

PART 3

Working with Folders

One part of working with Windows is learning how to work with the documents you save and store on your system. Each time you save a document (a letter, worksheet, database, or other document), that information is saved as a file on your hard disk. You assign both a specific place for the file and a name.

To keep your files organized, you can set up folders. If your hard drive is like a big filing cabinet then folders are like drawers. Each folder can hold files or other folders. You can open and close folders, view a folder's contents, copy and move folders, and create or delete folders. New with Windows XP is the Folders Tasks list, which helps you understand and access the common folder commands, as covered in this part.



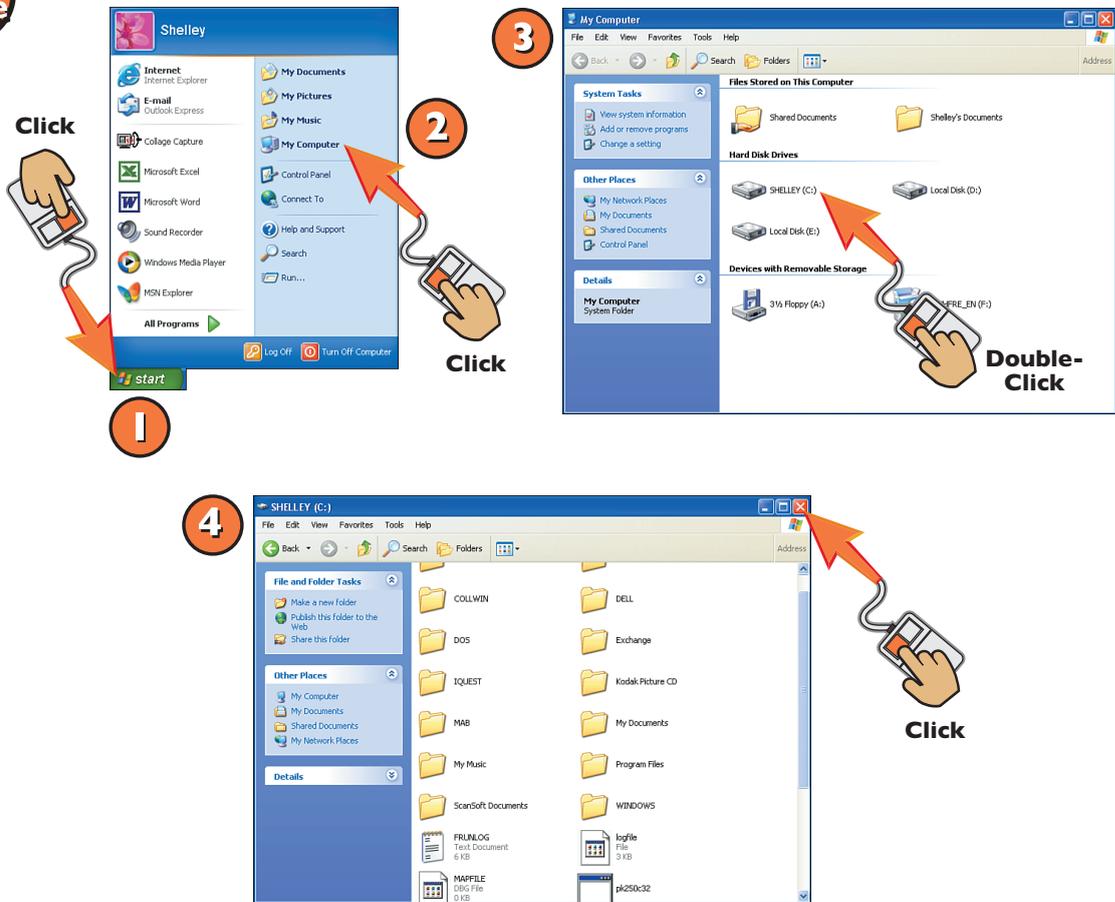
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Task 1: Opening My Computer

Start Here



- 1** Click **Start**.
- 2** Click **My Computer**.
- 3** You see icons for each of the drives on your computer as well as system folders. Double-click the icon representing your hard drive (usually **C:**).
- 4** Each folder icon represents a folder on your hard drive. Each page icon represents a document (file). Click the **Close** button to close the window.

End Task

My Computer is an icon that represents all of the drives on your system. To open folders and display files, you often start by opening **My Computer**. Once you open this window, you can then open any of your drives to see the folders and files contained on that drive.



Use Shortcut Icon

If you have added the shortcut icon for My Computer to your desktop, you can double-click this icon to open My Computer, as covered in Part 10, "Personalizing Windows."

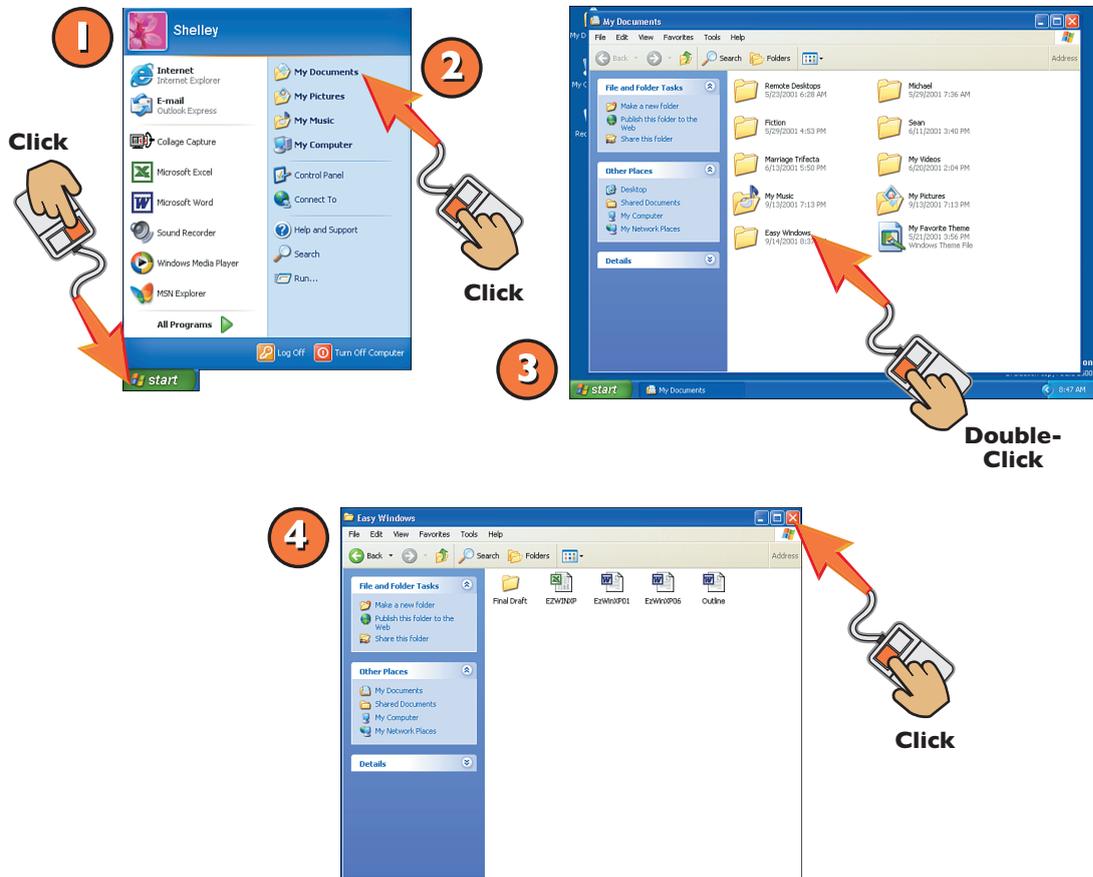


Tasks Pane

Windows XP displays a Tasks list with common tasks as well as Other Places and a Details area. When you click an icon, you can see information about the icon in the Details area.

Task 2: Opening the My Documents Folder

Start Here



- 1** Click **Start**.
- 2** Click **My Documents**.
- 3** If you have added any folders to this folder, you see them listed. Double-click any folder to display its contents.
- 4** You see the contents of this folder. Folder icons indicate folders and page icons indicate documents. Click the **Close** button to close the window.

End Task

To help you keep your documents organized, Windows sets up a special folder called **My Documents**. You can view the contents using the **My Documents** command. When you organize your own documents, it's a good idea to use the **My Documents** folder, creating

subfolders (a folder within a folder) within this main folder to store your work.



Add Folders

You can add folders to the My Documents folder. To do so, see Task 10, "Creating a New Folder."



