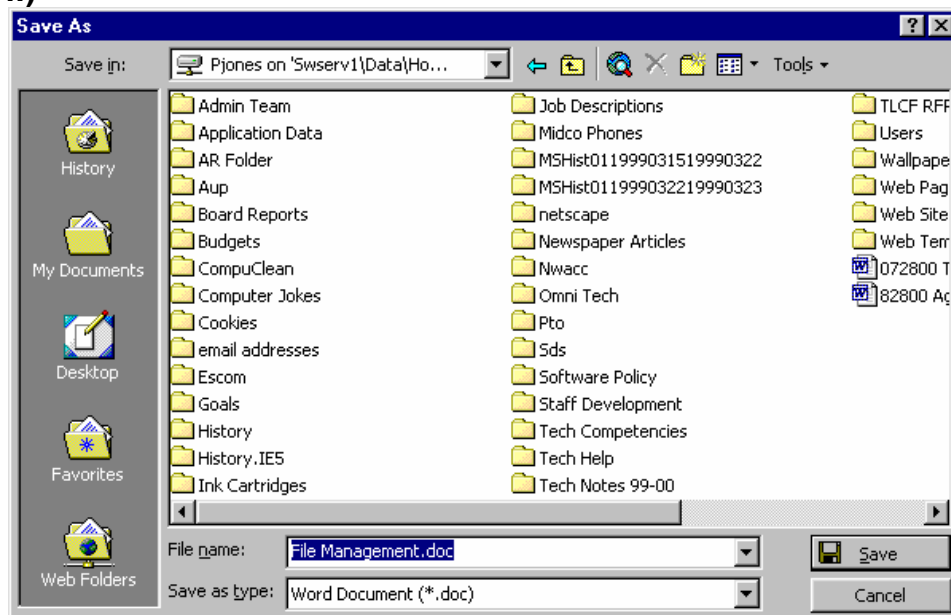


File Management

Saving Files

You may save files to the following drives: **A:** (the floppy disk drive), **H:** (the network drive that stores your personal files), and **S:** (the network drive where users can share files).

1. The first time you save a particular file, click on the word **File** on the menu bar and then click on the words **Save As**.
2. A new box will appear on your screen. In the top white box, be sure to note that you are saving to the proper location. Notice in the box below that I am correctly saving my work to my home directory on the network (**H:**)

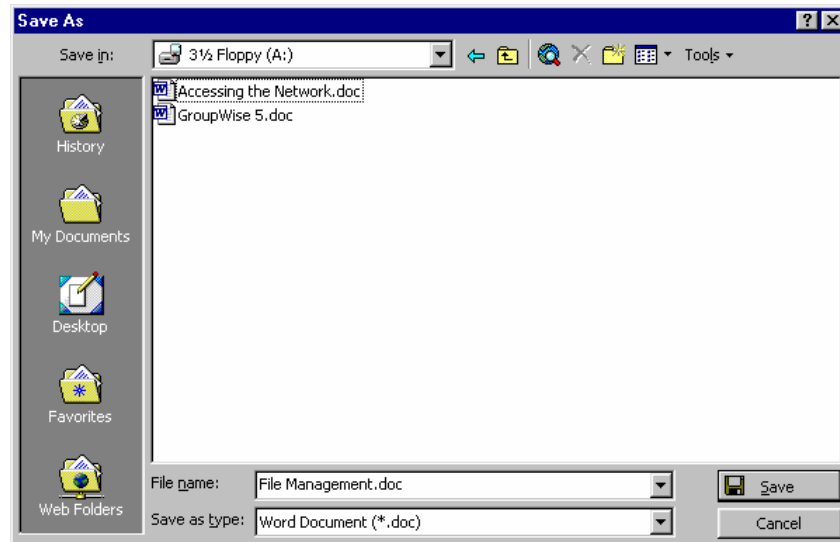


Also note that, in the box next to **File name**, I have given the document a name I will remember. Please check the file name and change it if necessary to an appropriate title you will remember.

