Customizing File and Folder Management

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

As you work with files and folders, you'll discover that navigating through a long list of folders can be time consuming. To be more efficient, you can customize the way you work with files and folders to save time and effort and to suit your personal needs and preferences. In this unit, you'll learn how to change the layout of Windows Explorer windows, change folder view options to display the file and folder information you need, view the contents of personal folders, create a personal folder and customize the view options, display disk and folder size information, compress files and folders to save disk space, and use a CD or DVD to back up and store files for later use in case of problems. As a new employee of Quest Specialty Travel, you want to customize some file management tasks so you can work more effectively.

OBJECTIVES

Change the layout of Explorer windows

Change folder options

Change file details to list

Change search options

Use personal folders

Customize personal folders

Display disk and folder information

Compress files and folders

Manage files and folders on a CD or DVD

Changing the Layout of Explorer Windows

Windows 7 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 includes a menu bar, Details pane, Preview pane, and Navigation pane, but only the Details and Navigation panes appear by default. If you prefer working with menus like the previous version of Windows, you can show the menu bar and use traditional menus. The Details pane displays information about the selected file, folder, or disk at the bottom of the window, whereas the Preview pane displays the contents of a selected file on the right side of the window. The Navigation pane displays Favorite links and the folders list. For some Explorer windows, such as the personal folder labeled with your user account name, the layout also includes the Search pane, which displays basic and advanced search options to help you find the files you're looking for. If you open the Explorer window in one of the library folders, you can also use the Library pane, which displays the current library name, included folder locations, and an arrange by option. Instead of opening a file on your computer to determine its contents, you want to display the Preview pane for the Quest Travel folder, so you can quickly determine the contents of a selected file.

STEPS

1. **Click the Start button** 🎨 **on the taskbar, then click Computer**

   The Computer window opens, displaying the contents of your computer, including all disk drives and common folders.

2. **Navigate to the drive and folder where you store your Data Files, double-click the UnitD folder, then double-click the Quest Travel folder**

   The Quest Travel window opens, displaying the contents of the Quest Travel folder. The folder includes five folders (Advertising, Company, Letters, Marketing, and Tours) and one file (To Do List).

3. **Double-click the Marketing folder, click the Views button arrow** ▦▾ **on the toolbar, then click Tiles if necessary**

   The Marketing window opens, displaying the contents of the Marketing folder.

4. **Click the Organize button on the toolbar, then point to Layout**

   The Organize menu opens, displaying the Layout submenu, as shown in Figure D-1.

5. **Click Preview pane**

   The Preview pane displays on the right side of the window.

6. **Click the QST New Logo.bmp file**

   A preview of the new Quest Specialty Travel logo opens in the Preview pane, as shown in Figure D-2.

7. **Click the QST Focus.rtf file**

   A preview of the QST Focus.rtf file opens in the Preview pane.

8. **Click the Preview Pane button** ▭ **on the toolbar**

   The Preview pane is hidden and the Marketing window becomes active.
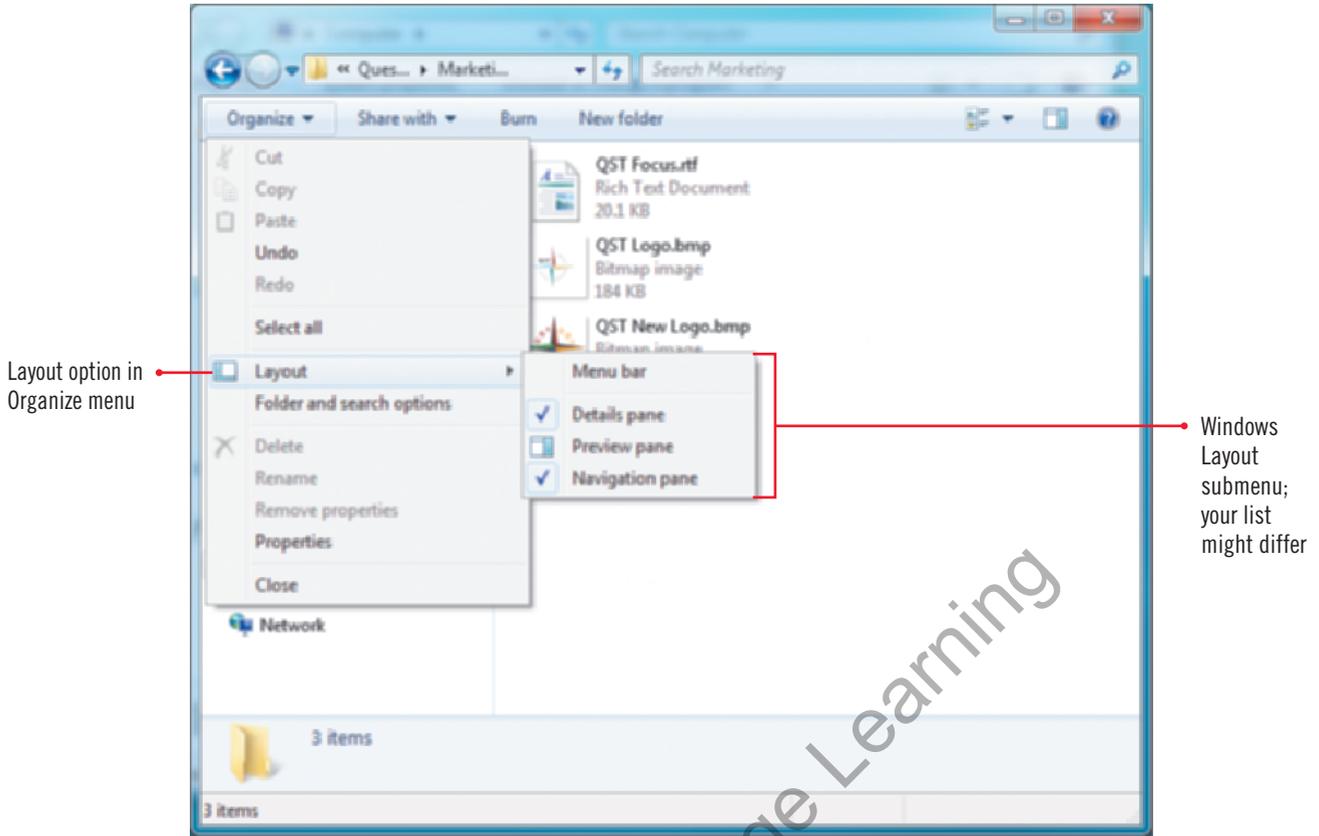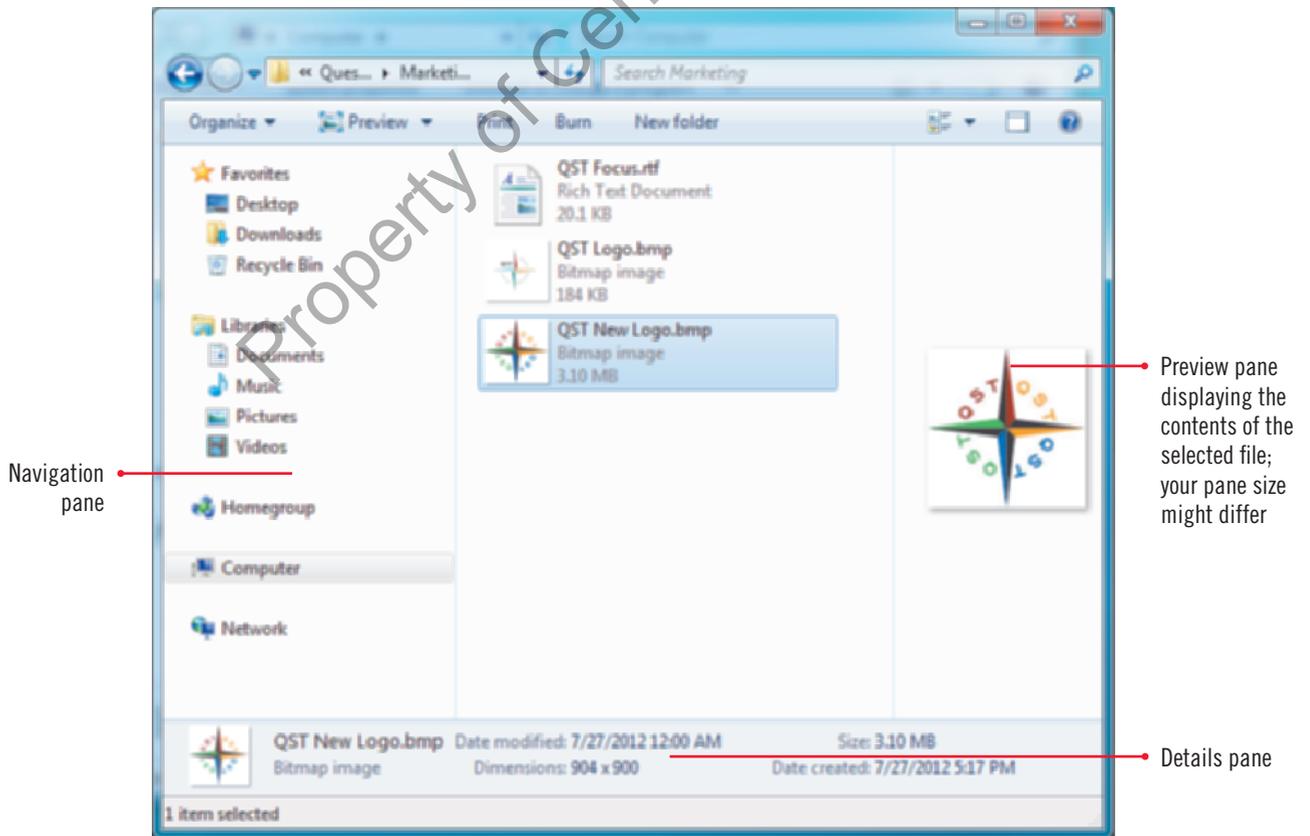
FIGURE D-1: Explorer window layout options

