UNDERSTANDING DIFFERENT COMPUTER FILES



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FILES ON A WINDOWS COMPUTER

MANAGING DOCUMENTS, FILES AND FOLDERS

Your computer puts information at your fingertips. Over time, however, you might have so many files that it can be difficult to find the specific file you need. Without a good organizational method, all your files are lumped together in one place. This is the equivalent of shoving all your files into one filing cabinet. Just like a physical filing cabinet, your computer files can benefit from better organization.

Keeping your files organized provides many benefits. First, you can more easily find the folder or file you want. Second, you can keep your disk running in good shape by periodically weeding out old files. Good file management does not take that long and involves just a few key ideas.

To help you keep your documents organized, Windows gives you **File Explorer**. To access the File Explorer you can search for it:



FILE EXPLORER

Windows sets up several special folders. These include Downloads, Desktop, Documents and Pictures. As you can see below, documents on this computers are all stored in specific folders:

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File Home Share View									^ (?
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Online Storage	*	Action Coach	lies	8/12/2014 6:36 PM	File folder				
Google Drive	*	Adobe 9 Downlo	ad	9/23/2015 8:51 PM	File folder				
iCloud Drive	*	📕 Adobe Captivate	6 (64 Bit)	1/23/2013 11:25 AM	File folder				
E. Desktop	*	📙 Adobe Captivate	Cached Projects	3/17/2017 2:52 PM	File folder				
Documents	1	AllState Policy		6/27/2014 11:03 AM	File folder				
Pictures	*	ASTD		12/23/2012 1:41 PM	File folder				
	~	Bluetooth		12/0/2012 10-07 AM	File folder				

The folders appear in alphabetically order, but you can click on the Date Modified Heading to sort by date descending order:

^	Name	Date modified	Туре
	Adobe Captivate Cached Projects	3/17/2017 2:52 PM	File folder
	📴 My Data Sources	11/7/2016 7:47 PM	File folder
	Outlook Files	9/8/2016 8:46 PM	File folder
		3/6/2016 8:23 AM	File folder
	Resumes 2015	3/6/2016 8:17 AM	File folder

Click the heading again to sort by date ascending order:

Name	Date modified	Туре
📙 hp.applications.package.appdata	12/4/2012 12:44 PM	File folder
	12/9/2012 10:07 AM	File folder
ASTD	12/23/2012 1:41 PM	File folder
📊 Encore - Apps	12/23/2012 1:44 PM	File folder
📙 Encore - Customer Service	12/23/2012 1:58 PM	File folder
📙 Adobe Captivate 6 (64 Bit)	1/23/2013 11:25 AM	File folder
Bluetooth ASTD Encore - Apps Encore - Customer Service Adobe Captivate 6 (64 Bit)	12/9/2012 10:07 AM 12/23/2012 1:41 PM 12/23/2012 1:44 PM 12/23/2012 1:58 PM 1/23/2013 11:25 AM	File folder File folder File folder File folder File folder

The most effective way to organize your files is to create a folder structure that fits how you use your computer. For example, you might have folders within Documents for:

Finances: Documents related to your budget and taxes

Home: Records relating to home maintenance and improvements

In File Explorer, on the Home Tab of the Ribbon, there are icons to help you manage your files. Click **New Folder** to create a folder and name it:

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🟥 🛃 📊 🛨	Documents						
File Home	Share View						
Pin to Quick access	Paste ↓ Cut ∞ Copy path Paste shortcut	Move Copy to * Copy	New folder	tasy access ▼	Properties	Select all Select none	
(Clipboard	Organize		New	Open	Select	
Finances	m.						

SAVING FILES FROM APPLICATIONS

When saving files form applications, you need to understand the difference between Save and Save As.

To save a new file, click the File Tab and select Save.



Here we will file the Word document in the **Finances** Folder within the **Documents** Folder:



Click into he Finances folder and name the file:

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← → × 1 📙 → This PC → Docum	nents > Finances				~ Ö	Search Finances		Q
Organize 🔻 New folder							== -	?
🗎 Documents 🖈 ^ Name	^	Date mo	dified	Туре	Size			
📰 Pictures 🖈		N	lo items mato	h your search				
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> 🐔 OneDrive								
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> 📃 Desktop								
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File name: My Budget								~
Save as type: word Document (.ad	ucx)							~
Authors: Gail Weiss	Tags:	Add a tag		Title: Add a	title			
Save Thumbnail								
∧ Hide Folders					Tools 💌	Save	Cancel	

To save any changes to the file again, click SAVE.

If you want to make a copy of the file, click **SAVE AS** and give the file another name.

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You now have two separate files.



SAVING FILES FROM E-MAIL ATTACHMENTS

To save a file attachment from your email:

FROM GOOGLE ACCOUNT

Click the Download Icon:



The file will open in the corresponding application:

File Extensions:

.docx – WORD .xlsx - EXCEL .pdf – Adobe Reader .jpg - Picture

NOTE: Always select **File – Save As**, so that you can control where the file will be saved. If you select **File – Save**, the computer will decide where to save it and you may not be able to find it again.