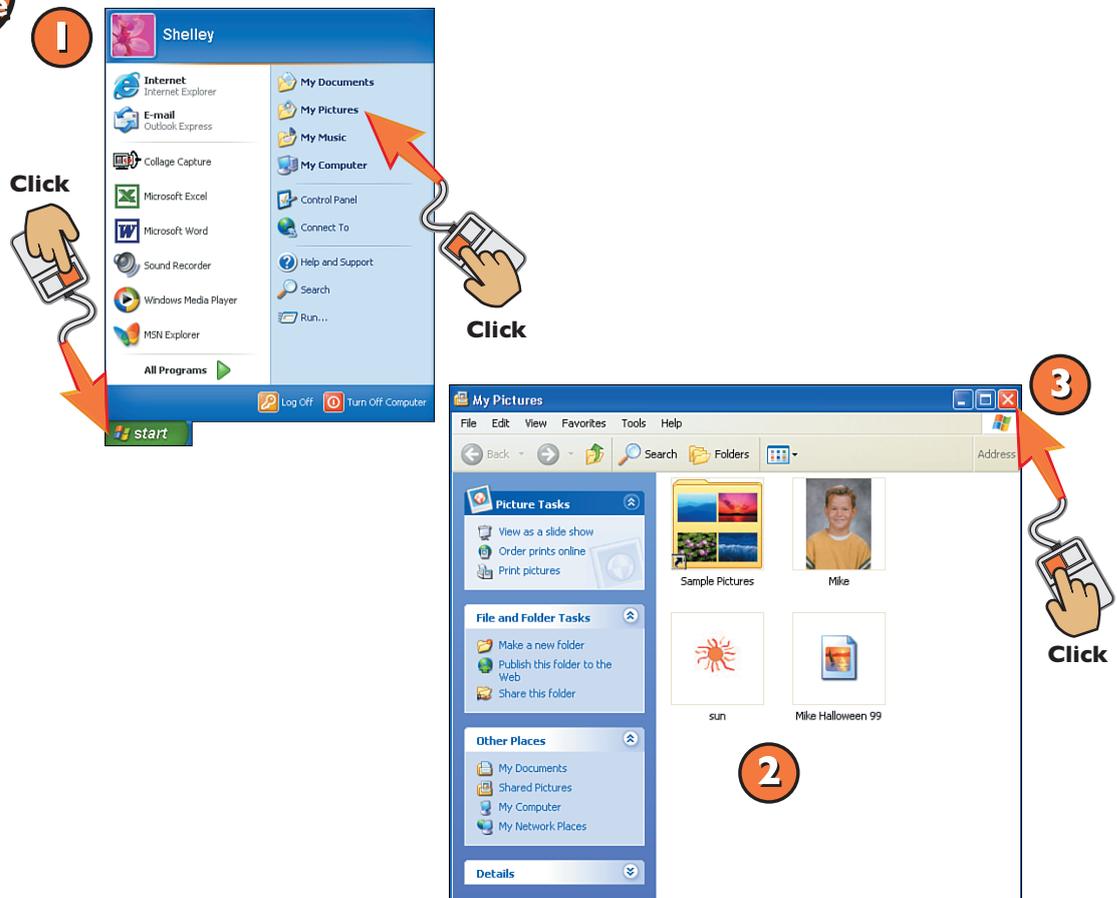
Shortcut

If you have added the My Documents icon to your desktop, you can double-click this icon to open this folder. See Part 10 for information on customizing the desktop.

Task 3: Opening the My Pictures Folder

PART 3

Start Here



1 Click **Start** and then click **My Pictures**.

2 You see the contents of this folder. If Windows can display the image file type, you see the picture as a thumbnail of the actual image. If Windows cannot display the image file type, you see an icon.

3 Click the **Close** button to close the window.

End Task

Windows also sets up special folders within the My Documents folder. One folder is the My Pictures folder which you can use to store graphic images. These might be pictures taken with a digital camera, images created with a scanner, or images you have created with a drawing or

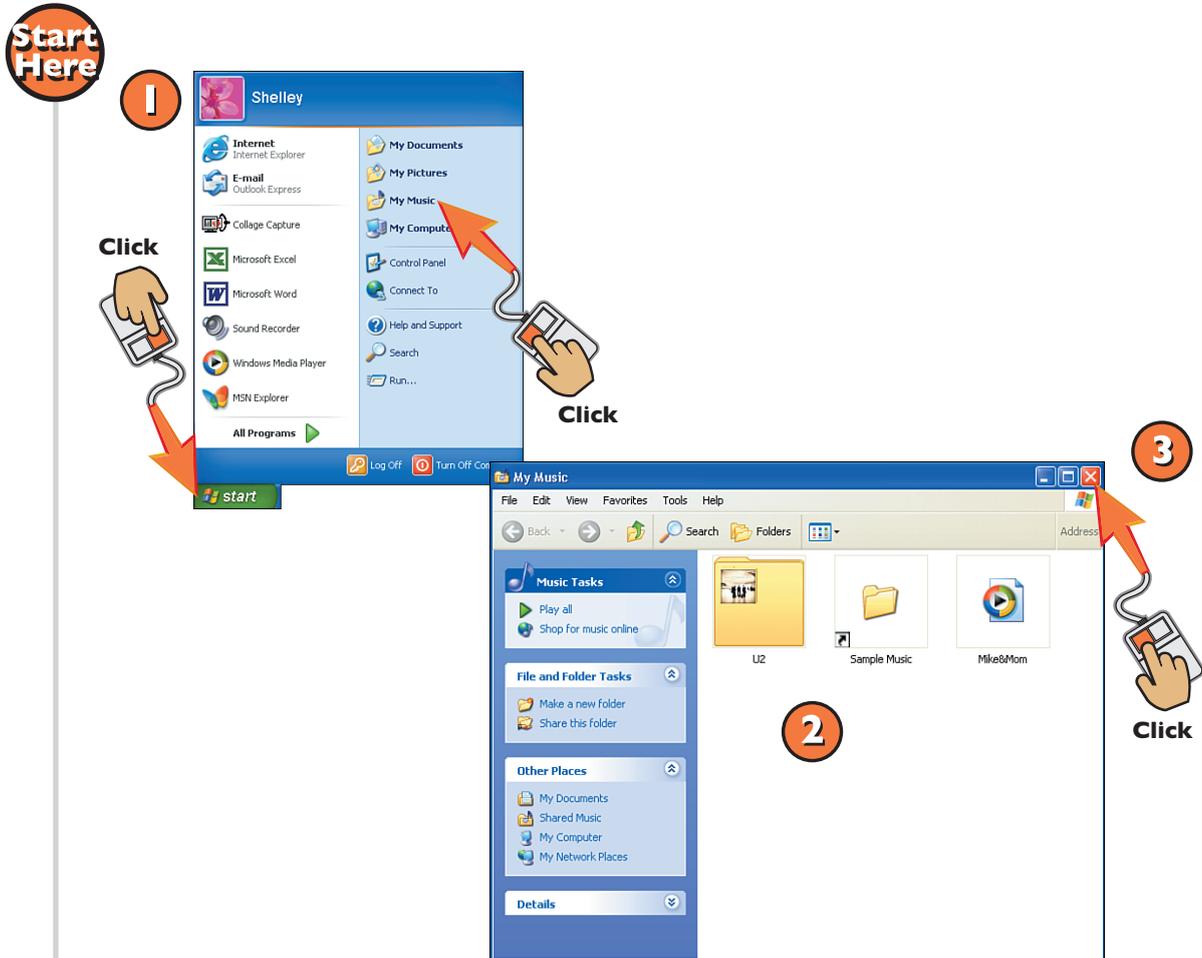
paint program. New with Windows XP is a Picture Tasks list with commands for handling pictures.



Thumbnail View

You should see the contents in Thumbnail view, which shows miniature pictures of each graphic file. You can change to another view (or switch to Thumbnail if you don't see this view) using the **Views** command or button. See Task 7, "Changing the Window View."

Task 4: Opening the My Music Folder



- 1 Click **Start** and then click **My Music**.
- 2 You see the contents of this folder including any music files you have stored here.
- 3 Click the **Close** button to close the window.

End Task

Within the **My Documents** folder, you see special folders set up by **Windows** to store particular types of content. For instance, you can use the **My Music Folder** to store music files. You not only see the contents when you open this folder, but new with **Windows XP**, you see a **Music**

Tasks list with commands for working with music files.