Layout option in
Organize menu

Windows
Layout
submenu;
your list
might differ

FIGURE D-2: The Preview pane in an Explorer window

Navigation
pane

Preview pane
displaying the
contents of the
selected file;
your pane size
might differ

Details pane

Changing Folder Options

When you work with files and folders, Windows displays folder contents in a standard way, known as the **default**. The default folder view settings (expect for libraries) are as follows: Tiles view displays files and folders as icons; folders show Details and Navigation panes; folders open in the same window; and items open when you double-click them. Depending on previous installations or users, your folder view settings might differ. Instead of changing the folder view to your preferred view—one of the icon or list views, or Details view—each time you open a folder, you can change the view permanently to the one you prefer. In addition to the defaults, you can change options such as folder settings to show or hide file name extensions for known file types, show or hide hidden files and folders, show or hide protected operating system files, and show pop-up descriptions of folders and desktop items. If you don't like the options you set, you can restore the settings to Windows default settings. You're finding it hard to view files with extensions on the end, so you want to hide file extensions and customize folder settings to suit your needs.

STEPS

1. **In the Marketing folder, click the Views button arrow on the toolbar, then click Details, if necessary**

   The files and folders in the Marketing folder appear in Details view.

2. **Click the Organize button on the toolbar, then click Folder and search options**

   The Folder Options dialog box opens, displaying the General tab, as shown in Figure D-3. In this case, the default options are selected.

3. **Click the Open each folder in its own window option button to select it**

   This option enables each folder to open in a separate window. Up to this point, each folder has opened in the current window.

4. **Click the View tab**

   The View tab options display, as shown in Figure D-4.

5. **Click Apply to Folders, then click Yes in the Folder Views dialog box that opens to accept the folder views change**

   The Apply to Folders feature sets all the folders of this type on your computer to match the current folder's view settings, which is currently Details view. The Advanced settings section at the bottom of the dialog box lists additional options relating to the way files and folders appear in the Computer and Windows Explorer windows.

6. **In the Advanced settings list box, click the Hide extensions for known file types check box to select it, if necessary**

   This option hides the file name extension, such as .rtf.

7. **In the Advanced settings list box, click the Always show menus check box to select it**

   This option shows menus in Explorer windows, which provides access to additional commands.

8. **Click OK**

   The dialog box closes and the Marketing window opens without extensions at the end of file names and with the menu bar displayed.

9. **Click Quest Travel in the Address bar, then double-click the Marketing folder**

   The Marketing folder opens in its own window, displaying the contents of the folder in Details view, as shown in Figure D-5. Based on the new folder option settings, all folders appear in Details view with the menu bar displayed and file name extensions hidden.

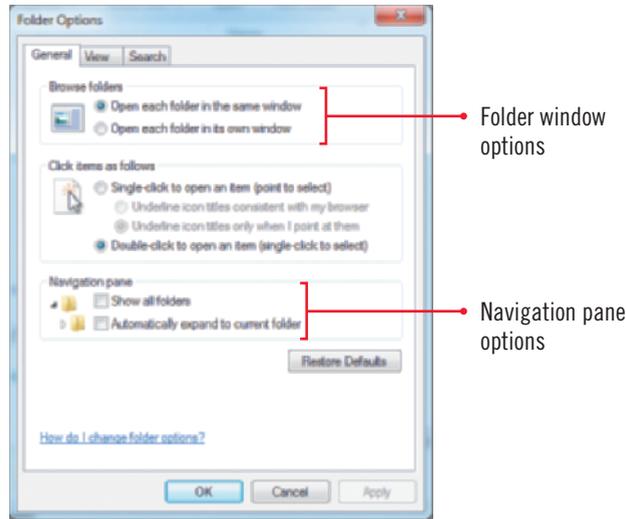**FIGURE D-3:** Folder Options dialog box with the General tab displayed

Folder window options

Navigation pane options

FIGURE D-4: Folder Options dialog box with the View tab displayed

Use buttons to apply or reset the view for folders

Select options to show or hide folder features
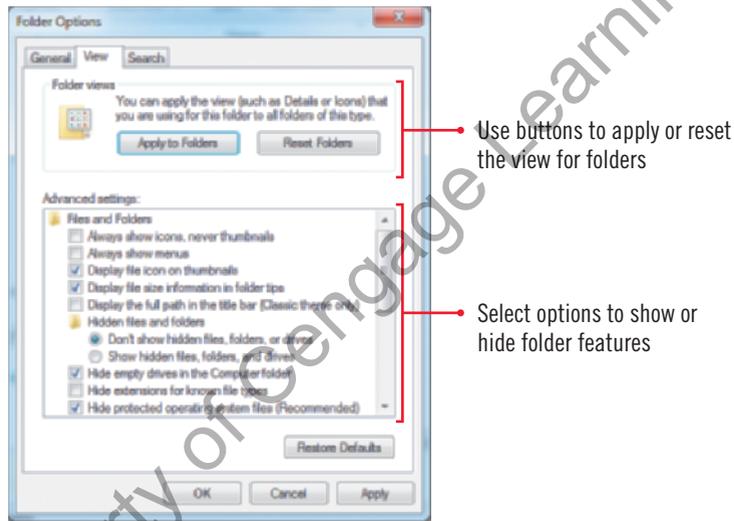
FIGURE D-5: Marketing folder with new folder options applied

Menus show

File name extensions no longer appear

Folder opens in a separate window
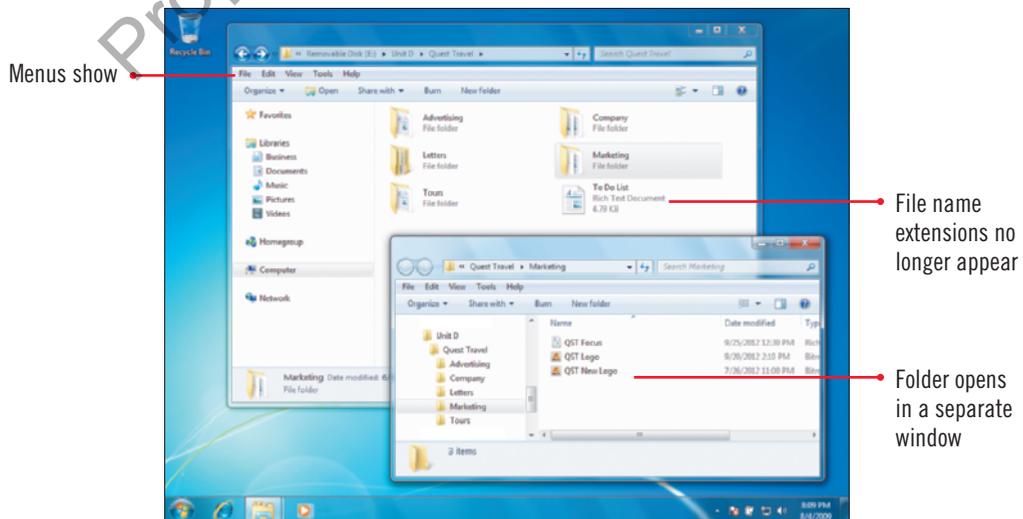
Changing File Details to List

You can display files and folders in a variety of different ways, depending on what you want to see and do. When you view files and folders in an Explorer window with any view, a default list of file and folder information opens, which consists of Name, Date modified, Type, and Size. If the default list of file and folder details doesn't provide you with the information you need, you can add and remove the file and folder information you want, to and from the Details view. To do this, you use the Choose details command or right-click a column header to make changes to the details list. As you manage files, you find it easier to identify them by using more than the standard file details. You decide to add both the owner of a file and image size of picture files to the details list in Details view.

