

Managing Files Using My Computer

Your Windows XP computer was configured for all documents to be saved to the **My Documents** folder.

- **My Documents:** This folder is a convenient location to save your documents.



- **My Pictures:** This is a subfolder within the **My Documents** folder. The **My Pictures** folder was created with special features for handling picture files.

Windows XP has specific conventions for naming files. All files have names, and all files consist of two parts: the name and the extension. The extension is separated by a period. The extension on a file tells you which program created that file. The extension is usually a three-letter abbreviation of the file type.

Files are represented by icons, which are graphic representations of the file type. You can choose to view your files as text list or by icons. Below is a table showing samples of common file types.

File type Extension Examples

Microsoft Word document	.docx
Microsoft Excel document	.xlsx
Microsoft PowerPoint presentation	.pptx
Web file	.htm or html
Text file	.txt

Using My Computer

The My Computer icon represents programs and devices installed on your computer. By clicking on My Computer, you can easily browse through folder contents; view folder contents using any of the View Menu's five options (Thumbnails, Tiles, Icons, List or Detail); create new folders and copy and move files; format floppy disks.

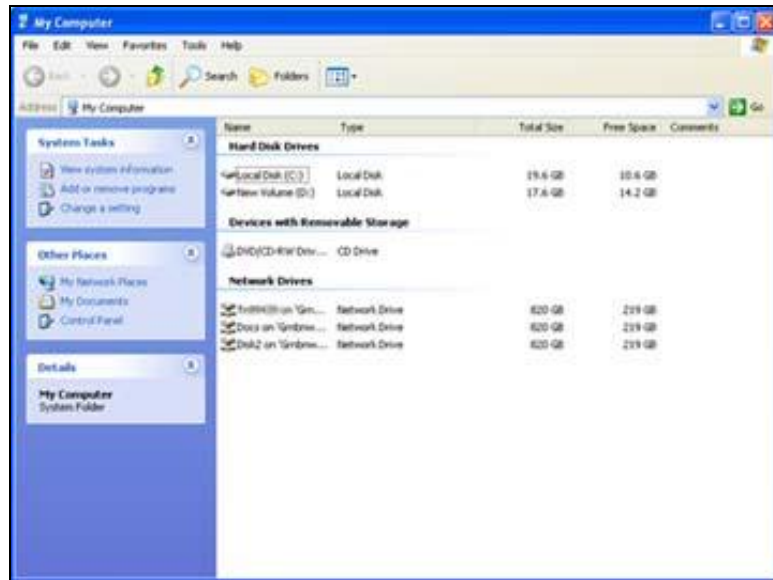
The contents of My Computer consist of **Devices with Removable Storage** area. This area refers to the actual computer workstation, and consists of the *E:* Drive, which is the CD ROM Drive (the C: Drive is not visible to us on the new computers). The other area is the **Network Devices** area. The Network Devices area refers to areas on various servers connected to the network. All your work is automatically saved to the Novell Server.

To view information on My Computer:

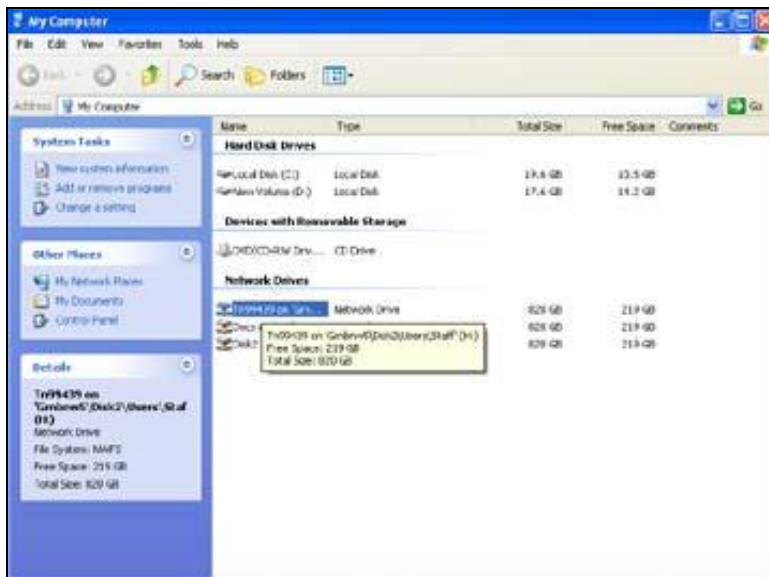
1. From the Start menu, click on My Computer icon.



