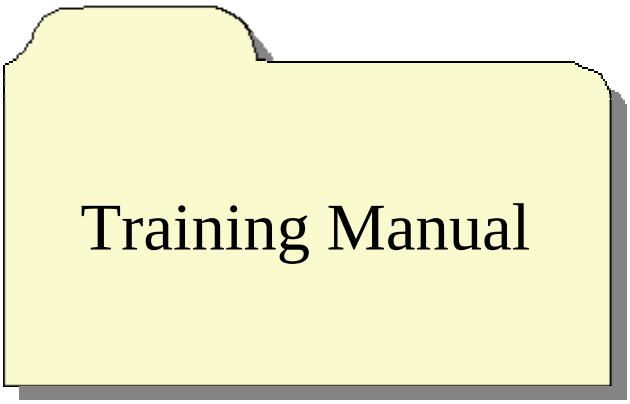
Managing Files and Folders



Version 2007.03.07.2
Created & Edited by: Laksh Khatter

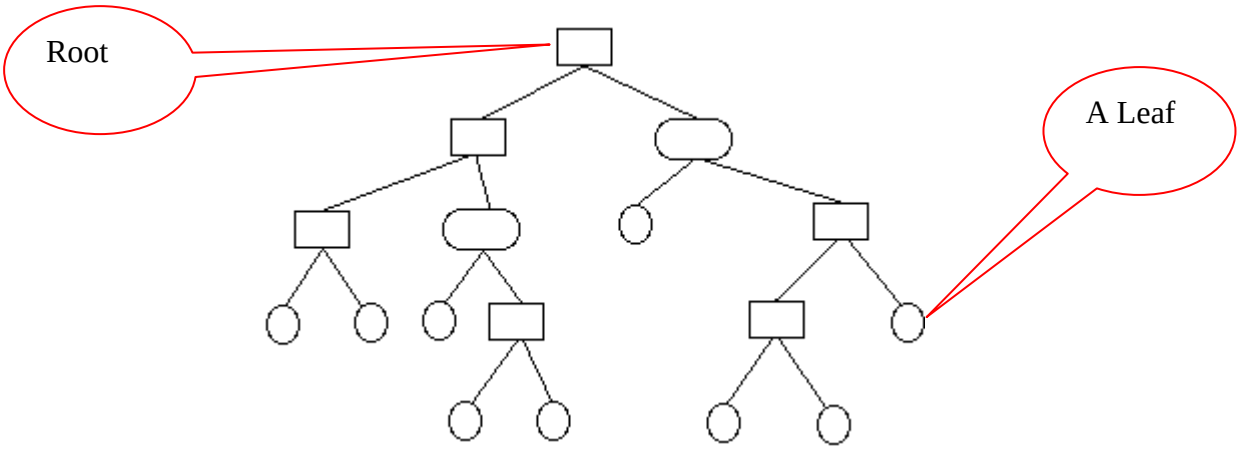
THE UNIVERSITY
OF MANITOBA
LIBRARIES

Table of Contents

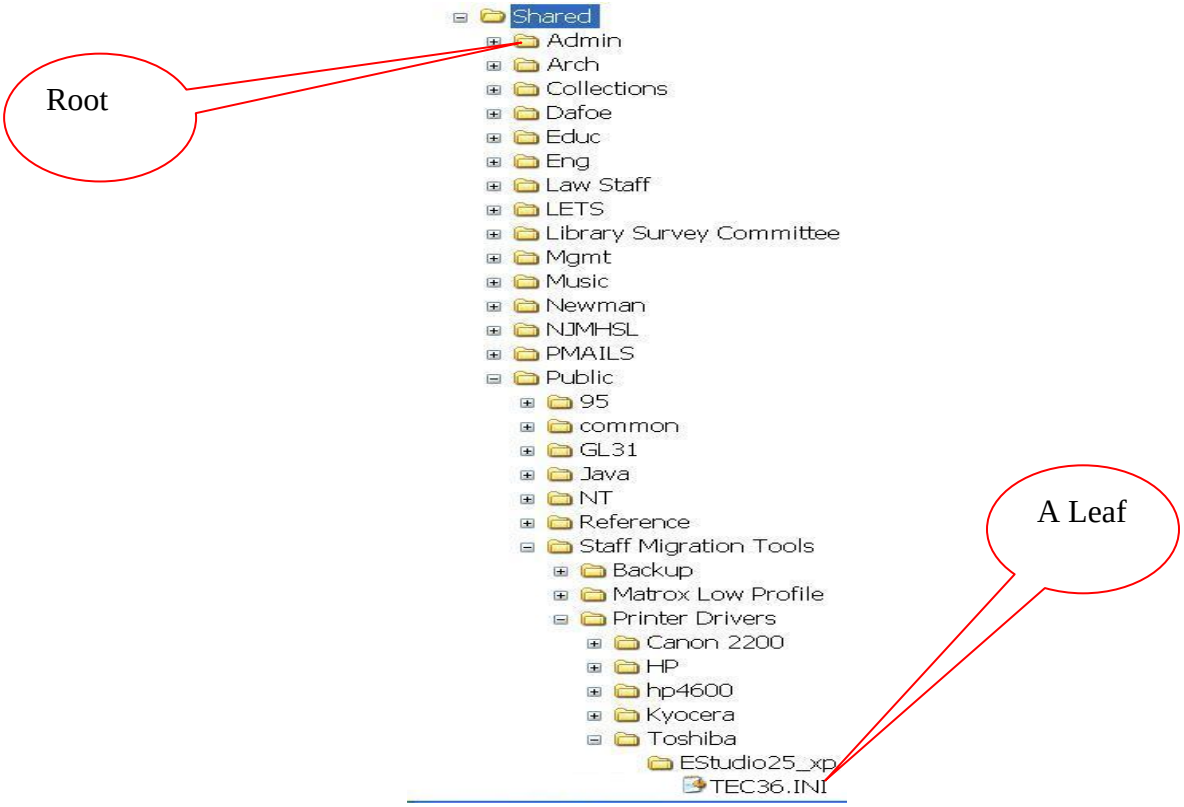
File Structure

The file structure is best described and understood in a tree structure format. A **tree structure** is one way of representing any hierarchical structure in a graphical form.

It is called a "tree structure" because the graph looks like an upside down tree meaning that the root of the tree is on the top and the leaves at the bottom.



Microsoft Windows uses the same structure and we all use it everyday at work, even though it may not look like the figure above. Our shared drive data structure looks like the following:



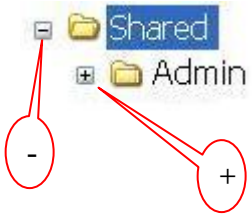
Organizing Files and Folders

As you can see in the previous example, the libraries shared drive is organized in a tree format.

S:\ is the root and all other folders are contained inside it. Most departments have their own folders which is the root for their department. For example: LETS.

Here is another way to think about it. Just imagine a filing cabinet with many drawers. Inside the drawers are many folders and within the folders there are other folders or individual documents.