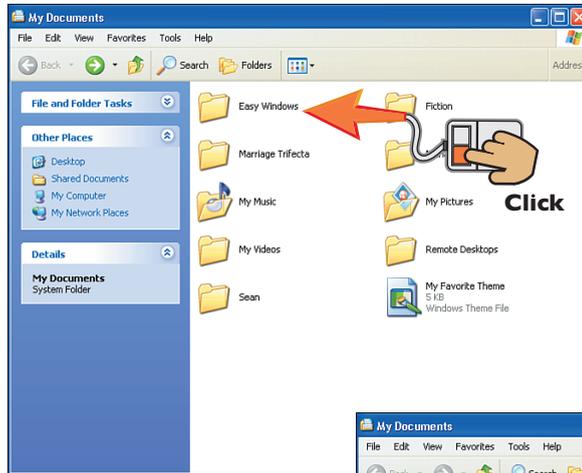
My Videos

Windows XP also includes a **My Videos** folder within the **My Documents** folder. You can use this folder to store video files. To open **My Videos**, open **My Computer** and then double-click the icon for the **My Videos** folder.

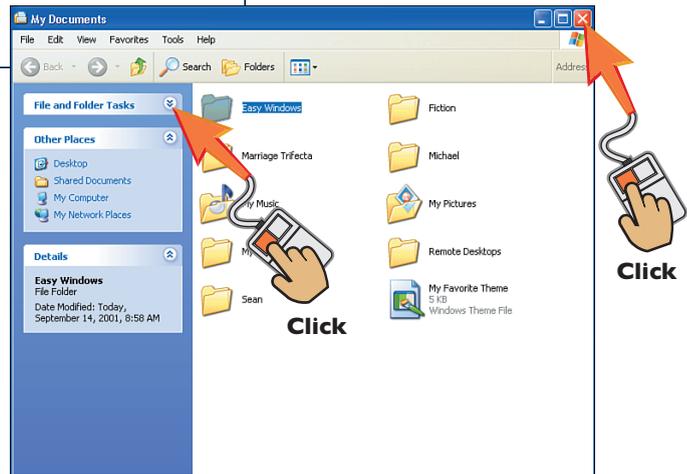
Task 5: Selecting a Folder

Start Here

1



2



3

- 1 Click the folder you want to select.
- 2 In the File and Folder Tasks list, you see folder-related tasks. If necessary, click the **Expand** button  to display Details. You see detailed information about the folder.
- 3 Click the **Close** button to close the folder window.

End Task

When you are working with folders, you start by selecting a folder. You can then rename, delete, copy, or move the folder. When you select a folder, you see commands for all the folder-related tasks. You can also view detailed information about the selected folder.



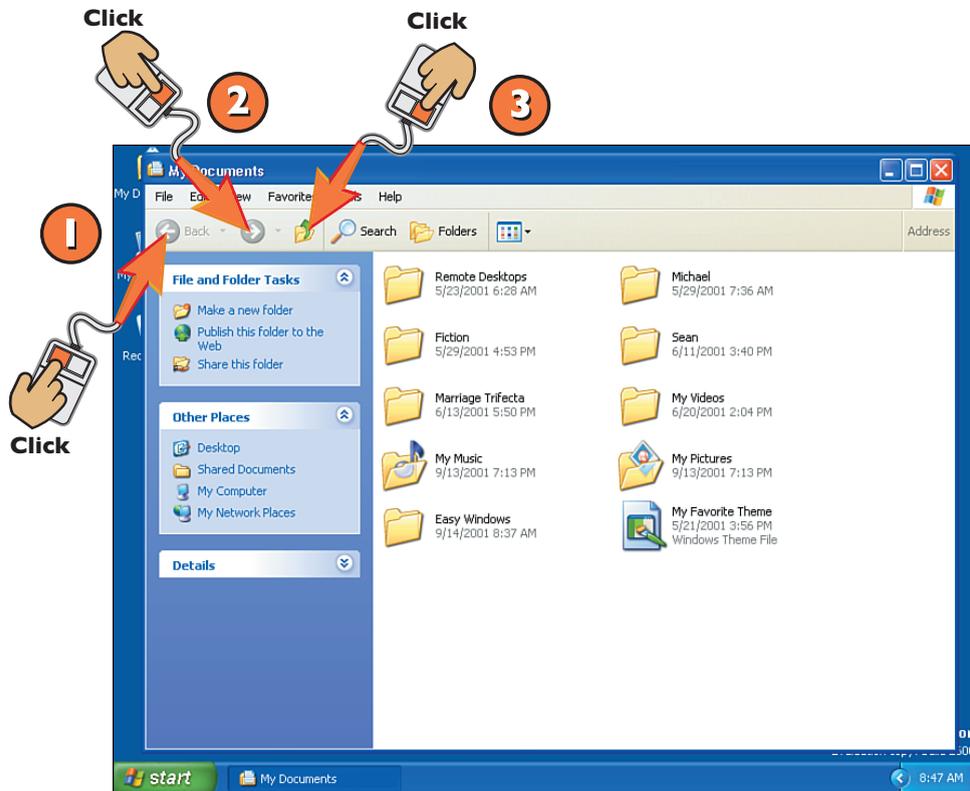
Hide and Display Panes

You can hide or display any of the areas in the Explorer Bar of a window. Click the **Expand** button  to display the area. Click the **Hide** button  to collapse and hide the area.



Task 6: Navigating Folders

Start Here



- 1 Click the **Back** button to go back to a previously viewed page.
- 2 If you have clicked **Back**, you can click **Forward** to return to a previously viewed page.
- 3 Click the **Up** button to display the next level up in the folder structure.

End Task

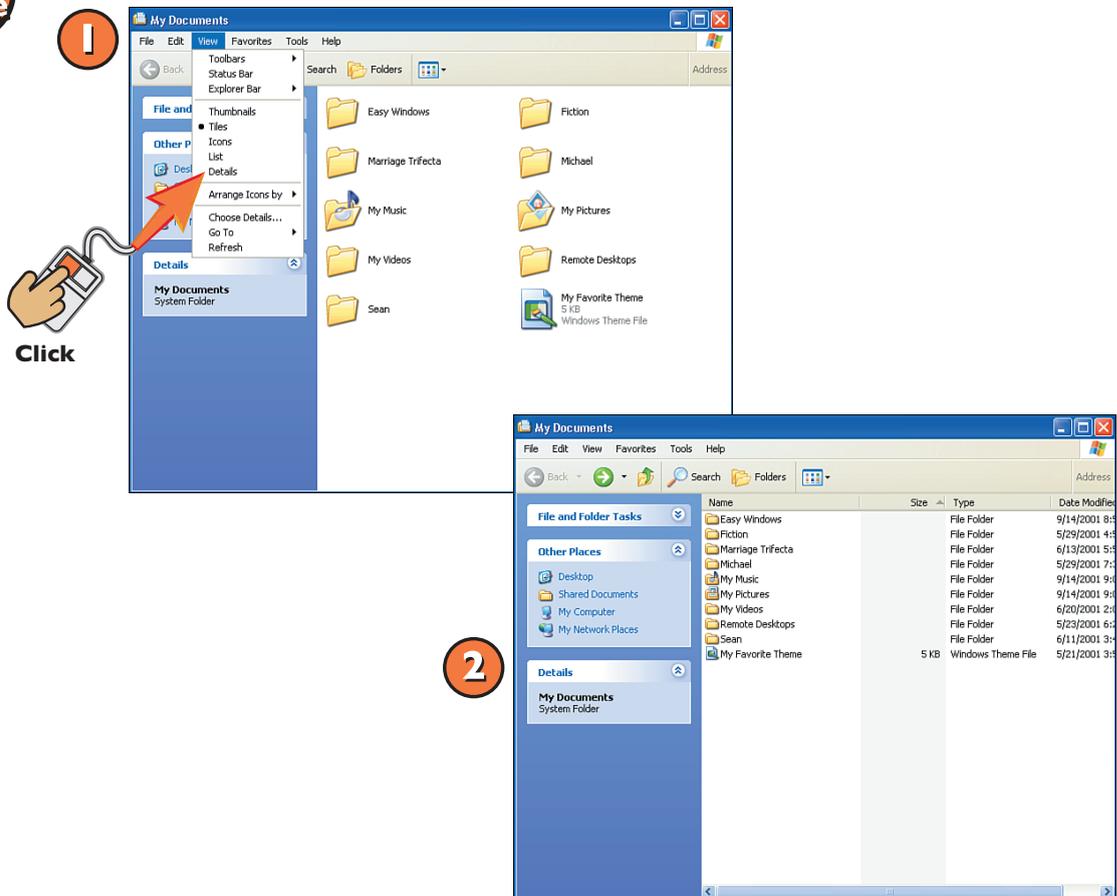
Each folder window includes a toolbar that you can use to navigate from folder to folder. You can go back and forth among previously viewed content windows. You can also move up one level in the folder structure to the containing folder. For instance, you might move up to

the desktop level and then open drives and folders to move to another branch of the folder structure.