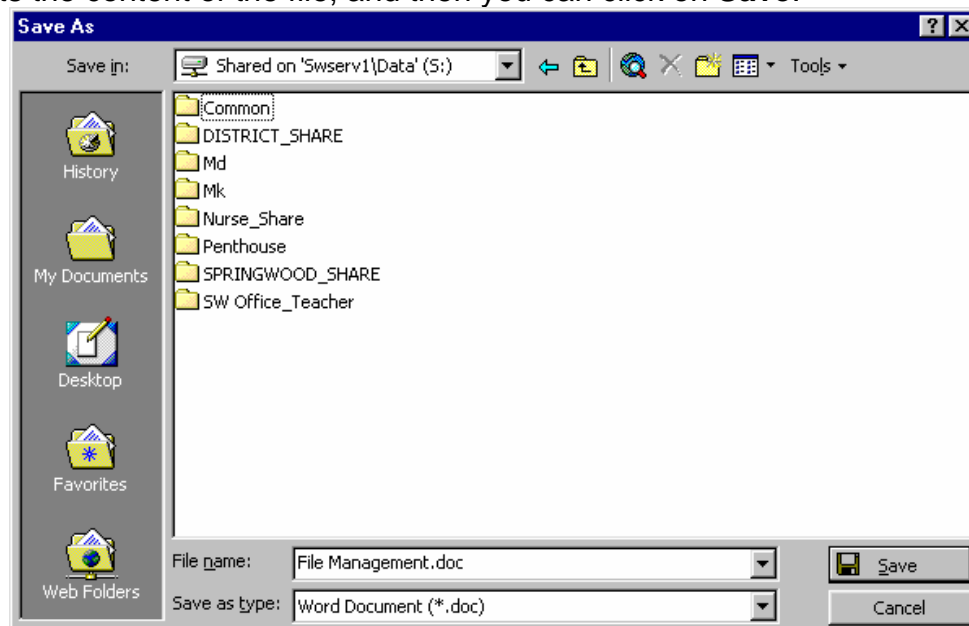
3. Once you have checked your file location and name, click on the **save button** located to the right of the file name box.
4. After you have saved the file for the first time to a particular location using **Save As**, you then can resave it at any time by clicking on **File** and then on **Save**, *not* Save As.

Note: In order to ensure you do not lose your work, you should click on **Save** every 10 minutes or so. Never leave your work without saving it unless you want to take a huge chance of losing it.

5. To save files to floppy disk, you must insert the floppy disk in the drive bay. Then click on **File** and **Save As**. When the dialogue box opens, click the down arrow next to the **Save in:** box. Click on **3 ½ Floppy (A:)** and make sure it now appears in the **Save in:** box.



6. To save files you want to share with others, save the file in a shared directory. Again, click on **File** and **Save As**. In the dialogue box, click on the down arrow next to the **Save in:** box. Next, click on **Shared on 'Swserv1/Data (S:)** and make sure these words appear in the **Save in:** box. Now *double-click* the name of the folder in which you want to save the file if there is more than one folder in your shared directory. Finally, check to see that the name of the file appropriately reflects the content of the file, and then you can click on **Save**.



Opening and Closing Files

There are several ways to open files. Notice that there are two buttons on the mouse. Your index (pointer) finger should rest on the left button, and your middle finger should rest on the right button. When you click either button, you must hold the mouse still as opposed to jerking it around. Be firm but gentle. To select an item, click the left button once. To open a program or file, click the left button twice (*double-click*). To see options for a file, click the right button once.

- A. **Opening files from the desktop.** *Double-click* the left mouse button on the appropriate icon on your desktop. For example, to see the files in your Home directory, *double-click* the left mouse button on the Home Files directory on your desktop. To see what you have saved on a particular floppy disk, insert the disk into the drive bay and *double-click* the left mouse button on the icon to 3 ½ Floppy A: To view shared files, *double-click* with your mouse arrow on the icon labeled Shared Files. To open a particular file, *double-click* with your mouse arrow on the file's icon or single-click the right mouse button and click open.
- B. **Opening files from a program.** Open the particular program, such as Microsoft Word. Click on **File** on the menu bar, and then click on **Open**. Make sure the appropriate file location (3 ½ Floppy A:, your Home files, or Shared files) appears in the **Look in:** box. If you do not see the file you want to open, make sure **All Files (*.*)** appears in the **Files of type:** box. To open the file, put your mouse arrow over the file's name and left click once on it and then click **Open** button in bottom right corner, or *double-click* on the file's name.
- C. **Closing files and programs.** To close a file, click on **File** on the menu bar and then click on **Close**. If you made changes to your work, you will be asked if you want to save your changes. Click on Yes or No. After this, the file will close. To close a program, you may click once on the **X** in the upper right corner of the program's window, or you may click on **File** on the menu bar and then click on **Exit**.