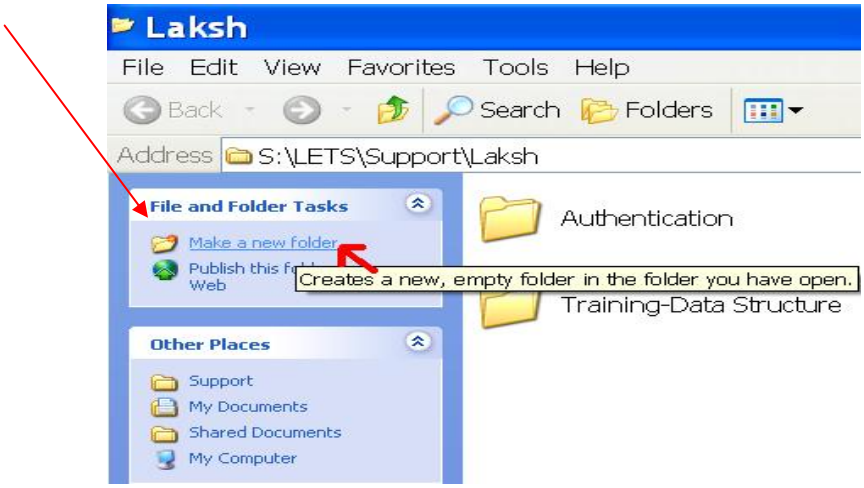
Notice the minus sign besides the shared folder. Whenever you see a minus sign beside a folder, it means the folder is fully expanded and does not contain anything else other than what is showing below it. A plus sign means that the folder contains at least one file or folder inside it. Clicking the plus sign will expand the folder and reveal everything inside it.



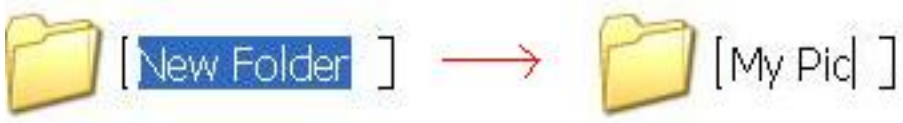
Creating New Folders

Here are the two most common ways of creating folders:

1) In **My Computer,** double click on the folder where you would like to create a new folder. You can then create a new folder by selecting "**Make a new folder"** in the **File and Folder Tasks** drop-down menu. In the following example, a new folder will be created inside a previously created folder named "Laksh".

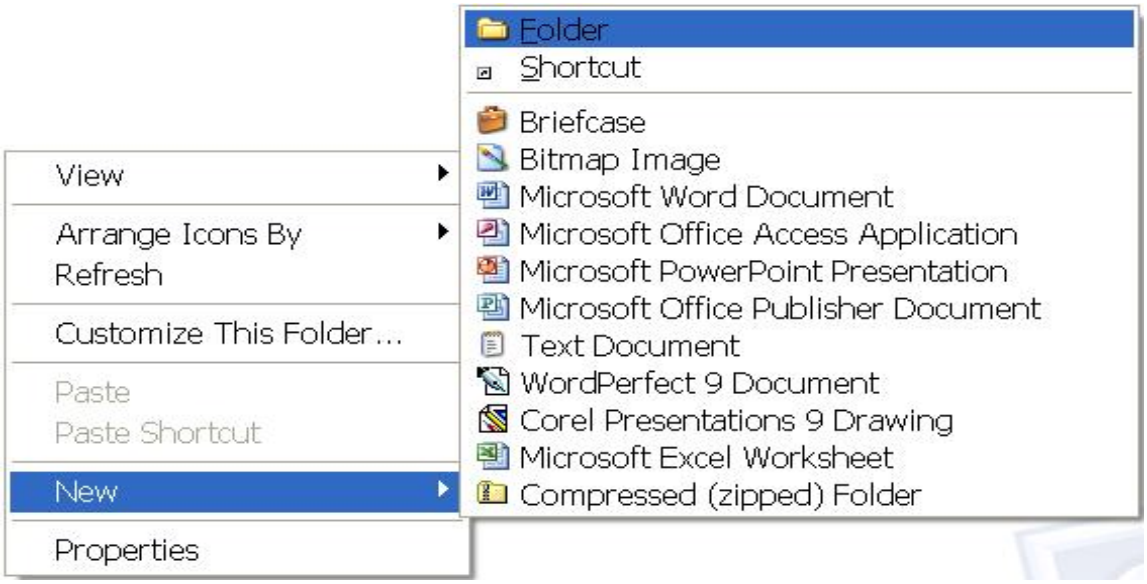


A folder icon will appear. Please rename the folder with a descriptive name:

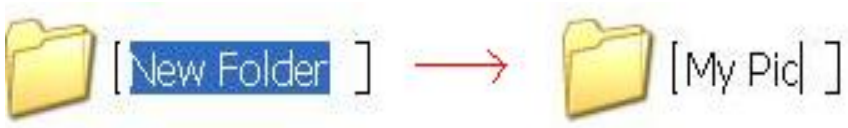


OR

2) You can also create a new folder by *right clicking* on an empty space in your **H:\My Documents** folder and selecting **New** and then **Folder** (this is all still in **My Computer**).



A folder icon will appear. Please rename the folder with a descriptive name:



Naming a File

Definitions:

File: A file is a single "document" that is saved to a diskette, USB, hard drive or any other storage device.

Folder: A folder is where files are stored.

Path: A path is the line of folders you must follow to locate a specific file; it begins with the drive letter designation and includes the folders. For example, **H:\data\reports\status.doc** is a path with file named **status.doc** that is on the H: drive and is in the **reports** subfolder of the **data** folder.

All file systems follow the same general conventions: a base file name and an optional extension, separated by a period e.g. Laksh.doc.

Maximum Length

In Windows, the maximum length for a **path** is 255 characters including spaces, hyphens, underscore and any other character you use (no periods allowed). A path is structured in the following order: drive letter, colon, backslash, components separated by backslashes, for example: H:\my documents\personal\trips-I-have-taken-in-the-past-few-years\I-have-only-taken-one-trip\i_need_to_go_travel_some-more\my-pictures\year-2006\May\first_week\hiking-in-the-mountains\this-is-the-maximum-length-of-a-file-name\including-the-folders\LK.html.

***Note*:** As you may have noticed above the actual file name is only two characters (not including the .html extension) but remember the maximum length for a file **path** is 255 characters, so depending on how many folders you have inside a folder where you are storing the file, the length of the actual file name will be restricted.

Naming Conventions

- Do not assume case sensitivity. Consider names such as LAKSH, Laksh, and laksh to be the same.
- Use a consistent method for file and folder naming.
- Avoid too many folders inside a folder (remember the path length limit).

Filing Procedures (Thanks to the FIPPA office for this part)

After the filename has been determined, the record should be placed into a file folder. Each file folder should contain files (records) that were created or received for a similar purpose, comparable to manual or paper-based file folders. Some guidelines for electronic filing procedures include:

- The files and file folders should be easily identified so that the files can be retrieved and used.
- The filename should be descriptive and meaningful.
- The file folder heading should comply with established filing rules and procedures.
- The electronic file folder structure is more effective if it is shallow (many folders at the same level) rather than deep (folders within folders within folders – having several "layers").

