top of the screen. If you used method 3, the folder appears where you right clicked.

In your real world file system you are able to place folders inside of folders. This is also true in your computer's filing systems.

To place a folder inside a folder, drag one folder over the top of another folder. When the name of the destination folder highlights, let go of the mouse button. Windows highlights the name when it thinks it knows what you want to do. Don't let go of the mouse button until the destination folder name is highlighted.

Drag folder 6 over folder 5 and let go of the mouse button. Folder 6 seems to disappear. Don't worry! It is not lost. In the next session you will see where the folder went. For now, trust me, it is hiding inside of folder 5.

To finish off this exercise drag folder 4 over folder 3; then drag folder 3 over folder 2; and then drag folder 2 over folder 1.

Create 4 more folders - Office, Billing, Inventory and Production.

Drag Billing, Inventory and Production into Office. All that should remain in the display window are folders '1' and 'Office'.