


# File Management Using Windows Vista



## Lecture Notes

*Note: Storage media can be a diskette or USB drive*

1. Windows Explorer (not to be confused with Internet Explorer)
  - a. Right-click on Start Button 
  - b. Select Explore
  - c. Organize files in the right frame by clicking on a column heading. If the headings do not appear on the screen, click on the Views button arrow and select the Details.

NOTE: The Windows Explorer window is also called the Computer Window and can be opened by clicking on the Computer icon on the Desktop or the Computer option on the Start menu.
2. Internal Disk Labels and Scanning Media for Errors
  - a. Changing disk label
    - ♦ Scroll left frame up until the storage media icon is found
    - ♦ Right-click on the storage media icon in left frame
    - ♦ Select Properties to open storage media's Properties dialog box
    - ♦ The General Tab must be active
    - ♦ Change disk label
      - i. Click inside text box found at the top of the dialog box
      - ii. Delete old label if necessary
      - iii. Type new label
    - ♦ Click on OK to close the storage media's Properties dialog box
  - b. Error-Checking Storage Media
    - ♦ With storage media's Properties dialog box open (If it is not open, follow first three steps of "Changing disk label" found above)
    - ♦ Select the Tools tab
    - ♦ Click on the Check Now... button
    - ♦ Click on the Start button
    - ♦ Scan results text box report sbad sectors or other problems
    - ♦ Close results text box
    - ♦ Click on OK to close storage media's Properties dialog box

*-Hand-On-Activity 1 –*

3. File Management Using Windows Explorer
  - a. Create a file folder
    - ♦ Select the storage media and/or file folder where you want to place the new folder
    - ♦ Click on Organize button
    - ♦ Select New Folder
    - ♦ Type folder name
    - ♦ NOTE: If you press the Enter key or click somewhere else on the screen before entering a name the folder is automatically assigned the name New Folder. If this happens, rename it (see instructions below in 3h) to give it the name you want.
    - ♦ Press Enter key
  - b. Display folder hierarchy in Explorer's left frame
    - ♦ Click on the expand icon  to display subordinate folders
    - ♦ Click on the collapse icon  to hide subordinate folders
  - c. Create a shortcut to a file folder
    - ♦ Right-click on file folder
    - ♦ Select Send To
    - ♦ Select Desktop (create shortcut)--it is now on the desktop!
  - d. Selecting several files for moving, copying or deleting
    - ♦ Non-continuous selection: hold Ctrl key while clicking
    - ♦ Continuous selection:
      - i. Click on first file
      - ii. Hold Shift key
      - iii. Click on last file
  - e. Move selected files to a folder
    - ♦ Hold the right mouse button down and drag file over new folder, then select Move from the shortcut menu when it appears.
    - ♦ Or Organize menu's Cut (Ctrl + x) then paste (Ctrl + v) options
    - ♦ Or Hold Shift key while dragging files to new location
    - ♦ NOTE: You do not have to hold the Shift key if you are moving the file to a folder on the same disk.
  - f. Undo Move or Copy
    - ♦ Organize menu's Undo (Ctrl + z)
  - g. Copy selected files to a folder
    - ♦ Hold the right mouse button down and drag file over new folder, then select Copy from the shortcut menu when it appears.
    - ♦ Or Organize menu's Copy (Ctrl + c) then Paste (Ctrl + v) options
    - ♦ Or hold Ctrl key while dragging file to new location
    - ♦ NOTE: You do not have to hold the Ctrl key if you are copying the file to another disk or a folder on another disk.
  - h. Renaming a selected file
    - ♦ Organize menu – Rename – type new name – press Enter key
    - ♦ Or Right-click on file – Rename – type new name – press Enter key
    - ♦ Or Two clicks (not a double-click) – type new name – press Enter key

- i. Deleting selected file or files
  - ♦ Organize menu – Delete – Click on Yes button to confirm
  - ♦ Or Right-click – Delete – Click on Yes button to confirm
  - ♦ Or Delete key on keyboard – Click on Yes button to confirm

*- Hands-On Activity 2 -*

- 4. Recycle Bin
  - a. Remove desktop shortcut or any file by dragging icon over Recycle Bin
  - b. Restoring deleted files
    - i. Open Recycle Bin by double-clicking on icon found on the Desktop
    - ii. In Recycle Bin window, right-click on file(s) that need to be restored
    - iii. Click restore option
  - c. Emptying Recycle Bin (this only needs to be done on a limited basis)
    - i. Open Recycle Bin window
    - ii. Click on the File menu
    - iii. Select Empty Recycle Bin
    - iv. Click on Yes button
    - v. Close Recycle Bin window
- 5. Organizing Screen Display
  - a. If necessary, activate the Windows Explorer window.
  - b. Click on Views button arrow
  - c. Click on Details option
  - d. In the display area, click on the column header, for example Name or Size, to organize display based on the values in the related column
  - e. Click on the column header again to reverse the display order. For example, if you have clicked on the Name column header the files are displayed in alphabetic order from A to Z. Click on it again to display the files from Z to A.

*-Hands-On Activity 3-*