

## WINDOWS XP FILE MANAGEMENT

### ORGANIZING YOUR FILES IN FOLDERS

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Windows XP provides a ready-made folder called **My Documents** (accessible from the desktop or Start menu), which points to the default location where files are stored (e.g., C:\Documents and Settings\user ID\My Documents). This is the default location or starting point for creating a hierarchy of folders. You can also create your own main folder and set **My Documents** to point to that location.

Whether you use the Windows XP default location or specify your own, My Documents is the place where files are saved. Once the default has been established, other folders can be created within any program you use.

### CREATING A HIERARCHY OF FOLDERS

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To create subfolders within the **My Documents** folder, do the following.

1. Select the **Start** button on the Taskbar, select **My Documents**.



2. Select **File** from the Menu Bar. From the options menu select **New**, then **Folder** from the sub menu.
3. A new folder will appear in the My Documents window with the folder name (New Folder) highlighted. Type the name you want to give the folder.



**TIP:** Any time text is highlighted, you can simply start typing to replace the highlighted text.

4. Repeat steps 2 and 3 for every additional folder to create.

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### **Create a folder within a folder**

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1. Select the folder (to open it) you want to create the subfolder within.
2. Repeat steps 2 and 3 from the above section.
3. When finished select the **Close [X]** button in the upper right corner of the window.

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## **HOW TO ESTABLISH YOUR OWN DEFAULT LOCATION**

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Rather than bury your files in the location specified by the Windows operating system, you might want to create your own top - level folder and point to that location as the My Documents default.

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### **Creating the Top - Level Folder**

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The instructions below create a top - level folder called **MyFiles** on the C: drive.

1. Select the **Start** button on the Taskbar, select **My Computer**.
2. Select the **(C:)** icon in the My Computer window.
3. Select **File** on the Menu Bar and select **New**, then **Folder**.
4. A new folder will appear in the C: window with the folder name (New Folder) highlighted. Type **MyFiles**.
5. When finished, select the **Close [X]** button in the active folder window.

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### **Changing the Default My Documents Location**

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Make sure you've created the top - level folder as described above and then do the following.

1. Select the **Start** button on the Taskbar and right-click the **My Documents** option (see Figure above).
2. Choose **Properties** from the pop-up window.
3. From the **Target Tab**, In the **Target** text box field, replace the current entry with **C:\MyFiles** (or use the **Find Target** button to locate and select the folder).
4. Select the **OK** button to finish.

Once you've established the **MyFiles** folder as the My Documents target location you can add folders within that folder by following the instructions given in the **Creating a Hierarchy of Folders** section above. Alternatively, folders can be added from within any program you use, as described below.

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## **HOW TO CREATE A NEW FOLDER FROM WITHIN A PROGRAM**

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Folders can also be created from within the default **My Documents** folder from the **Save As** dialog box in any program.

1. Select **File** on the Menu Bar then select **Save As**.
2. If necessary, navigate to the folder within which you want to create a sub-folder (i.e., change the Save in: location).

3. Select the **Create New Folder** icon at the top of the **Save As** dialog box.
4. In the **New Folder** dialog box that appears, type the desired folder name in the text box field provided.
5. When finished, select the **OK** button.
6. Finally, if you're saving a document, make sure you enter a **File name** in the appropriate text box, then select the **Save** button. If you aren't saving a file, select the **Cancel** button.

