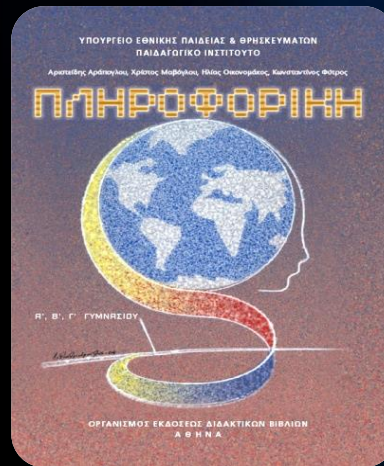


<http://www.zioulas.gr>



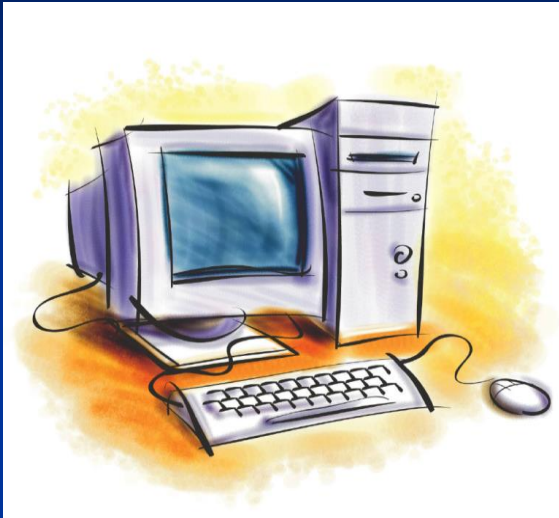
ORGANIZING FILES & FOLDERS

CHAPTER 5.2



EVANGELOS C. ZIOULAS (IT TEACHER)

KEY WORDS



COPY + PASTE

CUT + PASTE

RECYCLE BIN

CLIPBOARD

HIDDEN FILES

BALADEUR CHARACTERS

DEFRAGMENTATION

FORMATTING

COMMON ACTS ON FILES & FOLDERS

Select file or folder	Hide file or folder
Open files or folder	Print file
Create folder	Move file or folder
Rename file or folder	Delete file or folder
Copy file or folder	Restore file or folder
Shortcut file or folder	Search file of folder
Change View of files	Sort files and folders
Defragment disk	Format disk

SELECT FILES

- **Left Click** on file we want to select.
- To seek information about file we **right click** on the file and select **Properties**.
- To select a group of consecutive files we type **Shift + →** or we drag the mouse around them.
- To select a group of random files we pressed **Ctrl** as we select them.
- To select all the contents of a folder we go to **Menu Bar** and choose **Process → Select All**.

OPEN FILES

- **Double Click** on a file or folder to open it, or left click on it and press **Enter**.
- To open a file with a specific application **Right click** on a file and select **Open with**

CREATE FOLDER

- To create an empty folder **Right Click** inside the area and select **Create Folder**.
- Otherwise go to **Menu bar** and select: **File → Create → Folder**.
- Finally you can choose Create folder command from the task pane **Files & Folders Tasks**.
- The following group of characters is prohibited when naming a folder: **\ / : * ? " < > |**

RENAME FILES

- **Click twice** on a file or folder and type the new name.
- **Click** on file or folder and press button **F2**.
- **Right Click** on file or folder and select **Rename**.
- To cancel the rename process just press the button **Esc**.
- When renaming an item it is prohibited to give a name already exists in the same folder.
- If we change the extension of a file, it is quite possible we may not be able to open it again using any related application e.g. we can't change the extension of a sound file into .bmp

COPY FILES

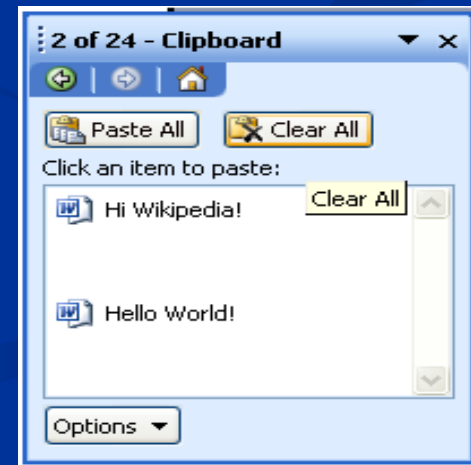
- After selecting files and folders, right click on them and follow the method **Copy + Paste**.
- This method is similar to **Cut + Paste** with the difference that the file or folder does not move to other location and stay unchanged to its own location.
- Otherwise **click** on the file or folder and choose **Copy this file/folder** of the task pane **Files and Folders Tasks**.
- When copying a file or folder in the same area it already exists, then a new copy file or folder is created which is useful for making any possible changes needed.

