

Friendly Folders & Files Part Two

Hierarchy of Folders: A Computer's Family Tree



Introduction

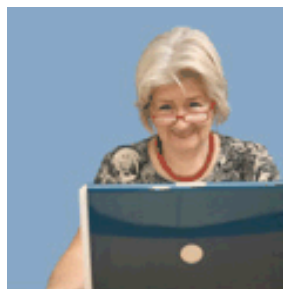
Dear Friend,

Welcome to The Web on Wheels' Friendly Files & Folders, Part Two in this series! In this section, we look at what it means to organise files and folders on your computer, where and how we can organise them, and a quickie, easy exercise that'll help you practice what we've taught. You may return to the exercise in the future to do a quick brush up on knowing your way around your computer.

Our main goal in this series is to help you to gain confidence with your computer's filing systems, and make it into a useful everyday tool, rather than thinking of it as something rather frightening. Believe it or not, if you go through these Guides slowly and carefully, you will become confident in finding files on your computer, understanding how your computer organises files and folders, types of files, creating folders, and organising your personal files and folders the way you like.

Since organising files on your computer is so important, we think you'll benefit from doing the exercises at the end of each part in this series. If you complete all the exercises, you'll be far more confident and practiced in these concepts, and we'll send you a Certificate of Achievement as a reward for all your hard work.

Remember, it's our goal to help you grasp these sometimes daunting concepts. If you've hit a roadblock and you're not sure what to do, don't hesitate to call Viv on: (03) 9787 7500 or via email: info@thewebonwheels.com.au.



Part Two of this series involves understanding how you can place your files into folders and organise them personally in a way that works best for you. Simple and straightforward, we'll introduce you to the family tree of folders, how to create new folders, and how to place selected files into them. By the end of this chapter, you'll be telling me your plan for organising the family tree of folders on your computer. Enjoy!

Part Two

Hierarchy of Folders: A Computer's Family Tree

For Part Two, we'll compare the computer's organising system to a library's book catalogue and learn that we may personalise this system to our own desired way of finding files, discover how the hierarchy, or family tree, of folders provides a handy way to make finding files on our computer friendly and easy, learn how to create and name our own folders, and learn how to put our selected files into those folders we choose.

Here's what we'll cover in Part Two:

1. You Can Organise Things on Your Computer
2. Folders: My Computer's Family Tree
 - The Family Tree Has Children and Grandchildren and Great Grandchildren
 - Nesting: Creating Your Own Family Tree of Folders in a Hierarchy
3. Creating and Managing My Family Tree of Folders
 - Create My Own Folders
 - Move Folders into Other Folders
 - Move Folders out of Other Folders
 - What If I Delete a Folder?
4. Move or Copy Selected Files into Your Created Folders
 - How to Select a File
 - How to Copy a File
 - How to Paste a File into Another Folder
 - How to Move a File into Another Folder
5. EXERCISE 2: My Plan for Organising My Family Tree of Folders

Let's jump right in!

1. You Can Organise Things on Your Computer



Let's go back to the library catalogue metaphor for a moment. In Part One, we mentioned that 'My Computer' and 'Windows Explorer' are the programs that show you, the user, how the computer organises folders and files.

Let's recall: a file is like an actual piece of paper on your desk and a folder is a folded cardstock (e.g. manila folder) into which you place papers (files) to organise them into groups. We do this in our offices for the same reason we want to do so on our computers – it'll make finding the files easier when we want to access them a day, a week, a month, or a year down the road.

What's extra fancy is that the computer is not entirely in control of how you organise your catalogue of files. You can decide that you want to rearrange the books in your computer's library. That's right... you can move things around as often as you like. If you already have all your files in the 'My Documents,' you may have discovered as we have, that it's just too cumbersome to sift through all those files every time you want to locate one. Since, in Part One, we've become acquainted with the 'My Computer' program, let's learn how to reorganise those files we already have.