STEPS

1. **In the Marketing folder window, click View on the menu bar, then click Choose details**

   The Choose Details dialog box opens, as shown in Figure D-6. The selected check boxes indicate the current columns shown in the Explorer window. The unchecked items indicate items not used. The unchecked items are listed in alphabetical order.

   > **QUICK TIP**
   > When you set the default view to Details view, the items you add or remove from the Choose Details dialog box are not included in Details view.

2. **In the Details box, scroll down, then click the Owner check box to select it**

   This option adds a column to the Explorer window that lists the owner (the person who can make changes) of files.

3. **In the Details box, scroll up, then click the Dimensions check box to select it**

   This option adds a column to the Explorer window that lists the size of image files in pixels. A **pixel**, short for picture element, is a single point in a graphic image.

4. **Click OK, then click the Maximize button in the Marketing folder window**

   The additional columns are displayed in Details view, as shown in Figure D-7.

   > **QUICK TIP**
   > From the shortcut menu, you can select More to open the Choose Details dialog box.

5. **Right-click any column header**

   A shortcut menu opens, as shown in Figure D-8. The columns that appear in the window have a check mark next to them.

6. **Click Date modified on the shortcut menu to deselect it, if necessary**

   The shortcut menu closes and the Date modified column is removed from Details view.

7. **Right-click any column header, then click Date modified on the shortcut menu to select it**

   The Date modified column is added back to Details view.

8. **Right-click any column header, click More on the shortcut menu, click the Dimensions check box to clear it, click the Owner check box to clear it, then click OK**

   The Dimensions and Owner columns are removed from the window.

9. **Click the Close button in the Marketing window**

   The Marketing window closes and the Quest Travel window becomes active.

Moving columns in Details view

When you display files and folders in an Explorer window, you can change the order of the column details to make it easier to locate the information you need to find. You can change the order of columns by using the Choose Details dialog box or the mouse pointer. The easiest way to move a column detail a short distance on the screen is to drag the column indicator button between the two columns where you want to place the column. As you drag the column indicator button, the column moves to display the new arrangement of the columns. If you need to move a column several columns across the screen, the best way to move it is to use the Choose Details dialog box. Open the Choose Details dialog box, click the column detail you want to move, then click Move Up or Move Down. When you're done, click OK to close the dialog box.
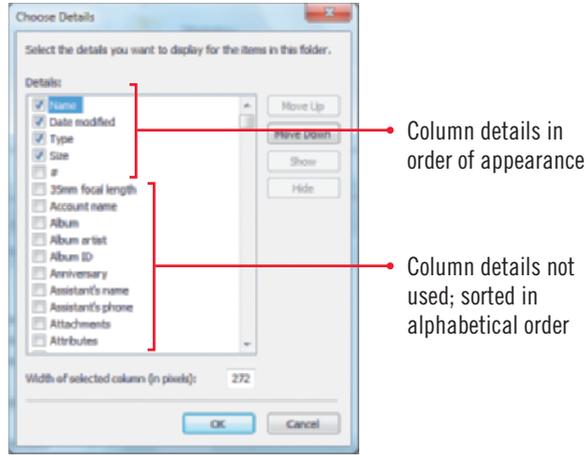
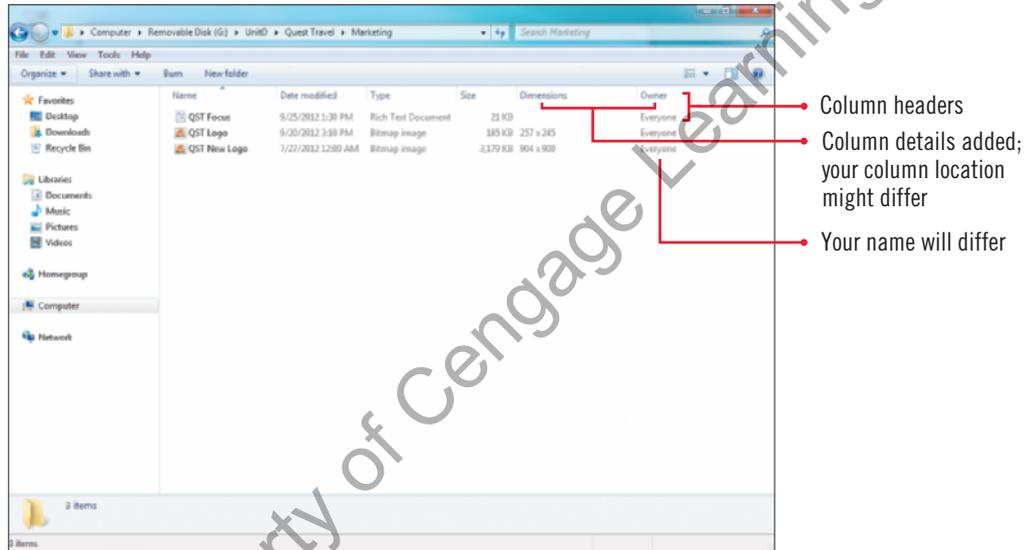**FIGURE D-6:** Choose Details dialog box

Column details in order of appearance
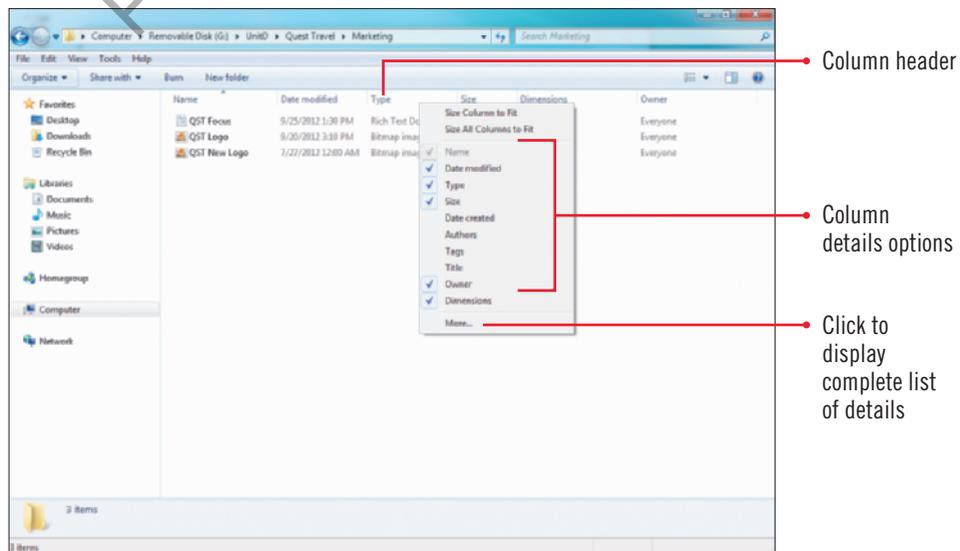
Column details not used; sorted in alphabetical order

FIGURE D-7: Columns added in Details view

Column headers

Column details added; your column location might differ

Your name will differ

FIGURE D-8: Columns modified in Details view

Column header

Column details options

Click to display complete list of details

Changing Search Options

The Search box at the bottom of the Start menu and at the top of every Explorer window filters out items that don't match the text you type. The search includes text in the file name, text in the file, tags, and other file properties, such as the file type. You can also select options that appear below the list of results to search file contents or perform an advanced search. In the Search box, you can also perform advanced searches by specifying multiple keywords or properties connected by Boolean filters, such as AND, NOT, OR, Quotes, Parentheses, >, or <. For example, the advanced search kind: *(Rich Text Document OR Bitmap Image)* finds all files with the type Rich Text Document or Bitmap Image. Windows also provides an option to perform a **natural language search**, which allows you to perform the same property or Boolean search, using a more intuitive form. Instead of typing *kind: (Rich Text Document OR Bitmap Image)*, you can type *rich text or bitmap*. Before you can use natural language, you need to enable it on the Search tab in the Folder Options dialog box. On the Search tab, you can also set options to specify what searches to perform and how to perform them. You can specify whether to search indexed locations or everywhere, or to include subfolders or find partial matches. An **indexed location** is a file that Windows has kept track of and stored information about using an index to make locating files faster and easier. Your manager asks you to find a company document and logo file for a project, so you want to change search options to make it easier to find files using advanced search techniques.