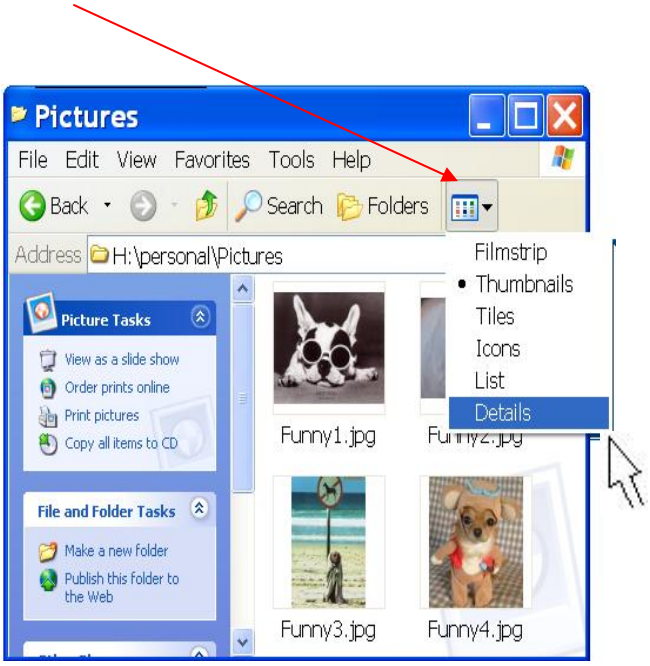
Browsing Files

Even when you know where a file is stored, sometimes there are so many files in the folder that it is difficult to find the file you want. The best way to search through a large folder is to use the "Details" view. The "Details" view allows you to quickly sort your files and view different types of information about all the files in a folder.

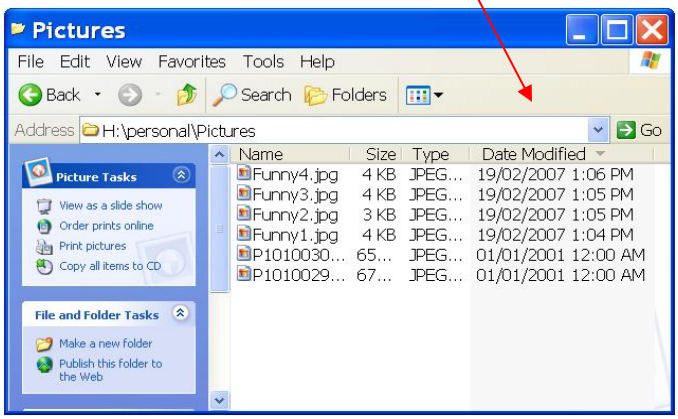
To use the Details view

1. Open the folder you want to browse. In the example, I am in my "Pictures" folder.

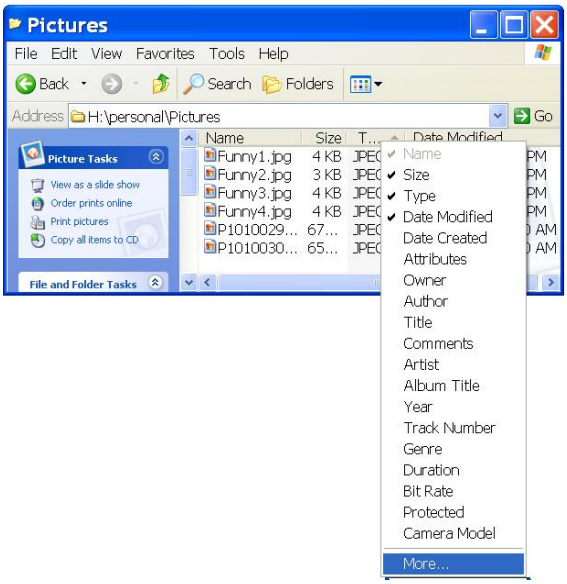
2. Click the "**Views"** button, and then click "**Details**".



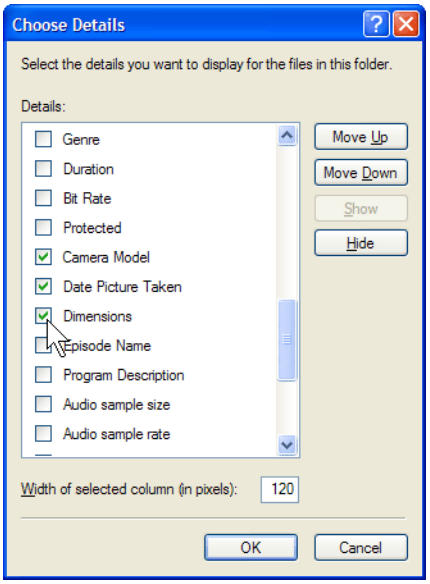
3. Sometimes it is easier to find a file if all the files are sorted in a particular way. Suppose you created a file yesterday afternoon but do not remember what you named it. Click the column heading that you want to sort by. For example, to sort files from oldest to newest, click the "**Date Modified"** heading. To reverse the sort order (for example, to sort from newest to oldest), click the column heading twice.



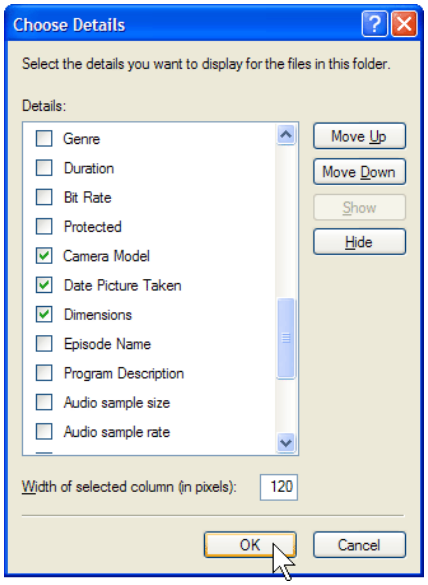
4. By default, the "**Details"** view shows the file name, date, size, and type. You can add other information as well. To add or remove columns, right-click a column heading, and then click "**More**".



5. In the **Choose Details** dialog box, select the columns you want to see in the Details view. For pictures and videos, you can add **Dimensions** to sort by size. For music, you can add **Artist, Album Title**, and **Genre** to make it easier to find the songs you want.



6. Click "**OK"** to add the columns to your Details view.



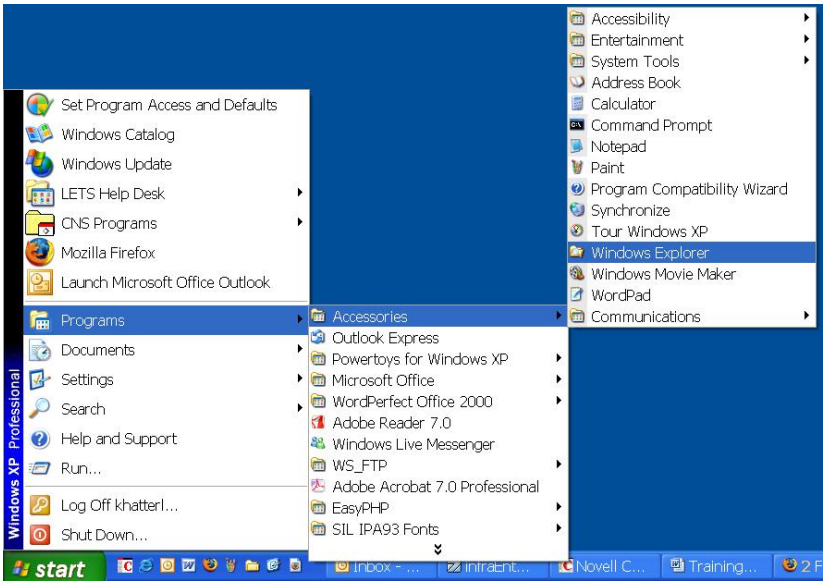
When you modify the columns in the Details view, it affects only the folder you are viewing.

Moving Files from One Folder to Another

Sometimes you need to move files that you have already created into another location.