Remember:

What Is a File?



myrecipes.xls



Letter_to_Aunt_Shirley.doc

A file is a collection of information such as a letter to Aunt Shirley, a picture of your best friend, or a recipe for chicken soup. Think of a file on a computer as a piece of paper on your desk. If you're the messy sort, your desk is scattered with all kinds of scraps of paper all over the place.

What Is a Folder?



In order to avoid the messy desk habits that many of us find on our computers, we use folders much like a real business office uses folders to store papers so they're properly organised in groups according to your preferred commonality. When your computer is organised with folders, organised well, you'll be able to quickly find your own photos, letters, and recipes that you want to work on, print, or share with friends.

2. Folders: My Computer's Family Tree

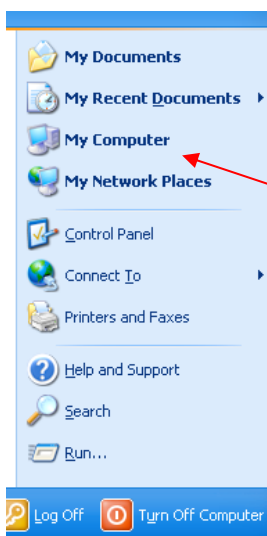
All the files and folders on your computer are organised somehow. Let's recall from Part One of this series, you'll be using the 'My Computer' or 'Windows Explorer' program to view all those files and folders. So if we're going to see our files, let's open up the program!

What Is the 'My Computer' Program?

The 'My Computer' program opens up a window on your screen and shows you the different physical parts of the computer, or the hardware.

How Do I Open the 'My Computer' Program?

Click on the 'Start' button, usually on the bottom left corner of your screen. (or use your Windows key on the keyboard)



What happens when you click on 'Start' is a menu pops up, just like the one to the left.

Click on 'My Computer' or 'Computer'

Now we're going to begin to see what it means to have a 'Family Tree' of folders for organising our computer files. Remember, folders help us organise... they don't hold any information that we may use on a computer program, they just keep files and more folders which are inside of them in order so we're not stuck with a messy computer from which we can never seem to find the file upon which we were working the other day. So folders just help us organise whilst files are the actual pieces of paper on our computer that hold information that we create or that we modify... like recipes and pictures and letters to dear Aunt Shirley.

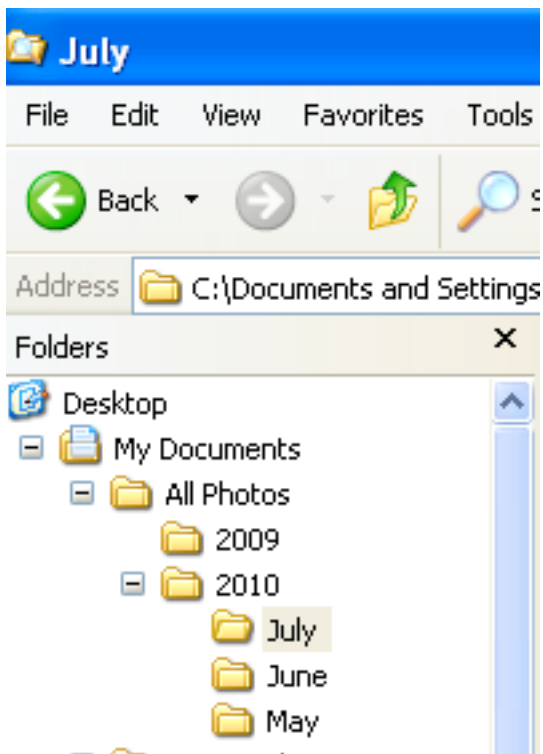
So! Here's what a folder looks like:



The Family Tree Has Children and Grandchildren and Great Grandchildren

If you're at all familiar with family genealogy, you'll recognise the structure of a computer's organising system because it looks just like a family tree.