- ✓ **Search and Folders Button**
You can find information on searching for a file in Part 4, “Working with Files.” For help on displaying a Folders List with the Folders button, see Task 11, “Displaying the Folders List,” in this part.

Task 7: Changing the Window View

Start Here



- 1 In the window you want to change, click the **View** menu, and then select the view you want.
- 2 The window displays the contents in that view (in this case, the Details view).

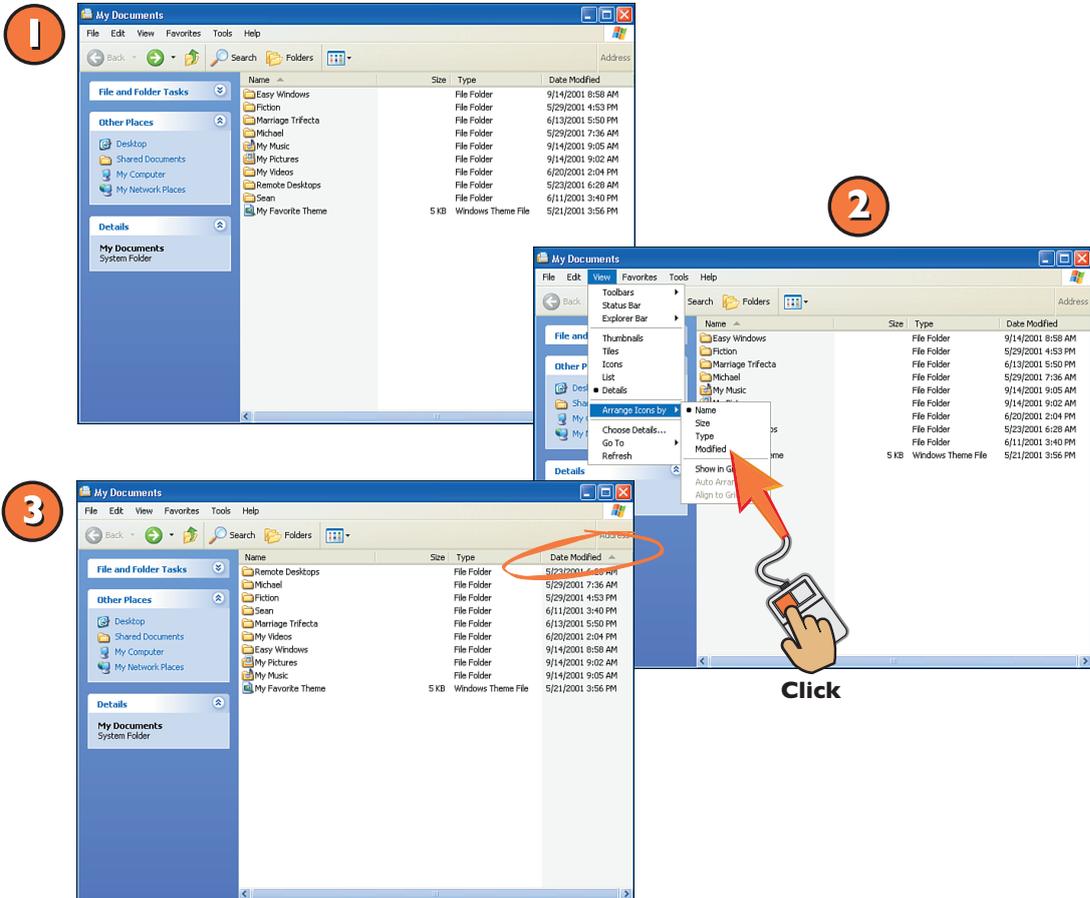
End Task

You can view the contents of a window in a variety of ways. If you want to see more of a window's contents at one time, you can change the view to List. Click **View, Details** to view information about the contents of a window (size, name, type, modification date). You can also

select **Thumbnails**, useful for pictures, or **Tiles** which shows an icon along with file information. Changing the way a window displays its contents can make it easier to find what you need.

- ✓ **Use the Views Button**
You can also click the down arrow next to the Views button  and select another view.

Start Here



- 1 Open the window you want to sort. In this case, the window is displayed in Detail view so that you can see the results of sorting.
- 2 Click **View, Arrange Icons By** and choose the sort order you want (in this case, **Modified**).
- 3 Windows sorts the files in the selected order. For example, this view shows the files sorted by modification date. Note the sort column is indicated with shading and an icon in the heading.

End Task

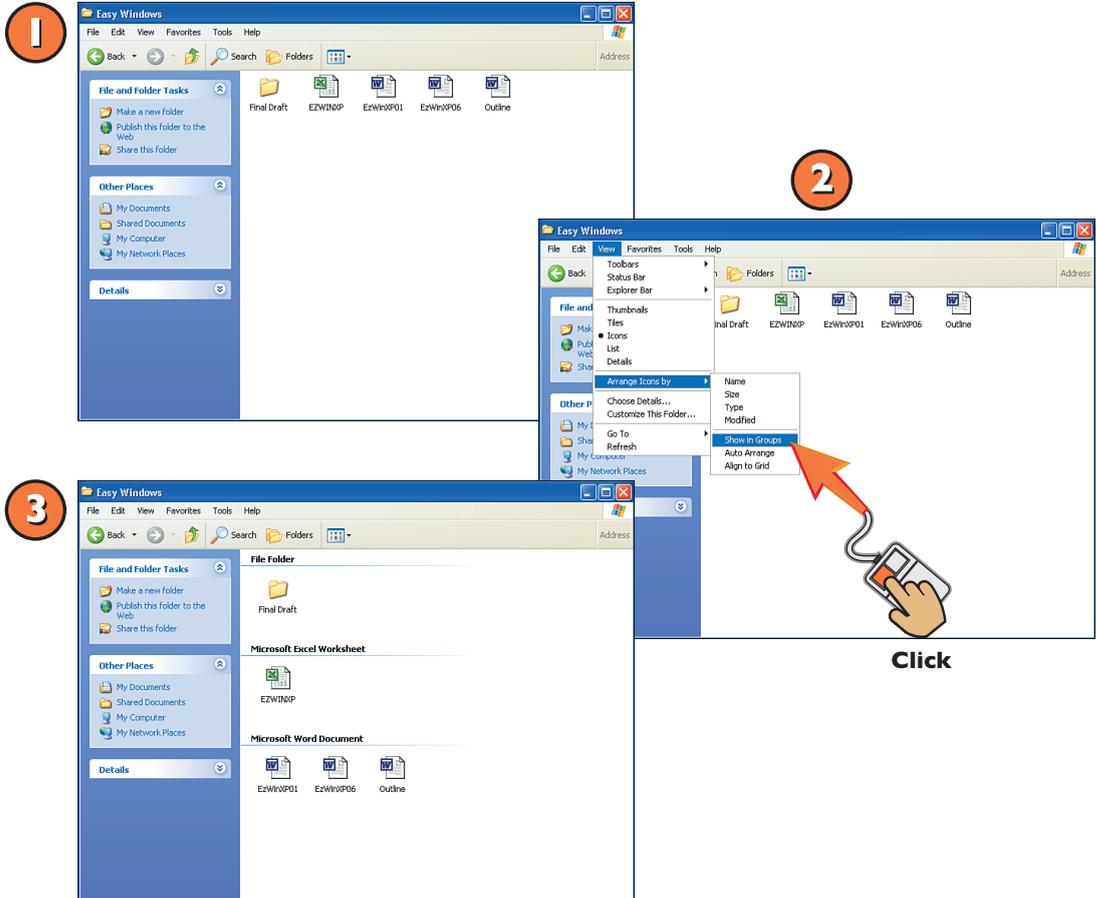
You sort the contents of a window so that you can more easily find the folders and files you want. Windows enables you to arrange the contents of a window by name, type, date, and size. All views show the sort, but the change is most apparent in Details view.

Sort in Details View
 You can also click the column header in the Details view to sort by that column. Click once to sort in ascending order; click the column heading again to sort in descending order.

My Computer Sorts
 If you are working in the My Computer window, you have different options for arranging the icons. You can arrange by name, type, total size, free space, or comment.

Task 9: Grouping Icons

Start Here



- 1 Sort the contents by how you want them grouped. For instance, to group by type, sort by type.
- 2 Click **View, Arrange Icons by, Show in Groups**.
- 3 Windows groups the icons by the sort order (here by type).