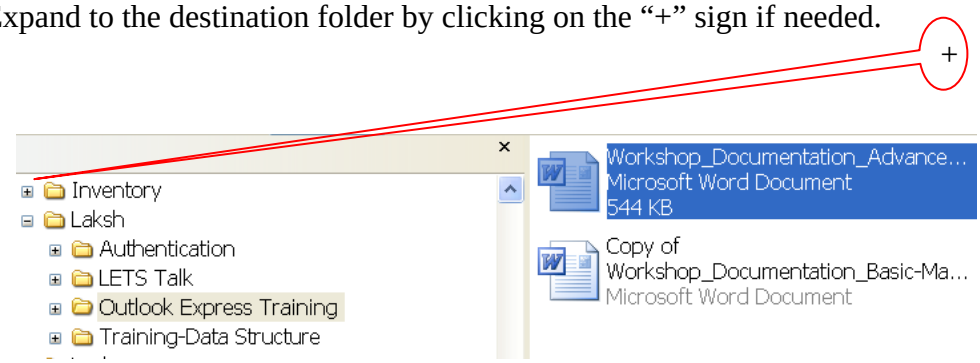
A.

1. Click “Start” → “Programs” → “Accessories” → “Windows Explorer”.

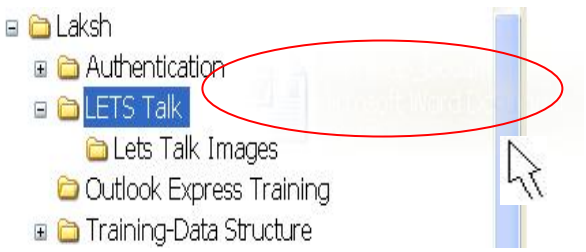


2. In “Window Explorer”, locate and select the file or folder you need to move using the tips above.

3. Expand to the destination folder by clicking on the “+” sign if needed.



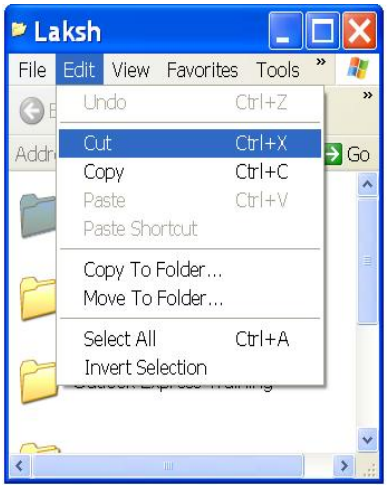
4. Drag the file or folder to the destination and drop it in.



B.

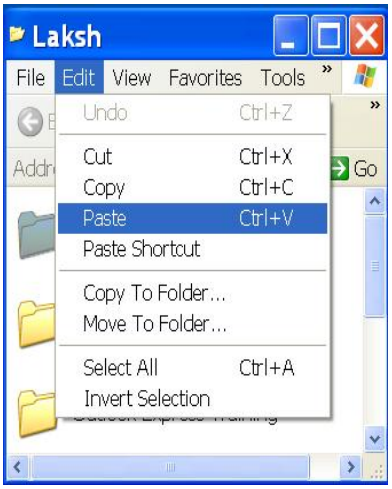
1. In “My Computer”, locate and select the file or folder you need to move using the tips above.

2. Click “Edit” → “Cut” or press Ctrl + x on the keyboard to cut the file.



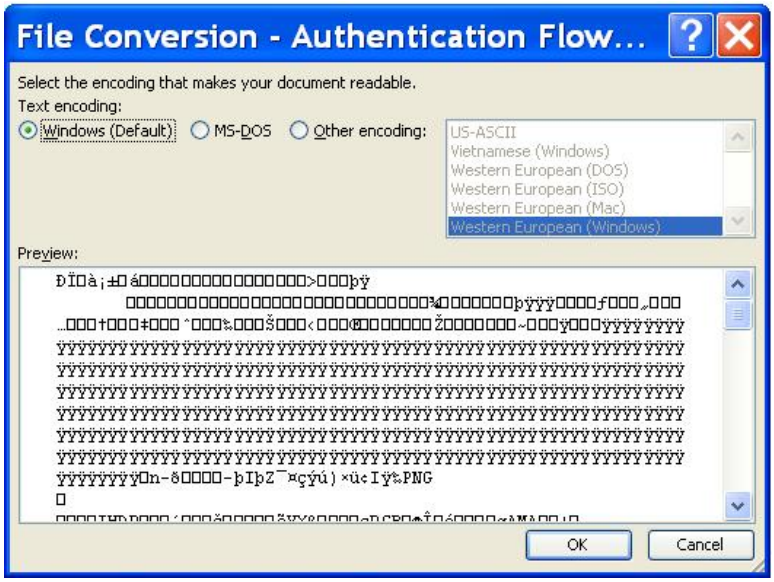
3. Open the destination folder.

4. Click “Edit” → “Paste” or press Ctrl + v on the keyboard to paste the file.



Opening Files

Sometimes you open up Microsoft Word and click “File” → “Open” and pick the file you want to open and you get the following error message:



This happens because you are trying to open a file in Microsoft Word that is not a “Word” file (.doc) but rather in some other format such as power point (.jpg, .ppt, .pdf), etc.

Another way to open a file is by navigating to the file in “My Computer” and then double-clicking on the file. The file will automatically open in the appropriate program whether it is Microsoft Word or PowerPoint.

Shortcuts

Shortcuts can make your life easier or harder depending on how you use them. By creating too many shortcuts you will clutter up your desktop.

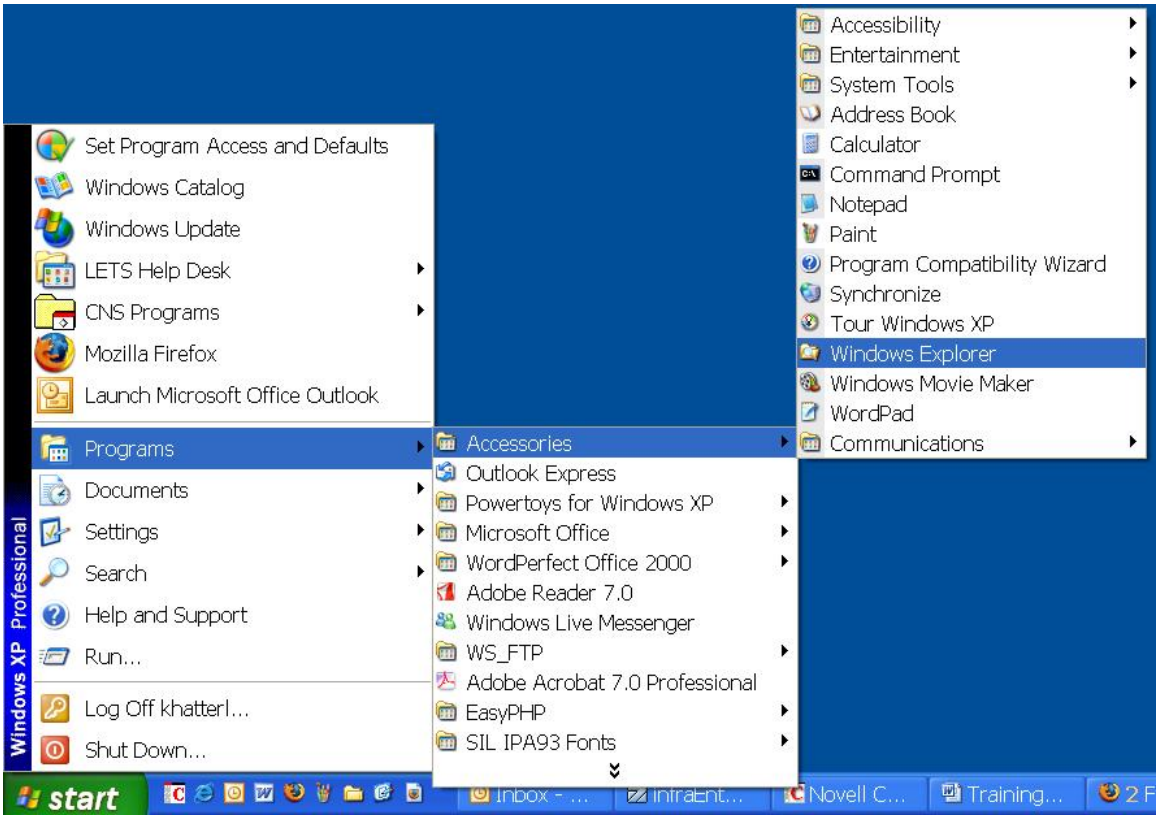
A shortcut is just a reference link on your desktop to a file or a program. For example, you could create a shortcut on your desktop of a file saved on your H:\ drive that you access everyday or quite frequently. This way your file stays on the H:\ drive but you create a link to the file by creating a shortcut. This allows you easy access to the file without compromising the file in case of hard drive failure.

