MANAGING & ORGANIZING YOUR COMPUTER FILES

TABLE OF CONTENTS

Contents

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:
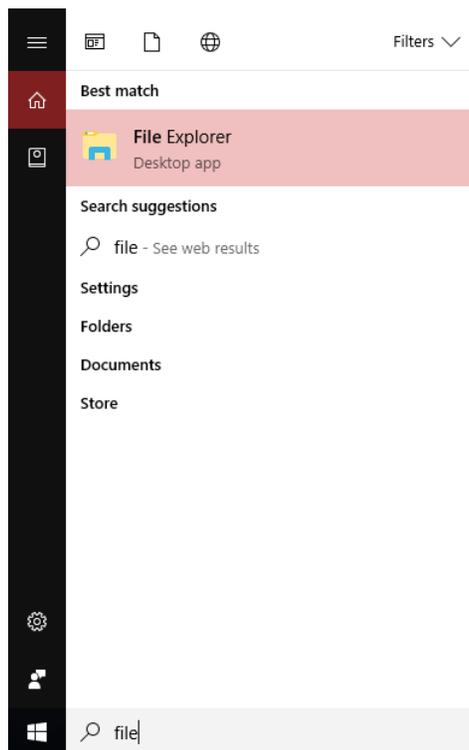
FILE EXPLORER

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:
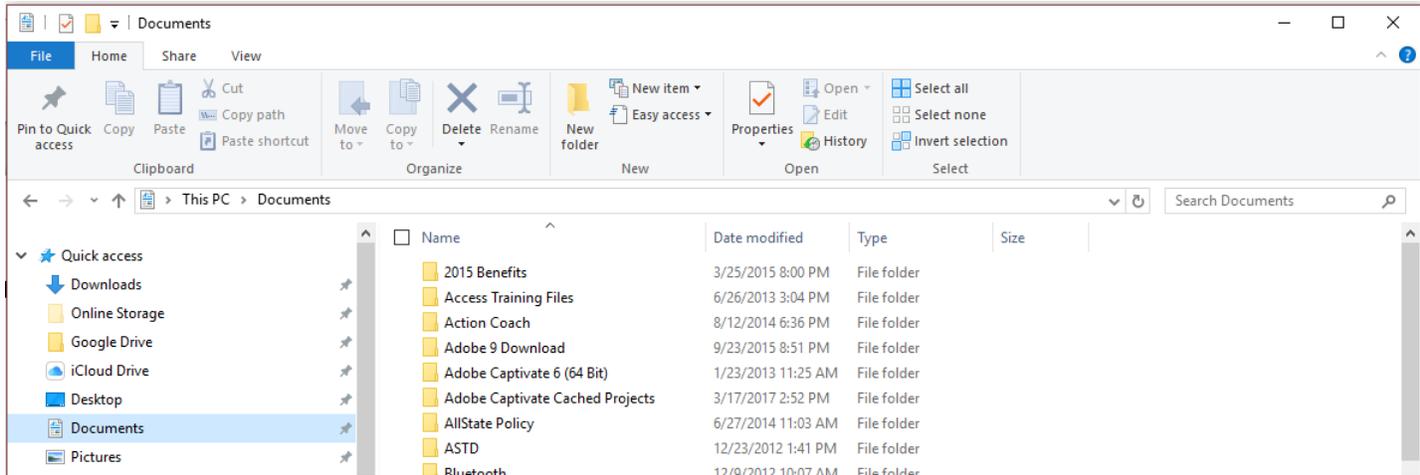
The folders appear in alphabetically order, but you can click on the Date Modified Heading to sort by date descending order:
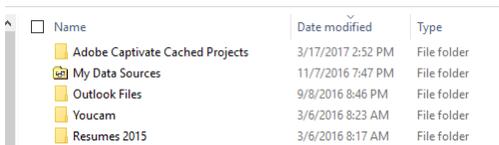
Click the heading again to sort by date ascending order:
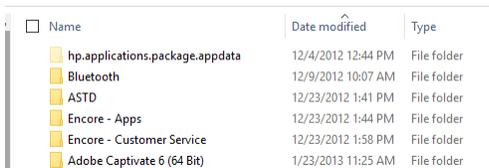
The most effective way to organize your files is to create a folder structure that fits how you use your computer. For example, you might have folders within Documents for:

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:
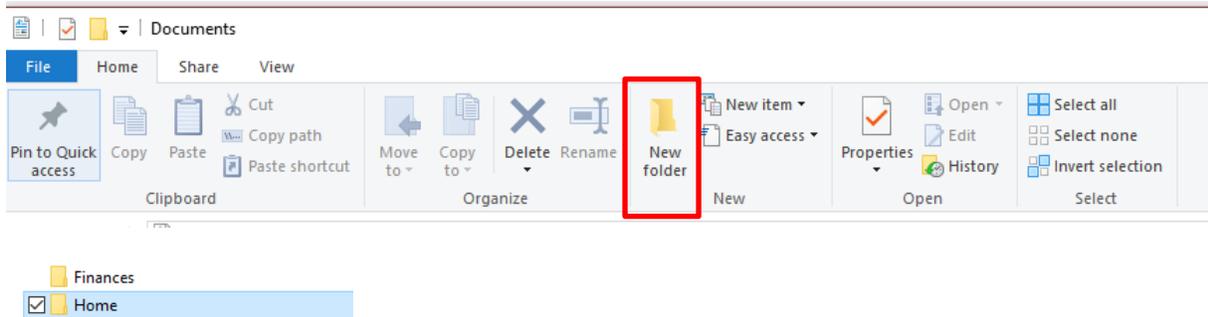
SAVING FILES FROM APPLICATIONS

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**.
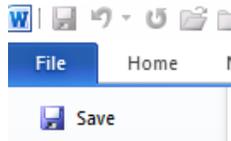
Here we will file the Word document in the **Finances** Folder within the **Documents** Folder:
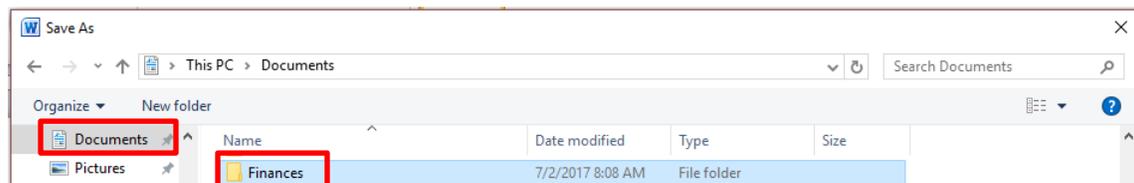
Click into he Finances folder and name the file:
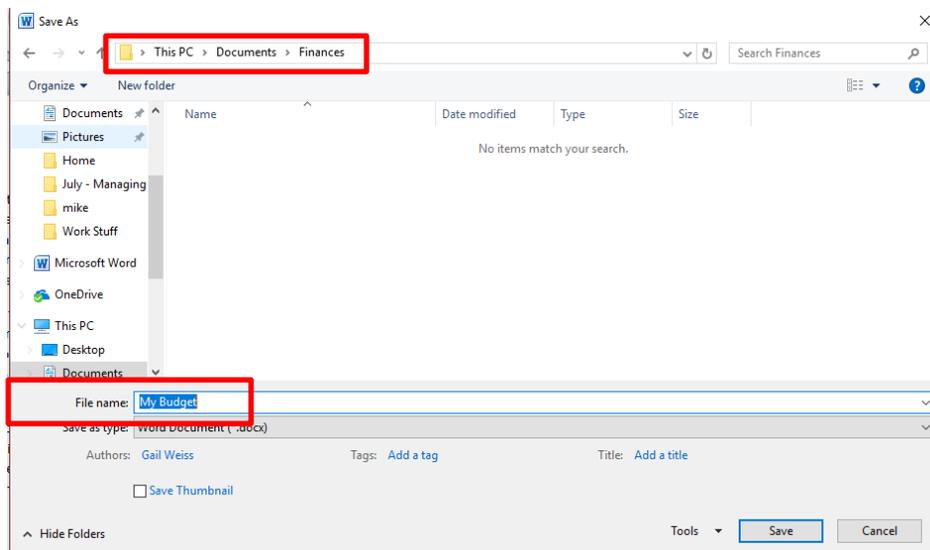
To save any changes to the file again, click **SAVE**.

