

Managing Files and Folders

Files You Will Need:

Quest Travel (folder)
 Advertising (folder)
 QST Ad Copy.rtf
 Company (folder)
 QST Company Info.rtf
 QST Fact Sheet.rtf
 QST People.rtf
 QST Press Release.rtf
 Letters (folder)
 Business Letters (folder)
 C&N Printing.rtf
 IRS Letter.rtf
 Personal Letters (folder)
 Eric Schubel.rtf
 Tracy Teyler.rtf
 Marketing (folder)
 QST Focus.rtf
 QST Logo.bmp
 QT New Logo.bmp
 Tours (folder)
 QST Tours.rtf
 To Do List.rtf


File management is organizing and keeping track of files and folders. Working with poorly managed files is like looking for a needle in a haystack—it is frustrating and time consuming to search through irrelevant, misnamed, and out-of-date files to find the one you want. Windows allows you to organize folders and files in a file hierarchy, imitating the way you store paper documents in real folders. Just as a filing cabinet contains several folders, each containing a set of related documents and several dividers grouping related folders together, a **file hierarchy** allows you to place files in folders, then place folders in other folders, so that your files are organized and easier to find. Windows 7 provides you with a main file management window called **Windows Explorer**. Windows Explorer provides access to files, folders, drives, and disks on your local, Homegroup (a shared home network), and network computers. You have just been hired as a marketing specialist. Ron Dawson, the vice president of Marketing, wants you to review the files on your computer and organize them for some upcoming projects.

OBJECTIVES

- Open Windows Explorer
- View files and folders
- Navigate a folders list
- Create and rename files and folders
- Search for files and folders
- Organize files and folders
- Copy and move files and folders
- Delete and restore files and folders
- Work with libraries



Opening Windows Explorer

The keys to organizing files and folders effectively within a file hierarchy are to store related items together and to name folders informatively. Proper hierarchy and relevant names allow you to get a good idea of what's on your system just by looking at the higher levels of your file hierarchy; you don't have to examine every individual file or memorize a coding system. Drives, folders, and files are represented by icons. Table C-1 lists the typical drives on a computer and how you use them. Each drive is assigned a drive letter, denoted with parentheses and a colon to help make it easier to identify. Typically, the hard drive is listed as Local Disk (C:), while the CD or DVD is (D:). If your computer includes additional hard or removable drives, they are assigned letters by your computer in alphabetical order. Windows Explorer provides access to files, folders, drives, and disks on your local, Homegroup (a shared home network), and network computers. The Windows Explorer window contains a toolbar, a Navigation pane, a Details pane, a menu bar (which might not be visible), a status bar (which might not be activated) providing information about the contents of the window, and a list of contents. The Navigation pane displays links to common folder and drive locations, including Favorites, Libraries, Homegroup, Computer, and Network. **Libraries** are special folders that catalog files and folders in a central location, regardless of where you actually store them on your hard drive, to make finding files easier. A library can contain links to files, other folders, and other subfolders anywhere on your computer.  The file hierarchy on your disk contains several Quest Specialty Travel folders and files organized by topic. You want to open the Windows Explorer window and review its organization to see if it needs changes.

STEPS

QUICK TIP

To display disks and drives, click the Start button on the taskbar, then click Computer.

1. Click the **Windows Explorer button**  on the taskbar

The Windows Explorer window opens, displaying the contents of the Libraries folder. Windows 7 comes with four default libraries: Documents, Music, Pictures, and Videos.

2. Point to **Libraries**, click the **Expand indicator**  next to **Libraries** if necessary to expand the list, then click **Documents** in the Navigation pane under **Libraries**

The contents of the Documents library folder open in your Windows Explorer window.

3. If you want to save your Data Files to a USB drive, make sure the USB drive where you store your Data Files is plugged into your computer, then click **Computer** in the **Navigation pane**

The Computer window opens, displaying the contents of your computer, including all disk drives, removable storage devices, and network locations.

4. Click the **drive** where you store your Data Files

The bottom pane of the Computer window changes to display details about the selected drive, as shown in Figure C-1. This figure shows a USB drive labeled "Removable Disk (G:)," which might be different on your computer. Because computers differ, the contents of your Computer window are also probably different from the figure. If you selected a hard drive, the Details pane displays additional information, including free space and total disk size.

5. Double-click the **drive** where you store your Data Files

The folders contained on the disk drive open in the Computer window. When you open a disk drive or folder, the Address bar adds the new location to the list. In this example, Removable Disk (G:) is listed in the Address bar after Computer.

6. Double-click the **UnitC folder**, then double-click the **Quest Travel folder**

The files and folders in the Quest Travel folder are represented by icons that indicate the application they were created with. For example, the To Do List.rtf file was created in WordPad.

7. Double-click the **Company folder**

The Company folder opens, displaying four files, which were created in WordPad.

TROUBLE

If your Data Files are not stored on a USB drive, locate the drive where you store your Data Files, and substitute that drive for "USB drive" in the steps in this unit.

TROUBLE

If Microsoft Word or another word-processing program is installed on your computer, your document icons might differ.

FIGURE C-1: Computer window

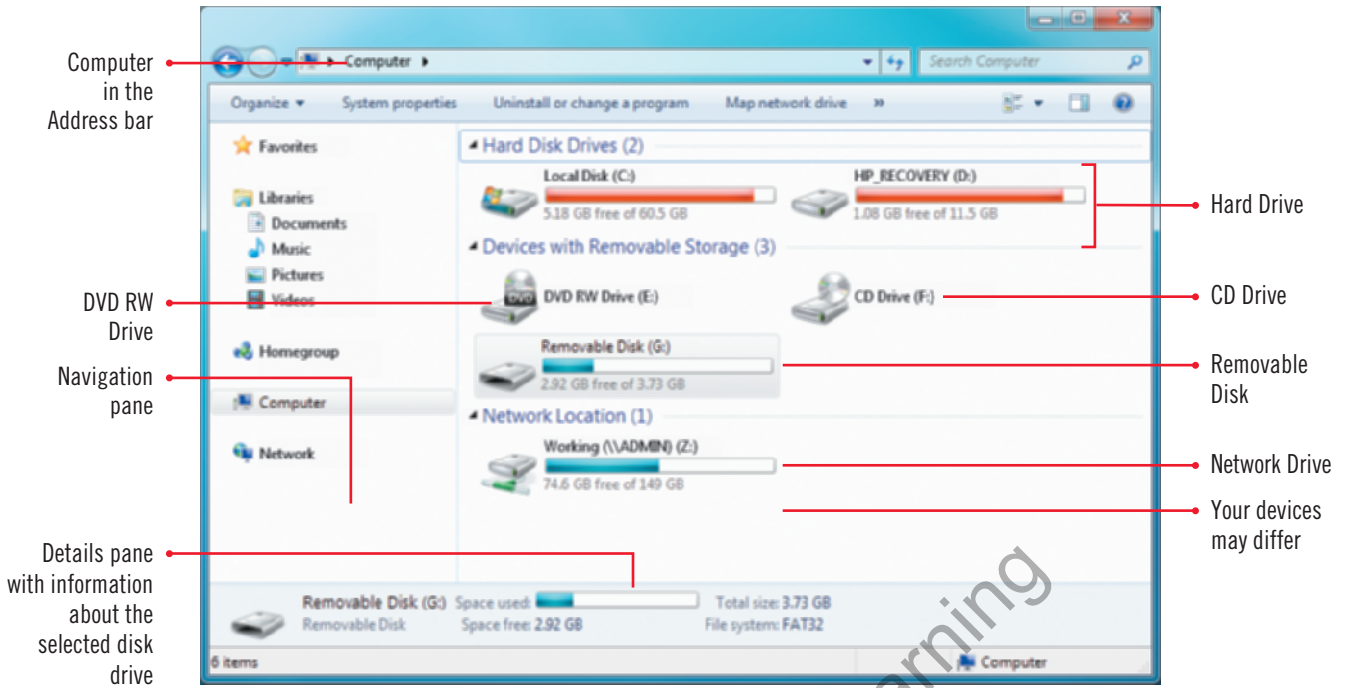


TABLE C-1: Typical disk drives on a computer


icon	type	description
	Local	A hard magnetic disk on which you can store large amounts of data. The disk is typically not removable from the computer.
	Removable	A removable disk on which you can store computer data, such as a Flash memory card or Flash or USB drive.
	Compact Disc-Read-Only Memory (CD-ROM)	An optical disc on which you can stamp, or burn, up to 1 GB (typical size is 650 MB) of data in only one session. The read-only disc cannot be erased or burned again with additional new data.
	Compact Disc-Recordable (CD-R)	A type of read-only CD on which you can burn up to 1 GB of data in multiple sessions. The disc can be burned again with additional new data, but cannot be erased.
	Compact Disc-Rewritable (CD-RW)	A type of CD on which you can read, write, and erase data, just like a removable or hard disk.
	Digital Video Disc (DVD)	A type of read-only optical disc that holds a maximum of 4.7 GB, enough for a full-length movie.
	Digital Video Disc-Recordable (DVD-R)	A type of read-only DVD on which you can burn up to 4.7 GB of data in multiple sessions. The disc can be burned again with new data, but cannot be erased.
	Digital Video Disc-Rewritable (DVD-RW)	A type of DVD on which you can read, write, and erase data, just like a hard disk.
	Network drive	A location on a network drive.

Opening a document with a different program

Most documents on your desktop are associated with a specific program. For example, if you double-click a document whose filename ends with the three-letter extension “.txt,” Windows automatically opens the document with Notepad, a text-only editor. There are situations, though, when you need to open a document with a program other than the one Windows chooses, or when you want to choose a

different default program. For example, you might want to open a text document in WordPad rather than Notepad so that you can add formatting and graphics. To do this, right-click the document icon you want to open, point to Open with on the shortcut menu, then click the application you want to use to open the document, or click Choose default program to access more program options.