STEPS

1. **Click the Organize button on the toolbar, then click Folder and search options**

   The Folder Options dialog box opens, displaying the General tab.

2. **Click the Search tab**

   The Folder Options dialog box reopens displaying the Search tab, as shown in Figure D-9. In this case, the default options are selected.

3. **Click the Always search file names and contents option button**

   This option expands the search to all folders on your computer.

4. **Click the Use natural language search check box to select it, then click the Find partial matches check box to select it, if necessary**

   This option turns on the Use natural language search feature and Find partial matches search option, which enables you to match text within text. For example, you can get a match with "rich text document" when you enter "rich."

5. **Click OK**

   The new search options are set.

6. **Click in the Search box in the Quest Travel window, then type rich text or bitmap**

   The documents with the type Rich Text Document or Bitmap Image appear in the search results, as shown in Figure D-10. Because you changed default settings, you restore the computer to its default state.

7. **Click the Organize button on the toolbar, then click Folder and search options**

   The Folder Options dialog box opens, displaying the General tab.

8. **Click Restore Defaults, click the View tab, click Reset Folders, if available, click Yes in the warning dialog box to confirm the reset for all folder views, click Restore Defaults, click the Search tab, then click Restore Defaults**

   The folder and search options are restored to the Windows default settings. Because the figures in this book show file name extensions, you restore that option.

9. **Click the View tab, click the Hide extensions for known file types check box to deselect it, then click OK**

10. **Click the Close button ▬ in the Search Results in Quest Travel window**

   The Search Results window closes and the desktop displays.

Customizing File and Folder Management

FIGURE D-9: Folder Options dialog box with the Search tab displayed

Default set to search locations and names only in nonindexed locations

Search file names and contents in all folder options

Find partial matches feature

Use natural language search method
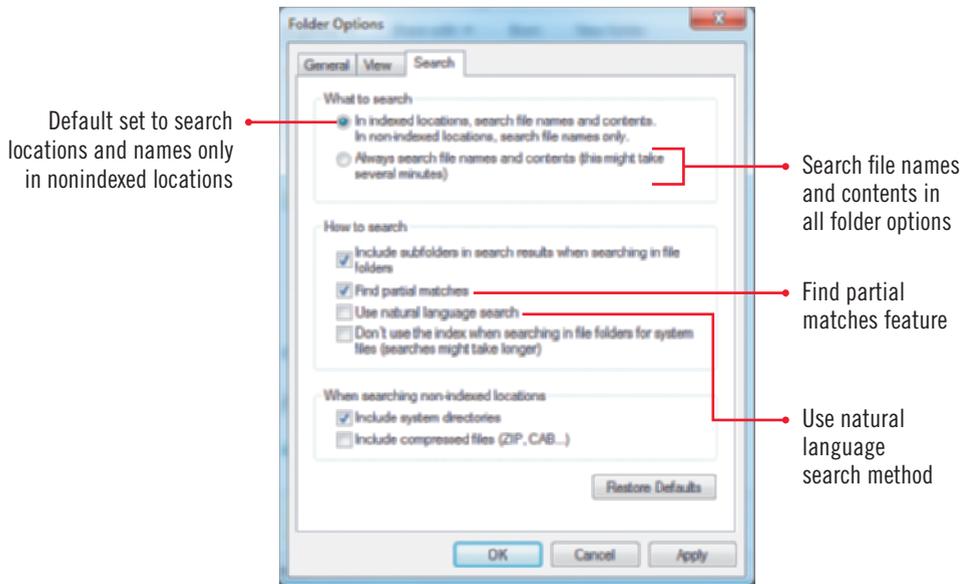
FIGURE D-10: Search results using a natural language search

Search box

Search results highlighted; your order might differ

Advanced search location options

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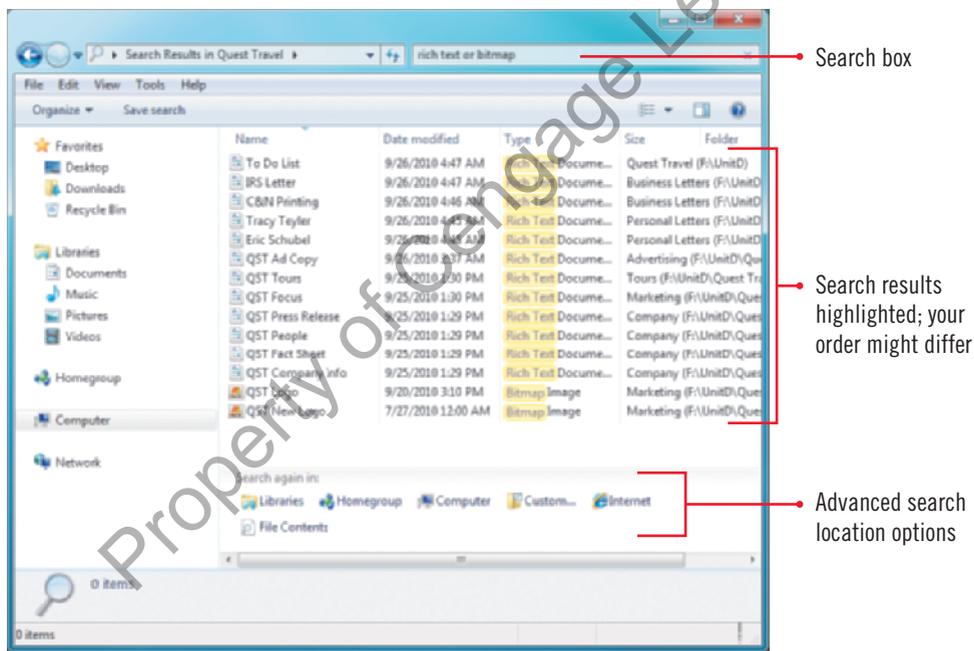
Modifying the index to improve searching

If you don't find the files you're looking for in an indexed location search, you can modify the index to customize and improve searching for your computer to make locating files faster and easier. By default, indexed locations include personal folder, e-mail, and offline files and exclude program files and system files. To change indexed locations, use Indexing Options in the Control Panel to view, add, remove, and modify indexed locations, indexed file types, and other advanced index settings. For example, if a file type is not recognized by the index,

you can add it, or if you're having problems with the search index, you can rebuild or restore it. Click the Start button, click Control Panel, click in the Search box, type index, click Indexing Options, then click Modify. If you don't see all the locations, click Show all locations. If a folder location contains subfolders, you can double-click the folder to expand it. Select or clear the check box next to the folder locations you want to add or remove from the index. Click OK, then click Close.

Using Personal Folders

Windows 7 comes with a **personal folder** that stores your most frequently used folders in one location. The personal folder appears on the Start menu with the name of the person logged on to the computer. The personal folder only contains files and folders associated with the user account, and it is unique for each user. The personal folder includes a variety of subfolders, such as Contacts, Desktop, Downloads, Favorites, Links, My Documents, My Music, My Pictures, My Videos, Saved Games, and Searches. Depending on previous installations, devices installed, or other users, the names and types of personal folders might differ. The My Documents, My Music, My Pictures, and My Videos folder are included folders by default in their respective library folders, so when you save files into a library folder, they're actually stored in your personal folders. For example, when you save a file into the Documents library folder, it's actually saved in the My Documents folder. Windows 7 creates personal folders identified by each username on your computer to make sure the contents of personal folders remain private, unless you decide to share the contents with others who use your computer or network. If you and a friend use the same computer, there are two sets of personal folders, one with your name and another with your friend's name. When you log on to the computer, your personal folders open, but you cannot access your friend's personal folders. Your manager asks you to delete old files left over from the previous user of the computer, so you want to open the personal folders to see what's there.

STEPS

1. **Click the Start button** 🔵 **on the taskbar, then click the name at the top of the right column on the Start menu**

   The personal folder window opens, as shown in Figure D-11. The name displayed in the Address bar corresponds to the user account name when you logged on.

