

Microsoft Windows 7

5 – Working with folders



WORKING WITH FOLDERS

InFocus

Folders are a means of organising your data so that you can locate your files later.

The folders on your computer are like folders in a filing cabinet. They allow you to place data files into them for safekeeping and for easy and convenient access at another time.

In Windows 7 you can actually have a hierarchy of folders. This hierarchy is based on a structure of levels. A folder can contain other folders, which in turn can contain more folders, and so on.

At the top of the hierarchy is usually the drive that contains all the subfolders, such as **Local Disk (C:)**.

If you want to access your data files, you will need to drill-down and through this hierarchy until you find the location of the file you want to work with.

In this booklet we will show you how to:

- gain an understanding of folder structure in Windows 7
- gain an understanding of the My Documents folder
- access the My Documents folder
- create folders
- copy folders from one location to another
- move folders
- rename a folder
- delete folders
- view the formal file path
- change folder views.


UNDERSTANDING FOLDER HIERARCHY

In Windows 7, folders and files are organised in a hierarchical structure. This means that folders are stored within drives, and files are stored within folders. Folders can also be stored within other


folders, called subfolders, which in turn can store further subfolders. Windows Explorer displays your drives, folders and files in this hierarchical structure, making it easy to navigate your files.

Viewing the Folder Hierarchy

The **Navigation** pane in **Windows Explorer** allows you to view your folders and files in a hierarchical structure. This is done by clicking on the arrow beside a drive or folder to display its contents in the Navigation pane.

The picture to the right shows the Navigation pane in Windows Explorer with the **Program Files** folder open. A black arrow  beside the drive or folder indicates the folder is open.

Within the Program Files folder there are many other folders, and the **Adobe** folder has also been opened to display its subfolders. Within Adobe, the **Reader 9.0** folder has been opened to display its subfolders, and so on.

A white arrow  beside a drive or folder indicates that there are subfolders contained within. If no arrow appears beside a folder, it means that there are no subfolders within that folder, only files (or the folder is empty).

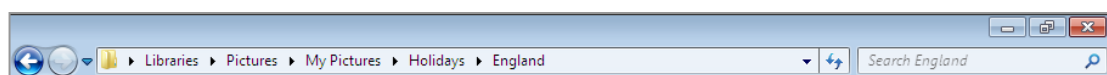
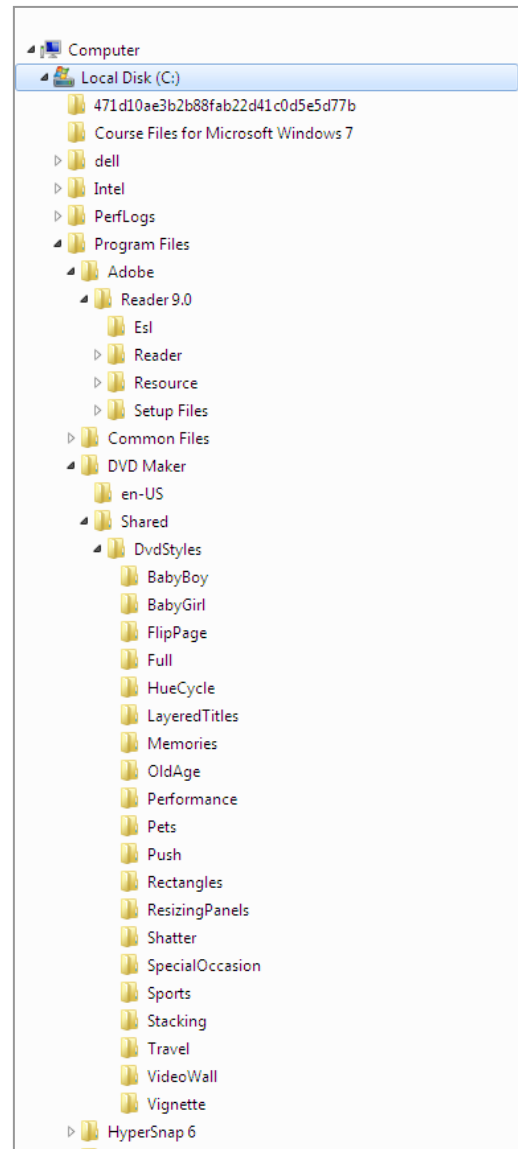
To view the contents of any drive or folder, click on that drive or folder to view its contents in the right pane.