End Task

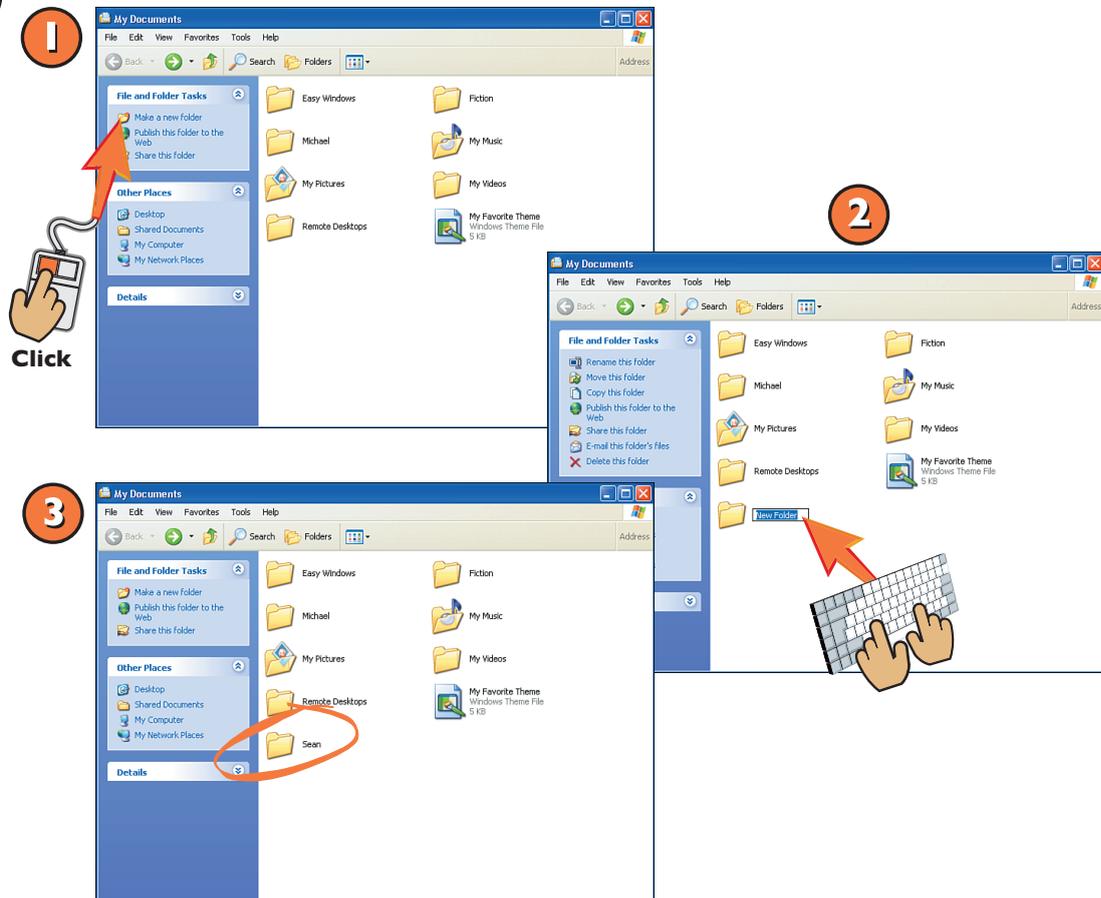
New with Windows XP is the capability to group icons. The grouping depends on how the items are sorted. If you sort by name, the contents of a window are grouped alphabetically. If you sort by type, the contents are grouped by type. Therefore, sort first and then group. You can group in any view.

- ✓ **Undo the Groups**
To undo the groups, select **View, Arrange Icons by, Show in Groups** again to remove the checkmark.



Task 10: Creating a New Folder

Start Here



- 1 Open **My Documents** and click **Make a new folder**.
- 2 The new folder appears in the window, and the name is highlighted. Type a new name and press **Enter**.
- 3 The folder is added.

End Task

Finding, saving, and opening documents is easier if you group related files into folders. For example, you might want to create a folder for all your word processing documents. Or you might create folders for each person that uses your computer. Creating a folder enables you to

keep your documents separated from the program's files so that you can easily find your document files.

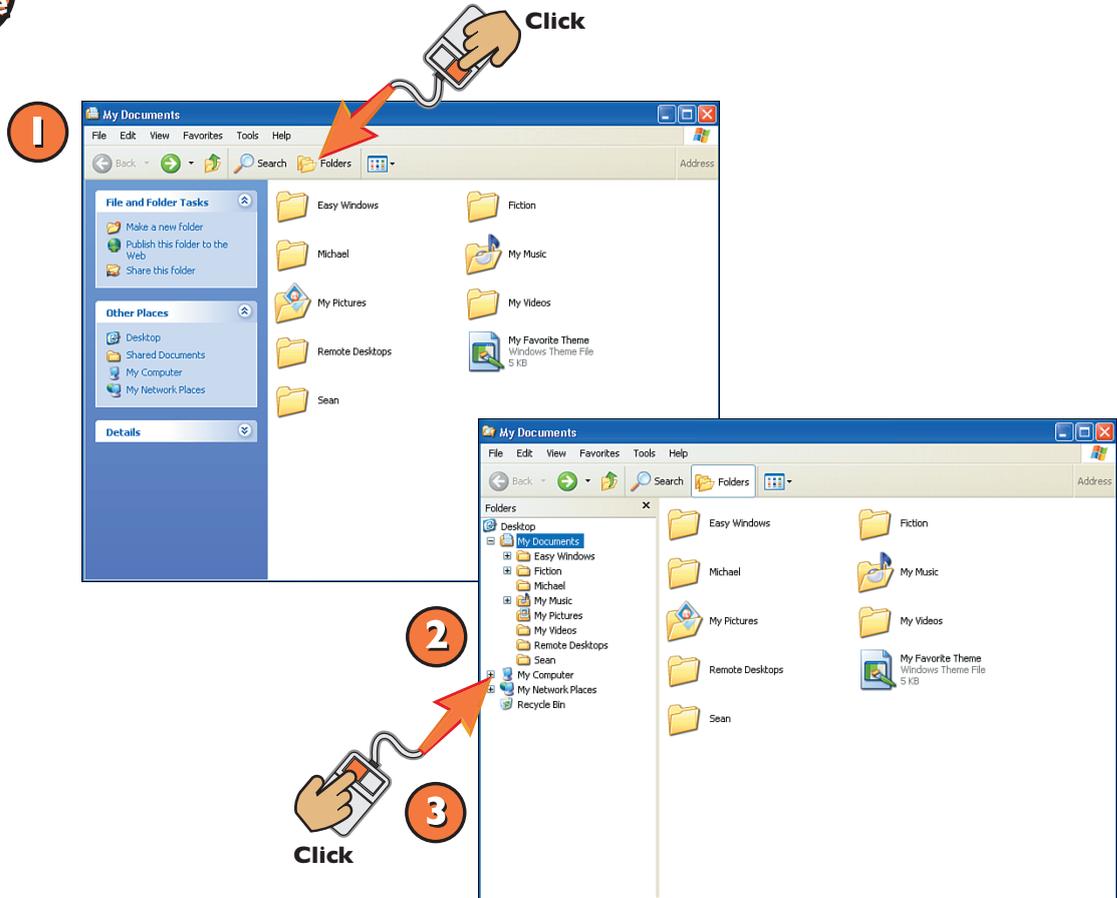
- ✓ **Delete a Folder**
If you change your mind about the new folder, you can always delete it. To delete the folder, select it, and then press the **Delete** key on your

keyboard. Click the **Yes** button to confirm the deletion.

- ✓ **Folder Name**
The folder name can contain as many as 255 characters and can include spaces. You cannot include these characters:
| ? / : " * < > \

Task 11: Displaying the Folders List

Start Here



- 1 Click the **Folders** button.
- 2 You see the Folders List. The top level is the Desktop; beneath that you see the icons on the desktop.
- 3 You can expand or collapse any of the folders and drives in the list by clicking the plus sign next to the drive or folder. For instance, click the plus sign next to My Computer.