2. **Double-click the My Pictures folder, then click the Pictures library folder in the Navigation pane**

   The My Pictures window opens and then the Pictures library window opens, displaying the contents of the folder. Because the My Pictures folder is included in the Pictures library folder, the same pictures that appear in the My Pictures folder appear in the Pictures library folder. The Sample Pictures folder is included in the Pictures library folder by default.

3. **Double-click the Sample Pictures folder, then click any of the images**

   Large Icons view displays each picture as a thumbnail miniature image of the contents of a file; thumbnails are often used to browse through multiple images quickly. If the folder doesn't contain images, icons representing the file type are displayed instead of thumbnails. Folders that contain pictures have buttons on the toolbar tailored specifically for working with pictures, such as Slide show, as shown in Figure D-12. Another button, the Preview button, becomes available after you select a picture file.

4. **Click the Slide show button on the toolbar, wait and watch the slide show or click the screen to view each slide, then press [Esc] to discontinue**

   The slide show closes and the Sample Pictures folder appears.

5. **Click the Videos library folder in the Navigation pane, then double-click the Sample Videos folder**

   The Sample Videos folder opens, displaying the contents of the folder as large icons. For videos, a frame, typically the first one, appears in the thumbnail.

6. **Click a video to select it, then click the Play button on the toolbar**

   Windows Media Player opens and plays the sample video.

7. **When the video is finished, click the Close button 🔲 in the Windows Media Player window, then click Computer in the Navigation pane**

   Windows Media Player closes and the Computer window becomes active.

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FIGURE D-11: Personal folder

Your name
will differ

Personal folders;
yours might differ

FIGURE D-12: Sample Pictures folder

New buttons
specific to
working with
pictures
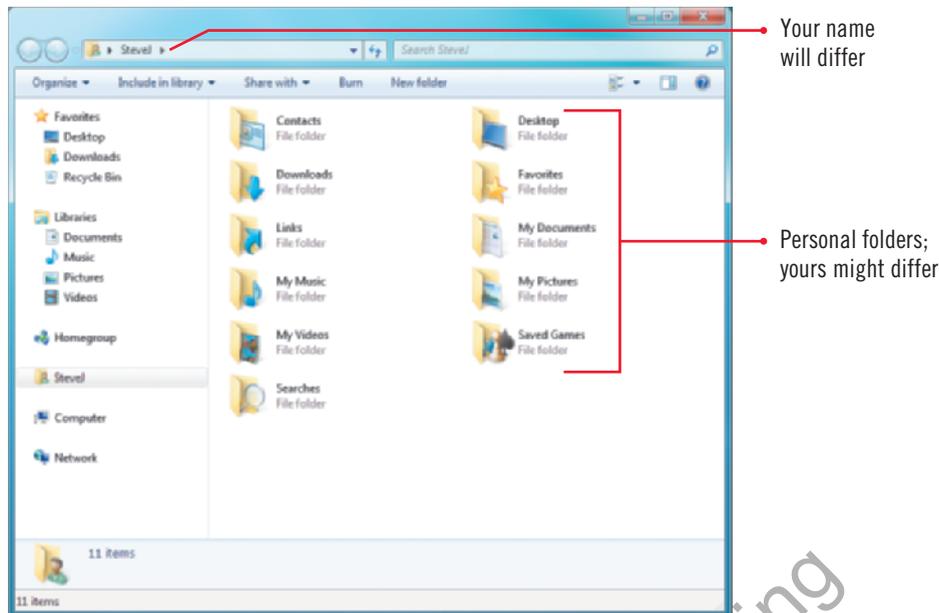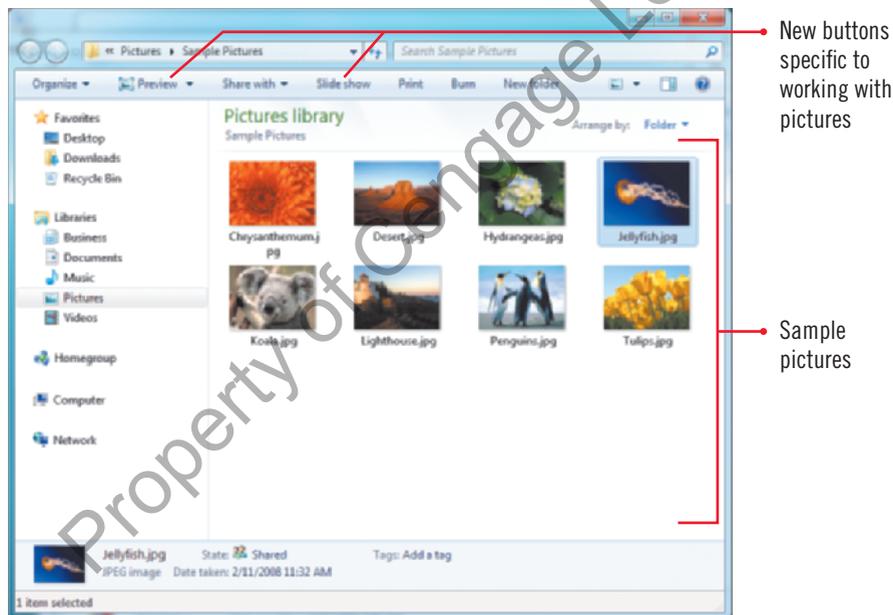
Sample
pictures

Using the Shared Documents folder

The contents of your personal folders are private, unless you decide to share the contents with others who use your computer. If you want the other users on your computer or network to have access to files, you can place those files in a shared folder called the Public folder. To access the Public folder, click Computer in the Navigation pane, double-click the main hard drive icon, double-click the Users folder, then double-click the Public folder. Like personal folders, the Public folder contains subfolders to help you organize the files you are sharing, including Public Documents, Public Downloads, Public Music, Public Pictures, Public Recorded

TV, and Public Videos. If you're connected to a network, the files in the Public folder are available to network users. You can also designate any folder on your computer as a shared folder. When you specify a folder as a shared folder, you can set access permission levels for a person or group. Select the folder you want to share, click the Share with button on the toolbar, click Specific person, type a name or group, or select one from the list arrow, click Add, click the Permission Level list arrow, select a permission level, then click Share. To stop sharing, select the folder, click the Share with button on the toolbar, then click Nobody.

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Customizing Personal Folders

The My Pictures, My Music, and My Videos folders located in your personal folder include specialized buttons on the toolbar for working with pictures, music, or videos. For example, the My Pictures folder includes a Slide show button to display the pictures in the folder as a full screen slide show. The My Music and My Videos folders include various Play buttons to play the music or videos in the folder. You can customize a new or existing folder for documents, pictures, music, and videos by applying a **folder template**, which is a collection of toolbar options for working with specialized content. Windows 7 comes with five folder templates: General Items, Documents, Music, Pictures, and Videos. After you apply a folder template to a folder and put related files in the folder, such as pictures in a folder with the Pictures template, the toolbar displays the specialized buttons, such as Slide show and Preview. Windows also comes with four libraries: Documents, Music, Pictures, and Videos. Each of these libraries applies the same type of folder template, which you can also change, to use a specialized toolbar. As a marketing specialist, you're going to be working with a lot of graphics, so you want to customize the Marketing folder for pictures.

STEPS

1. **Navigate to the drive and folder where you store your Data Files, double-click the** UnitD folder, **double-click the** Quest Travel folder, **then double-click the** Marketing folder

   The Marketing folder opens, displaying WordPad and Paint files. The toolbar displays the Organize, Share with, Burn, New folder, Views, Preview Pane, and Help buttons.

2. **Right-click a blank area of the folder window to display a shortcut menu, as shown in Figure D-13, then click** Customize this folder

   The Marketing Properties dialog box opens, displaying the Customize tab.

3. **Click the** Optimize this folder for list arrow, **then click** Pictures

   When you choose a template, you apply specific features to your folder, such as specialized task links and viewing options for working with pictures, music, or videos. The Pictures folder type is a good choice to select as a template for the Marketing folder.

4. **Click the** Also apply this template to all subfolders check box **to select it**

   The template now will be applied to all subfolders within the Marketing folder. See Figure D-14.

5. **Click** OK

   Notice that the Slide show button has been added to the toolbar. This command appears on the toolbar for folders based on the Pictures template.

6. **Click the** Close button ☒ **in the Marketing window**

   The Marketing window closes.