MOVE FILES

- After selecting files and folders, right click on them and follow the method **Cut + Paste**.
- This method is similar to **Copy + Paste** with the difference that the file or folder does not stay to initial location since it moves to a newer one.
- Otherwise **click** on the file or folder and choose **Cut this file/folder** of the task pane **Files and Folders Tasks**.

CLIPBOARD

- It is a software facility for short-term data storage or data transfer between documents or applications via Copy + Paste operations.
- The clipboard manages an area of computer memory in which all the **moving or copying files and folders are temporarily saved** in order to be easily pasted in their new locations.



DELETE FILES

- Select the file or folder and press button **Del**.
- **Right Click** on a file or folder and select the **Delete** command.
- **Click** on a file or folder and select the command **Delete this file/folder** of the task pane **Files & Folders Tasks** (for permanent deletion we need to press the **Shift** button)
- The deleted files and folders are temporarily placed in a folder called **Recycle Bin**.
- For permanently deleting a file or folder **Right Click** on Recycle Bin and select **Empty Recycle Bin** command.

RECYCLE BIN

- The graphical user interface (GUI) always asks for **confirmation** before deleting files or folders.
- The Recycle Bin is an area of hard disk that covers the **10%** of its total capacity (to change the capacity of Recycle Bin **right click** on it and select **Properties** → **Global settings**)



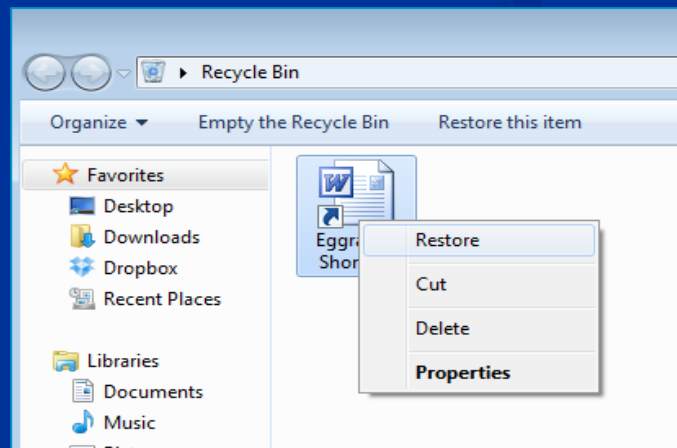
DIRECT DELETION

- There are files and folders that cannot be placed in the Recycle Bin when deleted e.g.
 - Files and folders that are deleted in a **Network**.
 - Files and folders from **external storage** devices (flash memory, memory cards etc).
 - Files and folders that are **bigger** than the size of the free space of Recycle Bin.