Note: Copying or saving a file to your desktop is not the same thing as creating a shortcut. When you copy a file to the desktop, you actually make a duplicate copy of the original. This means you have two files now, one on the desktop and another in the original location. Making any changes to one of the files will not change the other.

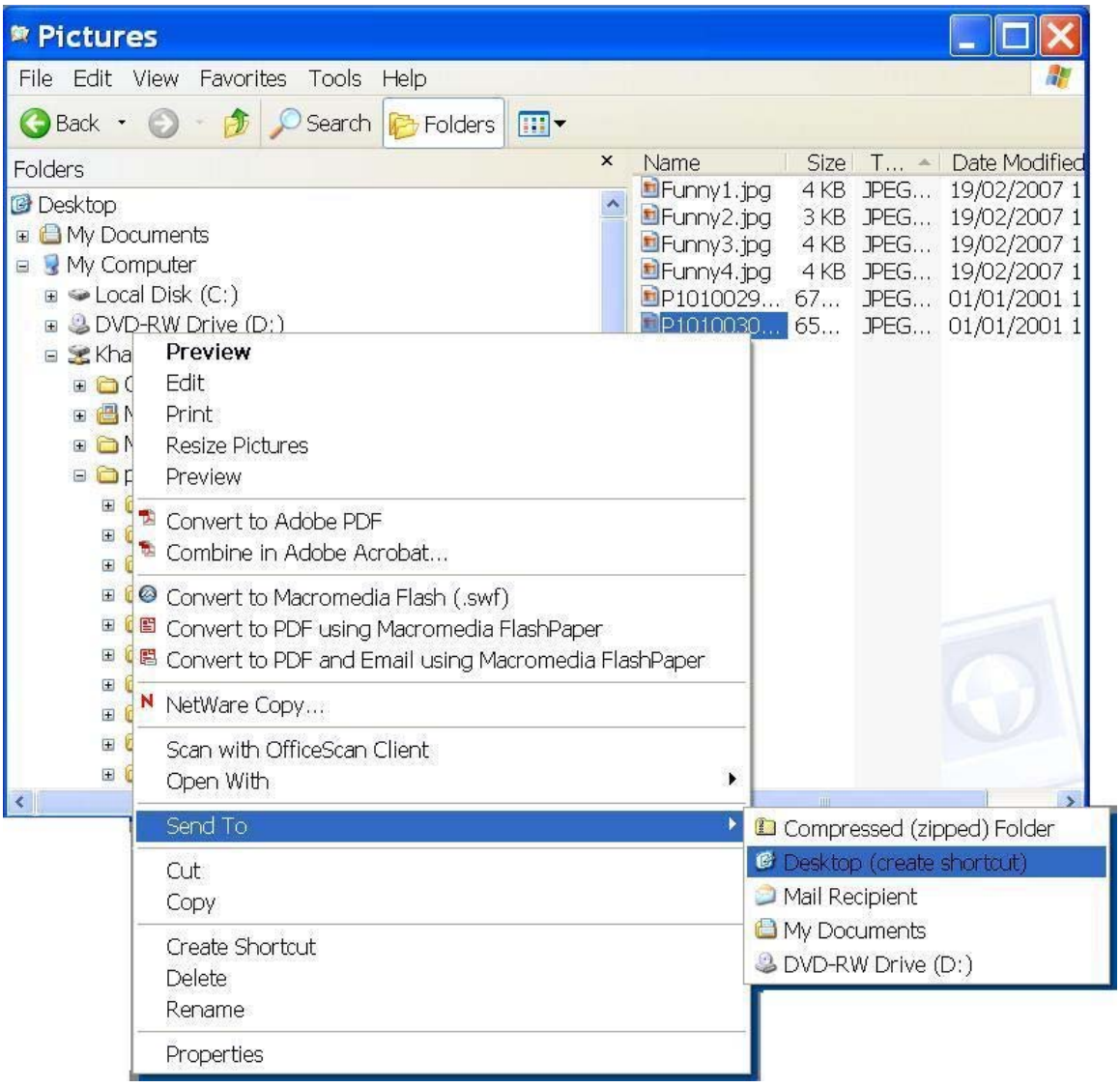
Creating Shortcuts

Here is one way to create shortcuts:

1. Click on Start → Programs →Accessories → Windows Explorer.



2. Find the file or program you want to create a shortcut for.
3. Right click on the file, then click on “Send to” and then click “Desktop (create shortcut)”



4. You should now see a shortcut icon on your desktop.

NOTE: A black arrow on the icon means that it is a shortcut. Otherwise, it may be a copy of the file.

Local, External and Network Drives (storage)

Local drives are any drives that physically reside on a CPU. This includes the CPU hard drive, CD and DVD disk.

External Drives are those which do not reside on a CPU but are physically connected to the CPU by the user when needed. Examples include USB sticks and other USB or Firewire drives like a camera or USB Hard Drive.

Network drives reside on a server and not on a CPU. A user can access the network drives just like local drives as long as he/she is logged into the network. For example: Your H:\ drive and Shared drive. Logging in "workstation only" will NOT allow access to these drives.

FTP and NetDrive

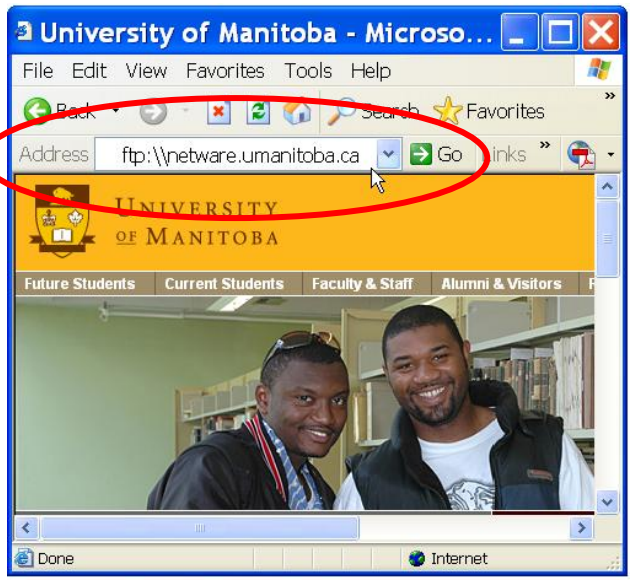
FTP stands for 'File Transfer Protocol', which allows a user to connect two computer devices over the internet. This is beneficial for transferring files from one device to another.