It appears in our 'My Computer' or 'Windows Explorer' program on the left-hand side. The family tree of folders, when they're all open and displayed, appear something like this:

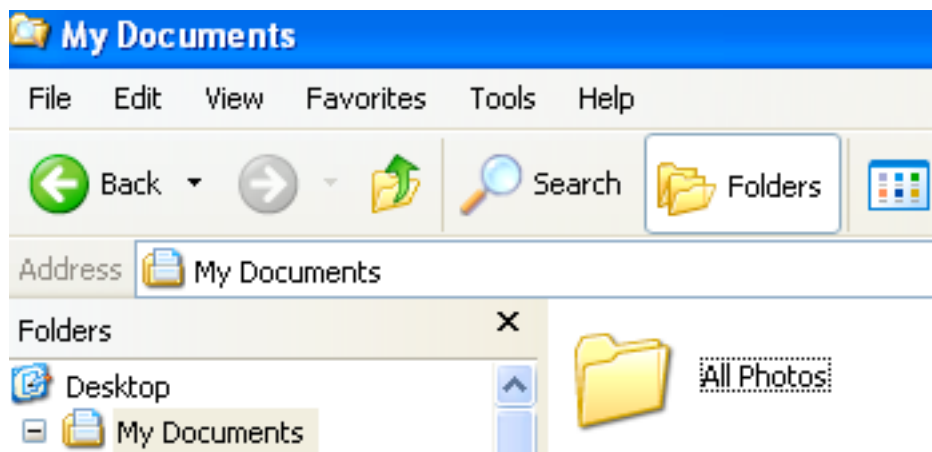


Note that just beneath, but a small bit to the right of 'Desktop' is the 'My Documents' folder, just beneath and to the right of 'My Documents' is 'All Photos,' and just beneath and to the right of 'All Photos' is '2009' and '2010' folders. Notice! Both the '2009' and '2010' folders are directly on top of one another. This means that both '2009' and '2010' folders may be found in the 'All Photos' folder.

Nesting: Creating Your Own Family Tree of Folders in a Hierarchy

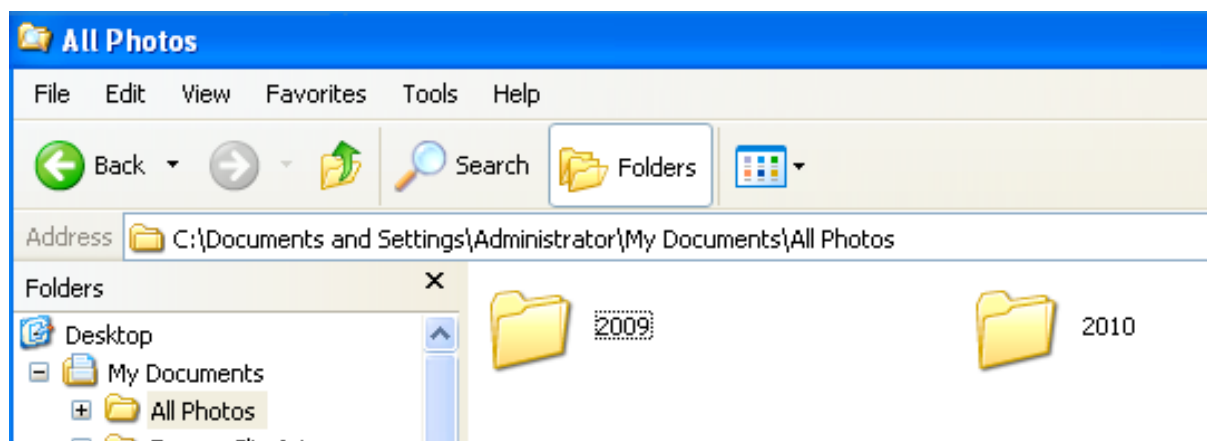
This placing of folders within folders within folders is called nesting. Nesting allows us to have a more organised manner of accessing our files quickly whenever we want to return to one we've worked on in the past. It's hard for me to remember exactly what I named the file that was a letter to dear Aunt Shirley, but if one of my folders is labelled 'Letters to Aunt Shirley,' I'm sure to be able to go into that folder and find it quickly instead of having to look through all my files one at a time.