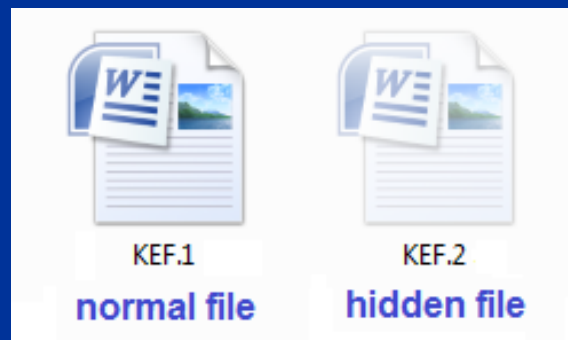
RESTORE FILES

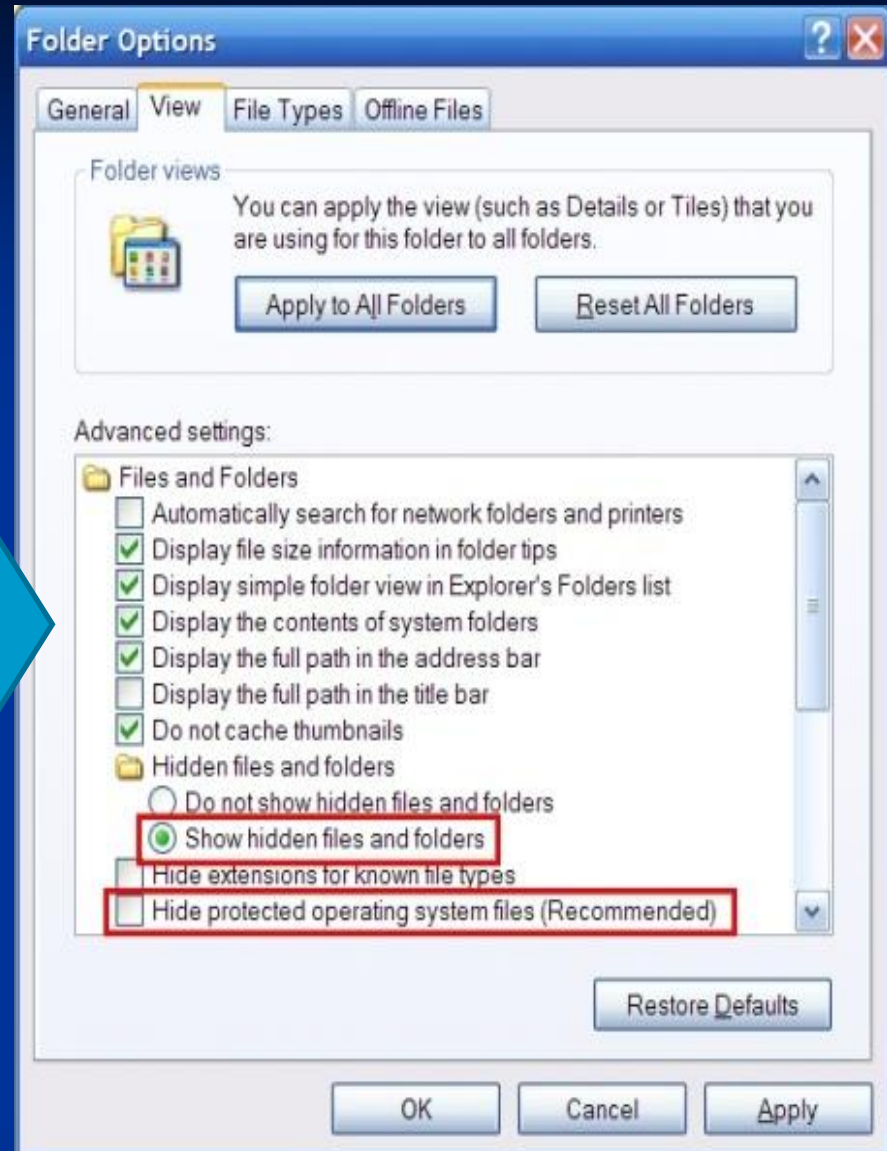
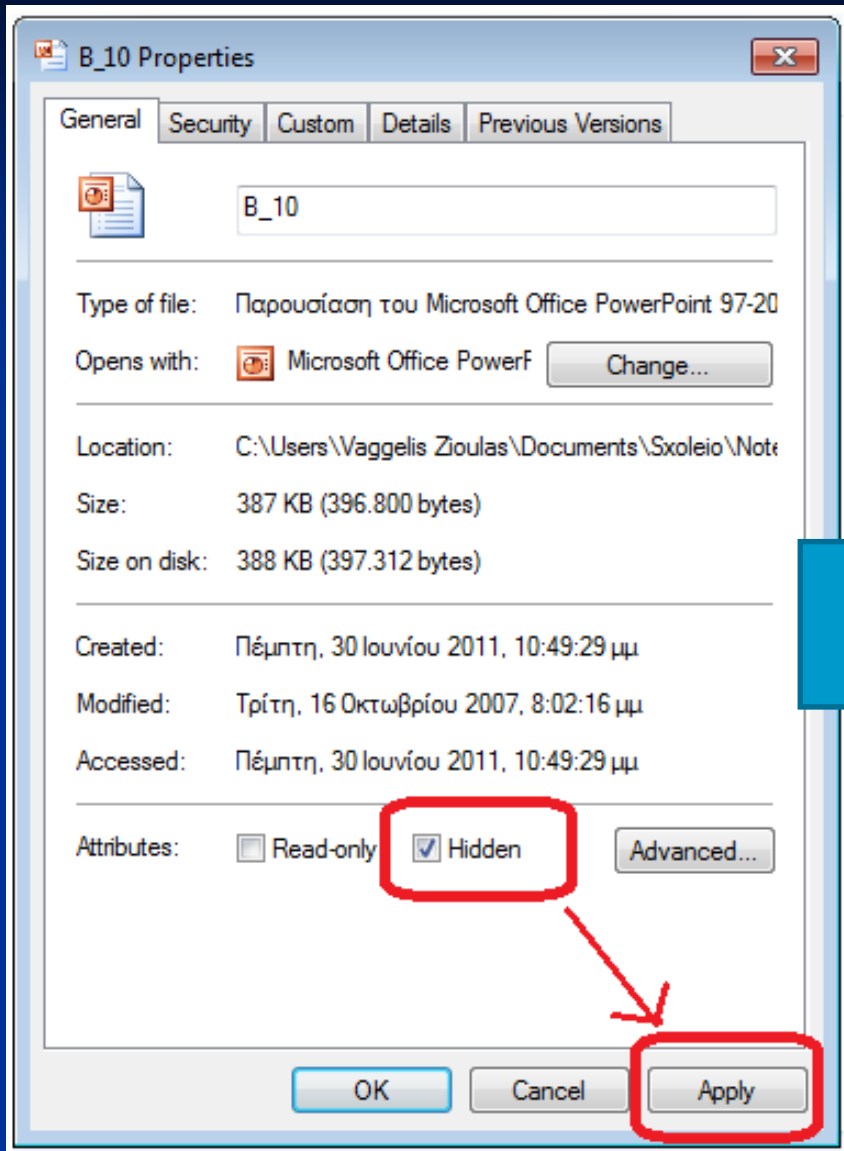
- The **deletion** of files and folders is **temporary**. If a user wants to restore a deleted item he can easily do that in Recycle Bin before he empties it.
- To restore an item **double click** on Recycle Bin, **right click** on the deleted item and select **Restore**.
- The item after restoration is placed again on the same location it used to be before deletion.