Next Step

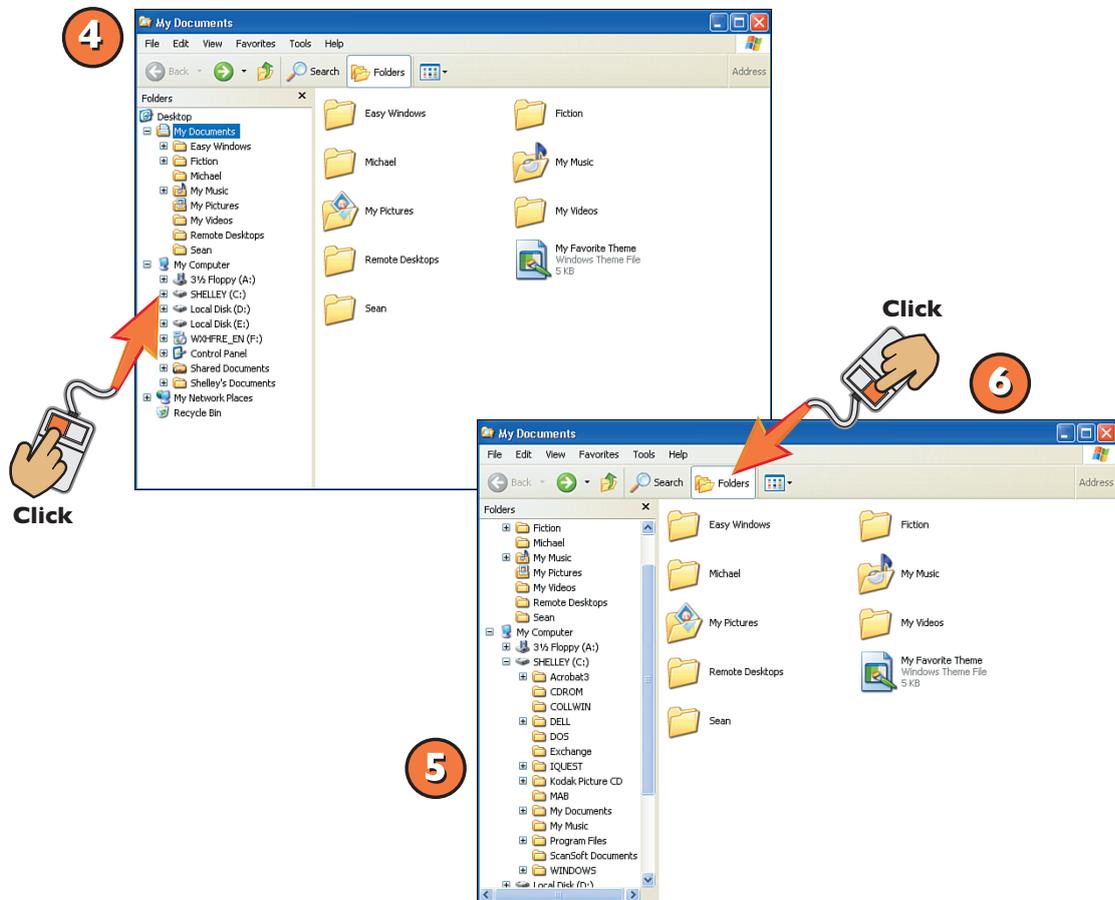
If you want to see a hierarchical listing of all the folders on your system, you can display the Folders List. You might prefer this view when working with folders and files because you can see the contents of the selected folder as well as all the other drives and folders on your computer. The

Folders List makes it easier to move and copy by dragging, for instance.

- ✓ **Hide Content**
When you click a plus sign to expand the folder or drive, the icon changes to a minus sign. You can click the minus sign to hide the contents of

that item. For instance, you might hide content if the Folders List becomes too long.

- ✓ **Select Folders**
You can select folders in the Folders List by clicking the folder you want. The right pane then shows the contents of the selected folder.



- 4 You see the drives and folders on My Computer. You can continue to expand the listing. For example, click the plus sign next to your hard drive (in this example, drive C:).
- 5 You see the contents of that drive. You can continue to expand the listing to display other nested folders.
- 6 To close the Folders List, click the **Folders** button again.

End Task



Display Other Bars

You can display other bars within a folder window. To do so, click **View**, **Toolbars**, and then **Explorer Bar**. Select the Explorer Bar you want to display.



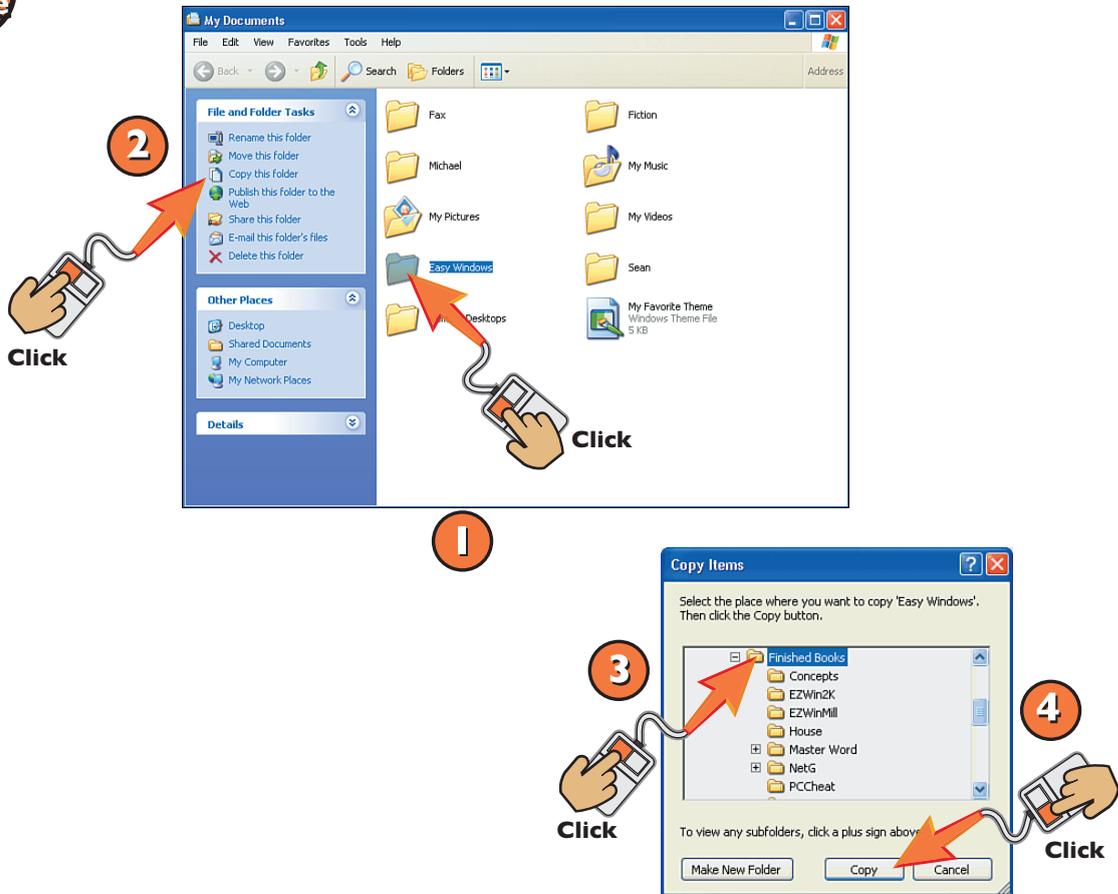
Windows Explorer

You can use Windows Explorer in much the same way you use the My Computer window: to copy and move folders, to create and rename folders, to view details, and so on. Basically, Windows Explorer is a file window with the Folders List dis-

played. Click **Start**, **All Programs**, **Accessories**, and then **Windows Explorer** to use this feature.

Task 12: Copying Folders

Start Here



- 1 Click the folder you want to copy.
- 2 Click the **Copy this folder** button.
- 3 Select that folder where you want to place the copy.
- 4 Click **Copy**. Windows copies the new folder and its contents to this location.

End Task

You can copy a folder and its contents to a new location. For example, you can copy a folder to a floppy disk to use as a backup or to use the folder contents on another computer. In addition, you can copy a folder and its contents to another location on the hard drive if, for example, you

want to revise the original files for a different use.



Use Commands

You can also use the **Edit, Copy** command to copy a folder. Move to the drive or folder window where you want to paste the folder, and select **Edit, Paste**.