Let's look at the 'All Photos' folder in the 'My Computer' or 'Explorer' program. All you need do is find the 'My Documents' folder first. It'll look a bit like this if you're successfully in it:



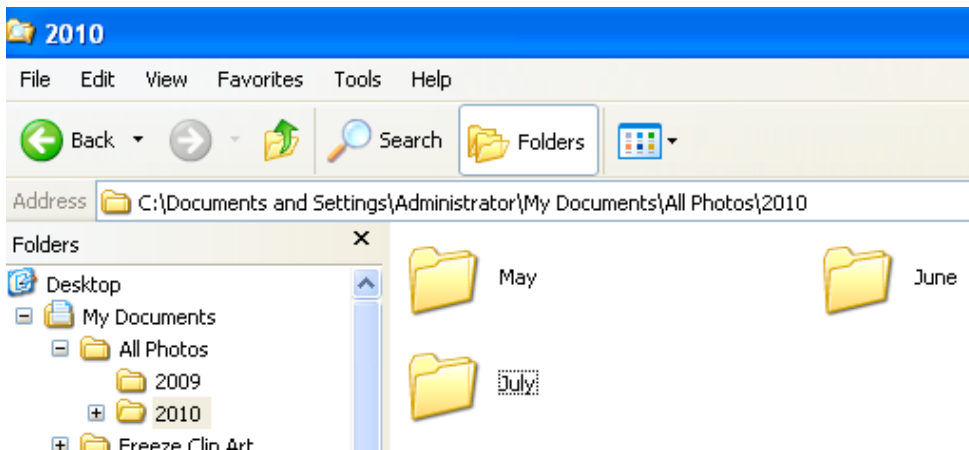
In our 'My Documents' folder, we've created a folder called 'All Photos' – your computer won't have the same folders, with the same names as we do because you get to decide when to create folders and when to name them. Your computer might have some suitably named folders already there for you. If not, we'll get to creating our own before Part Two is complete.

So if we double-click on our 'All Photos' folder, the 'My Documents' or 'Explorer' program opens up that folder, and we see something like this:



In comparing this to a family tree, the 'All Photos' folder has two 'children' – named '2009' and '2010.' Since these two folders are inside the 'All Photos' folder, you won't be able to find these two folders until you first locate and double click on the 'All Photos' folder to get to these two.

If we decide to double click on either the '2009' or '2010' folder, we'll see whatever files and folders are inside... so let's double-click on '2010':



It's got three 'children' named 'May,' 'June,' and 'July.' To the 'All Photos' folder, 'May,' 'June,' and 'July' are grandchildren.

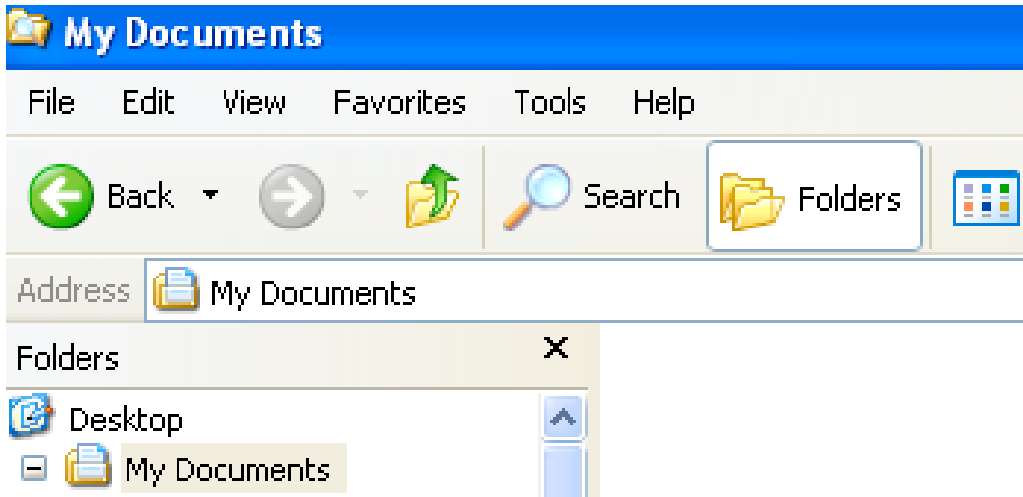
So you've got it now!