HIDE FILES

- **Hidden Files** are the files that cannot be deleted from Delete commands because the operating system protects them by making them invisible to users.
- To hide an item there are two ways:
 - **Right Click** on the item and **Properties** → **Hidden**
 - On **Menu Bar** select **Tools** → **Folder Options** → **View** → **Hidden Files & Folders** → **Do not show hidden files and folders**

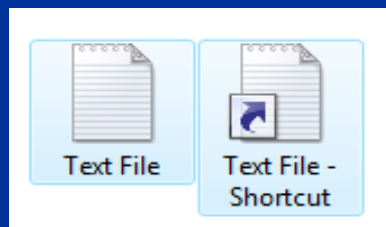




CREATE SHORTCUT



- **Right Click** on the file and select **Create Shortcut**. After creating it you can move the shortcut file in a better location (e.g. Desktop) for easier access.
- Otherwise, **right click** on a file and select **Send to Desktop** (create shortcut).
- A file shortcut is a small file containing a target to an object or the name of a target program file that the shortcut represents. Each shortcut file can have its own icon and is commonly placed on Desktop area for faster access to the file



SEARCH FILES

- **Click** on **Start** button and select **Search** → **Files & folders**
- We use to search a file or folder when we need to access it and we don't know its exact location.
- To simplify the searching process we can specify the **file type** of the item (image, sound, video, text, application etc) or the **searching area** (C: drive of hard disk, A: drive of floppy disk, D: or E: drives of Cd-Rom or DVD-Rom, My Documents folder or the whole computer).
- If during the searching we cannot remember the accurate name of the file then we can use special **Wildcard characters** that are ***** and **?**.

BALADEUR CHARACTERS

*

- it represents a set of **consecutive characters** we can't remember

?

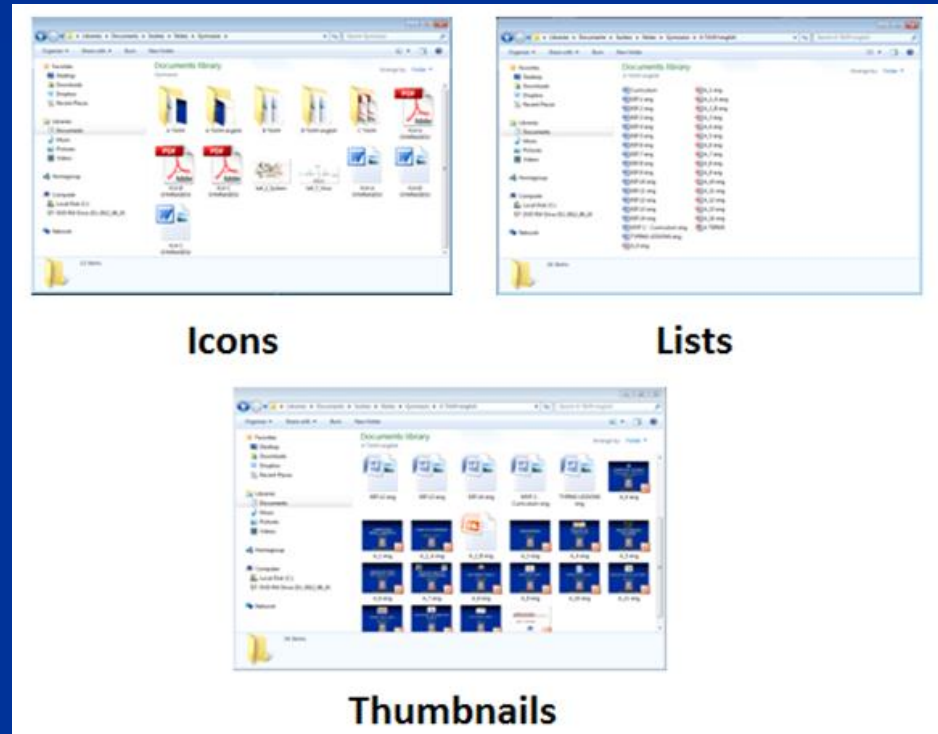
- It represents **one character** we can't remember.