If you want to make a copy of the file, click **SAVE AS** and give the file another name.
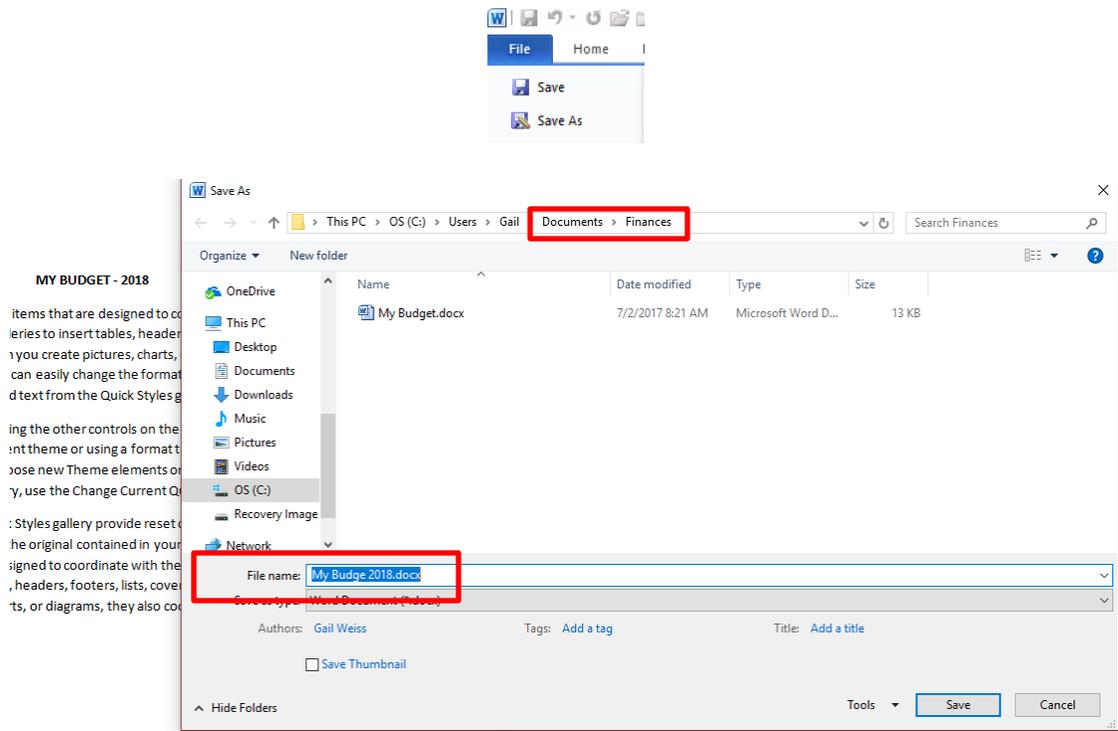
You now have two separate files.
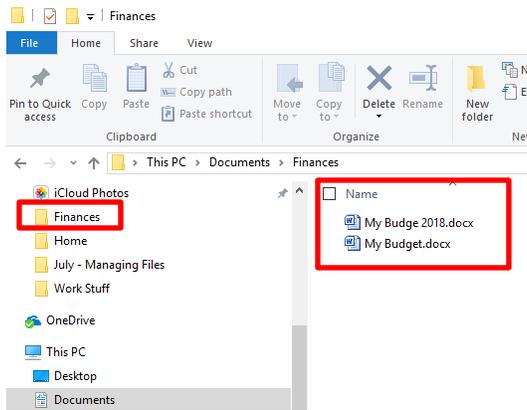
SAVING FILES FROM E-MAIL ATTACHMENTS