The computer's organising by means of nesting folders is easy to understand because it's similar to organising a family tree.

Just remember that folders hold things in them... folders may contain files or more folders. Let's start managing and creating our own family tree of folders!

3. Creating and Managing My Family Tree of Folders

It's time to create some folders of our own. For this exercise, make sure you're in the 'My Documents' folder of the 'My Computer' or 'Explorer' program. It should look something like this:



Create My Own Folders

As always, there are usually several ways to do the same thing on your computer.

To create your own folder, here are several ways you might do this on your computer. Whichever way you choose, you'll still get the same result.

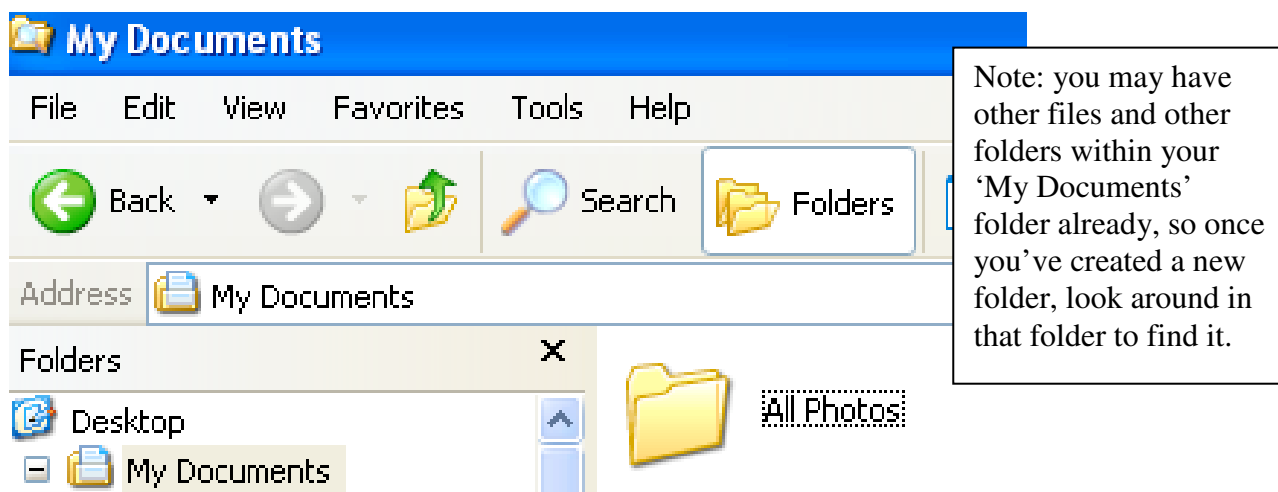
- Inside that blank space to the right half of the screen, right-click, and move your cursor to highlight 'New Folder' and click on that.
- You could: click 'File' on the menu bar and click on 'Create New Folder.'
- Click on 'File', move down to 'New', then across and click on 'Folder'.
- Or simply click on the 'New Folder' button.

Once you've told the 'My Computer' or 'Explorer' program to create a new folder, a folder icon will appear with a blinking cursor in a blank box... the computer now wants you to type in a name for the folder.

In this instance, we want to create some folders in which to store our pictures, so we've named our first folder 'All Photos' because that's where we're going to put all of our photos.

That's it! We've created a new folder in our computer that we'll use to place our photos inside.

If you've created the 'All Photos' folder, you'll be able to see it when you're in the 'My Documents' folder, like this:



Congrats! Now let's create another folder in this 'My Documents' folder, and let's call it '2010' as we've got some photos from 2010 and we'll be placing them in here.