Folders – The Key To Organised Filing

Windows 7 provides a great way for organising and subsequently finding your files. For example, on your computer you may have a folder called **My Pictures** within the **Pictures** library, which can be used to store all of your digital pictures. This folder may contain several folders itself, one called **Holidays**, another called **Birthdays**, another **Marriages**, and so on. The **Holidays** folder itself may contain several folders called **England**, **Australia**, **Timbuktu** or whatever. With this system you know that if you want to see the holiday snaps you took in **England**, that they'll be found in the **England** folder, of the **Holidays** folder, of the **Pictures** folder.

Seeing The Path

As you travel from a folder through the various layers of subfolders, you are travelling down what is known as a **path**. In the example above, to find your holiday snaps of the English countryside you travel the path: *Libraries\Pictures\My Pictures\Holidays\England*. Computer paths are formally written with a backslash separating each folder name en-route to the file you want. You can view the current path on the **Address bar** in Windows Explorer, which separates each segment (folder) of the path with arrows.







NAVIGATING THE FOLDER HIERARCHY

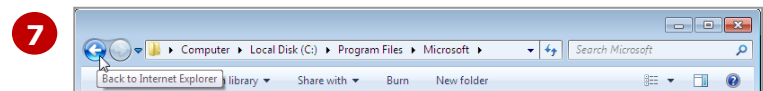
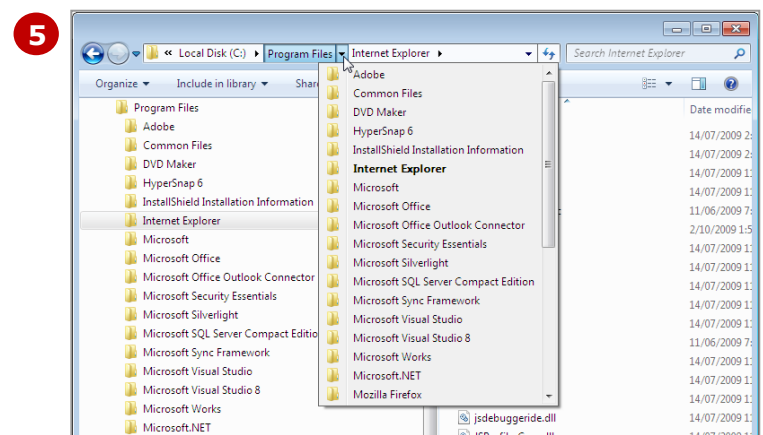
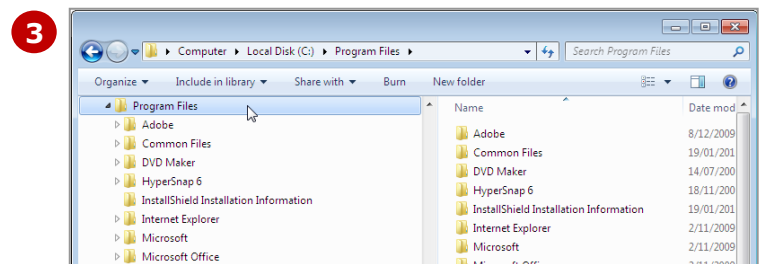
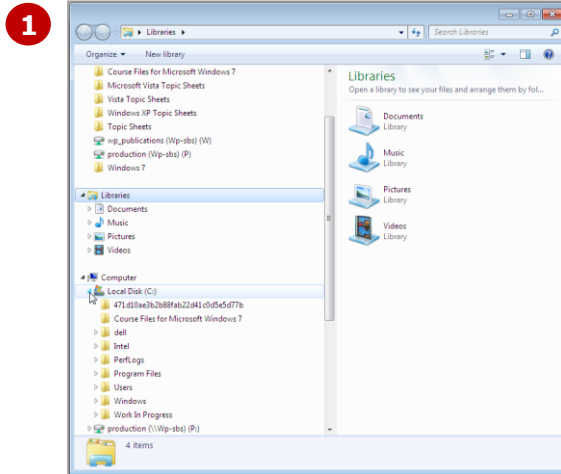
Once a folder structure or hierarchy is in place you'll find yourself moving up, down, and across the folders in pursuit of your data. There are several ways and tools for doing this but the main ones in Windows

Explorer are the **Navigation** pane, the **Address** bar at the top of the **Explorer** window, and the folders and contents displayed in the right pane for a selected item.

Try This Yourself:


Before starting this exercise make sure you are viewing the Windows Explorer window...

