



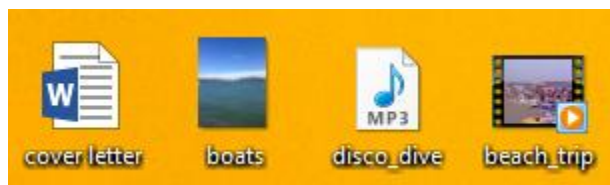
## File Management: Create and Organize Files and Folders

### Goals for today's class:

- Understand the various formats of files.
- Create, name and save files.
- Understand the purpose and importance of folders.
- Organize files and folders locally on the computer and online in a cloud-based platform.

### Files and Folders:

- A file, in the computer world, is a self-contained piece of information available to the operating system and any number of individual programs, like Word, PowerPoint or Excel. A computer file is much like a traditional file that one would find in an office's file cabinet. Just like an office file, information in a computer file could consist of anything; a word-processed document, a spreadsheet, a slideshow, a photograph, a video, etc.



- Files come in many different formats so the computer knows what program to use to read the file, indicated by the file's extension. Some common extensions are:
 

.exe	Executable file (starts a program)	.bmp	Windows bitmap (picture file)
.docx	Microsoft Word	.jpg	JPEG compressed (picture file)
.pdf	Adobe Acrobat Reader	.Tif	Tagged Image file (picture file)
.ppt	Microsoft Power Point	.mp3	MPEG sound file
.xls	Microsoft Excel	.mov	Mac Quicktime video
- Folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder.

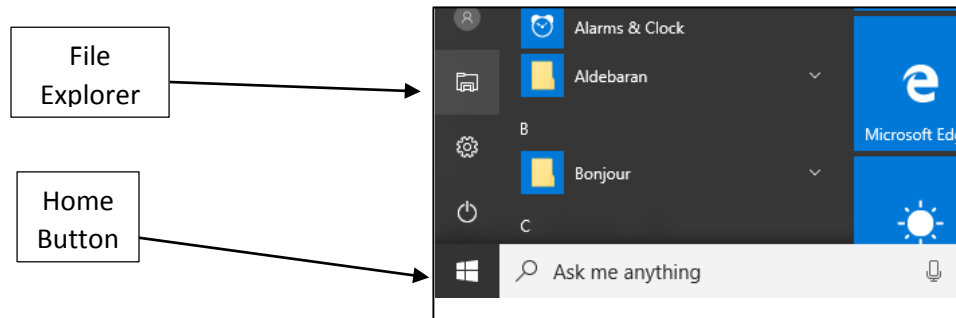


### Accessing Files & Folders on the Computer:

- Access Files/Folders through the File Explorer found in the computer's directory.
- The File Explorer is a directory of all the files saved on the computer's hard drive or locally. It includes:

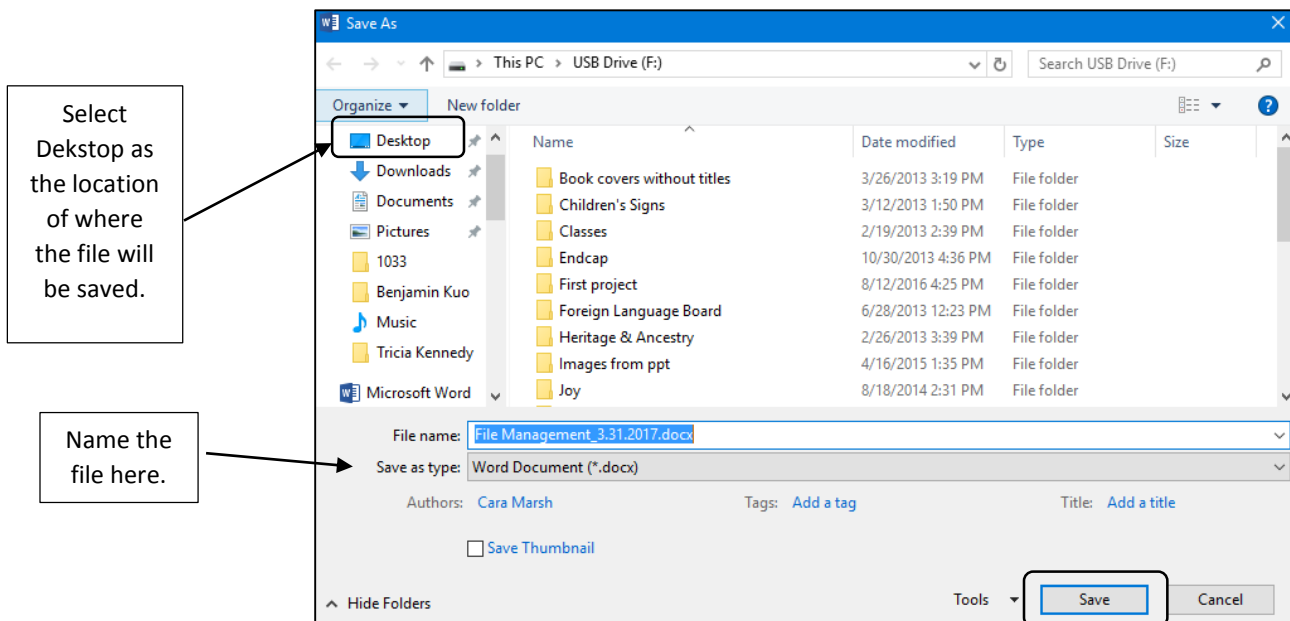
- o File Name, Date, File Type, File Size, Location