Viewing Files and Folders

Once you have opened more than one folder, the Address bar helps you move quickly between folders in a window. When you open a folder, Windows keeps track of where you have been. To go back or forward to a folder you already viewed, click the Back or Forward button to the left of the Address bar. To go to a folder you viewed two or more locations ago, click the Recent Pages list arrow next to the Forward button to display a menu of places you viewed. The Address bar displays the path you have taken, separated by arrows, to get from a disk drive to your current folder location. To quickly go back to a folder within the path, click the folder name in the Address bar or click an arrow to view the contents of each folder. When you view a folder, you can use the Views button on the toolbar to change the way you view file and folder icons. The available views include Extra Large, Large, Medium, and Small Icons, and List, Details, Tiles, and Content. Icon views display icons in different sizes, sorted alphabetically in horizontal rows, with the name of the file or folder below each icon. When you view files using one of the Icon views, some file types, such as a bitmap, display **Live icons** (or thumbnails), which display the first page of documents, the image of a photo, or the album art for individual songs, making it easier to find exactly what you are looking for. The other views—Details, Tiles, and Content—display additional information, such as file type, date modified, and size, about the file or folder.  As you continue to browse company files and folders, you want to move between them and, depending upon the information you need, change the way you view your files and folders.

STEPS


TROUBLE

If your window view is not Tiles, click the Views button arrow, then click Tiles.

1. Click the **Back button**  to the left of the **Address bar**

The contents of the Quest Travel folder open in the Quest Travel window in Tiles view, as shown in Figure C-2. Each time you click , you are brought back to the previous folder or drive you viewed.

2. Click the **drive where you store your Data Files in the Address bar**

In this example, Removable Disk (G:) is listed in the Address bar after Computer. The contents of the drive open in the window, which includes the UnitC folder. Instead of continuously double-clicking between folder icons, the  will return you to the previous folder you viewed.

QUICK TIP

You can also press [Backspace] to go back to a previous folder you viewed.

3. Click  to the left of the **Address bar**

The Quest Travel folder and its contents open in the Computer window.

4. **Double-click the Advertising folder in the window**

The contents of the Advertising folder open in the window. Instead of using the Back button, you can use the Recent Pages list arrow to display a list of the drives and folders you recently viewed.

5. Click the **Recent Pages list arrow**  between the **Forward button** and the **Address bar**

The Recent Pages menu opens, displaying a list of drives and the folders you viewed recently.

6. Click **Quest Travel** in the menu


The contents of the Quest Travel folder reopens in the window.


7. Click the **Views button arrow**  on the toolbar, then click **Details**

The Quest Travel window changes to Details view, which shows the name, the date that each file or folder was last modified, and the type and size of file, as shown in Figure C-3.

8. Click the **Views button**  on the toolbar, then click **again**

The display changes to Tiles view, which is the next view in the Views menu, then changes to Content view. When you click the Views button, you cycle through the following five views: List, Details, Tiles, Content, and Large Icons. The Tiles and Content views display summary information next to each icon.

9. Click **Computer** in the **Address bar** or click the **double arrow**  next to the folder icon in the **Address bar** and then click **Computer**

The Computer window opens. The  icon in the Address bar indicates the path is too big to fit in the Address bar, similar to the way the ellipse (. . .) works in a limited space with text.

TROUBLE

If the double arrow is not in the Address bar, click the left-most arrow next to the folder icon in the Address bar, then click Computer.

FIGURE C-2: Viewing files and folders in Tiles view

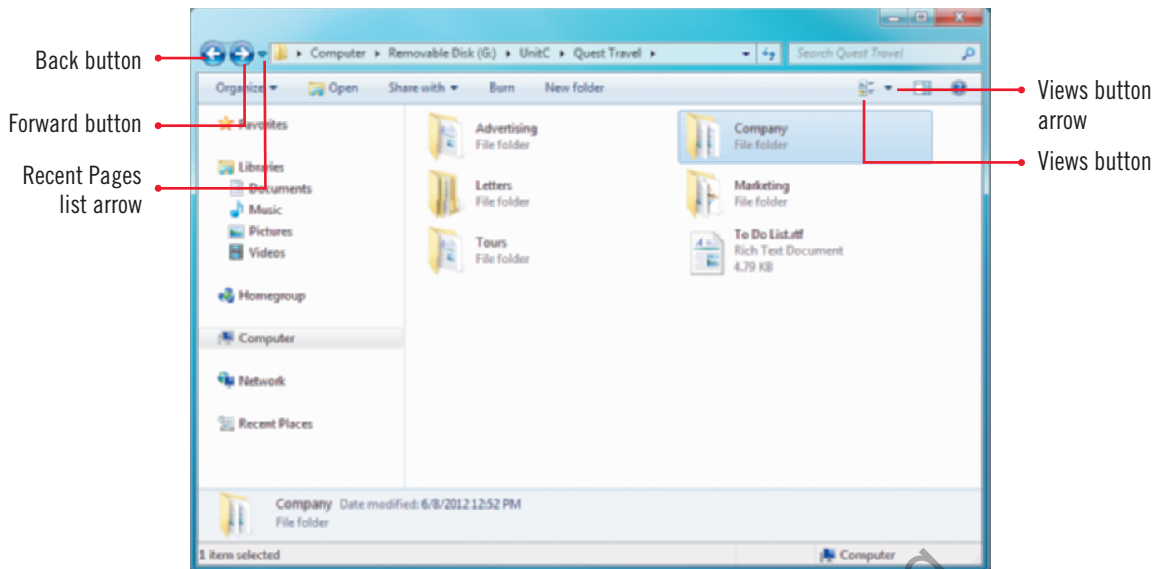
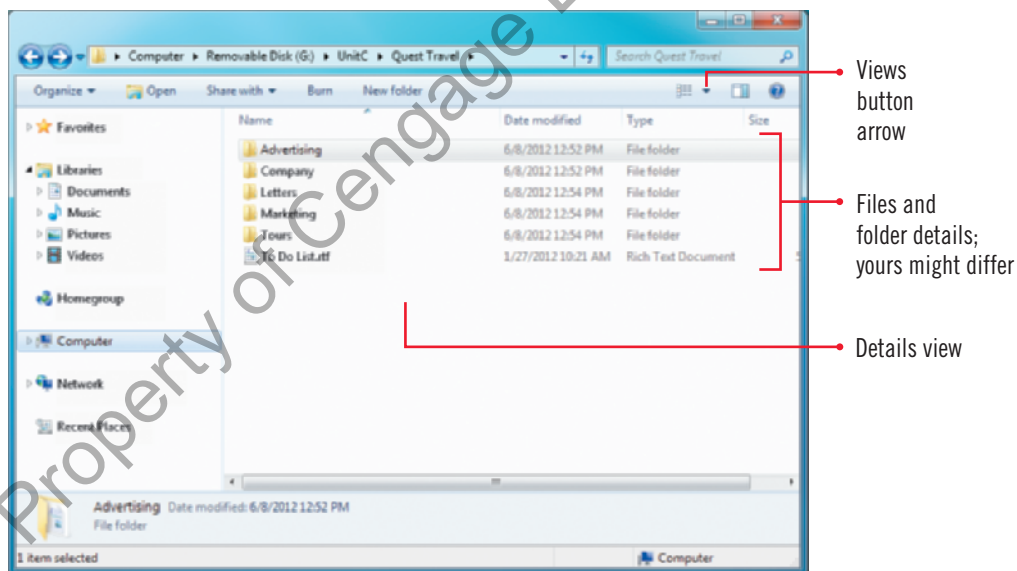


FIGURE C-3: Viewing files and folders in Details view






Customizing Details view

When you view files and folders in Details view, a default list of file and folder information appears, which consists of Name, Size, Type, and Date Modified. If the default list of file and folder details doesn't provide you with the information you need, you can add and remove any file and folder information from Details view. If you need to change the way Windows sorts your files and folders, you can use the column indicator buttons in the right pane of Details view. Clicking one of the


column indicator buttons, such as Name, Size, Type, or Date Modified, in Details view sorts the files and folders by the type of information listed in the column. To change the details shown, right-click a column heading in Details view, and then click the detail you want to show or hide. To see more details or to change the list order, right-click a column title, then click More. You can also drag a column heading to move it quickly to a new position.

Navigating a Folders List

If you are working in Windows Explorer, you can use the Navigation pane to display and manage files and folders. Windows Explorer splits the window into two panes, or frames, as shown in Figure C-4, which allows you to view information from two different locations. The Navigation pane on the left displays all drives and folders on your computer or network, and the right pane displays the contents of the selected drive or folder. This arrangement enables you to view the file hierarchy of your computer or network and the contents of a folder simultaneously. The Navigation pane is organized into five categories: Favorites, Libraries, Homegroup, Computer, and Network. The Navigation pane displays the file hierarchy of the drives and folders for each category in a **folders list**. Using the Expand indicator  and Collapse indicator  to the left of an icon in the Navigation pane allows you to display different levels of the drives and folders on your computer without opening and displaying the contents of each folder. With its split window, the folders list in the Navigation pane makes it easy to copy, move, delete, and rename files and folders.  In an effort to learn how to manage company files effectively, you want to use the folders list in the Navigation pane to quickly move to folders within folders without opening and displaying the contents of each folder in the file hierarchy.

STEPS

QUICK TIP

To change the size of the Navigation pane, place the mouse pointer on the vertical bar separating the two window panes so that it changes to , then drag to change the size of the panes.

QUICK TIP

To automatically expand folders in the Navigation pane, right-click a blank area in the Navigation pane, then click Expand to display a check mark.

QUICK TIP

To show all folders in the Navigation pane, right-click a blank area in the Navigation pane, then click Show all folders to display a check mark.