- 1** Click on the white arrow  beside **Local Disk (C:)** to expand this drive and display its folders
- 2** Click on the white arrow  beside the **Program Files** folder within **Local Disk (C:)** to expand this folder and display its contents
- 3** Click once on the **Program Files** folder to display its contents in the right pane also
- 4** Click once on the **Internet Explorer** folder within **Program Files** to display its contents in the right pane
- 5** Click on the arrow to the right of **Program Files** in the **Address** bar
A list of folders is displayed in a menu...
- 6** Select **Microsoft** to display the contents of this folder
- 7** Click on the **Back** button  to move back to the previous folder, **Internet Explorer**
- 8** Click on the black arrow  beside **Program Files** and **Local Disk (C:)** to collapse these folders



For Your Reference...

To navigate the folder hierarchy:

- Click on a black arrow  beside a folder to expand its contents, or
- Click on a folder to open it, or
- Click on the location or folder in the **Address** bar

Handy to Know...

- The down arrow to the left of the **Address** bar displays a list of folders that you have recently opened, and can also be used to navigate to folders that you work with frequently.

UNDERSTANDING YOUR PERSONAL FOLDERS

If you've used Windows before, you would be familiar with personal folders, such as the **My Documents** folder, **My Pictures** folder and **My Music** folders. However, in Windows 7 these folders no longer appear

in the Navigation pane in **Windows Explorer**. My Documents is now located in the **Documents library**. Similarly, the My Music folder is located in the Music library, and so on.

The Role And Purpose Of Your Personal Folders

As their names suggest, **My Documents**, **My Pictures**, **My Music** and **My Videos** are folders designed for you to store the work and data that you wish to keep and use again later. In Windows 7, these personal folders are located within Windows 7 **Libraries**.

If you think of your computer as a huge storage warehouse, Windows 7, by creating these personal folders for you, is saying "*here is your own special location in the warehouse for your stuff*". You can place virtually anything you like in these personal folders—letters and budgets can go into My Documents, photos can be stored in My Pictures, and your favourite music can be saved in My Music.

The problem, however, is that these personal folders are unstructured. You will need to decide how you are going to structure and store your files. This is done in Windows 7 by creating **subfolders** within the personal folders.

Organising Your Personal Folders With Subfolders

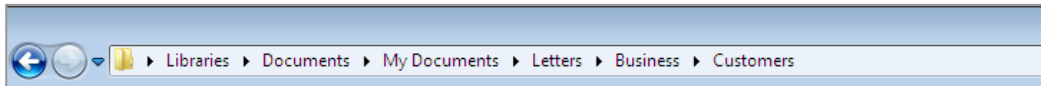
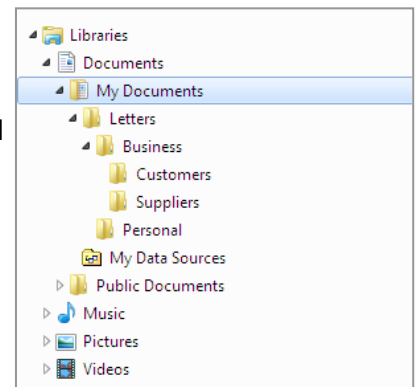
Subfolders are folders within folders, and subfolders can contain many subfolders. In fact, you can create a hierarchy of folders within folders within folders, and so on. However, you must remember that the sole reason for creating these subfolders is so that you can conveniently store and then locate the files you've been working on.

There are virtually no restrictions or limits on how you structure your personal folders with subfolders. However, if you don't structure them logically and carefully you'll end up with a terrible mess and might find it very difficult to find files once you've stored them.

A typical folder structure for My Documents is shown in the picture to the right. If you use your computer to type letters you might create a folder in My Documents called **Letters**. If you correspond for both business and personal matters you might create two folders within Letters called **Business** and **Personal**. In Business you may correspond with customers and suppliers, and you could therefore create two folders within Business called **Customers** and **Suppliers**. When it's time to save a letter to a customer you would store it in the following location:

Documents > Letters > Business > Customers

This is known as a **path** and acts as an address to your data – you can view this path in the **Address** bar in **Windows Explorer** (see the picture below).



The Advantage Of Using Personal Folders

It is recommended that you use your personal folders for storing your work, pictures, music, and so on (unless you're on a network and are required to save your work elsewhere). There are at least two good reasons for this.

Firstly, most software programs automatically default to the relevant personal folder when you want to **save** your work. This saves time from having to navigate to and select a different location. For example, if you want to save a photo that you have edited in Photoshop, the default save location will be the My Pictures folder.

Secondly, these personal folders are yours and yours alone. No other users on your computer (assuming each have their own user account) can access the contents of your personal folders unless you give them **permission** (access rights).

ACCESSING YOUR PERSONAL FOLDERS

Your personal folders are designed as a place to centrally store your data and files for later use. These folders are stored in the relevant **library**. Any data, pictures and music, for example, that you save will,

by default, be saved into the relevant personal folder within that library. The libraries, and therefore your personal folders, are accessible from **Windows Explorer**.