The **My Computer** window opens.



2. In the My Computer window, double-click on the icon that represents the drive you wish to view its contents.



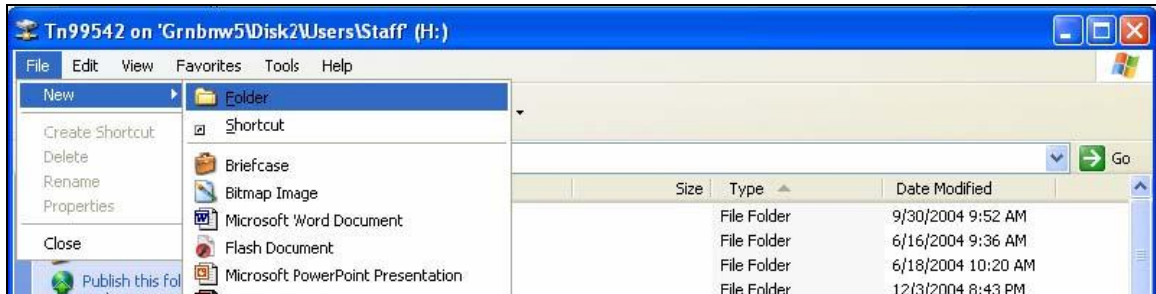
In the example above, you would double-click the “*P Drive*”.

Windows XP: Creating and Renaming a Folder

To create a new folder:

1. In the **My Computer** window, open the window in which you want to create a new folder.

2. From the File menu, choose **New > Folder**.
3. Type the folder name.
4. Press **Enter**.



To rename a folder



1. Select the folder you want renamed.
2. Click on the **Rename this folder** option in the task pane.
3. Type the new name.
4. There are two other ways of renaming the folder:
 - You can right-click the folder and choose **Rename**; or
 - Use the **Menu** command:
 1. File > Rename.
 2. Type the new name.
 3. Press **Enter**.

To change the folder view option:



- From the **View** menu, choose the desired view from the five options: **Thumbnails**, **Tiles**, **Icons**, **Lists** and **Detail**.

To copy a file in My Computer



1. Open the window containing the file to be copied.
2. Under the **File and Folder Tasks** option, click on **Copy This Folder**.
3. A window opens prompting you to choose the location where you want to copy the file.
4. Navigate to the new location, and then click **Copy**.
5. The file is now copied to the new location.

To move a file in My Computer

1. Open the window containing the file to be moved.
2. Under the **File and Folder Tasks** option, click on **Move This Folder**.
3. A window opens prompting you to choose the location where you want to move the file.
4. Navigate to the new location, and then click **Move**.
5. The file is now moved to the new location.

Note: With the Move command, the original folder is moved. When you use Copy command, the original file stays in its place, and a copy is created.


To delete a folder

1. Select the folder you want to delete.
2. Under the **File and Folder Tasks** option, click on **Delete this Folder**. Click on *Yes* when prompted if you want to delete the folder. The folder is deleted. Or;
 - Choose > **File** > **Delete** from the **File** Menu. Or,
 - Press **Delete**. Click on **Yes**.