To save a file attachment from your email:

FROM GOOGLE ACCOUNT

Click the Download Icon:
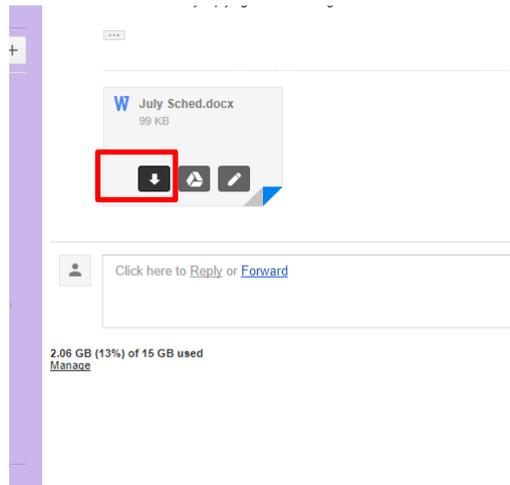
The file will open in the corresponding application:

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:
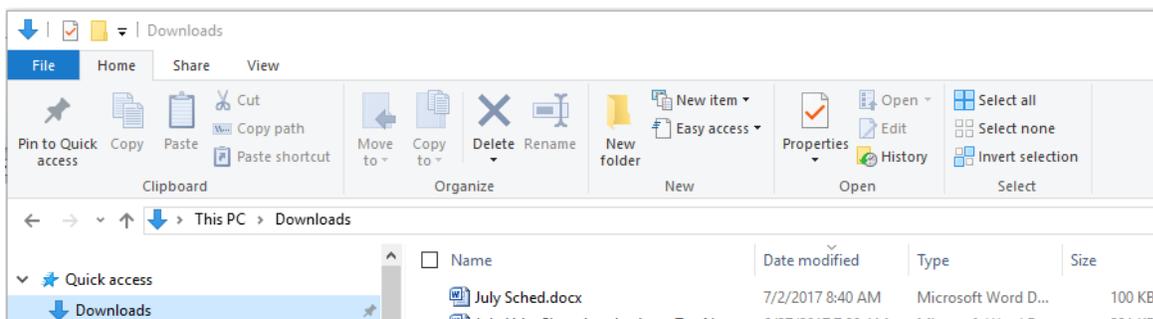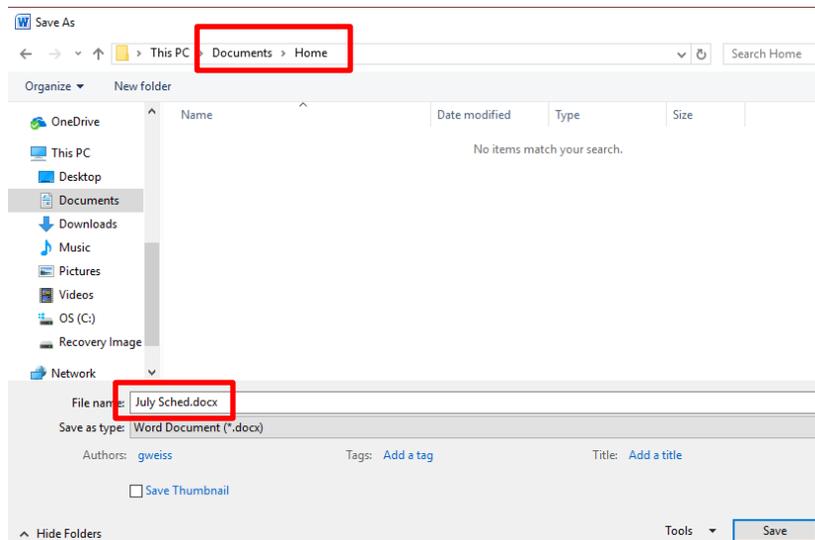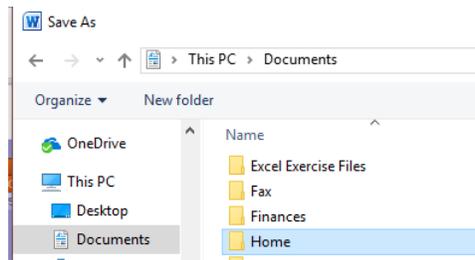
SEARCHING FOR FILES