Deleting Files

It is important to delete any files that you will no longer be using. Files take up space and network resources. Responsible users will regularly delete files that are no longer necessary.

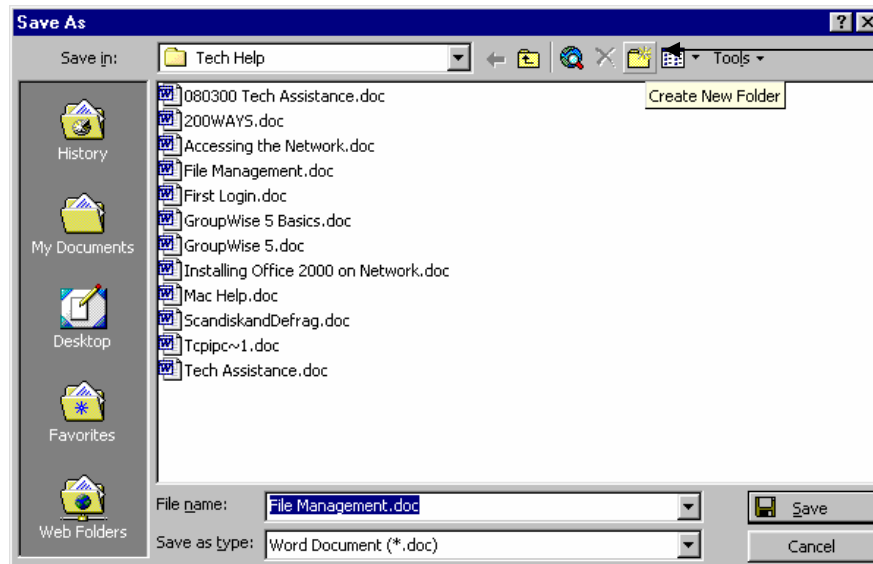
To delete a file, you must open the file from one of the icons on your desktop (3 ½ Floppy A:, your Home files, or Shared Files. Put your mouse pointer over the icon for the file you want to delete and *right-click* once on the file. Then select **Delete** from the options that appear.

Another way to delete a file is to click once on the file's icon and then click on **File** and click on **Delete**. Note: You cannot delete files from the boxes you use to open and close files within a particular program in Microsoft Office programs.

Creating Folders

Folders are a great way to organize your work. Instead of looking through hundreds of individual files, you may create folders in which you can store related information. You may want to store files by certain classroom activities or assignments, or you may also want to store files for particular classes, teams, or committees. These related files can be put into folders.

- A. To create a folder, you may *double-click* on the appropriate icon on your desktop, such as 3 ½ Floppy A: or your Home Files. Then click on **File** on the menu bar and select **New** and then **Folder**. The new folder will appear and the title of the folder (New Folder) will be highlighted in blue. If you do not click on the folder, you can just type in the name you want to give to the folder. If the title (New Folder) is not highlighted blue, then put your mouse arrow over the folder, click the right mouse button once, and select **Rename**. Then type the appropriate name for the folder. By the way, you can rename any file or folder by using this last step.
- B. To create a folder as you are saving a file, you can open the **Save As:** box and click on the icon in the menu bar that looks like a manila folder with an asterisk in the upper right corner. You will get a dialogue box that asks you to type in the name you want to give to the folder. Type the name and click OK.



- C. To save files in a folder, follow the steps to save your work given in the **Saving Files** section of this document, but add one more step. Once you choose the location, click on the appropriate folder so that its name appears in the **Save in:** box. If you already have files that you would like to move to a new or existing folder, you may click on the appropriate icon on your desktop and drag and drop the file into the folder. To drag and drop, put your mouse pointer over the file. Hold down the left mouse button while dragging the file over the top of the folder icon. Once you have the file over the folder icon, let go of the mouse button.

- D. You may want to have a file in two folders. To do this, you copy and paste. Hold your mouse arrow over the file and click the right mouse button. Then left-click on **Copy**. Next, put your mouse arrow over the appropriate folder in which you want a copy of the file and click the right mouse button. Then left-click on **Paste**. Another method is to put your mouse pointer over the file you want to copy and hold down the right mouse button while dragging the file over the top of the appropriate folder. When you let go of the button, you can click the left mouse button on **Copy Here**.