Here we will file the Email Attachment in the Home Folder within the Documents Folder:

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Organize 🔻 New folder		-				
 OneDrive This PC Desktop Documents Downloads Music Pictures Videos OS (C:) Recovery Image Network File nam tr. July Scht 	Name ^		Date modified No items mat	Type tch your search.	Size	
Save as type: Word Do	cument (*.docx)					
Authors: gweiss	humbnail	Tags: Add a ta	ag	Title: Add a	title	- Court



SEARCHING FOR FILES

Many times you save a file and then you can't find it. You will use File Explorer to find your files:

Click the Magnifying Glass icon and the Search Tab will appear. Click This PC to search the entire computer:

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Searching Tips

If you don't know the exact name of the file, type in the first couple of characters that it starts with:

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ł	Location	Refine	Options				
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	Quick access	Î	My Budge 2018.docx Date modified: 7/2/2017 8:25 AM	и	C:\Users\Gail\Documents\Fin Size: 12.9 KB MYBUDGET - 2018 On the In Authors: Gail Weiss		^
0 0 0	Online Storage Google Drive	*	My Budget.docx Date modified: 7/2/2017 8:21 AM	И	C:\Users\Gail\Documents\Fin Size: 12.8 KB On the Insert tab, the gallerie Authors: Gail Weiss		

If you can't remember the name of the file, you can search by the "kind" (file type):

	Search Tools Kind:=di	
	File Home Share View Search	
	Current folder Image: Current folder Image: Current folder Image: Current folder	
Calendar		
Communication		
Contact		
Document		
E-mail		
Feed		
Folder		
Game		
Instant Message		
Journal		
Link		
Movie		
Music		
Note		
Picture		
Playlist		
Program		
Recorded TV		
Saved Search	Image: Search Tools kind:=document - Search Results in This PC	- 0
Task	Home snare view search Current folder Current folder The search searches	
Video	This Close	
Web History	PC A Search again in * modified * U Other properties * A Search Iocation search Location Refine Options	
Unknown	← → v ↑ □ > Search Results in This PC	✓ X kind:=document

You can also search by using the file extension:

- *.docx Word Doc *.xlsx – Excel File *.pdf – Adobe Reader
- *.jpg Pictures

If you know the first couple of characters and the file type you can search using the asterisk to represent the unknown characters as follows:

my*.docx

		∽ ত <mark>ֿ</mark> my*.docx	×
My Budge 2018 docx Date modified: 7/2/2017 8:25 AM	C:\Users\Gail\Documents\Finan MYBUDGET - 2018 On the Insert	Size: 12.9 KB Authors: Gail Weiss	
My Budget.docx Date modified: 7/2/2017 &:21 AM	C:\Users\Gail\Documents\Finan On the Insert tab, the galleries in	Size: 12.8 KB Authors: Gail Weiss	

FILES ON A MAC



FINDER ICON ON YOUR MAC

Learning about the Finder is the first step toward finding and organizing your documents, media, folders, and other files.

The Finder is the first thing that you see when your Mac finishes starting up. It opens automatically and stays open as you use other apps. It includes the Finder menu bar at the top of the screen and the desktop below that. It uses windows and icons to show you the contents of your Mac, iCloud Drive, and other storage devices. It's called the Finder because it helps you to find and organize your files.

OPENING WINDOWS AND FILES

To open a window and see the files on your Mac, switch to the Finder by clicking the Finder icon (pictured above) in the Dock. Switching to the Finder also reveals any Finder windows that might be hidden behind the windows of other apps. You can drag to resize windows and use the buttons to close , minimize , or maximize windows. Learn more about managing windows.

When you see a document, app, or other file that you want to open, just double-click it.

CHANGE HOW YOUR FILES ARE DISPLAYED

To change how files are displayed in Finder windows, use the View menu in the menu bar, or the row of buttons at the top of the Finder window. You can view files as icons ^{BBB}, in a list ^{BBB}, in columns ^{BBB}, or in a gallery ^{BBB}. And for each view, the View menu provides options to change how items are sorted and arranged, such as by kind, date, or size.

When you view files in a gallery, you can browse your files visually using large previews, so it's easy to identify images, videos, and all kinds of documents.



SEARCH FOR FILES

To search from a Finder window, use the search field in the corner of the window:

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Favorites	Search: This Mac	"Desktop"			Save +
AirDrop		Pet Hotel	Summer Garden		
Desktop					
🖺 Documents			Party		
🚺 Downloads					
iCloud					
Locations					
Tags					
	🏫 johnappleseed >	🛅 Desktop > 🧕 I	Budget		

When you select a search result, its location appears at the bottom of the window.

ORGANIZE FILES IN FOLDERS ON MAC

Everything on your Mac—documents, pictures, music, apps, and more—is organized in folders. As you create documents, install apps, and do other work, you can create new folders to keep yourself organized.

1. On your Mac, click the Finder icon in the <u>Dock</u> to open a Finder window, then navigate to where you want to create the folder.

Alternatively, click the desktop if you want to create the folder on the desktop.

2. Choose File > New Folder, or press Shift-Command-N.

If the New Folder command is dimmed, you can't create a folder in the current location.

3. Enter a name for the folder, then press Return.