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:
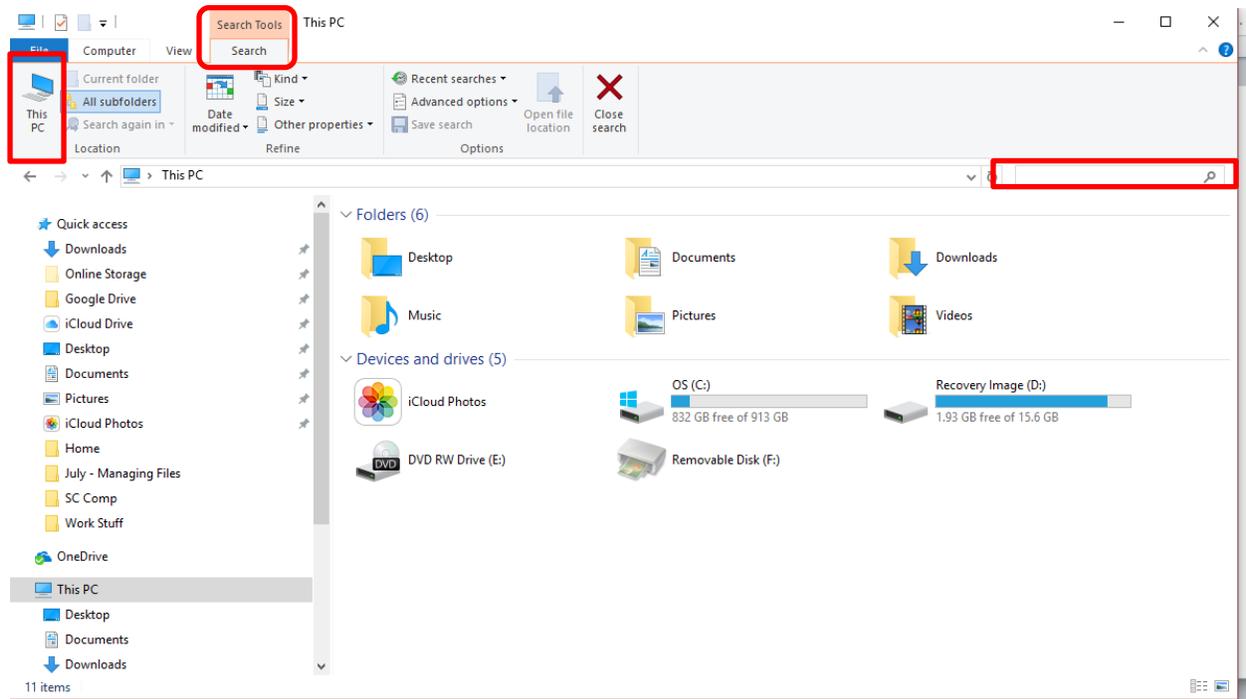
Searching Tips