1. Click the **Back button**  to the left of the Address bar, then click the **Views button**  on the toolbar until **Tiles view** appears
The Quest Travel folder opens, displaying folders and files in Tiles view.
2. Point to **Computer** in the folders list, then click the **Expand indicator**  that appears next to it, if necessary
The Computer folder expands to display its folder structure in the Navigation pane. The Navigation pane displays a file hierarchy of the currently selected folder or disk. You can access all folders and drives from the folders list in the Navigation pane. Note that the contents of your folders list will vary, depending on the programs and files installed on your computer and where Windows is installed.
3. Click the **Expand indicator**  in the folders list to display the folder where you store your Data Files, then continue to click the **Expand indicator** to display the Letters folder
The Letters folder expands to display its folder structure, as shown in Figure C-4. The Expand indicator  changes to the **Collapse indicator** , indicating the subfolders on the drive or in the folder are displayed. When neither  nor  appears next to an icon, the item has no folders in it. However, it might contain files, whose names you can display in the right pane by clicking the folder name. Because you did not click the folder icon, the right pane still displays the contents of the Quest Travel folder as it did before.
4. Click **Business Letters** in the folders list under Computer
When you click a folder or drive in the folders list, its contents open in the right pane. Figure C-5 shows the contents of the Business Letters folder in the right pane.
5. Click  next to the Letters folder in the folders list under Computer
The folders in the Letters folder collapse and no longer appear in the folders list. Because you did not click the Letters folder icon, the right pane still displays the contents of the Business Letters folder.
6. Click **Letters** in the folders list under Computer
The right pane shows the contents of the Letters folder.
7. Double-click the **Business Letters** folder in the right pane
The right pane now displays the contents of the Business Letters folder. When you double-click a drive or folder in the right pane, the right pane of the window shows the contents of that item. When you double-click a file, the program associated with the file starts and opens the file in the program window.

FIGURE C-4: Folders on the Removable drive

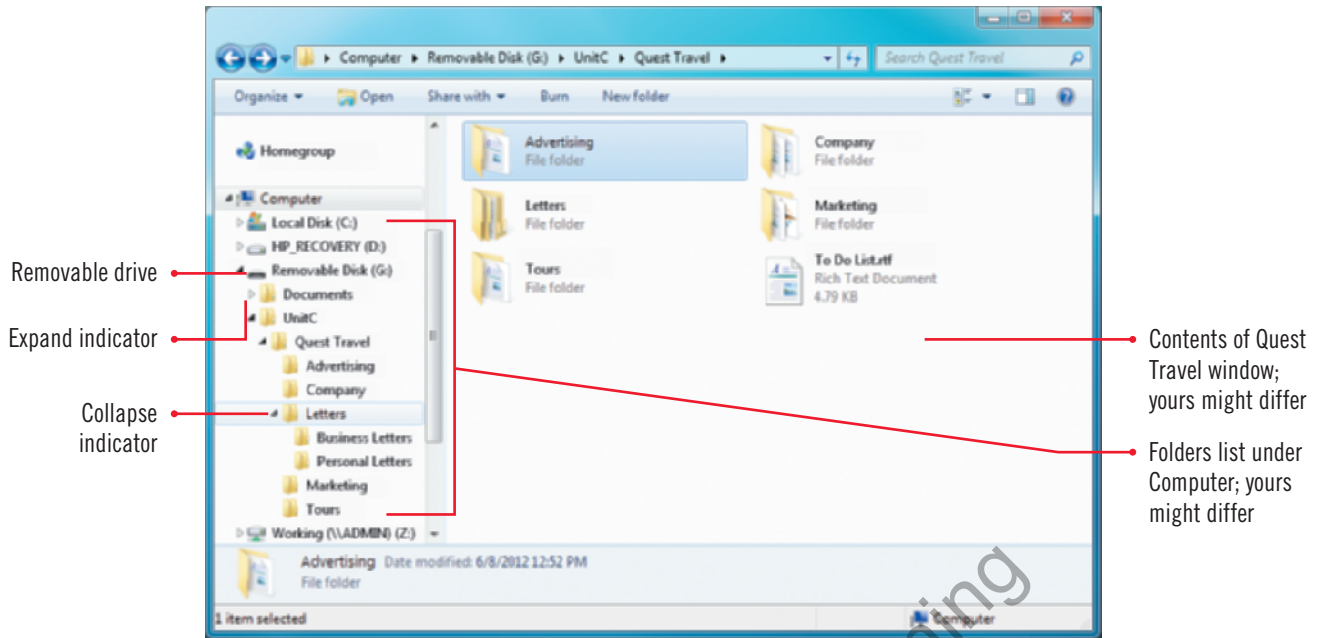
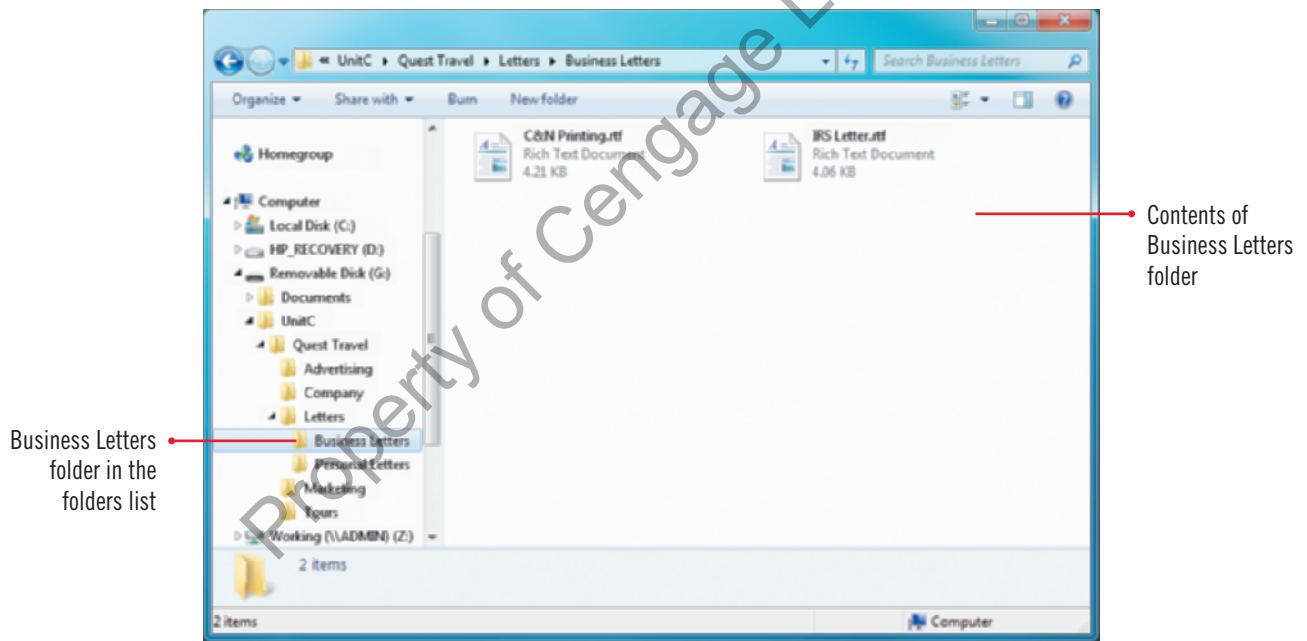


FIGURE C-5: Business Letters folder




Customizing the Favorites list

The Favorites list in the Navigation pane provides links to commonly used folders and saved searches to reduce the number of clicks it takes to locate a file or folder. Windows provides a default list of Favorites, including Desktop, Downloads, and Recent Places. You can customize the Favorites list in the Navigation pane to include the folders or saved searches you want for your everyday use. You can move current links, add or rename folders, save searches, or remove an item. To move a link, drag an item in the Navigation

pane to a higher or lower position. To add a link to the Favorites list, drag an item from its original location in a folders list or in the Folder window to a position in the Favorites list. You can also rename or remove a link. Right-click the link, then click Rename or Remove on the shortcut menu. If the Navigation pane gets cluttered, you can restore it back to the original default items and start from there. Right-click Favorites in the Navigation pane, then click Restore favorite links on the shortcut menu.

Creating and Renaming Files and Folders

A hierarchy allows you to place files in folders, then place folders in other folders, so that your files are organized and easier to find. To create a hierarchy, you create new folders within disks or folders and you store files within them. To create a folder, you select the location where you want the new folder, create the folder, then name the folder. You should name each folder meaningfully, so that just by reading the folder's name you know its contents. After you name a folder or file, you can rename it at any time.  You decide to create a set of new folders to hold the files for the Quest Travel Spring Specials and to rename at least one file with a more appropriate name.

STEPS

1. Click **Quest Travel** in the folders list under **Computer**

The Quest Travel folder opens. To create a new folder, you use the New folder button on the toolbar.

TROUBLE

If the folder name is not highlighted, click the folder, then click New folder so that a rectangle surrounds it and the folder name is highlighted.

2. Click the **New folder** button on the toolbar

A new folder, temporarily named New folder, appears highlighted with a rectangle around the title in the right pane of the window, as shown in Figure C-6. To enter a new folder name, you simply type the new name; the text you type replaces the selected text.

3. Type **Spring Specials**, then press **[Enter]**

The Spring Specials folder appears in both panes. When you create a new folder, the icon for the new folder is placed at the end of the list of files and folders in the right pane. You can rearrange, or sort, the icons in the folder to make them easier to find.

QUICK TIP

To create a new file, right-click a blank area in Windows Explorer, point to New, then click the type of file you want.

4. In the right pane, double-click the **Spring Specials** folder

Nothing appears in the right pane because the folder is empty; no new files or folders have been created or moved.