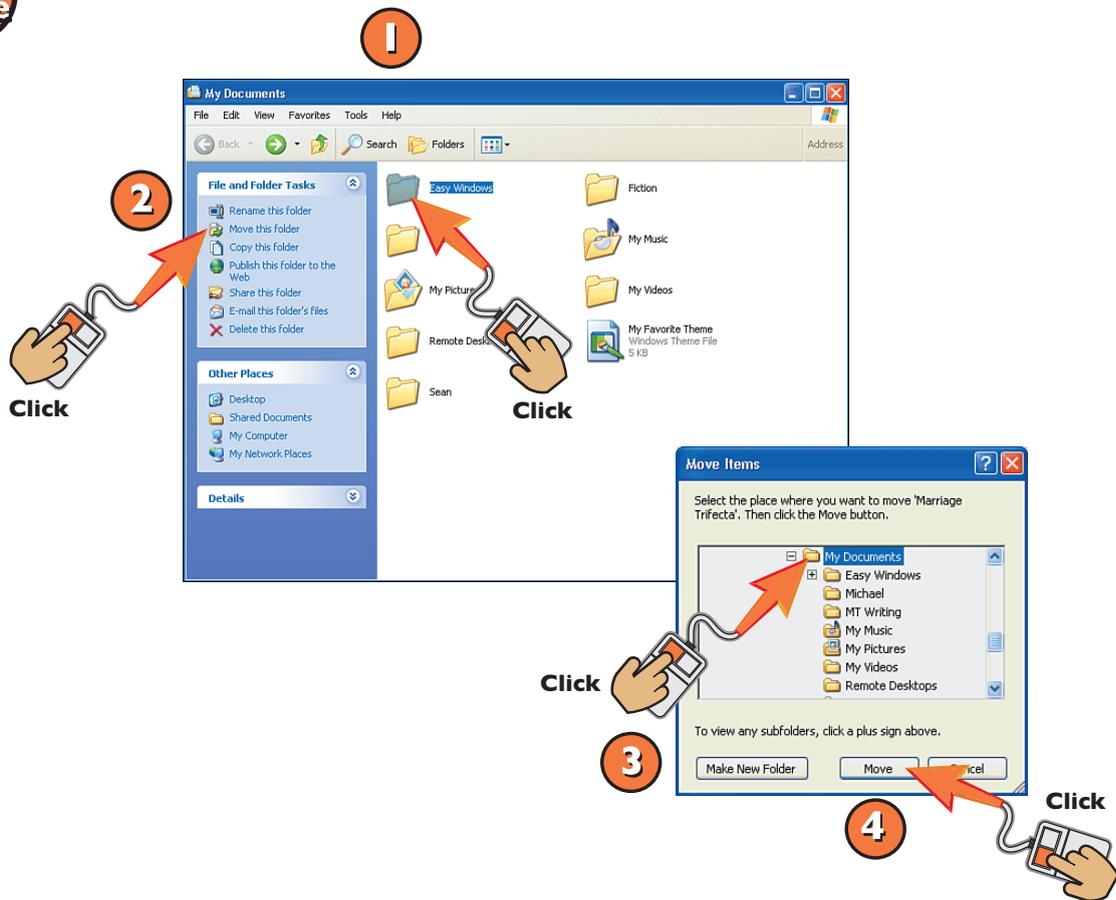


Drag a Copy

As another shortcut, you can display the Folders List (see Task 11, “Displaying the Folders List”) and then hold down the **Ctrl** key and drag the folder from the content window to the folder or drive in the Folders List.

Task 13: Moving Folders

Start Here



- 1 Click the folder you want to move.
- 2 Click the **Move this folder** link.
- 3 Expand the folder listing until you see the drive and folder you want. Select the folder.
- 4 Click **Move**. Windows moves the folder and its contents to this location.

End Task

You can move a folder and its contents to another folder or to a disk so that you can reorganize your folder structure. For example, you might want to move a document folder to My Documents to place all of your folders within the one main My Documents folder.



Drag and Drop

You can also display the Folders List and drag a folder from the content pane (the one on the right) to the drive or folder in the Folder List on the left.

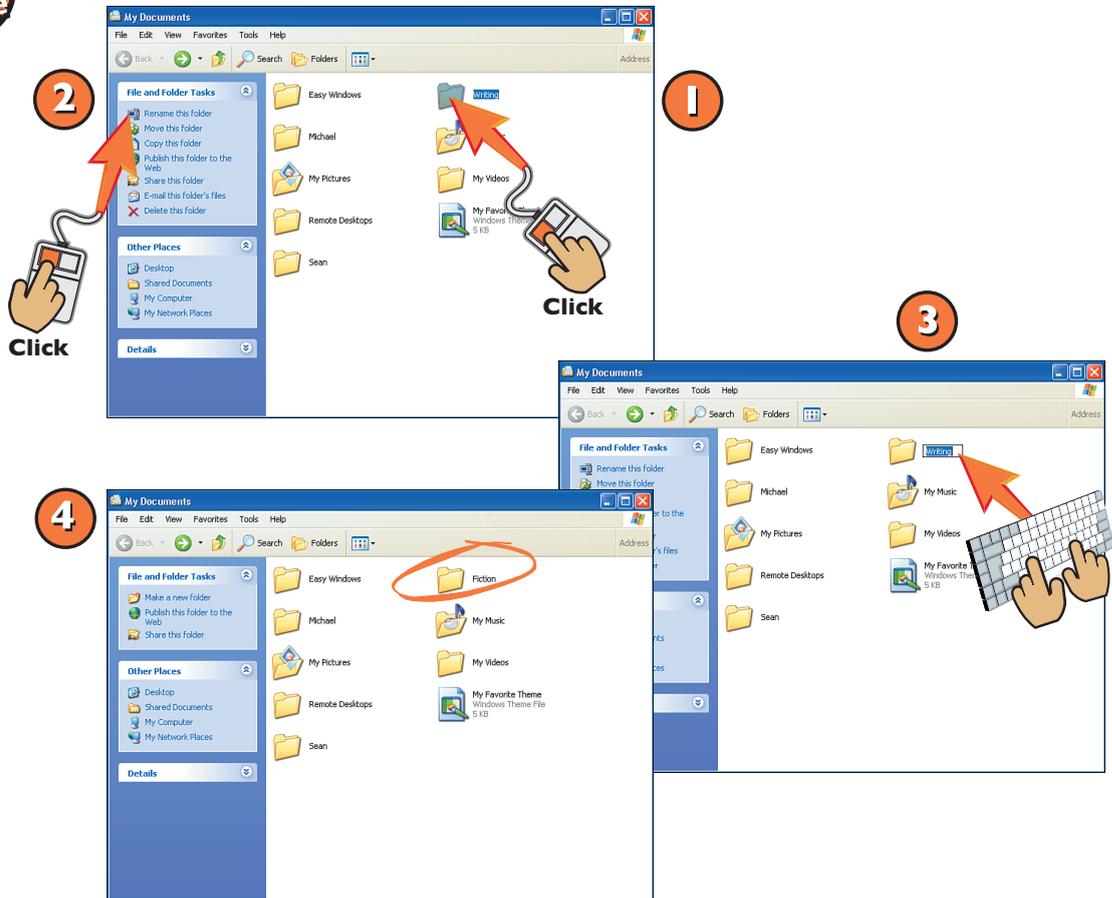


Undo Move

You can select the **Undo** command from the Edit menu to undo the move if you change your mind.

Task 14: Renaming Folders

Start Here



- 1 Select the folder you want to rename.
- 2 Click the **Rename this folder** link.
- 3 The current name is selected. Type the new name and press **Enter**.
- 4 The folder is renamed.

End Task

If you did not type a descriptive name for a folder, you can rename the folder to a more fitting name. Using descriptive names helps you identify at a glance the contents of a particular folder.



Folder Names

Folder names can contain as many as 255 characters, including spaces. You also can include letters, numbers, and other symbols except the following:
| ? / : " * < > \

