

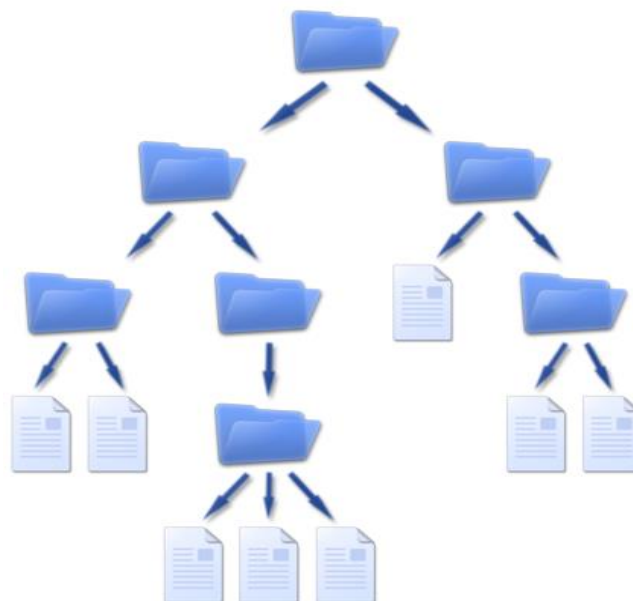
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IT Teacher



**CHAPTER  
5.2**

**ORGANIZING FILES & FOLDERS**



The next commands are based on Windows XP

## SELECT FILES & FOLDERS

- **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 & FOLDERS

- **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 FILE OR FOLDER

- **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

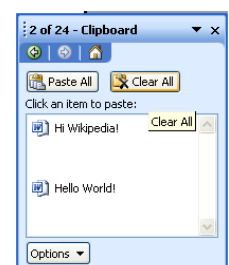
## COPY FILES AND FOLDERS

- 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 AND FOLDERS

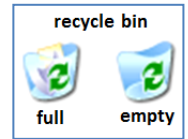
- After selecting files and folders, right click on them and follow the method **Cut + Paste**.
- This method is similar to **Copy + Paste** with the difference that the file or folder does not stay to initial location since it moves to a newer one.
- Otherwise **click** on the file or folder and choose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

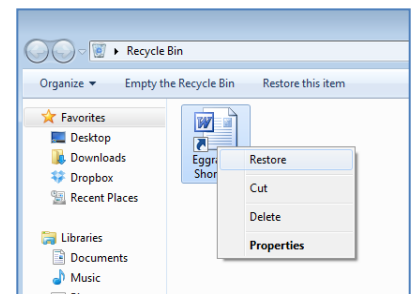
- Select the file or folder and press button **Del**.
- **Right Click** on a file or folder and select the **Delete** command.
- **Click** on a file or folder and select the command **Delete this file/folder** of the task pane **Files & Folders Tasks** (for permanent deletion we need to press the **Shift** 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.
- However, 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.
- After deletion there is a new free space on the disk which is available for new storing.
- 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**)



When deleting a folder in **Graphical User Interface** all its contents are also deleted, while in **Command-Line Interface** to delete a folder we must empty it first from any file or folder it may contains.

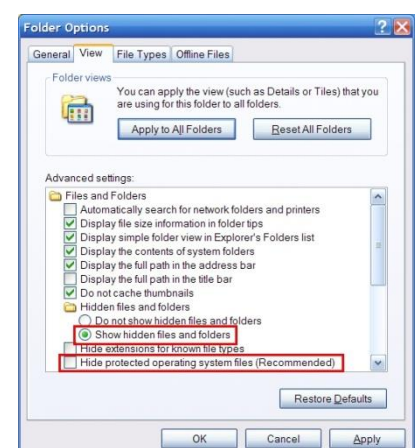
## RESTORE FILES OR FOLDERS

- The deletion of files and folders **is** temporary. If a user wants to restore a deleted item he can easily doing 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 AND FOLDERS


- **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**
- For files and folders **reappearance** we follow the reverse process.

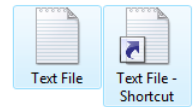


## PRINT FILES

- On **Menu Bar** select the command: **File** → **Print**.
- Otherwise **right click** on the file and select **Print**.
- To gather printing information **double click** on printer icon near the watch of the taskbar.

