

Windows 9X/NT/Win2k File Management

Introduction

Use the Explorer (File Manager) to locate files. Find files or folders using the Advanced tab. Format disks, create folders and copy and move files. Back up files and use the recycle bin. Accessing files and folders through My Computer and create shortcuts on the desktop.

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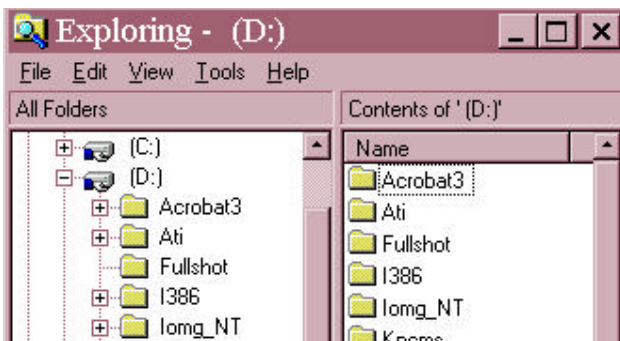
My Computer

Shortcuts

NT Explorer (File Manager)

Click on the “Start” button and move to “Programs” and to “Windows NT Explorer.” Click once. The contents of this window are similar to “File Manager” in the Windows 3.1 version.

The left window contains the available drives and the right window contains the contents of the selected drive or directory.

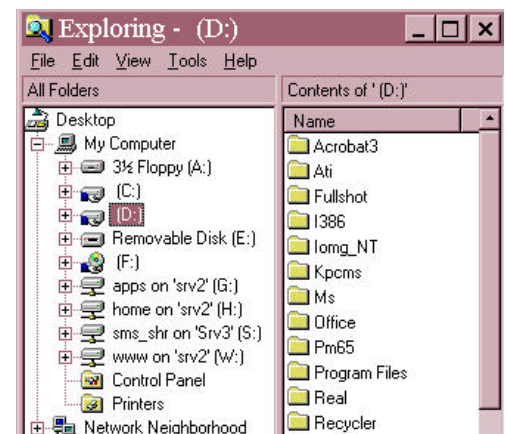


Note the small boxes to the left of the drive and directory. The boxes containing a + indicate that there are subdirectories. Click on the small box with the + and the subdirectories will expand in the left window to show the hierarchical tree.

Directories with a – in the box to the left indicate that the directory is expanded. Clicking on the small box with the – will “collapse” the hierarchical tree.

Collapsing all directories in the left window will leave the major directories available as well as the drive options under “My Computer.”

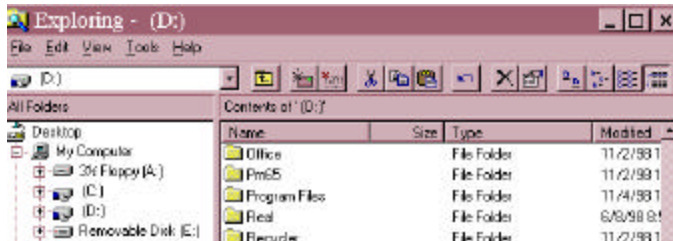
Clicking on the directory icon will list the files and folders in that directory in the right window.



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Views

The file tree can be viewed in various ways. Move to “View” on the menu bar and toggle the toolbar on. The buttons on the toolbar are helpful as a means of deciding how the window appears. The field on the left end of the button bar indicates the drive or folder in which the



files and folder on the right window are located. Click on the down arrow on the right end of the field to display additional drives that can be selected with a click of the mouse.

The buttons on the button bar indicate in order:

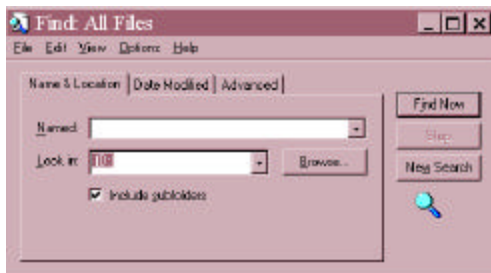
- ✓ Up one level in the hierarchial tree.
- ✓ Map Network Drive (Not necessary as your network drive has been mapped)
- ✓ Disconnect Network Drive (Clicking on this button and making changes will disconnect you)
- ✓ Cut (Move a file or folder on the clipboard)
- ✓ Copy (Create a copy of a file or folder on the clipboard)
- ✓ Paste (Bring a copy of a file or folder from the clipboard to the cursor window location)
- ✓ Undo (Undo the last action)
- ✓ Delete (Delete the file or folder)
- ✓ Properties (Displays the properties of the file or folder)
- ✓ Large Icons (Displays files and folders as large icons)
- ✓ Small Icons (Displays files and folders as small icons)
- ✓ List (Displays files and folders as a list)
- ✓ Details (Displays details about the files and folders)

Using the list or Details options allow sorting by clicking on the heading of the column to be sorted. Clicking the same heading will toggle between ascending and descending order.

Find

Use “Exploring” to locate files or folders, text, or files created between specific dates.