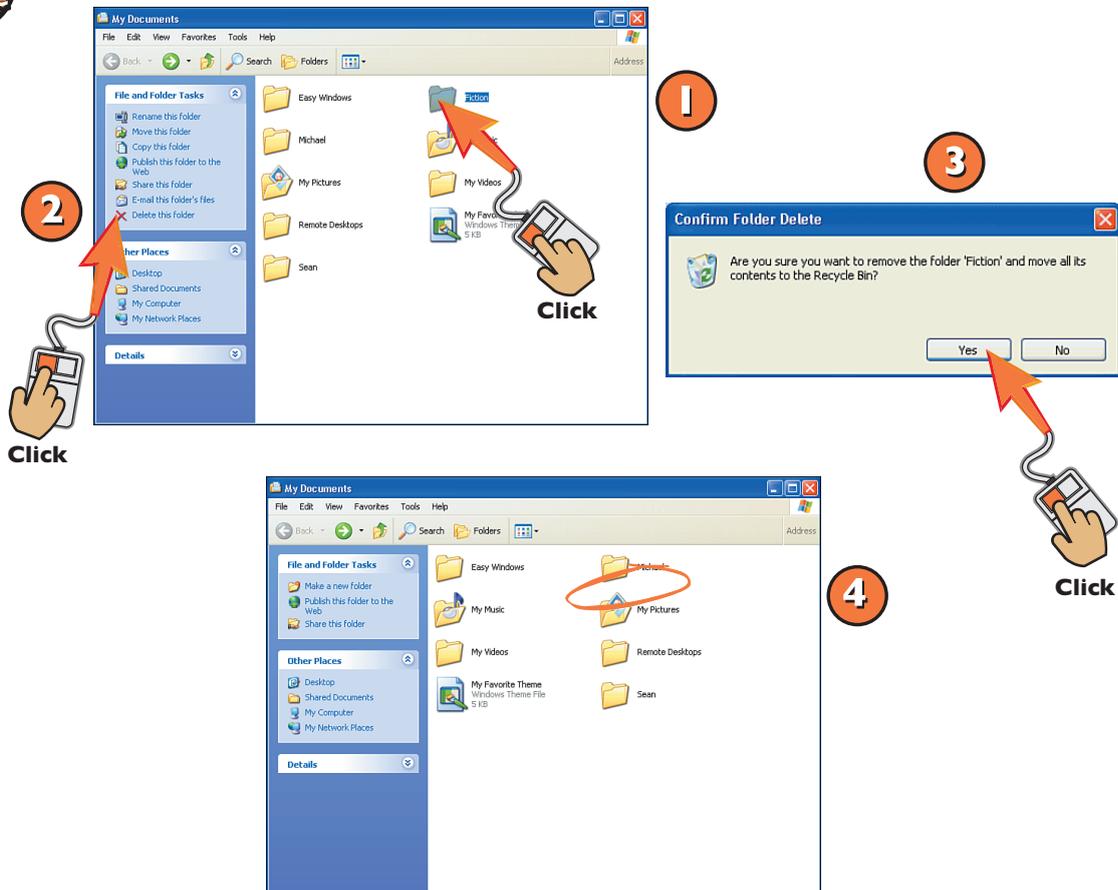


Single-Click Renaming

Click the folder once to select it, and then single-click within the name to edit the name.

Task 15: Deleting Folders

Start Here



- 1 Select the folder you want to delete.
- 2 Click the **Delete this folder** link.
- 3 Click the **Yes** button to confirm the deletion.
- 4 The folder is deleted.

End Task

You can delete folders when you no longer need them. When you delete a folder, you also delete its contents. Windows XP places deleted folders in the Recycle Bin. You can restore deleted items from the Recycle Bin if you realize you have placed items there by accident.



Cancel Deletion

If you change your mind, click **No** in the Confirm Folder Delete dialog box. Or undo the deletion by selecting the **Edit, Undo** command. As another option, restore the folder from the Recycle Bin. See Part 4 for information on opening and restoring items from the Recycle Bin.



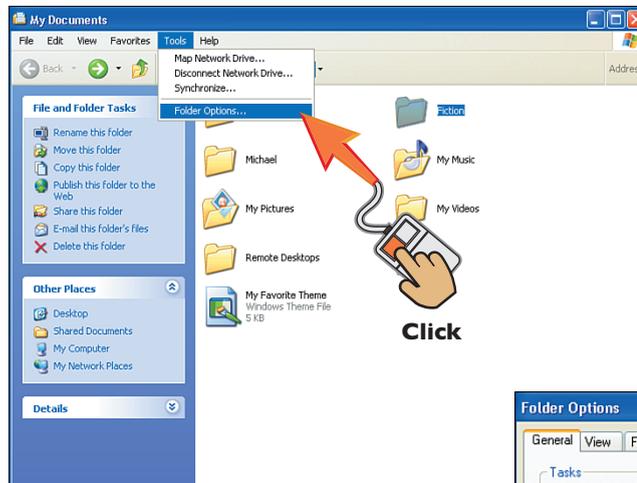
WARNING!

When you delete a folder from a floppy drive, that item is not placed in the Recycle Bin; it is immediately deleted from your system.

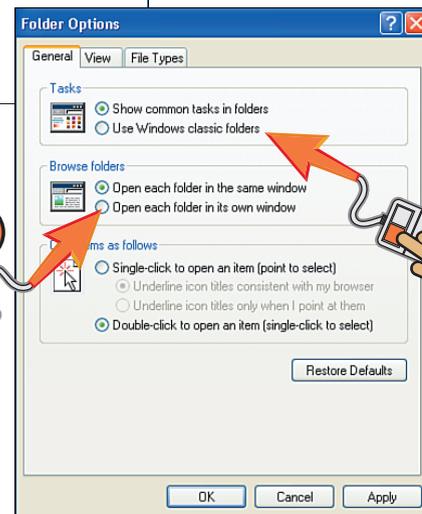
Task 16: Changing the Folder Options

Start Here

1



Click



2

Click



Click

3

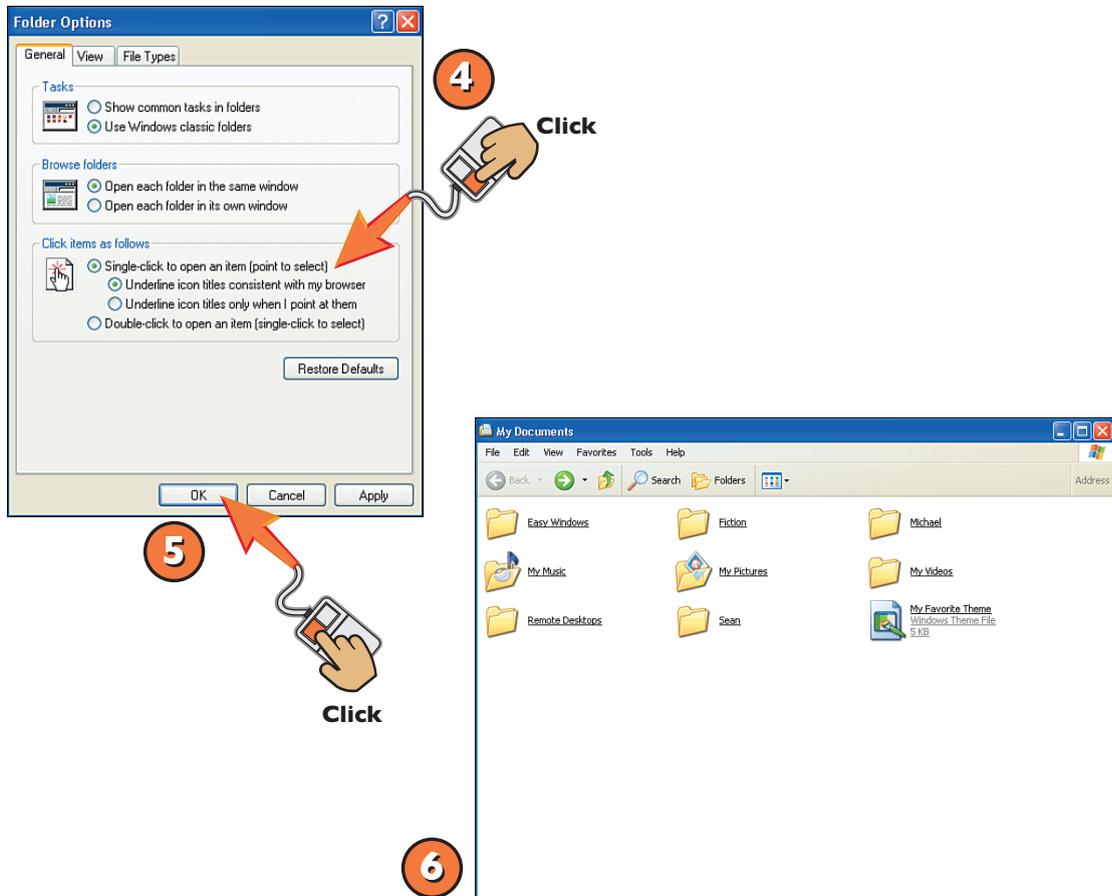
- 1 Click **Tools** and select the **Folder Options** command.
- 2 To use Windows classic folders (like previous versions of Windows), click **Use Windows classic folders**.
- 3 To open a folder in separate windows, click **Open each folder in its own window**.

Next Step

By default, Windows opens each new folder or drive in the same window, replacing the contents of the current window with the one you open. To open a folder or drive, you double-click. You can change these and other folder options. For instance, you can choose to single-click an icon to

open it, similar to clicking links on a Web page.

- ✓ **Go Back to Original Settings**
To go back to the original settings, select **Tools, Folder Options**, and then click the **Restore Defaults** button. Then click **OK**.



- 4 To single-click rather than double-click to open an item, select **Single-click to open an item**.
- 5 Click the **OK** button.
- 6 The folder is displayed with the options you selected. Here you see Windows classic folders with single-clicking.

**End
Task**



Single-Click

If you select **Single-click to open an item**, the contents of the window are displayed as links. Single-click any item to display its contents.



Other Tabs

You can use the other tabs in this dialog box to set more complex view options (View tab) and to view the list of recognized file types and their associated programs (File Types). See Part 4 for more information on file types.