5. Right-click anywhere in the right pane, point to **New** on the shortcut menu, click **Folder**, type **Spring Ad Pages** as the new folder name, then press **[Enter]**

When you right-click, the commands on the shortcut menu differ, depending on the item you right-click or the Windows features installed on your computer. The folder is now named Spring Ad Pages. Notice when you point to the Spring Specials folder in the folders list that the Expand indicator appears, indicating that this folder contains other folders or files.

6. Click **Quest Travel** in the Address bar

The Quest Travel folder opens. If a filename is not useful, you use the Rename command to change it.

QUICK TIP

To quickly change a file or folder name, select the icon, click the name, then type a new name.

7. Right-click the **To Do List** file in the right pane, then click **Rename** on the shortcut menu

The filename appears highlighted, while the extension doesn't, as shown in Figure C-7.

8. Type **Important**, then press **[Enter]**

The file is renamed Important as a Rich Text Document.

FIGURE C-6: Creating a new folder

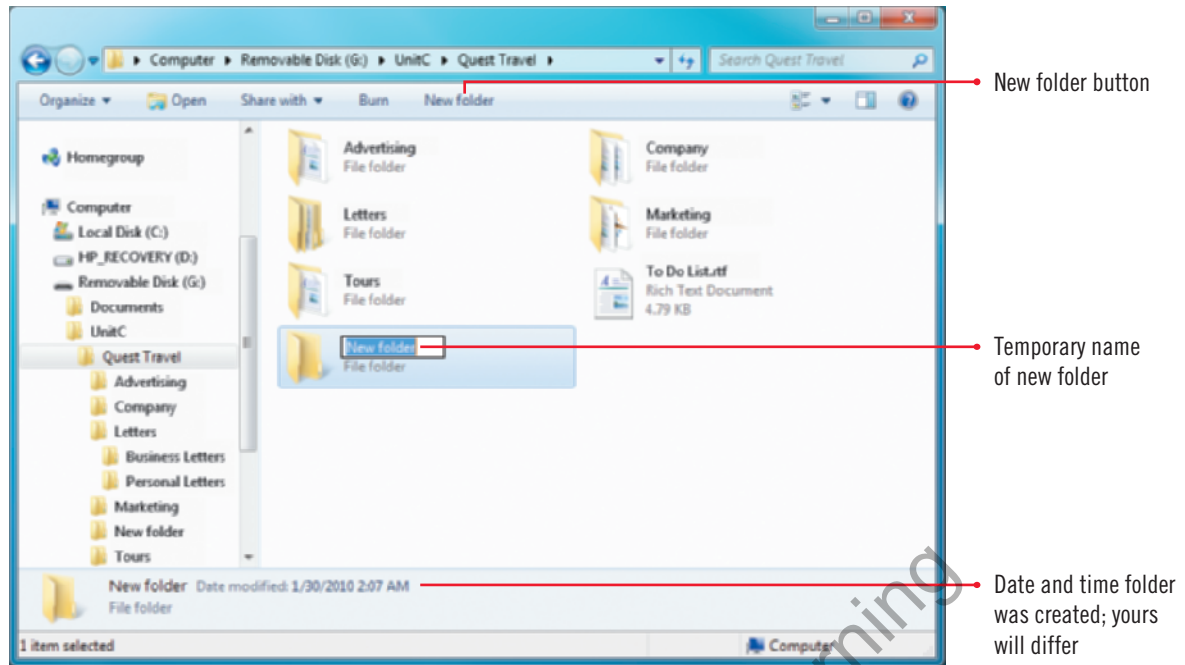
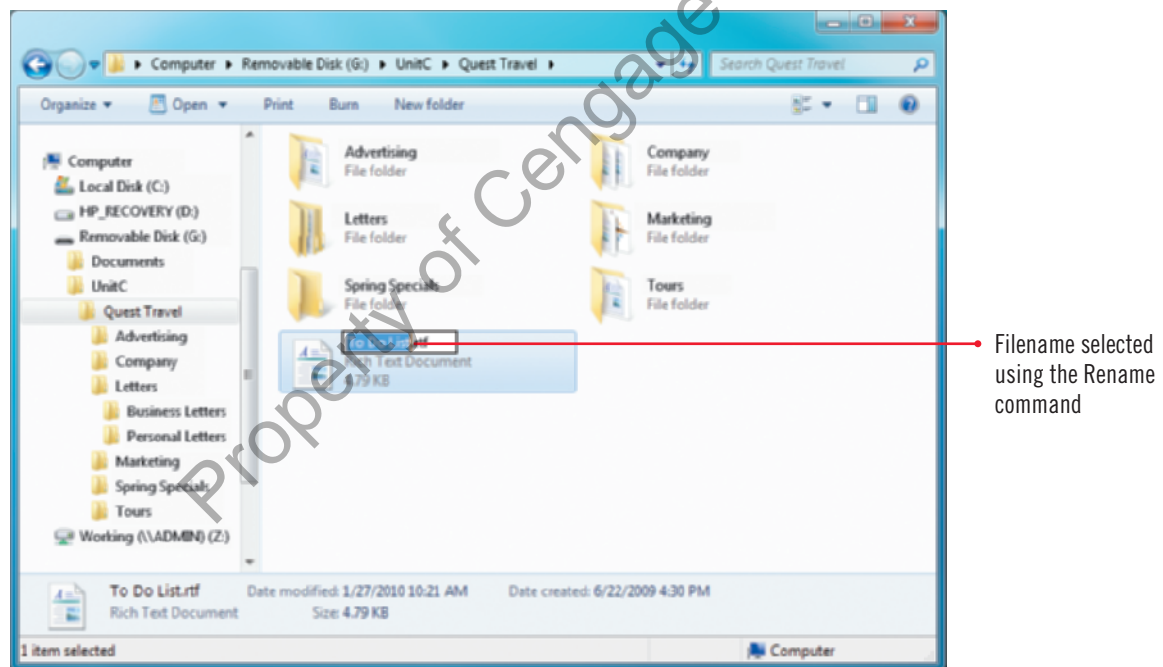


FIGURE C-7: Renaming a file




Changing the layout of Explorer windows

Windows gives you the option to customize the layout for each Explorer window depending on the information the window contains. The layout for each Explorer window can include a menu bar, Details pane, Preview pane, and Navigation pane. The Details and Navigation panes appear by default. The Organize menu shows or hides the layout elements. If you prefer working with menus like the previous version of

Windows, you can show the menu bar and use traditional menus. To change the Explorer layout, open the folder window you want to change, click the Organize button on the toolbar, point to Layout, then select the layout item you want to show or hide: Menu bar, Details pane, Preview pane, or Navigation pane. Layout options vary depending on the type of Explorer window.

Searching for Files and Folders

Sometimes remembering precisely where you stored a file can be difficult. Windows provides a Search box and Search Results folder to help you find and view all of the files or folders that meet your search criteria in one place. The Search Results folder provides easy access to all of your files, such as documents, pictures, music, and e-mail, and folders that match search criteria you set in a single view. Items that match the search criteria appear highlighted. If you don't find the files or folders you're looking for, you can perform an advanced search. An advanced search gives you the option to find files or folders by other criteria, such as name, title, author, location, date (taken, modified, or created), size, or **tags**, which are user-defined file properties. The Search Results folder is accessible from any folder window with the Search box to help you locate files and folders on your computer, Homegroups, and Internet.  You want to find a file you created several months ago with preliminary notes for the Spring Specials, so you can move it to the Spring Specials folder. You cannot remember the exact title of the file or where you stored it, so you perform a search.

STEPS

1. Click in the Search box to the right of the Address bar

A Search box menu opens, displaying recently performed searches and advanced search options, known as filters. A **filter** narrows the search to display only items that meet the criteria. After a moment, the menu closes. By default, a search occurs in the folder that is currently open, as well as any subfolders in it, but you can specify any location on your computer to search. Just type the name of the folder or file you want to find or the part you know for certain in the Search box. If you didn't know the name of the file, but did know some text contained in the file, you could enter that text. You want to search in the Quest Travel folder, which is the current folder.

QUICK TIP

Use the * (asterisk) symbol in a filename when you're unsure of the entire name. For example, type "S*rs" to find all files beginning with "S" and ending with "rs," such as Stars and Sports cars.

2. Type **qst** in the box

As you type, files that contain the text you typed as part of their filename display highlighted in the window, as shown in Figure C-8. You don't have to press [Enter]. If any folders in the Quest Travel folder or its subfolders had names that contained QST, their names would appear as well. Notice that the Address bar displays "Search Results in Quest Travel" to indicate the location of the search. If you don't find the file you want, you can perform an advanced search.

QUICK TIP

To delete an entry on the Search box menu, point to the entry on the menu, then press [Delete].

3. Click in the Search box

A Search box menu opens, displaying recent searches and filter search options at the bottom. The current menu displays Date modified and Size.

4. Click **Size** at the bottom of the Search box menu

The Search box menu now lists size options, which include Empty (0 KB), Tiny (0–10 KB), Small (10–100 KB), Medium (100 KB–1 MB), Large (1–16 MB), Huge (16–128 MB), and Gigantic (>128 MB).

5. Click **Medium (100 KB–1 MB)** on the Search box menu for Size

You have specified that you only want to find document files that are larger than 100 KB, yet smaller than 1 MB in size. Once you select a search criteria filter, the Search program finds and lists all the corresponding files and folders that meet the criteria. See Figure C-9. Notice that the criteria in the Search box changes to "qst size:medium" to reflect the search options in the Quest Travel folder.

6. Click the **Close button** in the Search box

The search criteria are removed from the Search box. Windows Explorer displays all the files and folders in the Quest Travel folder.

QUICK TIP

To expand the search to other locations or perform a search, scroll to the bottom, then click a search option, such as Libraries, Homegroup, Computer, Internet, File Contents, and Custom (for location change).