Keyword	picture*.*	picture?.jpg	test?.*	*.bmp	*.*
Possible searching results	picture1.jpg pictureofme.bmp picture135.tif picture.jpg	picture8.jpg pictureA.jpg picture0.jpg picture.jpg	test5.txt test4.bmp testA.wav test.mp3	All files in .bmp format	All files

CHANGE FILE VIEW









- Go to **Menu Bar** and select **View** to change the view of the contents in one of the following ways:

- Filmstrips
- Thumbnails
- Tiles
- Icons
- Lists
- Details






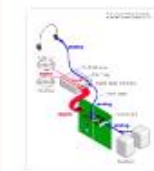




	Applications	27/8/2009 9:33 μμ	File Folder	
	Askiseis	27/8/2009 9:39 μμ	File Folder	
	Exetaseis	27/8/2009 9:39 μμ	File Folder	
	IB & Reccomendations	7/9/2009 11:14 πμ	File Folder	
	Notes	27/8/2009 9:42 μμ	File Folder	
	DIGAUXEX	6/1/2009 11:59 πμ	GIF Image	18 KB
	PROGRAMA	2/9/2009 3:35 μμ	Έγγραφο του Mic...	40 KB
	Taxeis	17/9/2008 10:25 πμ	Φύλλο εργασίας τ...	86 KB

Details

	Applications File Folder		Askiseis File Folder
	Exetaseis File Folder		IB & Reccomendations File Folder
	Notes File Folder		DIGAUXEX GIF Image 17,9 KB
	PROGRAMA Έγγραφο του Microsoft Word 40,0 KB		Taxeis Φύλλο εργασίας του Micros... 85,5 KB

Tiles

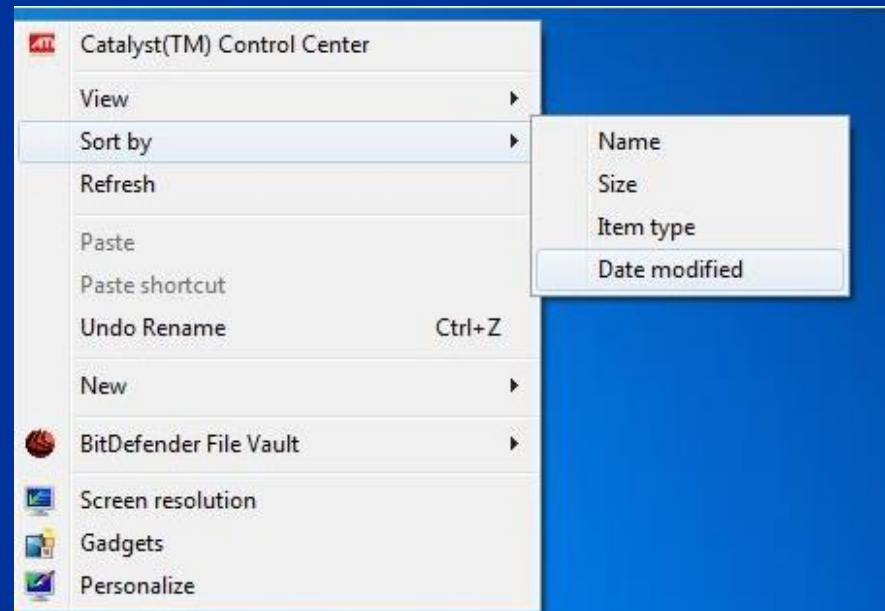
				
Applications	Askiseis	Exetaseis	IB & Reccomendations	Notes
				
DIGAUXEX	PROGRAMA	Taxeis		

Icons

SORT FILES

- For sorting **right click** inside the folder area and select **Sort by** choosing the criterion of sorting.
- The contents of a folder can be organized (sorted) in a variety of different **criteria**:

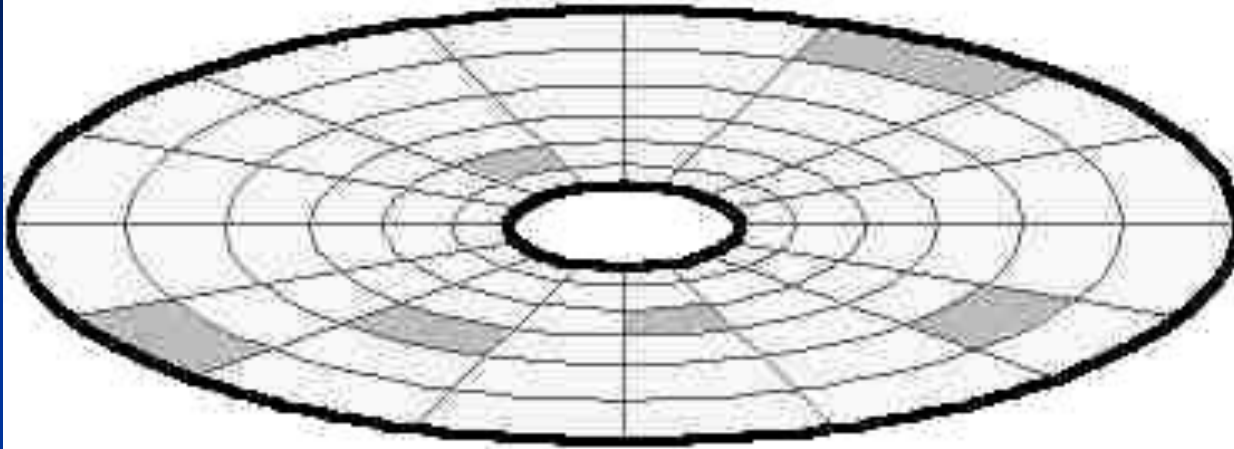
- Name
- Size
- Type
- Date Modified
- Show in Groups
- Auto Arrange



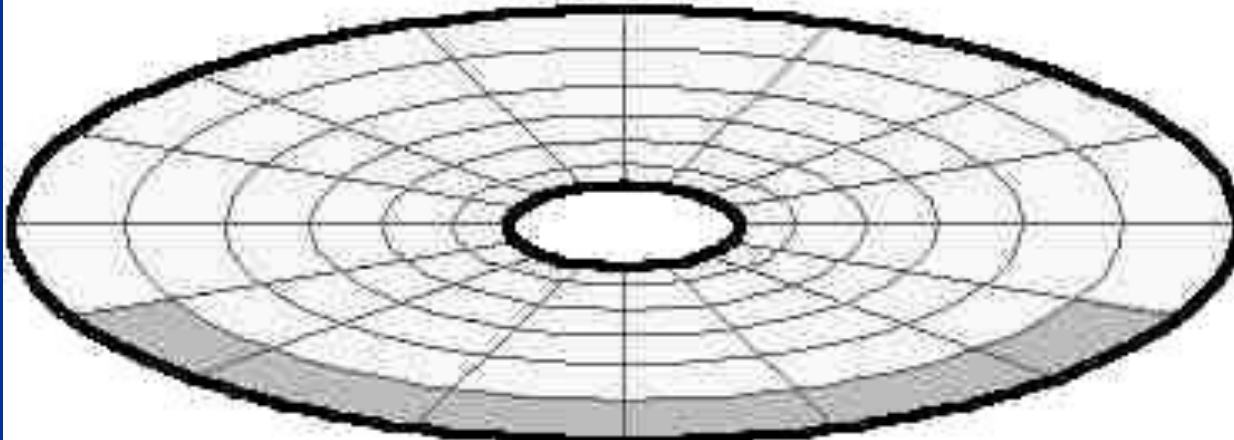
DISK DEFRAGMENTATION

- Files and folders are often partially stored on the disk in nonconsecutive areas.
- After so many installations or deletions of programs many files and folders change their locations on the disk, so the disk area gets **fragmented**, including a large number of scattered free spaces.
- For disk defragmentation there is a **utility** available to each operating system or other **3rd-party utilities** which reform the disk space whenever the user needs it.