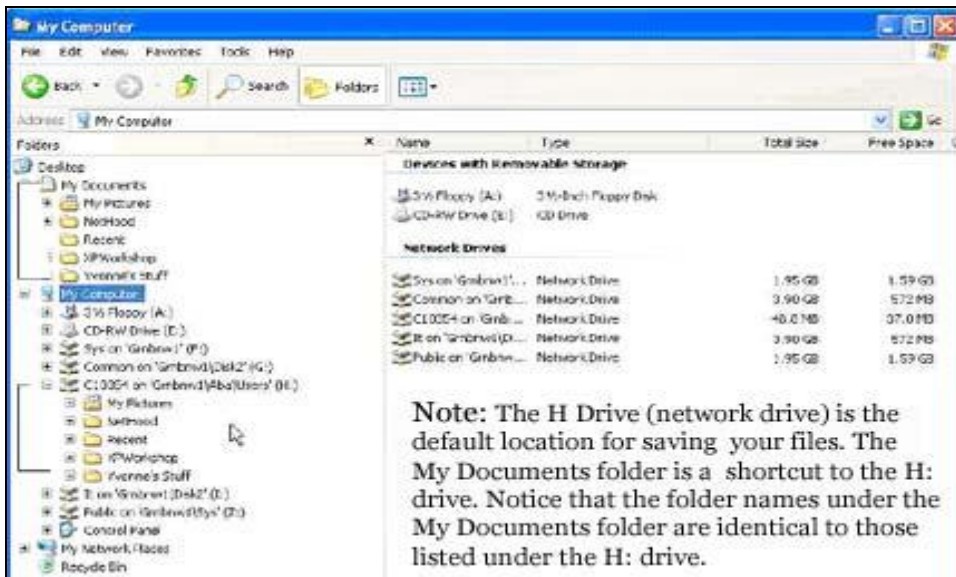
NOTE: When a folder or file is deleted from your sever space, it is not placed in the Recycle Bin, it is permanently deleted from the server and not retrievable.

Navigating My Computer with Windows Explorer

Windows Explorer is a component of *Windows XP* that allows you to manage files and folders on your computer and network drives. File Management tasks that can be performed with *My Computer*, can also be performed with *Windows Explorer XP*. The *Windows Explorer* program allows you to browse the drives, peripheral devices, files and folders on your PC, as well as those connected through a network. **You can open *Windows Explorer* in two ways:**

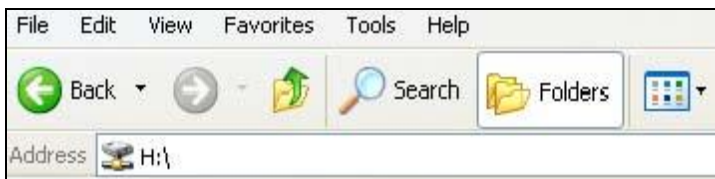
Method 1: Windows logo key () + E on your keyboard. The *Windows Explorer* window opens in *My Computer*.

Method 2: Click on *Start>All Programs>Accessories>Windows Explorer*. Using this method opens in *My Documents* window.




How *My Computer* is Organized Using *Explorer XP*

The *Windows Explorer* window has a Title bar and Toolbar similar to other application windows.



The commands under the menu bar are grouped in categories. The buttons on the tool bar allow you to carry out various tasks. The left pane is an overview of the whole computer system's tree-like structure. The right pane shows each "branch" (device) that is part of the left pane's structure.

A “+”  symbol indicates that item contains further levels of folders.

Notice when you click on a “+”, the item expands and the “+” turns into a “-”. This indicates that the item has been expanded. Any subfolders associated with this folder are now shown in the left pane.

Clicking once on a folder (not the “+” or “-” signs) will display the associated subfolders in both the left and right panes. Files are only displayed in the right hand pane. Any functions performed within My Computer can be done in *Windows Explorer XP*

Note: The *My Documents* folder, shown under *Desktop* in the diagram above, is mirrored from the *My Documents* folder located on your “H” Drive. Both entries of *My Documents* should remain in place. Deleting one will cause both to be deleted.