## FINDING FILES

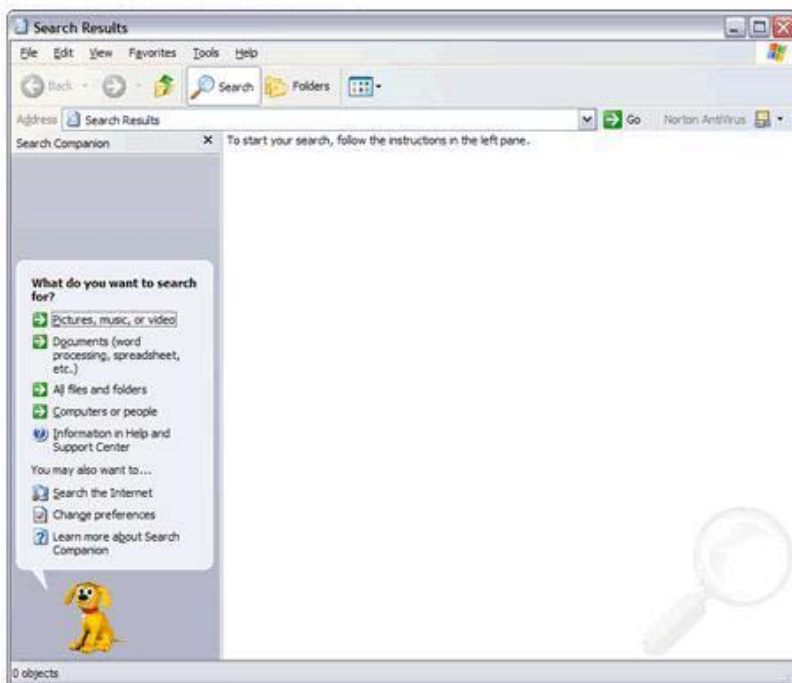
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Can't remember where you saved a file? Usually a search from within the program you're using works. In Office 97/2000/XP/2007 programs (Word, Excel, etc.) the **Office Assistant** can be used to find instructions. In other programs, you may have to use a different Help feature to locate instructions for finding a file.

The **Windows** search feature can also be used to locate a file.

To use Windows search:

1. Select the **Start** button on the Taskbar
2. Choose **Search** to display the **Search Results** window (see Figure below).



3. Make selections in the **Search Companion** dialog bubble, start with **What do you want to search for?**.
4. To begin the search, select the **Search** button (located at the bottom of the dialog bubble).

The files found will list in the right panel of the window. Make a note of the location of the file when you find it. To open the file immediately, double-click the filename. Note that the Search Results window will remain on the desktop until you close it (i.e., opening the file you were looking for doesn't close the dialog box).

## HOW TO COPY, MOVE AND RENAME FILES AND FOLDERS

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Files and folders can be copied, moved, or renamed from any window or dialog box that contains folder and/or file icons (or lists folders and/or files) to any other window or dialog box that contains folder and/or file icons (or lists folders and/or files). This can be a Microsoft Explorer window or a Word *Open* dialog box, for example.

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### ***How to Move or Copy a File***

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#### **Microsoft Office Example**

1. From the Microsoft Office program where the file to be moved or copied is located, select the **Open** button on the Toolbar/Ribbon.
2. Locate and right-click the name of the file (or folder) you want to move or copy.
3. On the shortcut, pop-up menu that appears, select **Cut** (to move the file) or **Copy** (to copy the file).
4. Locate and choose the folder where you want to move or copy the file.
5. Move the mouse pointer to the file/folder area of the dialog box and right-click and select paste, or choose the paste function icon from the toolbar/ribbon. This will paste the file in the selected folder.
6. To get out of the *Open* dialog box (without opening a file), select the **Cancel** button.

Please note that the right-click cut/copy-and-paste procedure is the same no matter what file/folder window you're in.

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### ***Send to Floppy Shortcut***

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To copy a file to a floppy disk, follow Steps 1–3 (above), then select **Send to** on the pop-up menu and select **3½ inch floppy (A:)** from the cascading menu that appears.

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### ***How to Rename a File***

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#### **Microsoft Office Example**

1. In the Microsoft Office program where the file you want to rename is located, select the **Open** button on the Toolbar/Ribbon.
2. Locate and right-click the name of the file (or folder) to rename.
3. On the shortcut, pop-up menu that appears, select **Rename**.
4. Type the new file name (replacing the highlighted, boxed file name).
5. To get out of the *Open* dialog box (without opening a file), select the **Cancel** button.

**NOTE:** The right-click cut/copy-and-paste procedure is the same no matter what file/folder window you're in.

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## **NEED HELP?**

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Contact the IT Help Center by phone (818-677-1400), or online at (<http://techsupport.csun.edu>).