FIGURE C-8: Performing a search

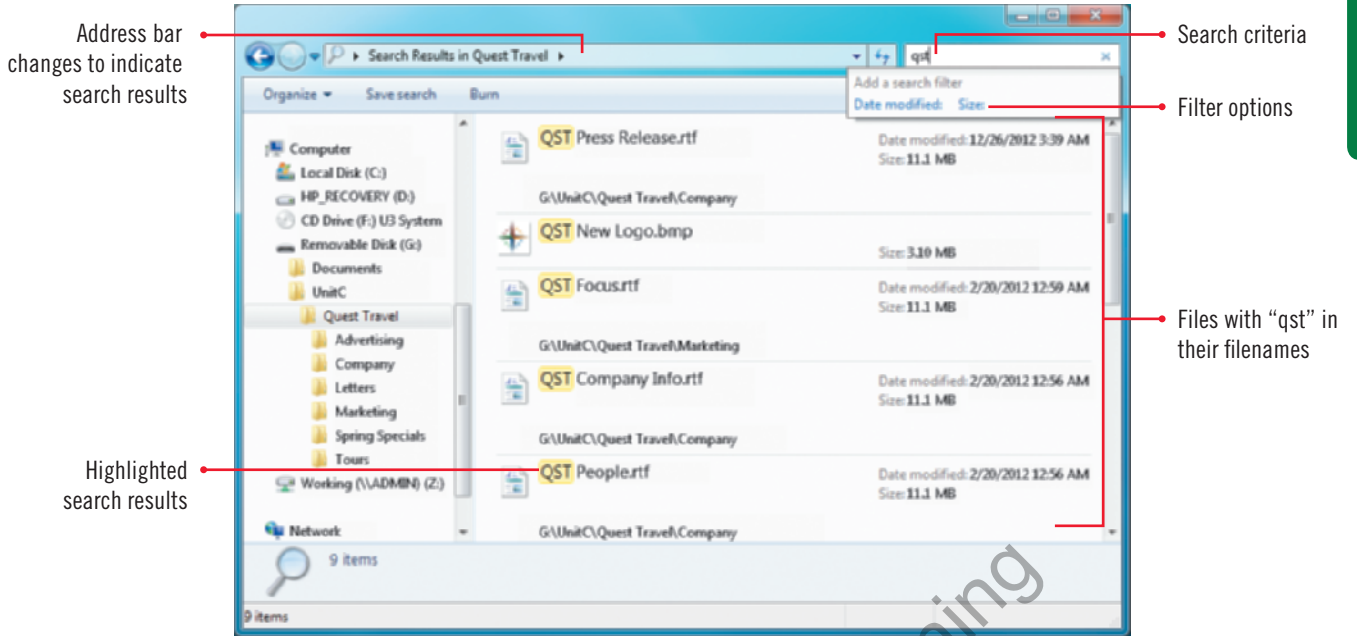
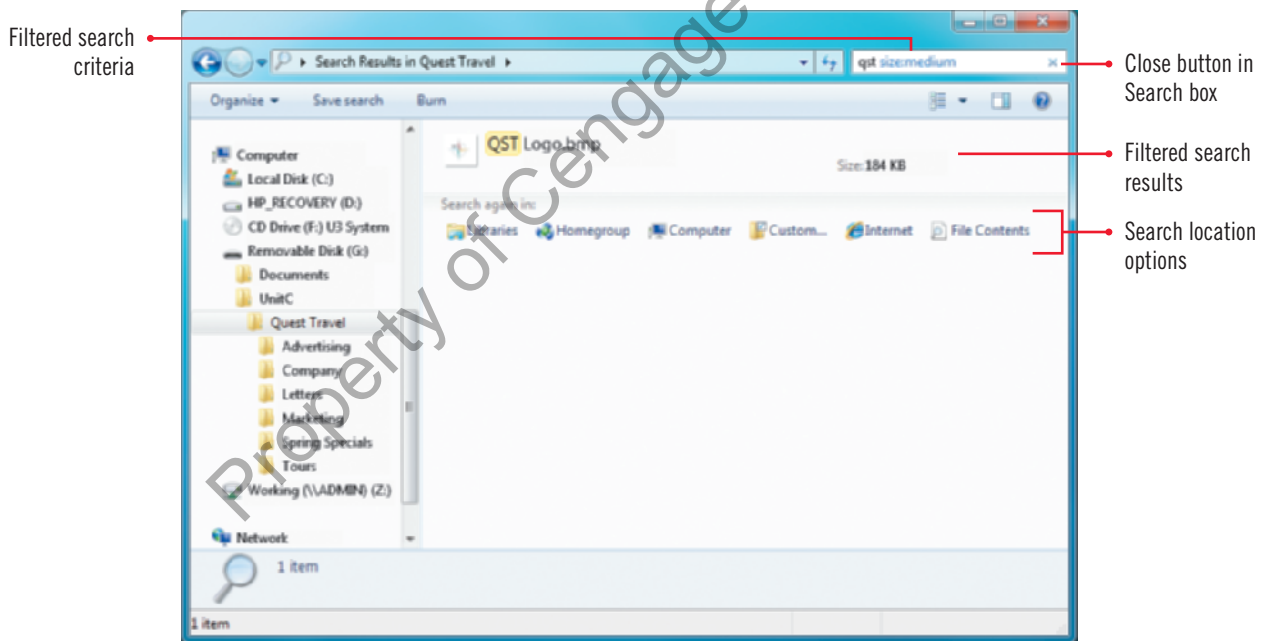


FIGURE C-9: Results from a filtered search




Saving a search

If you frequently perform the same search, you can save your search results like any file and perform or modify the search again later. Once your search is completed, click the Save search button on the toolbar to open the Save As dialog box. The default file type in the Save as type box is Saved Search (*.search-ms). Type a name for the search, then click Save. The search is saved by default in the Searches folder, which

you can open by clicking Favorites or Searches in the Navigation pane. To run a saved search, double-click it in the Searches window or click it in the Navigation pane. Like any file or folder icon, you can move a saved search from the Searches folder to the Favorites section in the Navigation pane to make it more accessible. When you no longer need a saved search, you can select it, press [Delete], then click Yes to confirm.

Organizing Files and Folders

In Explorer windows, files appear in lists with headings at the top. You can use the headings to change how files are displayed in the window. There are several ways to organize your files by using file list headings, including sorting, filtering, and grouping. **Sorting** displays files and folders in alphabetical order, either A to Z or Z to A. **Filtering** displays only files and folders with the properties you select by heading type. When you apply a filter to a heading, a check mark appears in the column heading, indicating a filter is enabled. If a filter doesn't display the files you want in the selected folder, you can use the Subfolders option to include them in an expanded search.  You want to use sorting and filtering to help you find specific Quest Specialty Travel files.

STEPS

1. Click the **Views** button arrow, then click **Details**, if necessary

The contents of the Quest Travel folder open in Details view.

2. Click the **Name** column heading to sort the list

The file list is sorted in alphabetical order from Z to A. When you click a column heading, the file list is sorted in order by that column. Clicking the column toggles between sorting the list in ascending to descending order and descending to ascending order.

3. Click the **Name** column heading again to re-sort the list

The file list is sorted in alphabetical order from A to Z. Notice that a list arrow appears at the end of the Name column heading. The list arrow allows you to access additional filtering and grouping commands.

4. Point to the **Name** column heading, then click the **Name** column heading list arrow


A shortcut menu opens, as shown in Figure C-10. The menu displays commands to filter files and folders to help you find what you're looking for. If you only want to view files in a certain group, you can select one of the filtering options.

5. On the shortcut menu, click the **I - P** check box to select it, then click off the menu to close it

The window displays only the files that meet the I - P filter, as shown in Figure C-11. A check mark appears in the column heading to indicate a filter is applied to the view.

6. Click **Subfolders** at the bottom of the window

A search is applied to the I - P filter to include any files and folders in the Quest Travel subfolders. In this case, the IRS Letter.rtf file appears at the bottom of the list in Contents view. The Address bar displays "Search Results in Quest Travel > I - P" to indicate the results of the search along with the I - P filter.

7. Click the **Back** button , click the **Name** column heading check mark, click the **I - P** check box to clear it, then click off the menu to close it

All of the search results for the Quest Travel folder open in Details view.

8. Click **Quest Travel** in the folders list, then change the view to **Tiles**, if necessary

The file list in the Quest Travel folder is restored back to its original state.