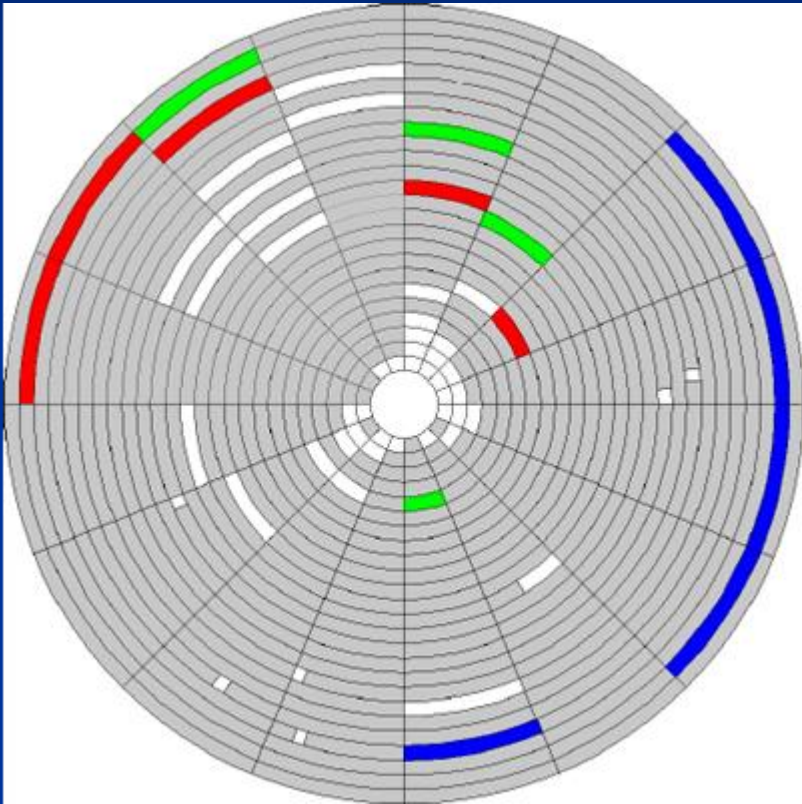
Fragmented file



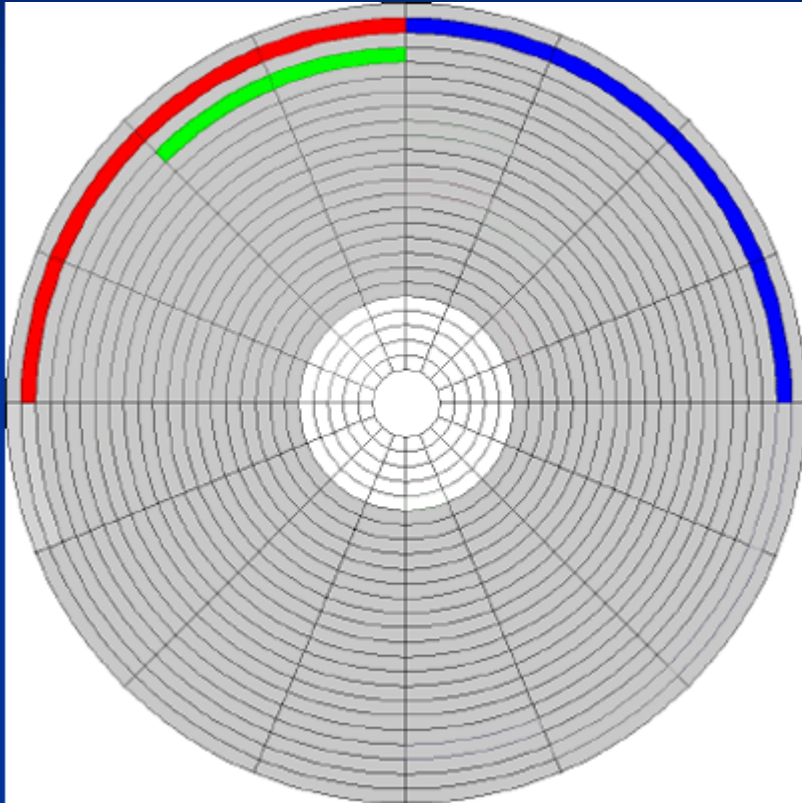
Contiguous file



BEFORE

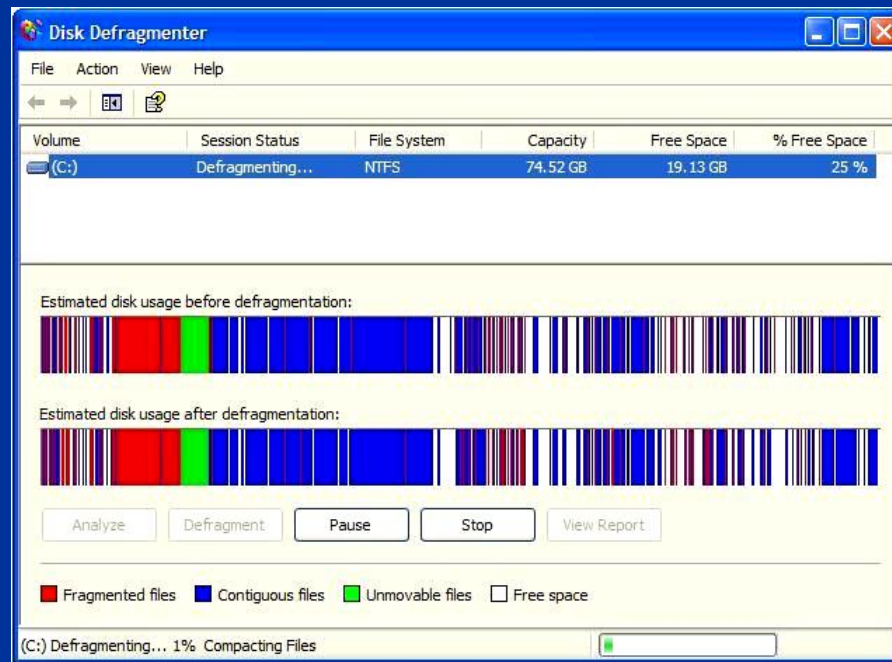


AFTER



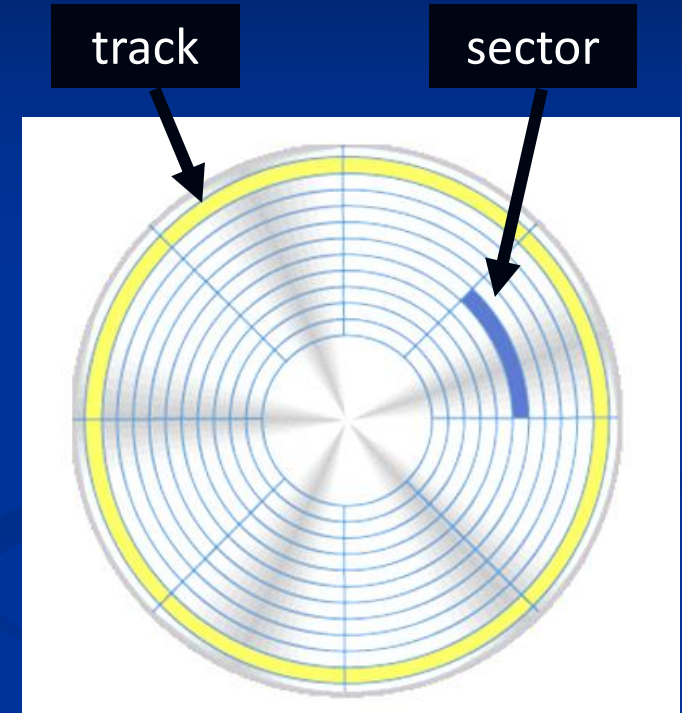
- A **disk defragmenter** is a utility that increases the access speed by rearranging files stored on a disk to occupy contiguous storage locations.
- Therefore, the disk space is more efficiently usable, while it takes less time for reading or writing files to the disk.

Start → Programs → Accessories → System Tools → Disk Defragmenter



DISK FORMATING

- **Disk formatting** is the process of preparing a hard disk drive or flexible disk for data storage.
- When we format a disk, we reform its architecture by separating its surface in **sectors** and **tracks**.
- In a non formatted disk, it is impossible to store any file or install any application.



During the disk formatting the user needs to be very careful because all the contents of a disk are completely removed

Start → Programs → Accessories → System tools → Format Disk


Ιδιότητες: Τοπικός δίσκος (C:)

Γενικά Εργαλεία Υλικό Κοινή χρήση Όριο δίσκου

Τύπος: Τοπικός δίσκος
Σύστημα αρχείων: NTFS

■ Δεσμευμένος χώρος:	113.988.714.496 byte	106 GB
■ Ελεύθερος χώρος:	45.927.178.240 byte	42,7 GB

Χωρητικότητα: 159.915.892.736 byte 148 GB



Μονάδα δίσκου C Εκκαθάριση δίσκου

Συμπίεση μονάδας δίσκου για εξοικονόμηση χώρου στο δίσκο
 Δεικτοδότηση από υπηρεσία ευρετηρίου για γρήγορη αναζήτηση

OK Άκυρο Εφαρμογή