## 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.



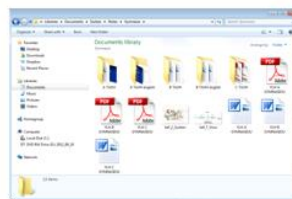
## SEARCH FILES AND FOLDERS

- **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 **Baladeur characters** that are **\*** and **?**.
  - The star **\*** character represents a set of **consecutive characters** we can't remember.
  - The question mark **?** character represents **one character** we can't remember.

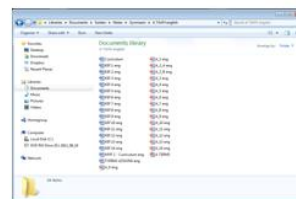
Keyword	picture*.*	picture?.jpg	test?.*	*.bmp	*.*
<b>Possible searching results</b>	picture1.jpg pictureofme.bmp picture135.tif picture.jpg	picture8.jpg pictureA.jpg picture0.jpg picture.jpg	test5.txt test4.bmp testA.wav test.mp3	All files in .bmp format	All files

## CHANGE VIEW

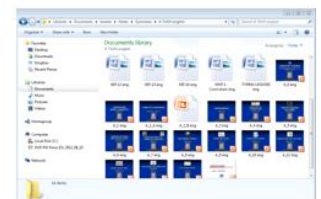
- Go to **Menu Bar** and select **View** to change the view of the contents in one of the following ways:
  - Filmstrips
  - Thumbnails
  - Tiles
  - Icons
  - Lists
  - Details



Icons



Lists

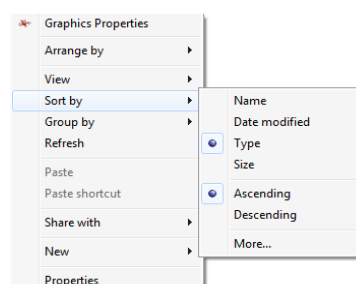


Thumbnails

## SORT FILES & FOLDER

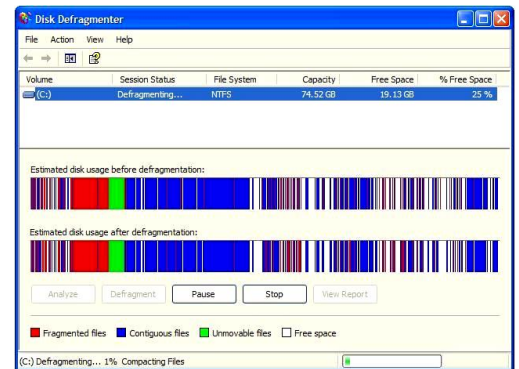
- For sorting **right click** inside the folder area and select **Sort by** choosing the criterion of sorting.
- The contents of a folder can be organized (sorted) in a variety of different **criteria**:

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



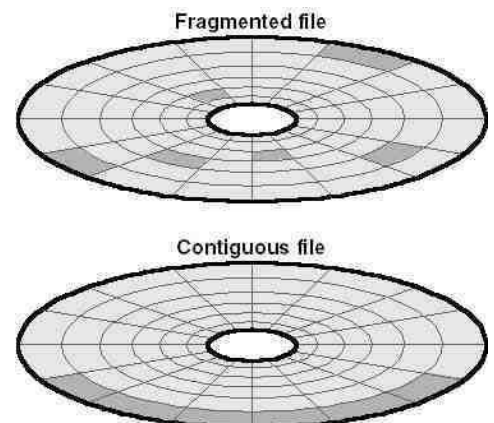
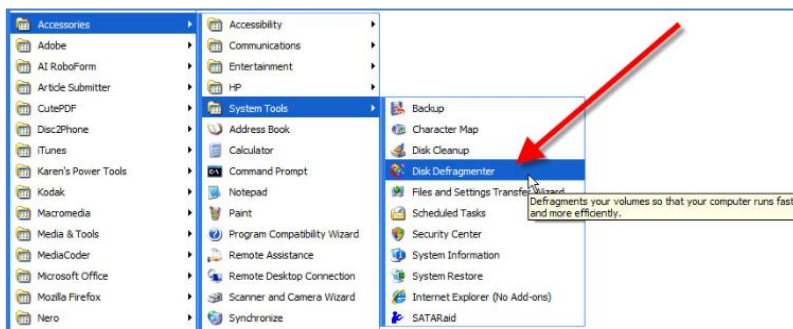
## DISK DEFRAGMENTATION

- 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.
- 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.



### Launch Disk Defragmenter

Start → Programs → Accessories → System Tools  
→ Disk Defragmenter



## FORMAT DISK

- 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.

### Launch Disk Format

Start → Programs → Accessories → System tools  
→ Format Disk