FIGURE C-10: Menu to filter files and folders

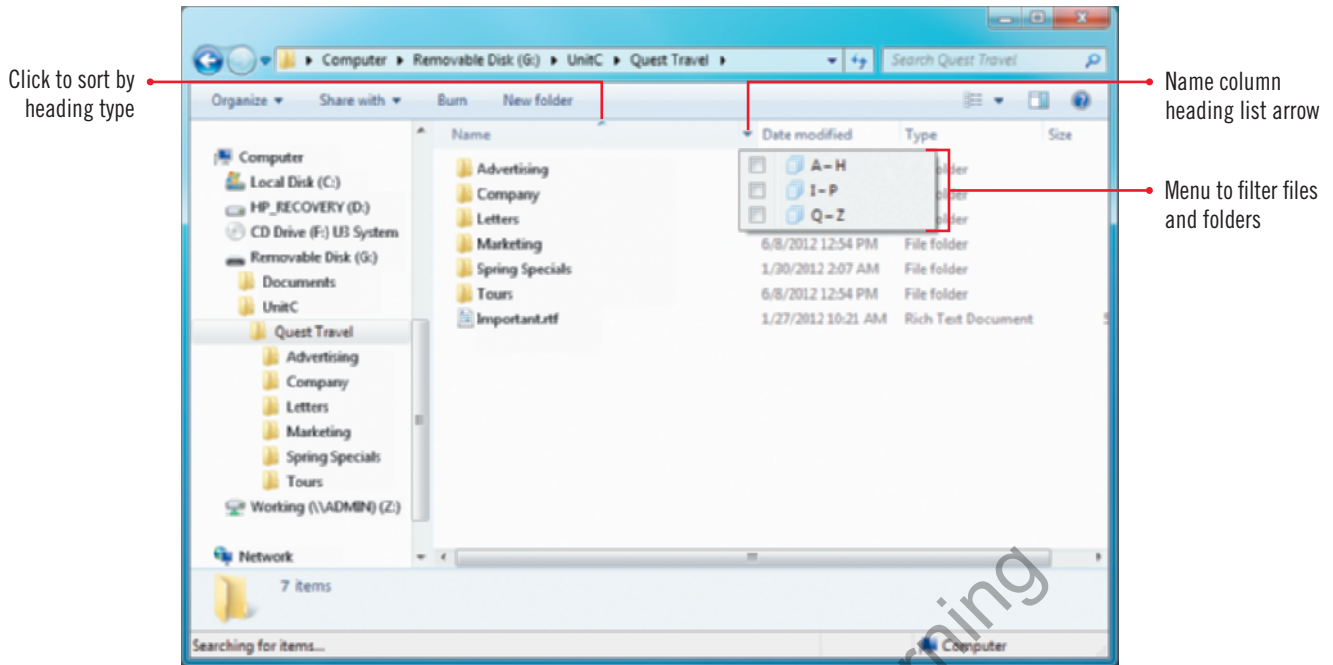
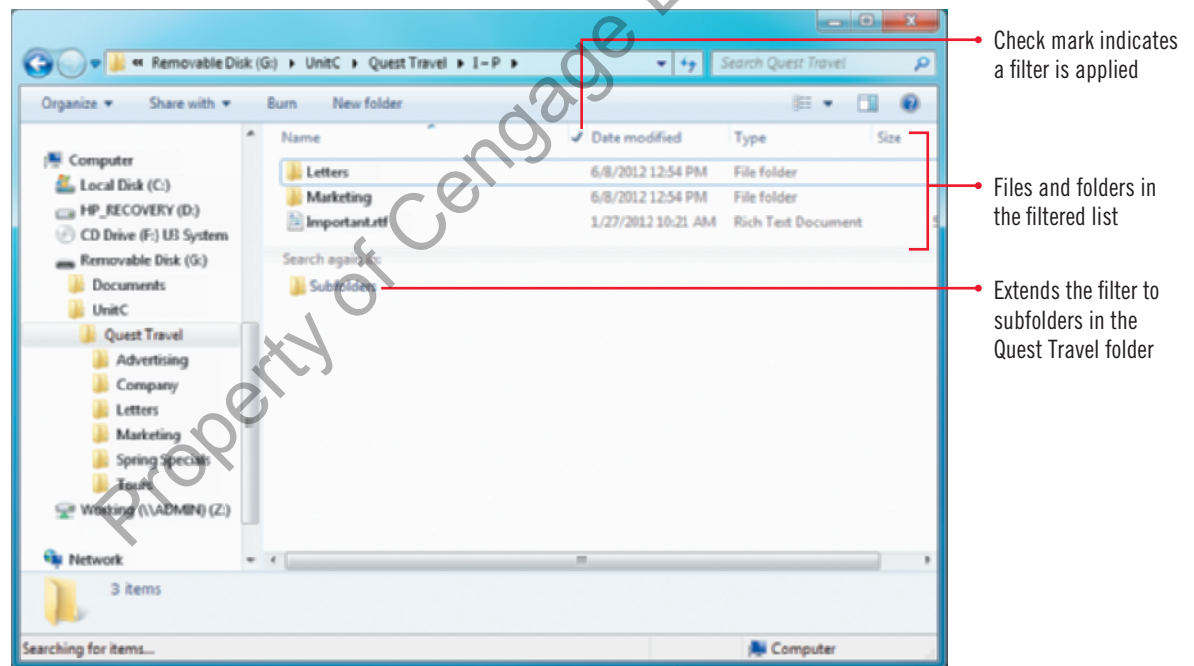


FIGURE C-11: Filtering files and folders




Adding property tags to files

When you create a file, Windows automatically adds **properties** to the files, such as the filename, creation date, modified date, and size. These properties are important to Windows; however, they might not be useful when you are searching for a file. You can create your own custom properties called tags to make it faster and easier to locate files in the future. A tag can be anything you choose, such as "QST" or "Important." You can add or modify tag properties for most files.

However, there are some exceptions, such as plain text (.txt) or Rich Text Format (.rtf) files. You can add or modify properties using the Tags box in the Details pane in an Explorer window, the Details tab in the Properties dialog box, or in the Save As dialog box. If you want to remove some or all of the property information in a file, you can quickly remove it using the Properties dialog box. To open the Properties dialog box for a file, right-click the file, then click Properties.

Copying and Moving Files and Folders

Sometimes you will need to move or even copy a file from one folder to another. This can be accomplished using a variety of methods. If the file or folder and the location where you want to move it are visible in a window or on the desktop, you can simply drag the item from one location to the other. Moving a file or folder on the same disk relocates it, whereas dragging it from one disk to another copies it so that it appears in both locations. One way to make sure that you move or copy an item properly is to right-click the file or folder, drag the item to the destination location while still holding down the right mouse button, then choose the appropriate command from the shortcut menu. When the destination folder or drive is not visible, you can use the Cut, Copy, and Paste commands on the Edit menu or the Organize button on the toolbar.  As you continue to organize Quest Specialty Travel files, you want to remove some files you no longer need, then make a copy of another file and place it in a folder.

STEPS

QUICK TIP

To select files or folders that are not consecutive, press and hold [Ctrl], then click each item in the right pane.

1. Click **Company** in the folders list

The contents of the Company folder open in the window. When moving or copying files or folders, make sure the files or folders you want to move or copy appear in the right pane. To move a file, you drag it from the right pane to the destination folder in the folders list.

2. Drag the **QST Press Release.rtf** file in the right pane across the vertical line separating the two panes to the **Marketing** folder in the folders list, as shown in Figure C-12, then release the mouse button

Once you release the mouse button, the QST Press Release.rtf file is relocated to the Marketing folder, which is a more appropriate location for this type of information. If you decide that you don't want the file moved, you could move it back easily using the Undo command on the Organize button menu.

3. Click **Marketing** in the folders list

Notice that the QST Press Release file is now stored in the Marketing folder.

4. Point to the **QST New Logo.bmp** file, press and hold the right mouse button, drag the file across the vertical line separating the two panes to the Advertising folder, then release the mouse button

As shown in Figure C-13, a shortcut menu appears, offering a choice of options.

5. Click **Copy here** on the shortcut menu

The original QST New Logo file remains in the Marketing folder, and a copy of the file is in the Advertising folder. Another way to copy or move the file to a new location is by right-clicking a file in the right pane, then clicking the Copy or Cut command on the shortcut menu.

6. Click **Advertising** in the folders list

A copy of the QST New Logo file is now located in the Advertising folder.

QUICK TIP

To copy a file quickly from one folder to another on the same disk, select the file, press and hold [Ctrl], then drag the file to the folder.