- Click on the home button (bottom left corner of the desktop), then click the File Explorer:



### Creating, Naming and Saving Files:

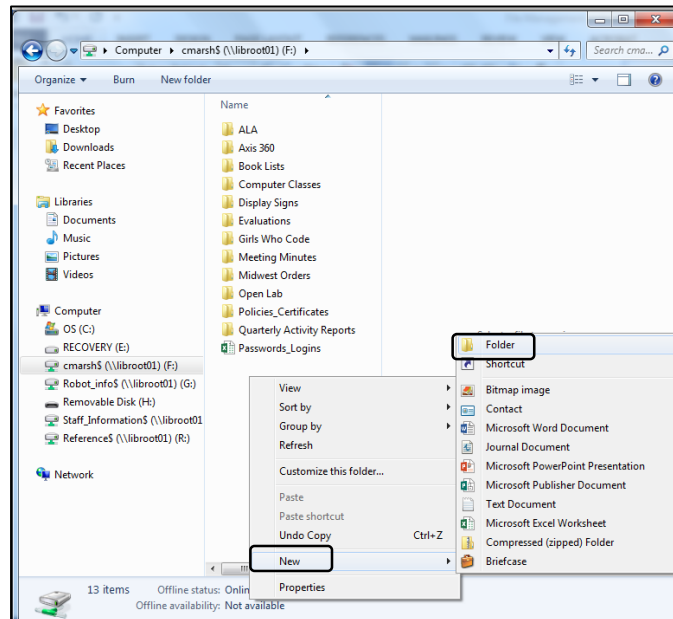
- Create a Word document by opening Microsoft Word on the desktop.
- Select Blank Document and type your name and today's date.
- Save the file to the Desktop inside of the "File Management Class" folder on the computer.
  - o File > Save As > Browse > Desktop > File Management Class folder > Name File > Save



- File naming best practices are important!
  - o Date: YYYYMMDD or YYMMDD
  - o Description: Name what is in the file.
  - o Consistency: Determine a file naming system and stick to it!
  - o Do not use spaces or special characters, use underscores or dashes.
  - o Example: 20170331\_Resume\_CaraMarsh\_WFL

## Creating and Naming Folders:

- On the Desktop open the "File Management Class" folder. Inside should be the file you just created as well as a few other files.
- To better organize files, creating folders and putting the different files into folders is ideal.
- Create a folder by right clicking within the Documents folder > New > Folder > Name the Folder



- Drag and drop files into the appropriate folders.

## Files and Folders "In the Cloud":

- Files can be shared with others with a link if stored "in the Cloud", which refers to storage space on the Internet. The advantage to saving files in the cloud is the capability to access your files from any computer or device with an Internet connection.
- Cloud options include Dropbox, Google Drive, Microsoft SkyDrive, Apple iCloud, Amazon Cloud Drive.
- Let's create a folder in Dropbox
  1. Go to [www.dropbox.com](http://www.dropbox.com)
  2. Sign in with:
    - a. wfl.jackies.room@gmail.com; wfl34870



3. Select the new folder icon
4. Name your folder

- Let's upload a file to Dropbox



1. Select the upload icon

2. Select **choose files**
  3. Select your folder and file and click on **open**.
  4. Click on **Done**
- Let's Share a file from Dropbox
    1. Select the file you want to share
    2. Click on the **share** button
    3. Type in the email address you want to send the file to and click **share**
    4. **OR** click on **create a link**.
    5. Click on **copy link** to send just the link through a regular email.

### **Tips for Organizing and Managing Files:**

- Always save files to places you choose: Use Save As to select the location of the saved file.
- Develop naming schemes for documents: Coming up with a file naming strategy that works for you is a great place to start. Think about using dates and version numbers.
- Don't be afraid to rename files.
- Use folders carefully. Creating a large number of folders can end up hiding your files in subfolders. Keep it simple.
- Delete files you no longer need will make it easier to find the files you do need.
- Create separate folders for complete and ongoing work.
- Guard against creating multiple copies of the same document: Although it can seem like a good idea, what happens is we get lost in our copies and lose sight of which file is the current edition. If you must save multiple drafts of a document, use a naming convention in order to keep drafts organized.
- Create categories for photo folders and use dates.