Try This Yourself:

Before starting this exercise ensure that Windows Explorer is open...

- 1 Click on the white arrow ► beside **Documents** in the **Navigation** pane to expand this folder

The My Documents folder is displayed beneath Documents in the Navigation pane...

- 2 Click once on **My Documents** in the **Navigation** pane to display its contents in the right pane

- 3 Click on the white arrow ► beside **Music** in the **Navigation** pane to expand this folder

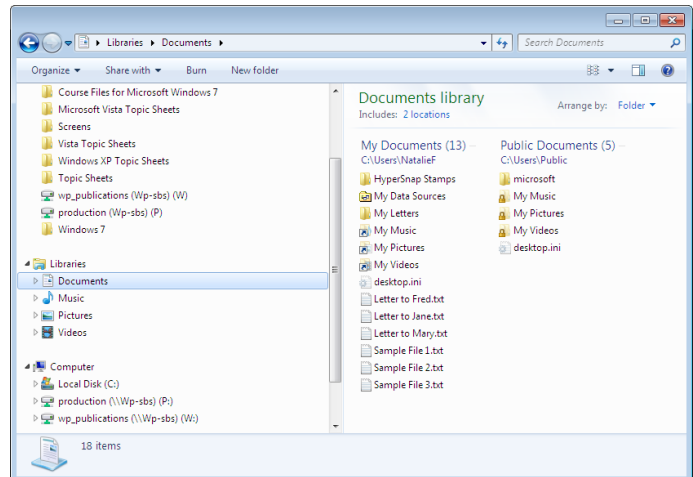
The My Music folder is displayed beneath Music in the Navigation pane.....

- 4 Click once on **My Music** in the **Navigation** pane to display its contents in the right pane

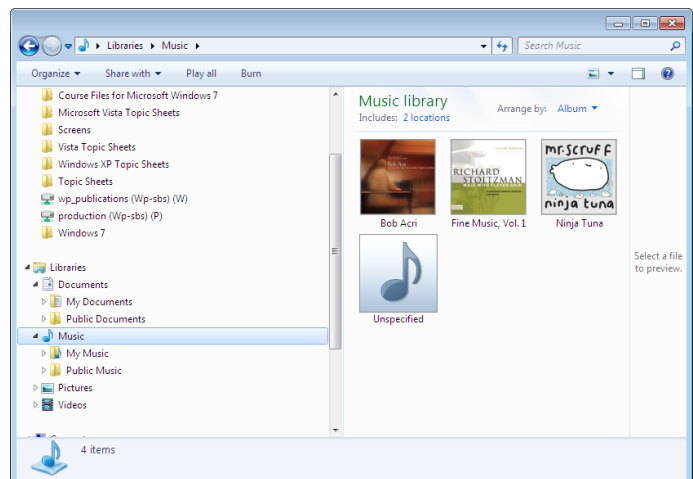
- 5 Repeat steps 3 and 4 to open the **Pictures** and **Video** libraries to view the **My Pictures** and **My Videos** folders

- 6 Click on **close** [X] to close **Windows Explorer**

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For Your Reference...

To access your personal folders:

1. Open **Windows Explorer**
2. Click on the white arrow ► next to the relevant library in the **Navigation** pane
3. Click on the personal folder in the **Navigation** pane to view its contents

Handy to Know...

- With Windows 7 is the advent of **libraries**, a series of 'virtual' folders in which their contents are only links or shortcuts that **point to** the physical location of the file or folder. Libraries have now replaced the My Documents folder as the place to store all of your data and files.

CREATING A NEW FOLDER

Folders are used to organise and store your files. You can create as many folders as you need, and also create folders within folders, called **subfolders**. It is recommended that you create folders in

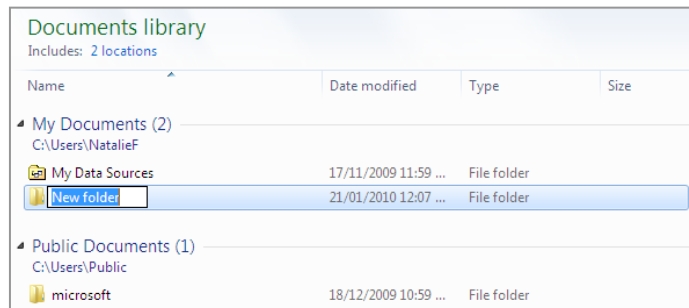
the **My Documents** folder, as this folder is specifically designed for this purpose. Folders created in **Documents** are automatically stored in the My Documents folder.