FIGURE C-12: Moving a file from one folder to another

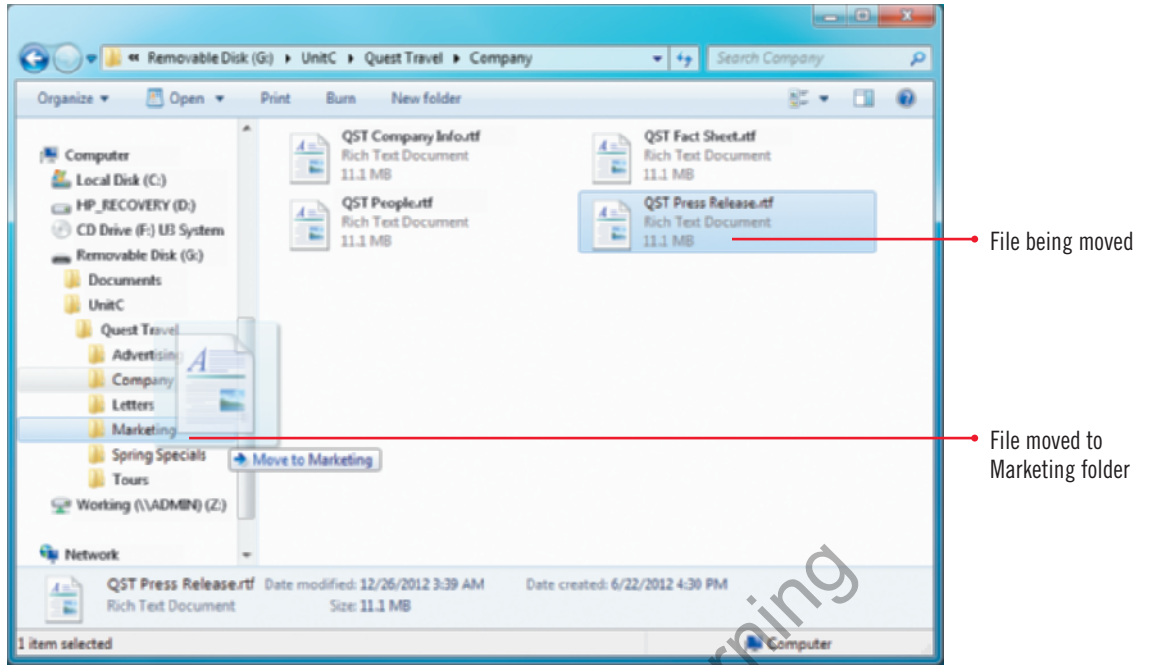
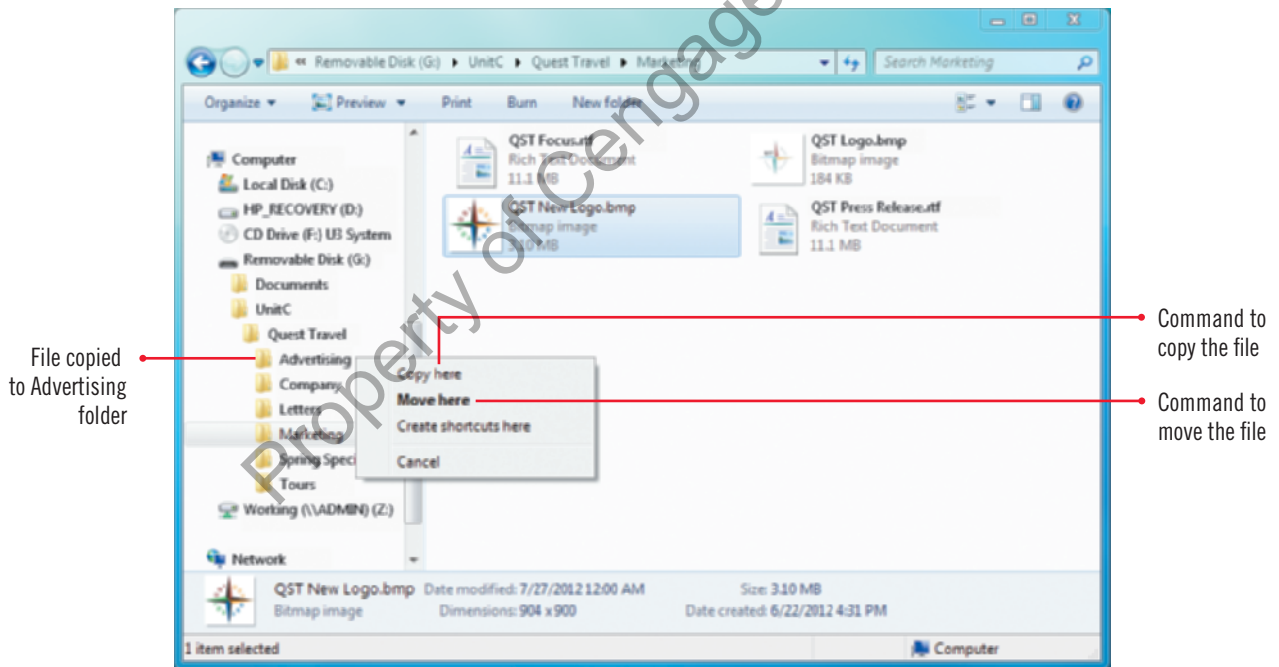


FIGURE C-13: Copying a file from one location to another




Sending files and folders

When you right-click most objects on the desktop or in the Windows Explorer window, the Send to command is one of the choices on the shortcut menu. This command enables you to move a file or folder to a new location on your computer. For example, you can send a file or folder to a USB drive to make a quick backup copy of the file or folder,

to a mail recipient as an electronic message, or to the desktop to create a shortcut. You can also use the Send to command to move a file or folder to the Documents folder. To send a file or folder, right-click the file or folder you want to send, point to Send to on the shortcut menu, then click the destination you want.

Deleting and Restoring Files and Folders

When you organize the contents of a folder, disk, or the desktop, you might find items that you no longer need. You can **delete**, or remove, these items from the disk. If you delete a file or folder from the desktop or from the hard drive, it goes into the Recycle Bin. The **Recycle Bin**, located on your desktop, is a temporary storage area for deleted files. The Recycle Bin stores all the items you delete from your hard disk, so that if you accidentally delete an item, you can remove it from the Recycle Bin to restore it. If the deletion is a recent operation, you can also use the Undo command on the Organize button menu to restore a deleted file or folder. Be aware that if you delete a file from a removable disk, such as a USB drive, it is permanently deleted, not stored in the Recycle Bin. Table C-2 summarizes deleting and restoring options.  You decide to delete some files from the Quest Travel folder you no longer need. When you delete a file by mistake, you use the Recycle Bin to restore it.

STEPS

TROUBLE

If not visible, click the Expand indicator  next to the Letters folder.

1. If necessary, move and resize the window so that you can see the Recycle Bin icon on the desktop, then click **Personal Letters** in the folders list

Because you cannot restore files deleted from a removable disk, you start by copying a file from the drive where your Data Files are located to the desktop.

2. Point to the **Eric Schubel.rtf** file in the right pane, press and hold **[Ctrl]**, drag it to the desktop, then release **[Ctrl]**

The Eric Schubel file is copied to the desktop, as shown in Figure C-14.

TROUBLE

If a message box appears, click Yes to confirm the deletion.

3. Drag the **Eric Schubel.rtf** file from the desktop to the Recycle Bin

The Recycle Bin icon looks like it contains paper.

4. Click the **Minimize** button  in the Personal Letters folder window

5. Double-click the **Recycle Bin** icon on the desktop

The Recycle Bin window opens, containing the Eric Schubel.rtf file and any other deleted files. Like most other windows, the Recycle Bin window has an Address bar, a Search box, a toolbar, and the Details pane. Your deleted files remain in the Recycle Bin until you empty it, permanently removing the contents of the Recycle Bin from your hard drive.

6. Select the **Eric Schubel.rtf** file in the Recycle Bin window, as shown in Figure C-15, then click the **Restore this item** button on the toolbar

The file is restored back to its previous location on the desktop. It is intact and identical to the form it was in before you deleted it.

7. Click the **Close** button  in the Recycle Bin window, then click the **Personal Letters** button on the taskbar

The Recycle Bin window closes, and the desktop opens with the Eric Schubel.rtf file and the Personal Letters window restored.

8. Select the **Eric Schubel.rtf** file on the desktop, press **[Delete]**, then click **Yes** in the dialog box that opens

The Eric Schubel.rtf file is again moved to the Recycle Bin.

9. Right-click the **Recycle Bin**, click **Empty Recycle Bin**, then click **Yes** in the dialog box that opens

The Eric Schubel.rtf file is permanently deleted from the Recycle Bin and your computer.

FIGURE C-14: Selecting a file to drag to the Recycle Bin

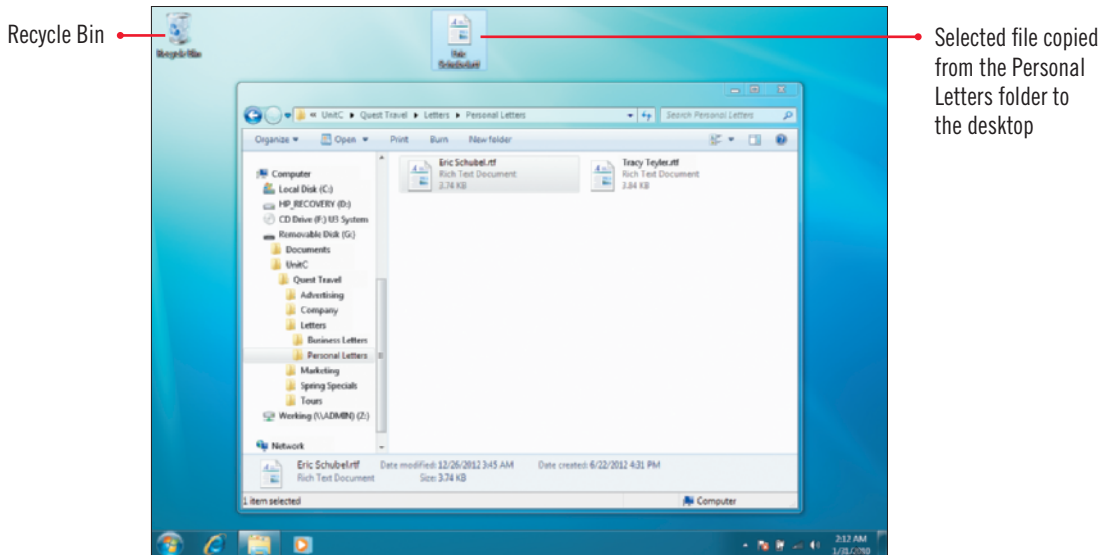


FIGURE C-15: Deleted file from the desktop in the Recycle Bin

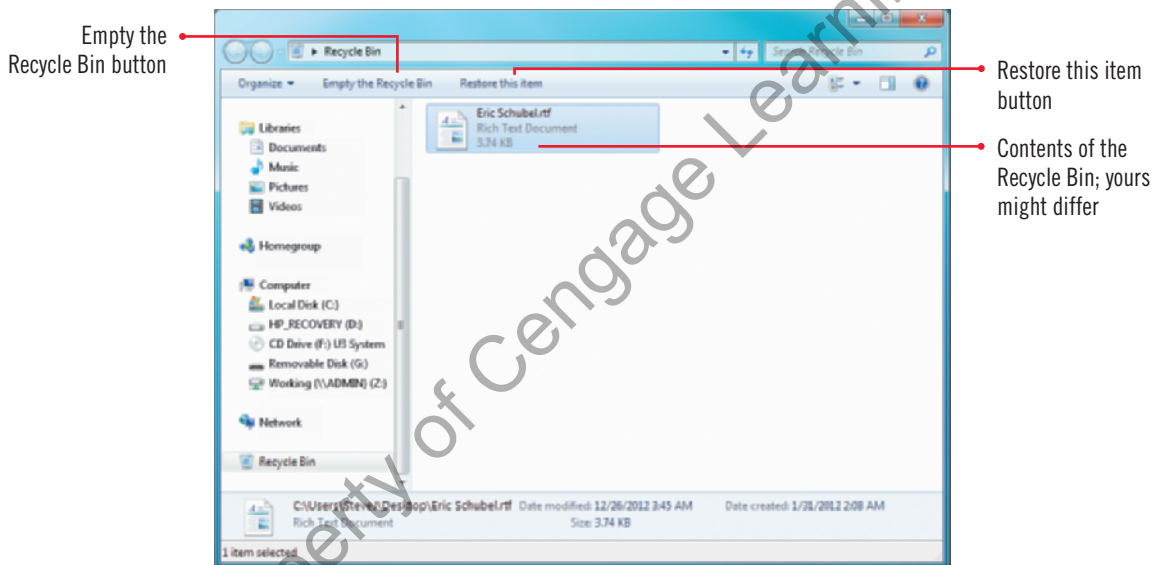


TABLE C-2: Deleting and restoring files


ways to delete a file or folder	ways to restore a file or folder from the Recycle Bin
Select the file or folder, click the Organize button, then click Delete	Select the file or folder, then click a Restore button: Restore this item, Restore the selected items, or Restore all items
Select the file or folder, then press [Delete]	Click the Organize button, then click Undo
Right-click the file or folder, then click Delete	Right-click the file or folder, then click Restore
Drag the file or folder to the Recycle Bin	Drag the file or folder from the Recycle Bin to any location