Both Internet Explorer and FireFox web browsers have the FTP capability built in. What this means is that one can access their data remotely using either Internet Explorer or FireFox as long as the data is stored on a network. For Library staff this means that one can access his/her H:\ drive from home or anywhere else via the internet.

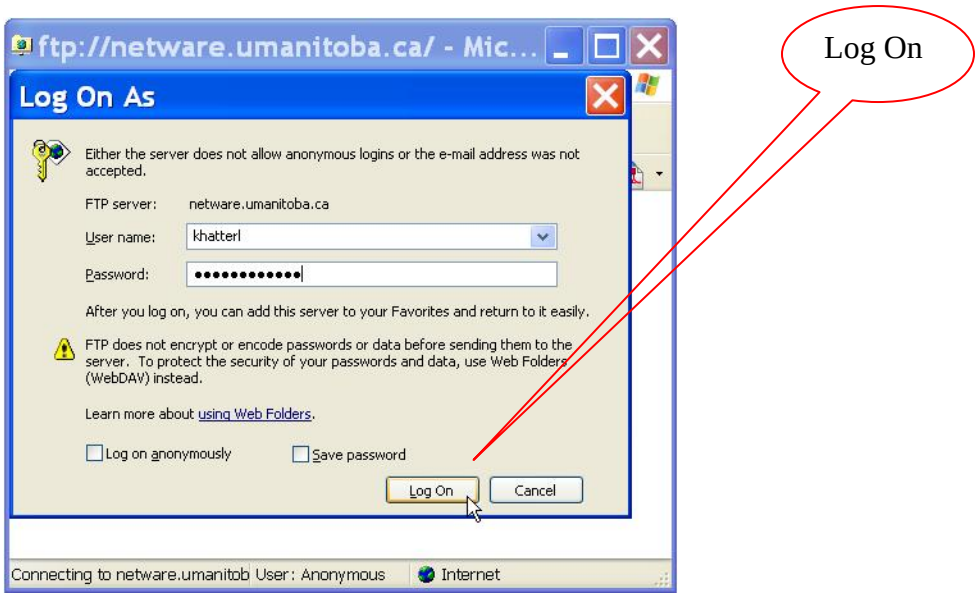
Following steps show you how to access your H:\ drive remotely using Internet Explorer:

1. Open Internet Explorer

2. In the address bar type: ftp:\\netware.umanitoba.ca and press "Enter".



3. Enter your Novell userid and password (same one you use to login to your computer at work) and click "Log On".



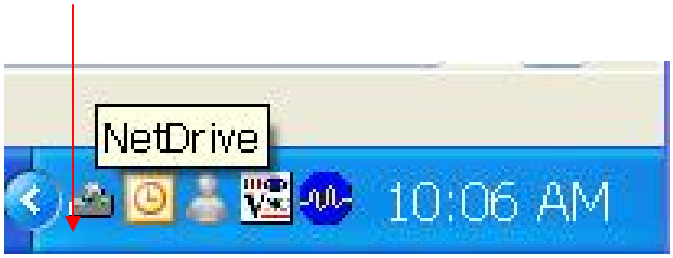
4. At this point you should be able to see the contents of your H:\ drive.

Novell Net Drive is a client based locally-installed software that allows users to access their Novell drives remotely via FTP. This is similar to what internet Explorer and Firefox can do except Net Drive allows you to map your Novell H:\ drive onto your remote computer and you can see you H:\ drive in "My Computer" just like you do at work.

The following steps show you how to configure Novell Net drive to access your H:\ drive from home:

1. Download and Install Net Drive from http://umanitoba.ca/libraries/units/lets/tecnet/Lets_Talk.html

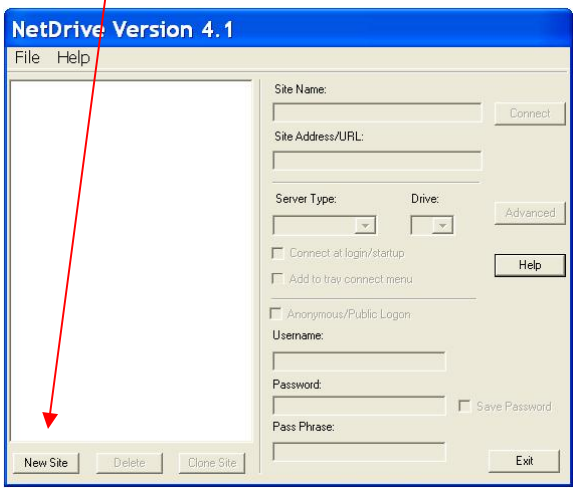
2. Once you have Net Drive installed, you will see the following icon in your system tray:



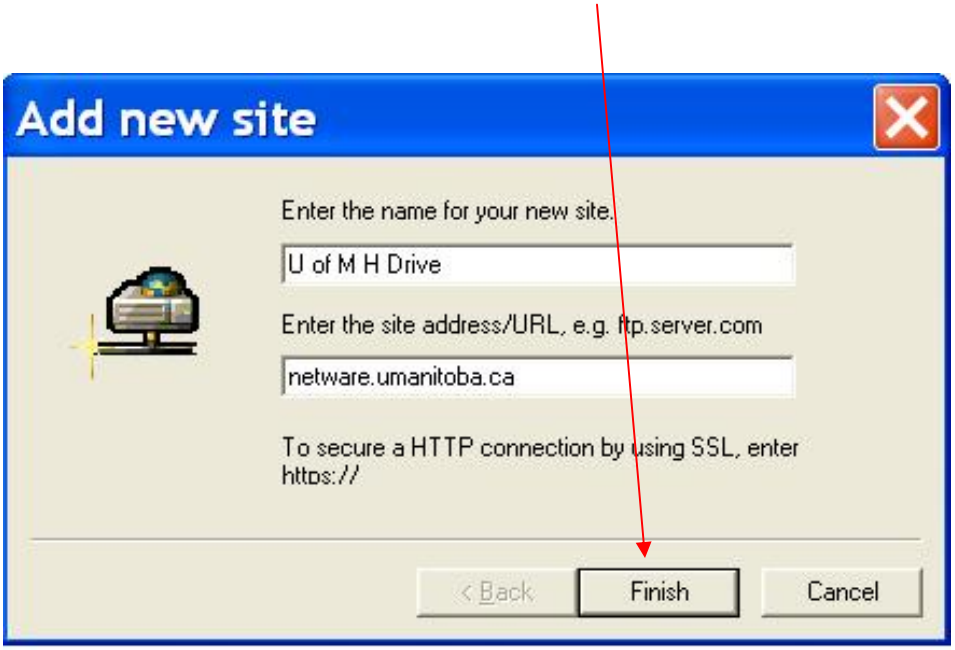
If you do not see the icon please click Start→Programs→NetDrive→NetDrive to launch NetDrive.

If you do not see NetDrive listed under Programs, then it has not been installed properly. Go to Step 1.