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FIGURE D-13: Customize this folder command on the Shortcut menu

Toolbar

Tiles view; your view might differ

Customize this folder command on the shortcut menu
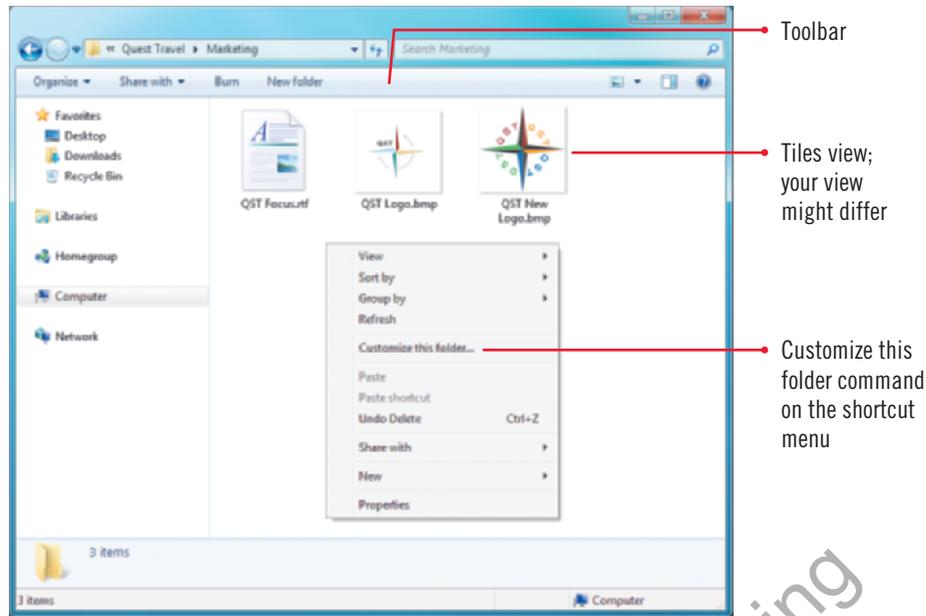
FIGURE D-14: Marketing Properties dialog box with the Customize tab displayed

Folder template

Applies folder template to all subfolders
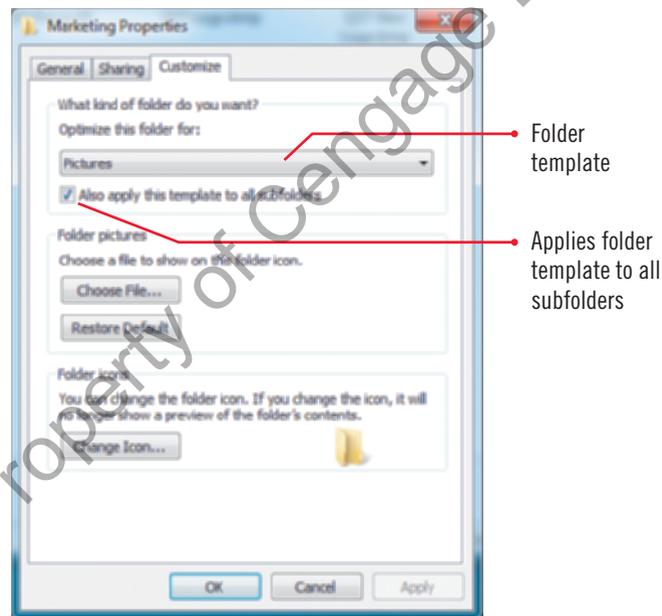
Customizing a library

Windows 7 comes with four default libraries: Documents, Music, Pictures, and Videos. 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 customize a library folder by using the Properties dialog box where you can include or re-move folders and set options to optimize, share, and display the library.

The Optimize this library command in the Properties dialog box works just like the Optimize this folder command and lets you customize the library window to include specialized buttons on the toolbar. You can also set the save folder location where you want to save a file when a library is selected. To change the location, open the library, select a linked folder location at the top of the Properties dialog box, then click Set save location. A check mark appears next to the new saved location.

Displaying Disk and Folder Information

When you create a file, it takes up space on a disk. Files that contain only text are smaller than files that contain only graphics. The size of a file is measured in bytes. A **byte** is a unit of storage capable of holding a single character or pixel. It's the base measurement for all other incremental units, which are kilobyte, megabyte, gigabyte, and terabyte. A **kilobyte** (KB) is 1,024 bytes of information while a **megabyte** (MB) is 1,048,576 bytes, which is equal to 1,024 kilobytes. A **gigabyte** (GB) is equal to 1,024 megabytes, and a **terabyte** (TB) is equal to 1,024 gigabytes. A disk that can store 1.44 megabytes of data, for example, is capable of storing approximately 1.4 million characters, or about 3,000 pages of information. As you work with files, folders, and programs, it's important to know the size of the disk and how much space remains available. A disk can store only a limited amount of data. You can use the Properties command on a disk to display the disk size, used and free space, and change a **disk label**, which is a name you can assign to a hard or removable disk. When you label a hard disk or removable drive, the label appears in the Computer and Explorer windows. Besides checking hard disk drive or removable disk information, you can also use the Properties command on a folder to find out the size of its contents. You have been adding Quest Specialty Travel files to your removable disk and want to find out how much space is available. You also want to determine the size of a folder's contents to see if it will fit on your removable disk.

STEPS

1. **Click the Start button** 🔵 **on the taskbar, then click Computer**

   The Computer window opens, displaying the disk drives available on your computer.

2. **Right-click the icon for the drive where you store your Data Files**

3. **Click Properties on the shortcut menu, then click the General tab, if necessary**

   A Properties dialog box opens, displaying the General tab, as shown in Figure D-15. Your dialog box will differ depending on the drive or disk where your Data Files are stored. A pie chart indicates the amount of space being used relative to the amount available for the disk or drive that you are using. In the example shown in Figure D-15, 693 megabytes are used and 3.05 gigabytes are free.

4. **Click in or select all the text in the text box if necessary, then type DataDisk**

   A disk label cannot contain any spaces, but can be up to 11 characters long.

5. **Click OK to close the Properties dialog box**

6. **Double-click the DataDisk icon or the drive where your Data Files are stored**

   The DataDisk window (or corresponding window where your Data Files are stored) opens displaying the contents of your drive.

7. **Navigate to the folder where you store your Data Files, then double-click the UnitD folder**

   The contents of the UnitD folder open in the Computer window.

8. **Right-click the Quest Travel folder, click Properties on the shortcut menu, then click the General tab, if necessary**

   The Quest Travel Properties dialog box opens, displaying the General tab, as shown in Figure D-16. The Properties dialog box displays the size of the folder (Size) and the actual amount of disk space used by the folder (Size on disk). The actual amount of disk space used is either the cluster size or compressed size of the selected folder. A **cluster** is a group of sectors on a disk. A **sector** is the smallest unit that can be accessed on a disk. A sector on a disk cannot always be filled, so the amount is generally higher. If the file or folder is compressed, the Size on disk amount is the compressed size.

9. **Click OK to close the Properties dialog box**

FIGURE D-15: Disk Properties dialog box with the General tab displayed

Location for your drive might differ

Text box might contain a name

Space available on your disk or drive; yours will differ

Blue indicates used disk space

Purple indicates free disk space
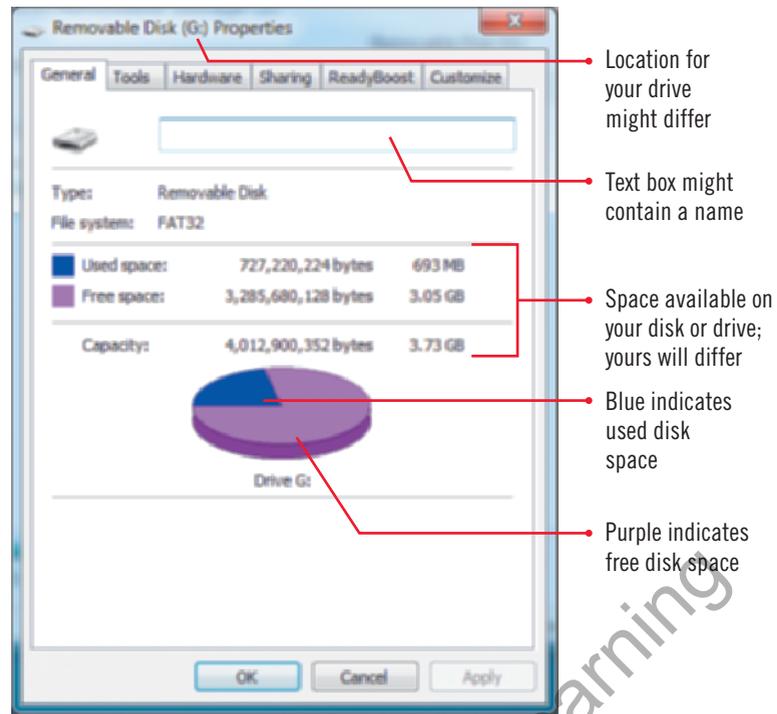
FIGURE D-16: Quest Travel Properties dialog box with the General tab displayed