If you don't know the exact name of the file, type in the first couple of characters that it starts with:
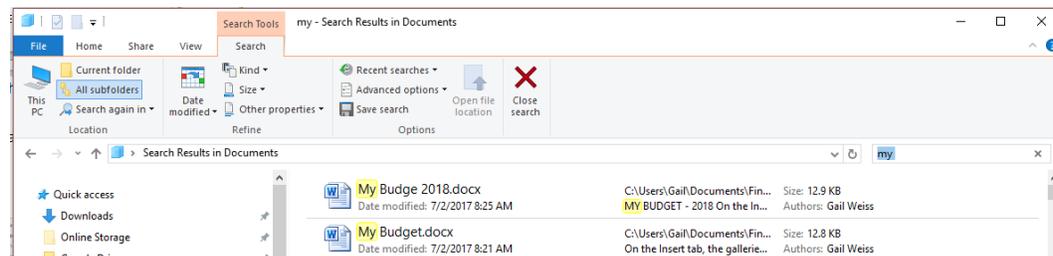
If you can't remember the name of the file, you can search by the "kind" (file type):
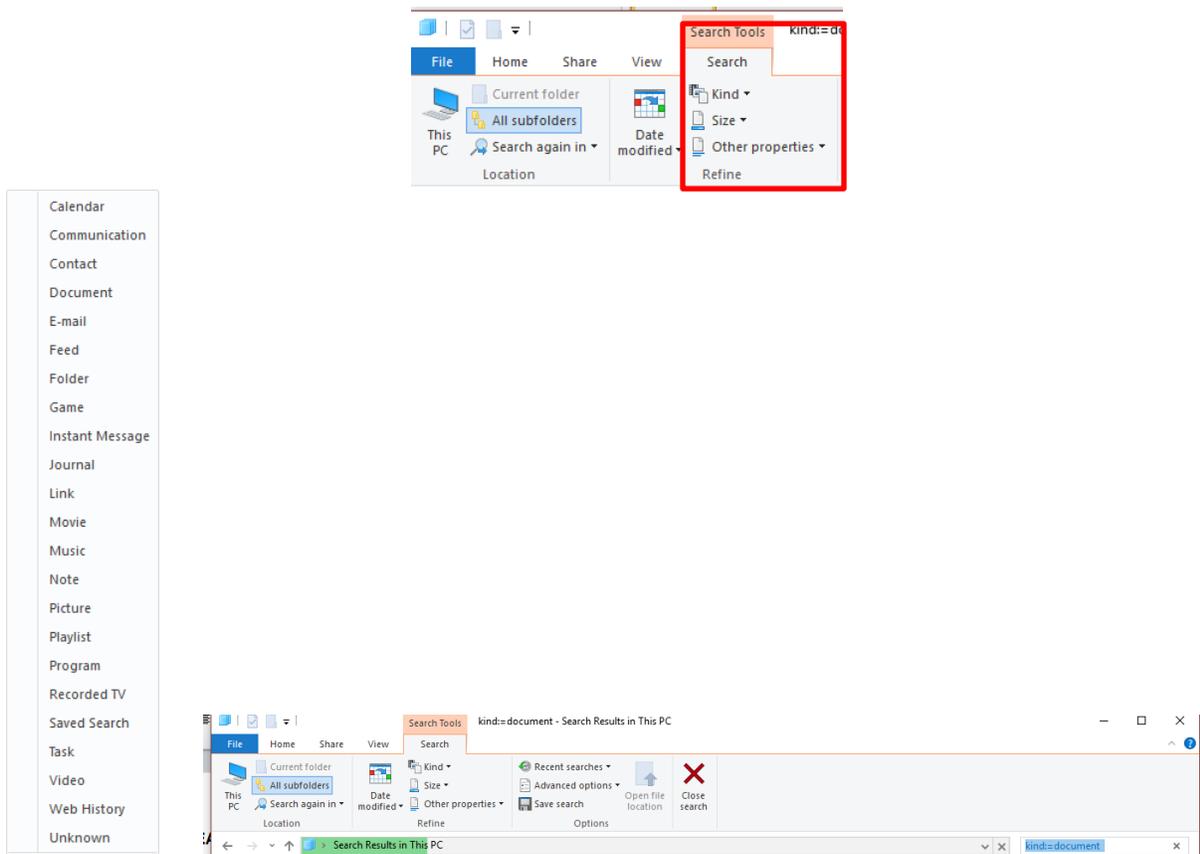
You can also search by using the file extension:

*.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