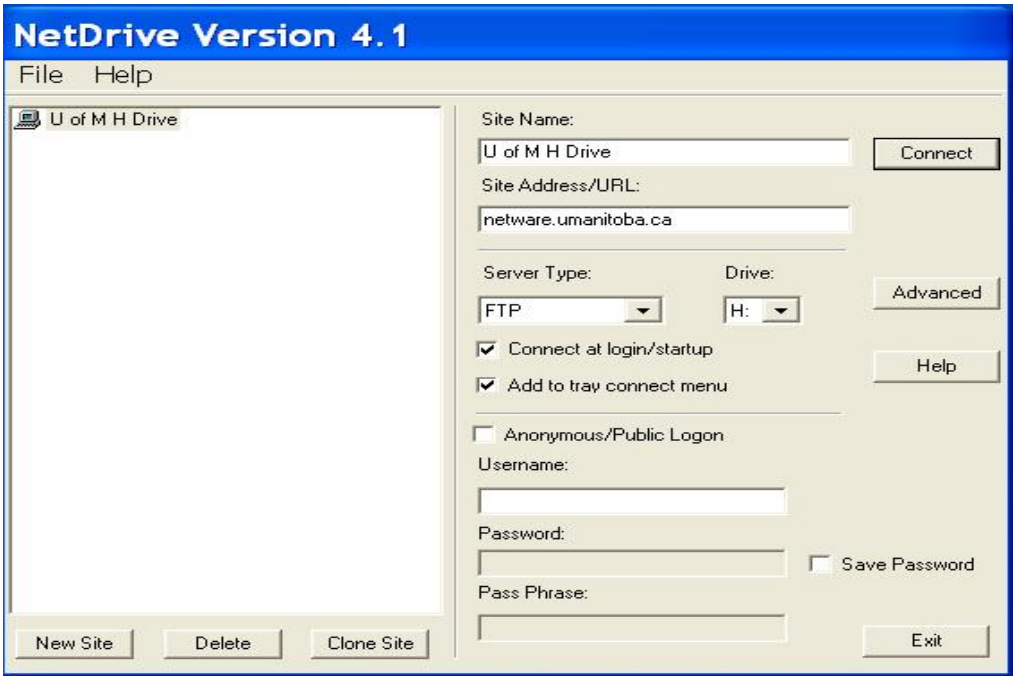
3. Double-click on the above icon and click on “New Site” button to create a new site to connect to.



4. Enter in a name for the site that you wish to setup (e.g. U of M H Drive - Note: you cannot use special characters such as colons or semicolons in the name field). The site address will be the server address (e.g. netware.umanitoba.ca). Once you have entered in this info, click the “Finish” button.

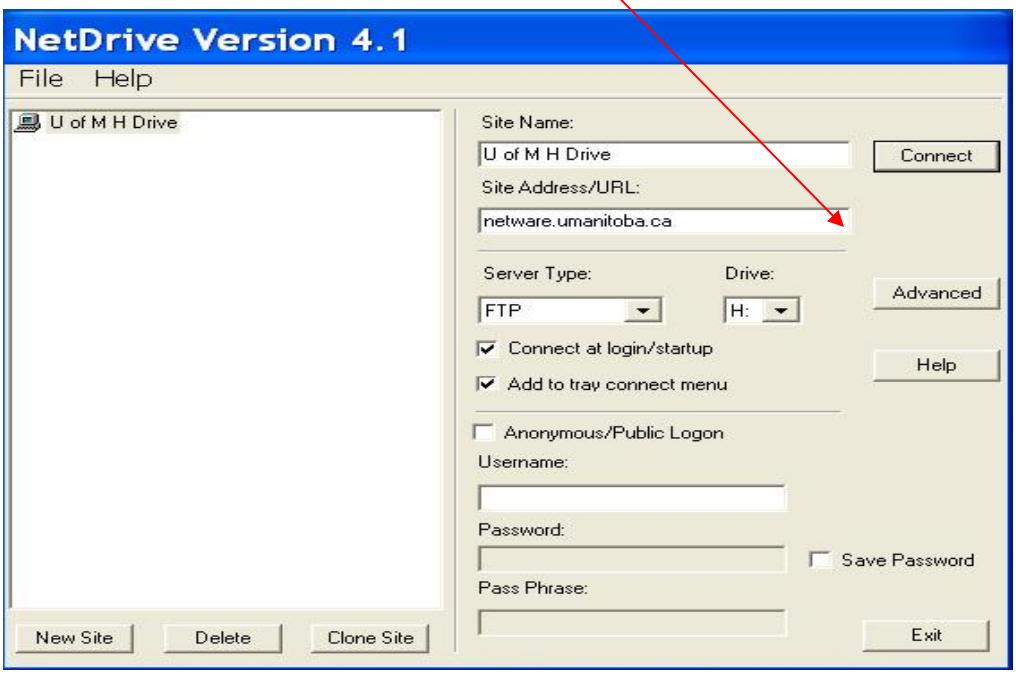


5. You should now see the following information on your screen:

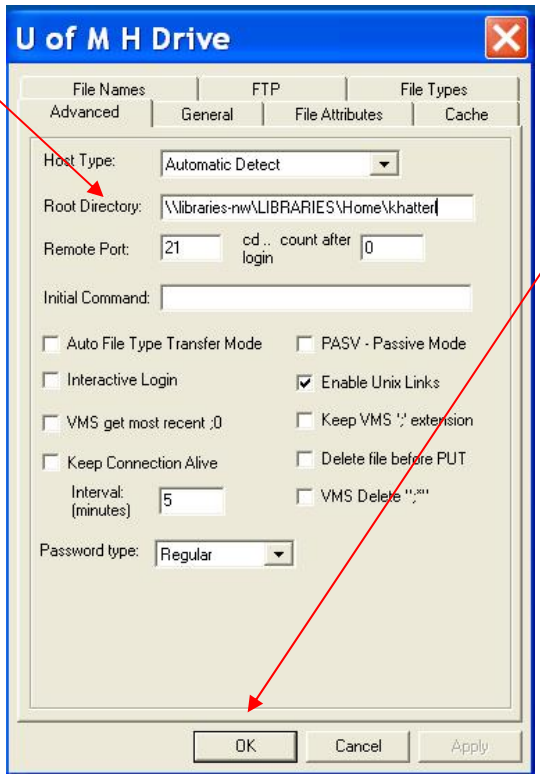


If your screen does not look exactly like the screen above, please make sure to change your settings.