Folder name

Size of file or folder

Actual amount of disk space used

Number of files and folders stored in this folder (includes hidden system files)

Your options might differ
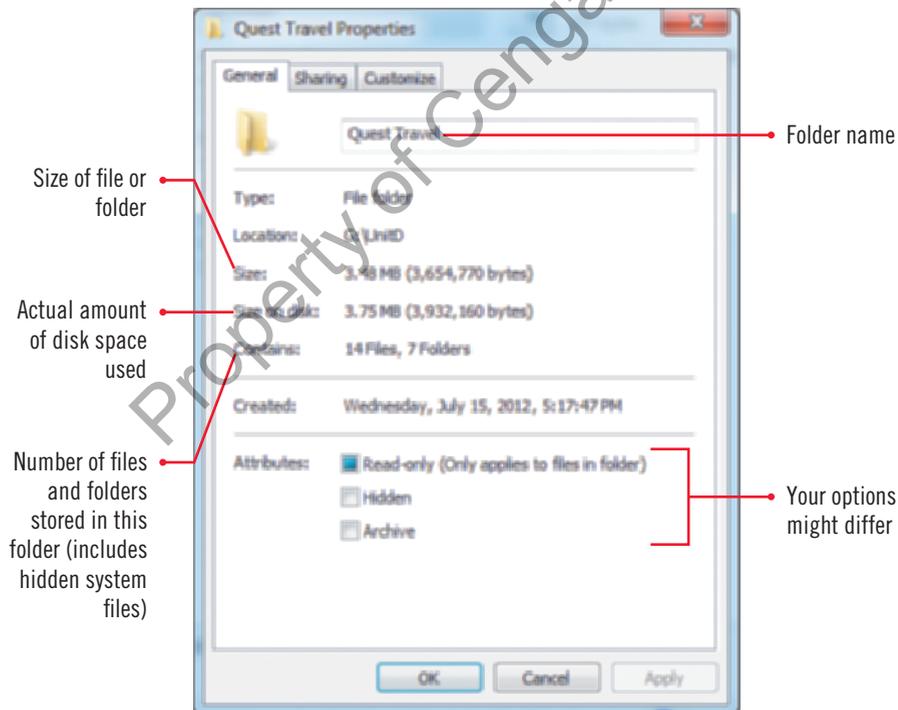
Compressing Files and Folders

You can **compress** files and folders in special folders that use software to decrease the size of the files they contain. Compressed folders are useful for reducing the file size of one or more large files, which frees disk space and reduces the time it takes to transfer files to another computer over a network or the Internet. A compressed folder is denoted by a zippered folder icon. When a file is compressed, a copy is used in the compression, and the original file remains intact in its original location. You can compress one or more files in a compressed folder by simply dragging them onto the compressed folder icon. You can uncompress, or **extract**, a file from the compressed folder and open it as you normally would, or open a file directly from the compressed folder by double-clicking the compressed file icon. When you open a file directly, Windows extracts the file when it opens and compresses it again when it closes. 🎨 You want to compress the files in the Quest Travel folder as a backup copy.

STEPS

1. **Point to the Quest Travel folder**

    A ScreenTip appears, displaying information about the folder, including its size, 3.48 MB.

2. **Right-click the Quest Travel folder, then point to Send to on the shortcut menu**

    The Send to submenu opens, displaying the Compressed (zipped) folder command, as shown in Figure D-17.

3. **Click Compressed (zipped) folder**

    A dialog box briefly opens showing an animation of the compression progress, and then a new folder named Quest Travel.zip opens in the window. The file name of the new folder is selected (the extension is not selected) so that you can easily rename it.

4. **Type Compressed QST, then click a blank area of the window to deselect the folder**

    The Compressed QST.zip folder appears in the Explorer window, as shown in Figure D-18.

5. **Point to the Compressed QST.zip folder**

    A ScreenTip opens. Note that the compressed size of the folder is 116 KB.

6. **Double-click the Compressed QST.zip folder**

    The Compressed QST.zip folder opens and functions as a normal folder. The contents of the compressed folder are located in the Quest Travel folder. Note that a new button, Extract all files, appears on the toolbar in the window.

QUICK TIP

To extract individual files, click the file, then drag it from the compressed folder to another noncompressed folder or cut the file from the compressed folder and then paste it into a noncompressed folder.

7. **Click the Extract all files button on the toolbar**

    The Extract Compressed (Zipped) Folders dialog box opens, as shown in Figure D-19.

8. **In the text box that lists the path, select Compressed, type Extracted, click the Show extracted files when complete check box to deselect it, if necessary, then click Extract**

    A dialog box opens showing an animation of the extraction progress, and then closes when the extraction process is finished. The files and folders are extracted into a folder named Extracted QST in the drive and folder where you store your Data Files.

9. **Click UnitD in the Address bar**

    The folder Extracted QST appears in the UnitD folder. You can treat a compressed folder as an ordinary folder; for example, you can delete a file from a compressed folder without extracting it first.
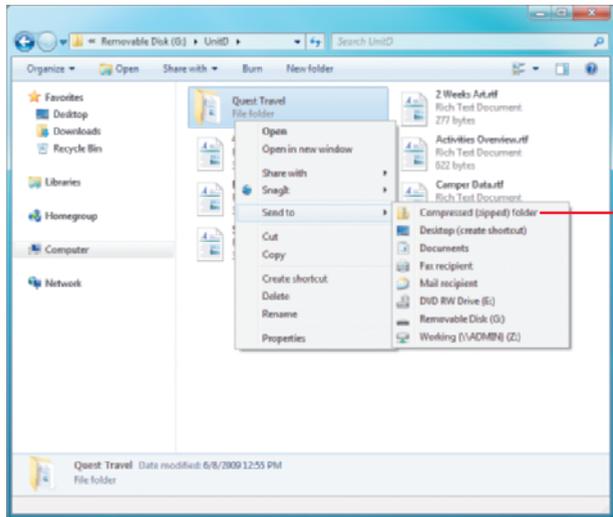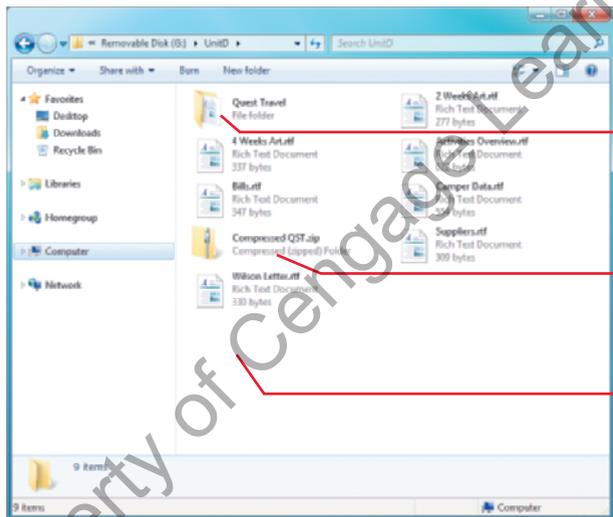
10. **Double-click the Compressed QST.zip folder, double-click the Quest Travel folder, click To Do List.rtf, press [Delete], then click Yes to confirm the deletion**

    The file To Do List.rtf is deleted from the compressed Quest Travel folder.

