

File Management: Understanding how your computer is organized.

The image shows a screenshot of the Windows XP 'My Computer' window. The window title is 'My Computer' and it has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a toolbar with 'Back', 'Search', 'Folders', and 'Go' buttons. The address bar shows 'My Computer'. The main area displays icons for '3 1/2 Floppy (A:)', 'Local Disk (C:)', 'Audio CD (D:)', 'CD Drive (E:)', 'DVD-R Drive (F:)', and 'Logitech Gallery'. Below these are icons for 'Logitech QuickCam Web #2', 'Shared Documents', and 'Katrina's Documents'. On the left side, there are three panels: 'System Tasks' (View system information, Add or remove programs, Change a setting), 'Other Places' (My Network Places, My Documents, Shared Documents, Control Panel), and 'Details' (My Computer System Folder). Several callout boxes with arrows point to specific elements in the window.

Double click on "My Computer" and you will see into your computer.

3 1/2 floppy drive is called the A drive. This is where you put floppies. This is an external drive because you can take the floppy out of the computer

Local Dish (C) is your computer. All your documents, programs, and files are stored there.

Anything you connect to your computer will pop up in this list under 'My Computer.'

You can see I have a Web cam connected to my computer.

If you connect a digital camera, an USB flash stick, or a video camera, an icon representing it will show up. If you want to view its content, double click on it.

My Documents and Katrina's Documents are the same thing. Your folder probably has your name on it. If you have another user in your family it will have a folder with their name on it.

This is where you should save all your documents, pictures, music, and anything else you create.

I have three external drives on my computer or three places to insert a cd.

As you can see, I have an Audio CD in my computer. The label changes depending on the cd you put in.

Double click on any of these drives to open the content on the cd.

Call Katrina for more information 970-618-0042.
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File Management: How to organize your documents.

Double click on 'My Documents.' You can tell you are in 'My Documents' from two places.

You can view your documents in five different ways. List is easiest to view folders while Thumbnails makes viewing pictures easy.

Play with the different views until you find one that works for you.

These are short cuts to commonly visited places. If you clicked on my documents, it will not take you to a different screen because you are in my documents.

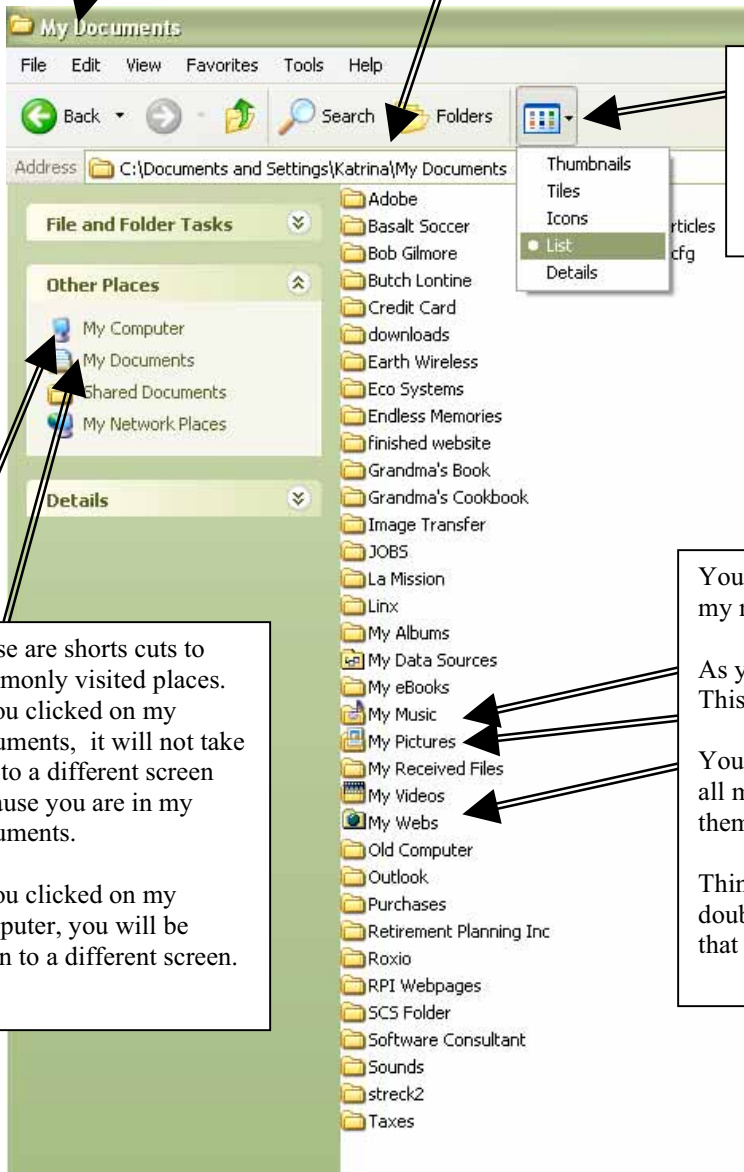
If you clicked on my computer, you will be taken to a different screen.

Your computer comes with pre made folders. Usually these are my music, my pictures, and my webs.

As you can see, I have created unique folders for my needs. This way, I can find what I am looking for easily and fast.

You need to make sure you save all photos to my photos, and all music to my music, otherwise you will not be able to find them.