Recycle Bin properties

You can adjust several Recycle Bin settings by using the Properties option on the Recycle Bin shortcut menu. For example, if you do not want to place files in the Recycle Bin when you delete them, but, rather, want to delete them immediately, right-click the Recycle Bin, click Properties, then click the “Don’t move files to the Recycle Bin. Remove

files immediately when deleted.” option. Also, if you find that the Recycle Bin is full and cannot accept any more files, you can increase the amount of disk space allotted to the Recycle Bin by changing the value in the Maximum size text box.

Working with Libraries

Libraries are special folders that catalog files and folders in a central location, regardless of where you actually store them on your hard drive. A library can contain links to files, other folders, and other subfolders anywhere on your system. You can also share entire libraries as easily as you can share individual directories or files. Windows 7 comes with four libraries already in place: Documents, Music, Pictures, and Videos. You can create additional ones at any time. After you have a library in place, you can use your mouse or the Properties dialog box to include or remove folders and set options to optimize, share, and display the library. After you add one or more folders to a library, Windows 7 tracks your selected folders and updates them automatically in libraries whenever you change their contents. When you open a library, a detailed grouping view of the library indicates the files and subfolders within the monitored folders, letting you easily browse for the file or folder you want to open.  You access the same Quest Specialty Travel company files on a regular basis. Rather than locating the folder using the traditional method, you decide to create a library and place the folder in it for easy access and use.

STEPS

1. Click **UnitC** in the folders list, then drag the **Quest Travel folder** to the desktop

A duplicate of the Quest Travel folder appears on the desktop.

QUICK TIP

To restore default libraries, right-click Libraries in the Navigation pane, then click Restore default libraries.

2. Click **Libraries** in the folders list, click the **New library** button on the toolbar, type **Business**, then press [Enter]



The new Business library appears in both panes, as shown in Figure C-16.

3. Right-click the **Quest Travel folder** on the desktop, point to **Include in library**, then click **Business**

The Business library window opens, displaying the contents of the library in a detailed grouping view, as shown in Figure C-17. If you're not sure where a file is located, you can use the Arrange by option to group and display the library contents by folder, date modified, tag, type, or name. **Grouping** displays a sequential list of all of the files by heading type.

4. Click the **Arrange by** button in the upper corner of the right pane, then click **Name**

All the files within the Quest Travel folder appear in an alphabetical list.

5. Double-click the **IRS Letter.rtf** file, change the year from **2010** to **2011**, click the **Save** button  on the Quick Access toolbar, then click the **Close** button  in the upper-right corner of the WordPad window

The updated file and the WordPad program both close.

6. Double-click the **Quest Travel folder** on the desktop, double-click the **Letters folder**, double-click the **Business Letters folder**, double-click the **IRS Letter.rtf** file to see the change, add your name to the bottom of the document, print it, click the **Save** button, then click the **Close** button in WordPad and the **Business Letters folder** windows

The file change you made appears when you access the file from the original or library location. The file and the WordPad program close.

7. Right-click the **Quest Travel folder** in the Business library in the Navigation pane, click **Remove location from library**, then click the **Close** button  in the Business window

The folder location monitored in the Business library is removed from the library.

8. Click the **Business library** in the Navigation pane, press [Delete], then click **Yes**

The Business library is permanently deleted from your computer.

9. Click the **Quest Travel folder** on the desktop, press [Delete], click **Yes** to confirm the deletion, then click the **Close** button in the Libraries window

The Quest Travel folder on the desktop is deleted and the Libraries window closes.

TROUBLE

Depending on your file association settings, another word-processing program might open instead of WordPad.

FIGURE C-16: Creating a library

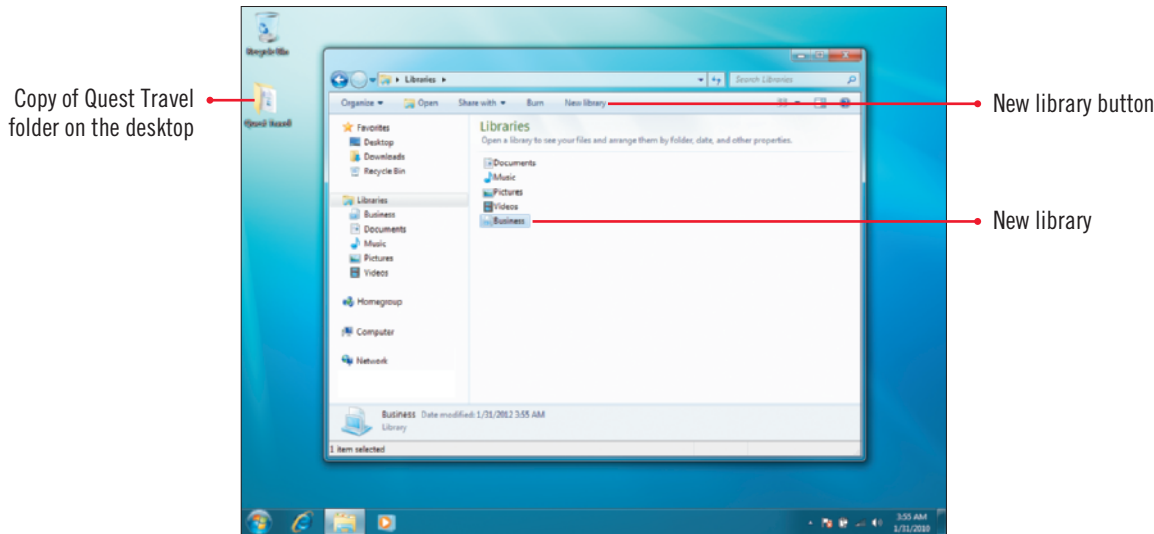
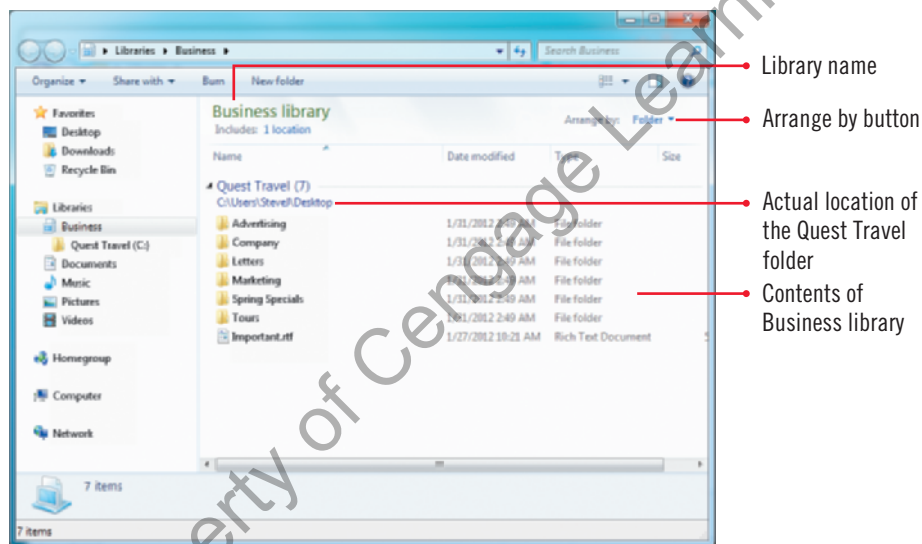


FIGURE C-17: Adding a folder to a library



Creating and working with shortcuts

It could take you a while to access a file or folder buried several levels down in a file hierarchy. You can create shortcuts to the items you use frequently. A **shortcut** is a link that you can place in any location to gain instant access to a particular file, folder, or program on your hard disk or on a network just by double-clicking. The actual file, folder, or program remains stored in its original location, and you place an icon representing the shortcut in a convenient location, such as a folder or the desktop. To create a shortcut, right-click an icon, then click Create shortcut. All shortcuts are named the same as the files to which they link, but with the word "Shortcut" at the end of the original name and the file icon includes an arrow. You can also place shortcuts to

frequently used files, folders, and programs on the Start menu or taskbar. To do this on the Start menu, simply drag the shortcut file, folder, or program to the Start button, wait until the Start menu opens, drag the shortcut to a place on the Start menu or to the All Programs submenu, wait until the submenu opens, then drag the shortcut to the appropriate place on the menu. You can drag a shortcut to the taskbar using the same method. When you release the mouse, the item appears on the menu or toolbar. To run a program when Windows starts, right-click the Startup folder on the All Programs submenu, click Open, then drag the shortcut to the program into the Startup folder.