FIGURE D-17: Creating a compressed folder

Select to
compress the
selected folder

FIGURE D-18: A compressed folder in an Explorer window
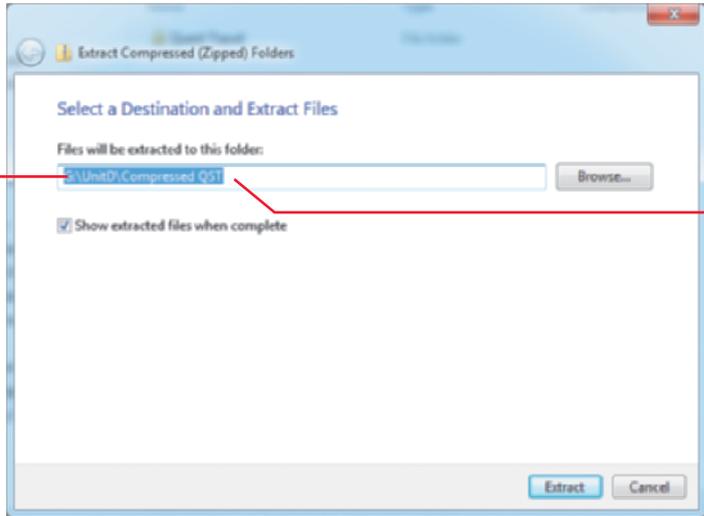
Uncompressed
folder

Compressed
folder

Your view
might differ

FIGURE D-19: Extract Compressed (Zipped) Folders dialog box

Path to
location where
you store your
Data Files;
yours might
differ

Compressed
extraction
location

Customizing File and Folder Management

Managing Files and Folders on a CD or DVD

A **compact disc** (**CD**) and **digital video disc** (**DVD**) are optical discs used to store large amounts of information. Typically, CDs hold 700 MB, while DVDs hold 4.7 GB. The low cost and convenient size of CD/DVDs and the popularity of disc recording hardware make them an effective media for file management. You can copy, or **burn**, files and folders to a **CD** or **DVD recordable** (**CD-R** or **DVD-R**) or a **CD** or **DVD rewritable** (**CD-RW** or **DVD-RW**). With CD or DVD-Rs, typically you can write files and folders only once, read them many times, but can't erase them. With CD or DVD-RWs, you can read, write, and erase files and folders many times. To create a CD or DVD, you must have a CD or DVD recorder and blank CDs or DVDs. You can burn a disc using two formats. The **Live File System** format (like a USB flash drive) allows you to copy files to a disc at any time, while the **Mastered** format (with a CD/DVD player) needs to copy them all at once. If the disc you are creating will be used only by computers running Windows XP or later, the Live File System is the best choice. When you need a disc compatible for use on older computers, the Mastered format is the better choice. You have to send out marketing materials on CD or DVD, so you want to burn the Quest Travel folder to a disc to practice performing this procedure.

STEPS

🛑 **If you don't have a CD-RW or DVD+/-RW drive and a blank recordable CD or DVD, close the UnitD window, then read the steps but do not perform any actions.**

1. **Click UnitD in the Address bar, click the Minimize button 🗕 in the UnitD folder window, then insert a blank CD or DVD into the CD or DVD drive**

   The AutoPlay dialog box opens by default unless the feature is turned off.

2. **If the AutoPlay dialog box opens, click Burn files to disc; otherwise, click the UnitD button on the taskbar, click the Quest Travel folder, then click the Burn button on the toolbar**

   The Burn a Disc dialog box opens with the current date listed as the default disc title. Before you burn a disc, it's important to give it a title, which is limited to 17 characters.

3. **Type QST Backup in the Disc title text box, click the With a CD/DVD player option button, as shown in Figure D-20, then click Next**

   The CD or DVD disc drive window opens showing a temporary area where files are held before they are burned to the CD or DVD.

4. **Click the UnitD button on the taskbar, if necessary, move and resize the two windows as needed to display both windows, then drag the Quest Travel folder from the Navigation pane to the Disc drive window**

   The Quest Travel folder opens in the CD or DVD window where you intend to burn the folders and files, as shown in Figure D-21.

5. **Click the Burn to disc button on the toolbar**

   The Burn to Disc dialog box opens, asking you to specify the disc title and recording speed. You already named the disc, and the default speed for recording is fine.

6. **Click Next to continue**

   A progress meter opens while the wizard writes the data files to the CD. When the process of writing folders and files to a CD or DVD finishes, the disc is ejected from the drive and the Burn to Disc dialog box opens again.

7. **Click Finish to close the Burn to Disc dialog box**

8. **Click the Close button 🗙 in the UnitD window**

Property of Cengage Learning

FIGURE D-20: Burn a Disc dialog box

Disc title

Burn formats

FIGURE D-21: Contents of burned DVD disc

Original folder

Burn to disc button

Contents of this window will be burned to a DVD
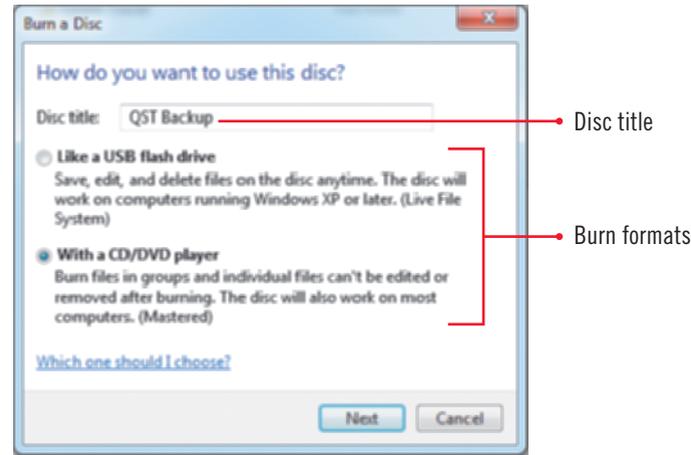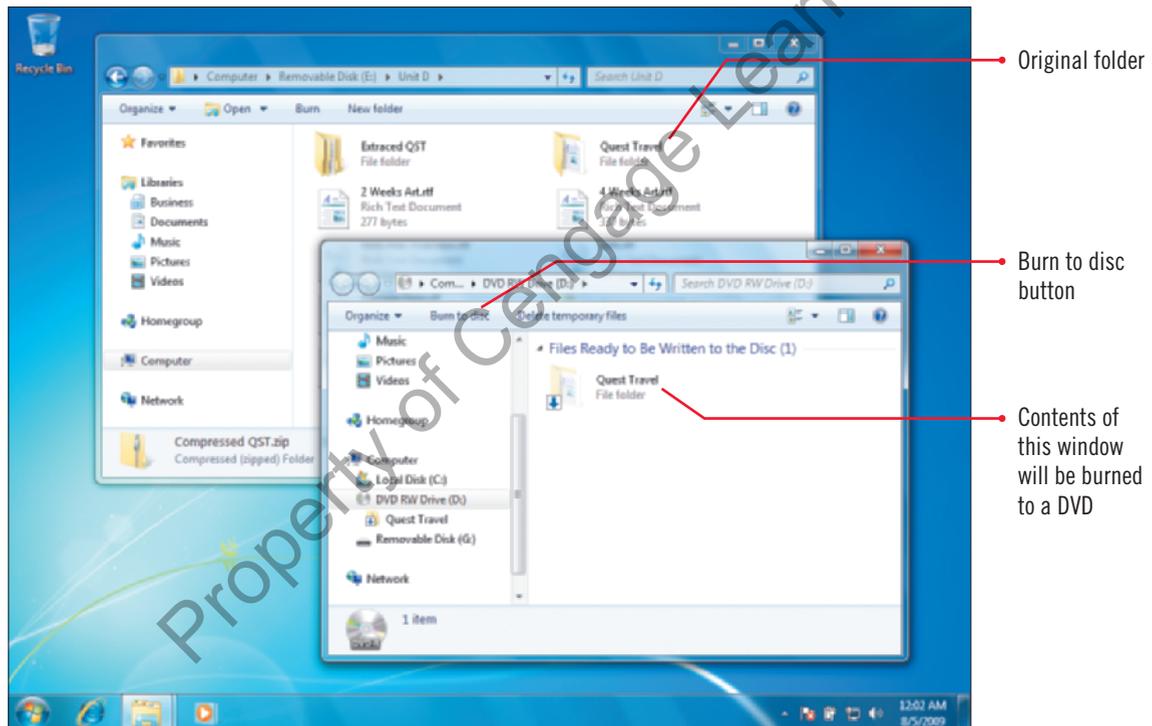

Creating music CDs or DVDs

With Windows Media Player, you can create your own CDs or DVDs from music tracks you have stored in Media Library. To create a music disc, you must have a disc recorder and blank recordable CDs or DVDs. You can copy music files in the Windows Media (.wma), .mp3, and .wav formats from a media library to a disc. If you want to copy music from a CD to your computer, insert the CD into the CD disc drive, select the files you want, then click the Rip CD button on the toolbar. To burn a music disc, insert a blank recordable disc in the CD or DVD disc drive, then click Burn tab. Songs in the library appear in the center pane, and a blank burn list appears in the right pane. Drag the music tracks or playlist you want to copy from the library to the burn list. When you're done, click Start burn.