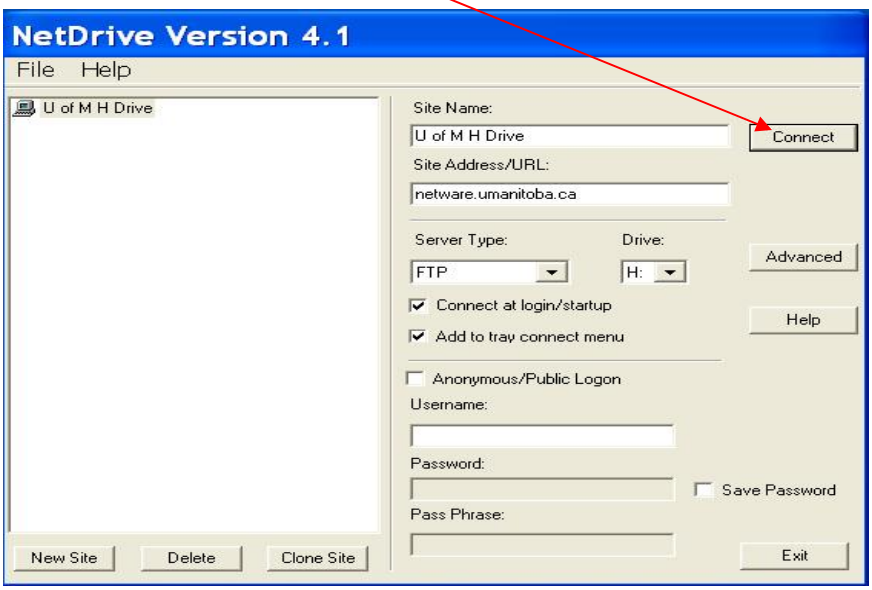
6. Now click on the “Advanced” button



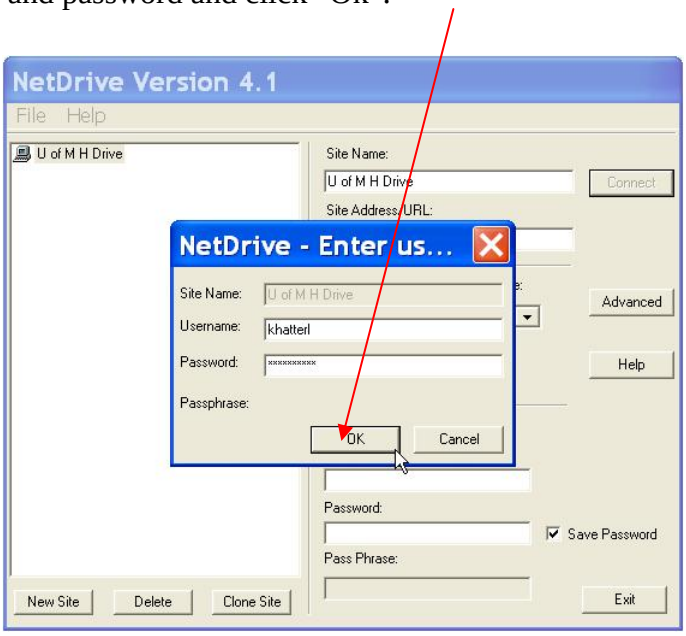
7. Enter \\Libraries-nw\libraries\home*userid* in the "Root Directory" box, where userid is your Novell userid. Once this is done click on the "OK" button.



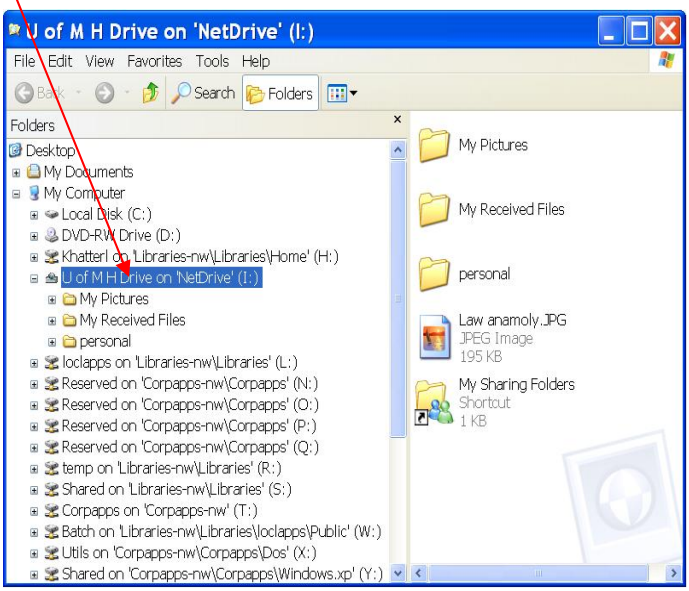
8. Click on the "Connect" button.



9. You should be prompted for a username and password. Please enter your Novell username and password and click “Ok”.



10. Once you click “Ok”, a window will open up that will show you your U of M H:\ drive.



NOTE: You should be able to use your “My Computer” to access and use your work H drive.

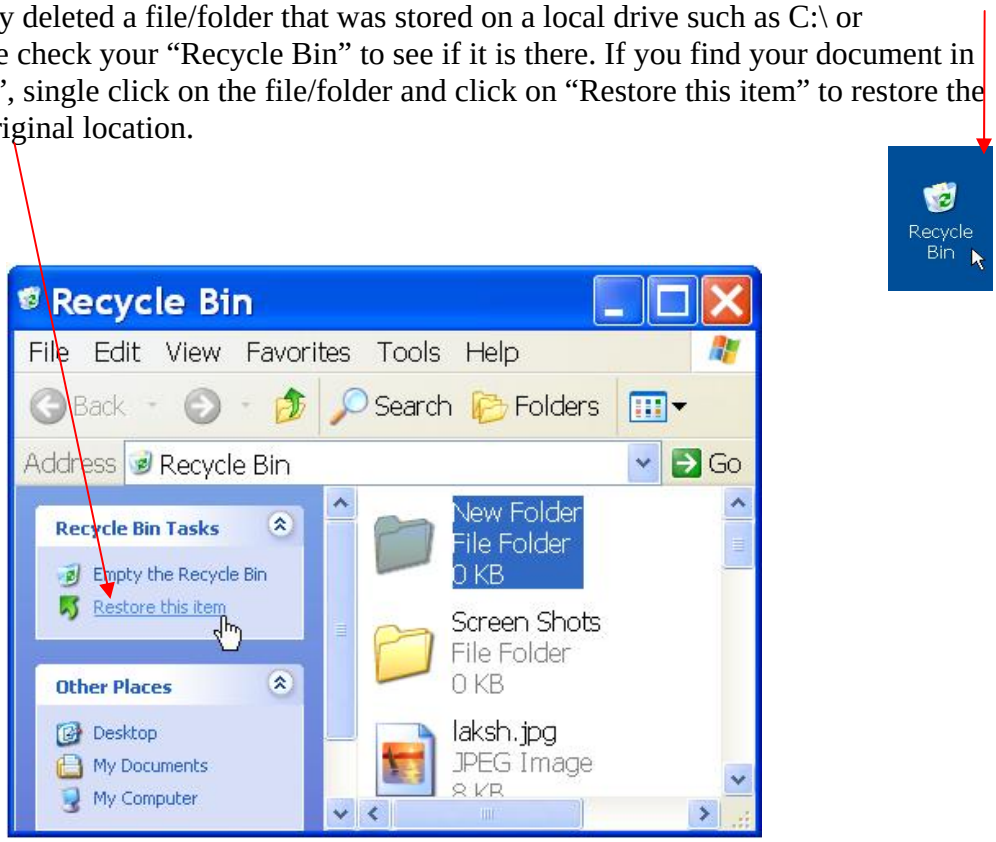
Accidental File Deletion and Recovery

If you accidentally delete a file which was saved on your H:\ drive or on the S:\ (Shared drive), we can try to recover the file. Please email the helpdesk at helpdesk@cc.umanitoba.ca with the name of file/folder that was accidentally deleted, and the location where it was saved.

If you are unsure of the name, please indicate as much information about the file as possible. For example, the directory it was stored in, what time you were working on the file.

Also, it is important that you notify the helpdesk as soon as possible. This increases the possibility of recovering full contents of the file.

If you accidentally deleted a file/folder that was stored on a local drive such as C:\ or C:\desktop, please check your “Recycle Bin” to see if it is there. If you find your document in the “Recycle Bin”, single click on the file/folder and click on “Restore this item” to restore the file back to it’s original location.



NOTE: Some data is taken from Microsoft.com and modified to suit our needs.

Question? Comments?

Contact

Laksh Khatter

204-474-7878

Laksh_Khatter@UManitoba.ca