Move Folders into Other Folders

So to move a folder into another folder, you simply click on the folder (not double click) to highlight or select it, and then with your mouse, click on the folder and drag it on top of the folder in which you wish to place it.

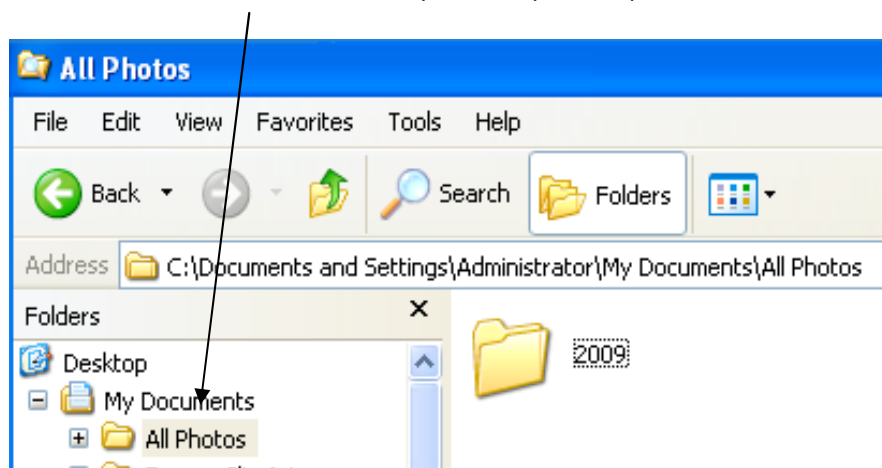
For example, if we click on '2010' and click it with our mouse and drag it until it is on top of 'All Photos' folder, it'll blink and then disappear. Well, now 2010 is inside of that All Photos folder. Simply double click on 'All Photos' and you'll see inside that there's the '2010' folder, just where you've put it.

Remember how on the left-hand side of our 'My Computer' or 'Windows Explorer' screen is the family tree map of all our folders? We'll need this if we're going to move a folder outside of another folder.

As mentioned above, there's more than one way to do the same thing. Our examples will use the 'drag and drop' method – if you use another way and find it easy – stick to that method.

Move Folders out of Other Folders

Here's the left-hand side of your 'My Computer' or 'Windows Explorer' screen:



The left-hand side shows you a 'map' of the hierarchy of folders and highlights where you are currently in the family tree.

This left-hand side panel is simply called 'Folders' and that's exactly what it is... just a map of folders.

If you want to move your '2009' folder out of the 'All Photos' folder and into your 'My Documents' folder, click on the '2009' folder to select or highlight it, then click and drag it over to the left until your mouse cursor is on top of the 'My Documents' folder, then let go of the mouse click.

Your folder may blink and then disappear... now double click on the 'My Documents' folder and see that your '2009' folder is moved back there!

Now that you're able to move folders back and forth all day, let's talk about one unpleasant scenario.

What If I Delete a Folder?

This is important! Remember that folders may contain more things inside of them. Folders may contain more folders and/or more files. If you purposefully or accidentally delete a folder, everything inside of that folder will be deleted as well. (Often your computer will show a pop-up window warning you of this and asking if you're sure you want to delete everything within that folder.) To be safe, before deleting any folder, make sure it's empty of anything you want to keep.

You might wish to delete folders if you've sorted out your filing system, and decide that you no longer need the contents of it. Or perhaps you've moved everything out of the folder into more relevant folders.

The empty folder serves no purpose, so deleting it is a good idea – it tidies up your files.

To delete a folder, you either

- click on that folder to highlight it and press the backspace or delete key
- click on that folder to highlight it and in the menu bar, click on edit and delete, or
- right-click on that folder and move your mouse cursor until it highlights 'delete' and click on 'delete'

Well, now that we're pro's at creating, moving and deleting folders, let's look at a few other ways we can manage our folders.