Using the menu bar, click on “Tools” and then move to “Find” and over to “Files and Folders.



The dialog box to the left will appear. The first window offers the option of searching for files with specific names. The second window offers the option of “where to look” and the third is to search in subfolders.

The “Date Modified” tab offers the option of finding files created or modified between certain dates.

The “Advanced” tab offers the user to search for specific types of files, text within files created or files of certain sizes.

Any or all options may be used at once.

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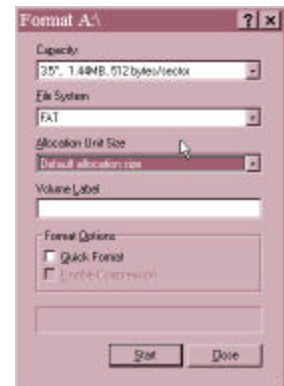
Format a Diskette

Locate the 3½ Floppy (A) drive and use the right mouse button to click on it. Select “Format” from the menu list. Note the capacity. Clicking on the down arrow to the right will show the available options.

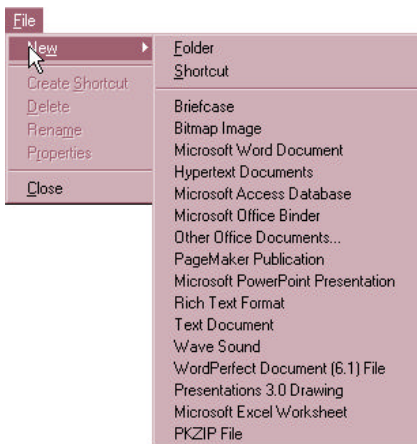
The FAT file system should be selected.

Type in a volume label (a label to identify what is on the diskette or who’s diskette this is– such as “Department Meetings”)

Click on the “Start” button to begin formatting.



Create Folders



It is a good idea to organize files within sub-folders on a drive or within a folder. This makes locating specific files much easier.

On the Desktop – The Desktop must be active. Right-click on the desktop and select “New” and move to “Folder.” A new folder will appear on the desktop. Type the name for the folder. This folder can be used to store files and subfolders.

On a Drive or in a Directory – “Go to Windows NT Explorer.” Left click on the drive or directory in which you would like to place a folder. Move to “File” on the Menu Bar and select

“New” and move to “Folder.” A new folder will appear in the right window within the drive or directory ready to be named. Type a name for the folder.

Copy and Move files

Files and folders may be copied or moved by the “Drag and Drop” method. This is handy for “Backup” methods.

Copy – Select a file(s) or folder(s) in the right window.

- Select “All Files” by placing the cursor in the right window and go to “Edit” on the menu bar and click on “Select All” (Or press [Ctrl][A]).
- Select specific files by holding down the [Ctrl] key and clicking on specific files in the window on the right.
- Select a group of files by clicking on the first in the “group.” Hold down the [Shift] key and click on the last file in the group.
- Select a specific file or folder by clicking on that file or folder in the right window.

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Click with the right mouse button on the file. Drag the files/folders from the right window to the icon for the drive or folder in the left window. Release the mouse button. A dialog box like that on the right will appear. Click on the desired option and the file(s) or folder(s) will be copied or moved.



If the folder or file already exists in that location, a “Confirm Folder Replace” dialog box will open. It would be best to delete the folder(s) or file(s) in the target drive before moving or copying file(s) or folder(s) to that location.

Backup

Computing Services recommends the use of the “Copy” function to back up files. Copy from the D:/User directory to a network directory or a Zip drive. Your network directory is in “Home on Srv 2 (H:).” Locate your building folder and within that building folder your personal folder.

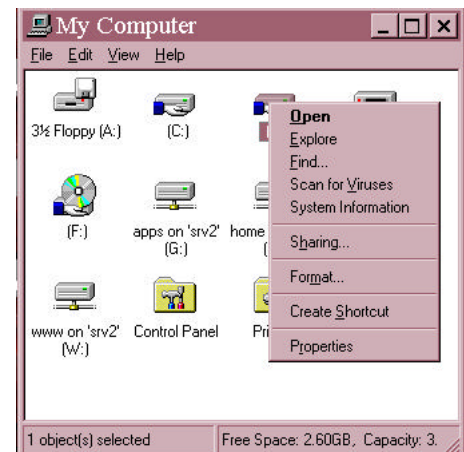
Recycle Bin

Remember to periodically empty the recycle bin as files placed in that location (deleted from the hard drive) take space in memory. Use the right mouse button to click on the recycle bin. Click on “Empty Recycle Bin” from the menu and the recycle bin will be emptied (the files will be deleted).

My Computer

Files and folders may also be accessed through the “My Computer” icon on the desktop. To access the “Explorer” options, right-click on a drive or folder and select “Explore.”

The regular “Explorer” window will appear. Work within that window as above. Files may be copied and moved using the icons in the “My Computer” window .



Shortcuts

Create a shortcut to a file or folder by locating that file or folder within the directory using the “NT Explorer” or “My Computer.” Right click on the file or folder and drag to the desktop and release. Select “Create Shortcut Here.”