Think of these folders as different drawers in your desk. If you double click on one it will reveal more folders or documents that pertain to the main drawer.

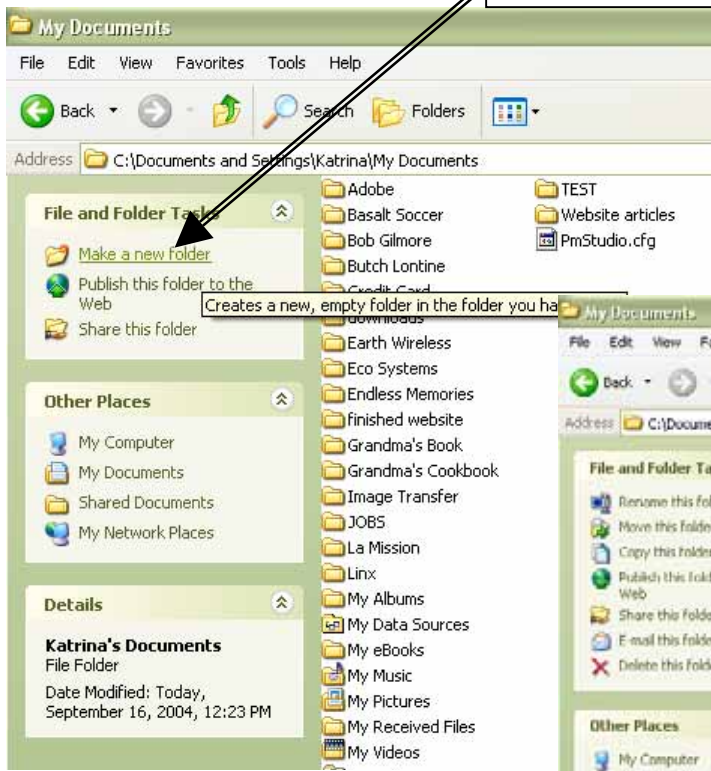


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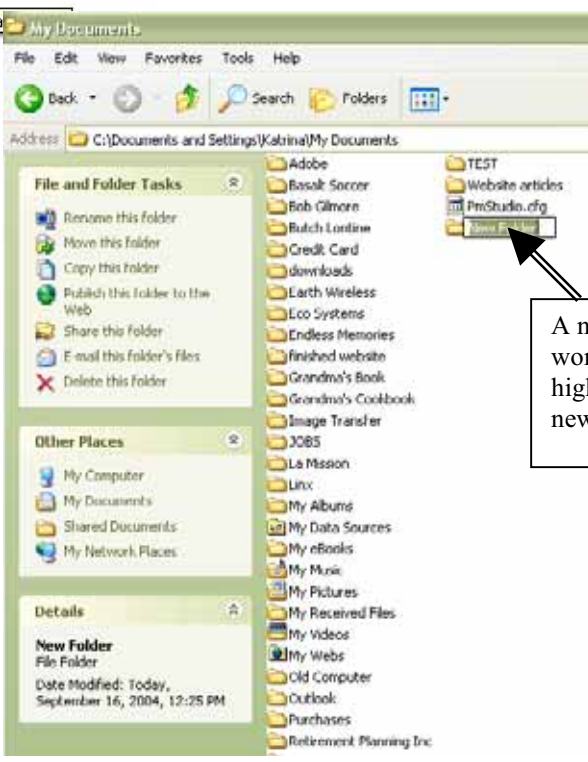
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File Management: Making a new folder and renaming folders.

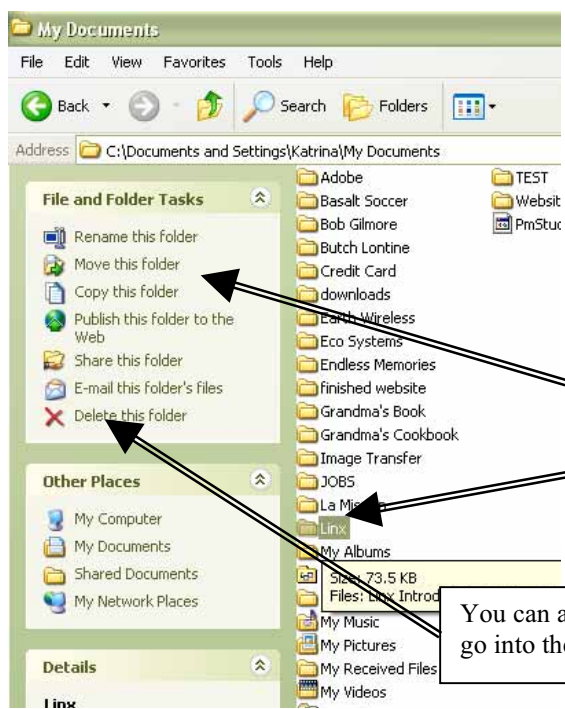
Click on make a new folder.



Creates a new, empty folder in the folder you ha



A new folder appears. The words 'New Folder' are highlighted. Start typing a new name for this folder.



To rename a folder, click on 'Rename this folder.' The folder has to be highlighted. See how the Linx folder is highlighted?
The words will be highlighted and you can type over the words.

You can also delete a folder if you don't need it. It will go into the trash can.

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