4. Move or Copy Selected Files into Your Created Folders

Well, we've talked about moving and deleting folders, so let's also cover moving and copying files.

Remember:

This Is a File:  myrecipes.xls  Letter_to_Aunt_Shirley.doc

Files hold information such as recipes and a letter we wrote to Aunt Shirley.

This Is a Folder? 

Folders may store files and/or other folders; they're just containers.

How to Select a File

To select a file, simply click once on it, and your computer will highlight it or outline it to indicate, in some way, that it is, in fact, selected.

Here's what a selected file looks like (in Tiles view):



Notice how the outside edge of the file name has a dotted line around it, somewhat like a coupon might look. This is the computer's way of letting you know that this file is selected.

How to Copy a File

Sometimes we want to store a particular file in two different folders, especially if you feel the file belongs in two different folders and you won't want to have to go searching for that file in the future.

To copy a file, click on the file to select it, then right-click on it. Move your mouse cursor until 'copy' is highlighted, then click on 'copy.'

OR select the file, and go to the menu bar and click 'edit' and click 'copy.'

OR select the file, and press down the CTRL and letter C key at the same time

You don't see it, but the computer has, in fact, created a copy and is 'remembering' it invisibly. To make the copy of that file appear, we must 'paste' it somewhere.

How to Paste a File into Another Folder

To paste a file, you first must 'copy' that file. Once you've copied the file, then click into the folder in which you want to place the copied file.

Once you're in the desired folder:

Right-click on a blank space within that folder, use your mouse cursor to highlight 'paste' and click 'paste.'

OR Once you're in the folder you desire, go up to the menu bar and click on 'edit' and click on 'paste'

OR Once you're in the desired folder, press down the CTRL and the letter 'P' key at the same time.

How to Move a File into Another Folder

Let's say you don't want to create a copy, but you do want to move a file into another folder. Click on the file that you want to move so that it is selected. Then click and drag that file onto the left-hand screen until your mouse cursor is on top of the folder into which you desire to place that file, and then let go of the mouse click.

Your file will probably blink and then the file will have been moved to the new location. (the folder where you moved it to)

5. EXERCISE 2: My Plan for Organising My Family Tree of Folders

So go ahead! Put this Part Two into practice!

- Think about the files that you'll be creating or keeping. Do you keep many letters to dear Aunt Shirley? Do you keep lots of photos of friends and family? What sorts of folders are a broad grouping of the types of files you want to organise?

You might create a folder for all your chicken recipes, a folder for photos of friends and a folder for photos of family, or you might create a folder to keep all your letters to Aunt Shirley.

Ultimately, this is your choice, and we suggest that you name folders in groupings that are easy for you to remember later.

- Create a folder on your own, and name it whatever you like!
- Once you've created one folder, create two, and move one of those folders into the other, thus creating a child.

Now, send me a quick email: info@thewebonwheels.com.au or call on: (03) 9787 7500 to share with me what you've named your folders!

I'd love to hear from you and see how it's going so far. I'd also like to congratulate you and send you a certificate at the end of this series on Friendly Files and Folders.

Part Two Summary

Congrats! You've finished Part Two: Hierarchy of Folders: A Computer's Family Tree.

Give yourself the credit due. Just a short time ago, when asked to create or move or delete a folder, you may not have known where to begin. Now you're a pro at creating your own folders, and you'll be able to create them in the future too. Remember, you may always come back to this lesson any time to practice or review how to create, move, or delete folders and how to copy, paste, or move files on your computer.

In Part Three, it's time to dive into the types of files commonly used in the computer world, why we use them, and what programs can use each file type. Simple and straight forward, we'll give you the tools and the confidence to recognise a file type, know what sort of information it contains, and determine which program to use to open it.

This concludes Part Two of the 'Friendly Files and Folders' series.

If you would like more help, or one-on-one coaching, please call Viv on: (03) 9787 7500 or email: info@thewebonwheels.com.au