Try This Yourself:

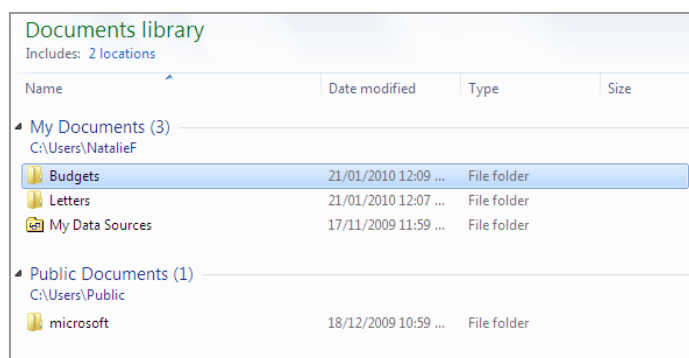
Before starting this exercise make sure you are viewing the Windows Explorer window...

- 1** Click on **Documents** in the **Navigation pane** to select this folder
- 2** Click on **[New folder]** in the toolbar
The folder is created in the My Documents folder and you are asked to name the folder...
- 3** Type **Letters** and press
- 4** Click on **[New folder]**
- 5** Type **Budgets** and press
Notice how this folder now jumps ahead of Letters – this occurs because folders are sorted alphabetically...
- 6** Double-click on the **Letters** folder to open this folder
- 7** Click on **[New folder]**
- 8** Type **Business** and press
A subfolder has been created in Budgets...
- 9** Repeat the above two steps to create another folder in **Budgets** called **Personal**

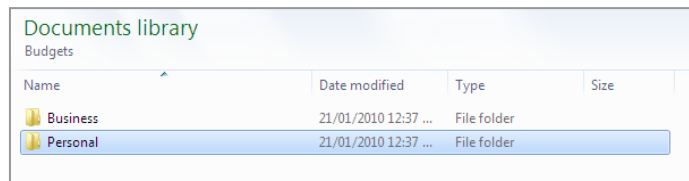
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For Your Reference...

To create a new folder in Windows Explorer:

1. Click on **[New folder]** in the toolbar
2. Type a valid name and press

Handy to Know...

- There is no difference between **folders** and **subfolders**? When you create a folder below a folder it is referred to as a subfolder for convenience, but it is still technically a folder and works the same way as its parent folder.


COPYING A FOLDER

As you begin to work with folders you may find that you want to copy folders from one folder to another, or you would like identical groupings of folders to keep your filing system consistent. Instead of

creating new folders, you can **copy** existing folders to another location, which involves telling Windows 7 *what* you want to copy, as well as *where* you want to copy it to.

Try This Yourself:

Before starting this exercise ensure that the Windows Explorer window is open...

- 1** In the **Navigation** pane, click on the white arrows  beside **Documents** and **My Documents** to navigate to the **Budgets** folder

You should be viewing the contents of the Budgets folder in the right pane...

- 2** Click on **Business**, press **Shift** and click on **Personal** to select both folders

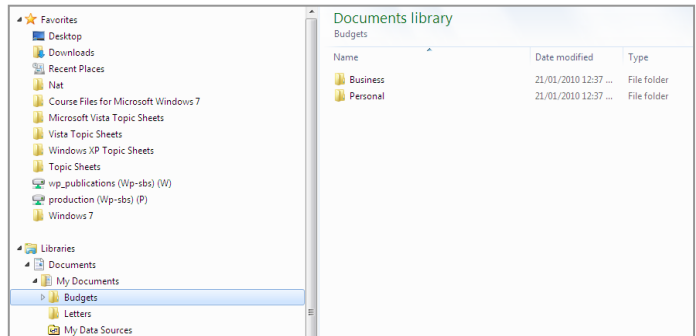
- 3** Click on **[Organise]** in the toolbar and select **Copy**
You have now told Windows 7 what to copy...

- 4** Click on **Letters** in the **Navigation** pane to open this folder

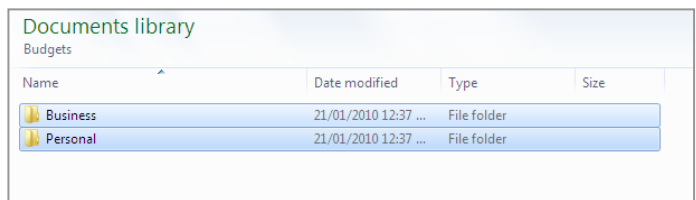
This is where you want to create a copy of the folders...

- 5** Click on **[Organise]** in the toolbar and select **Paste** to paste a copy of the selected folders to this location

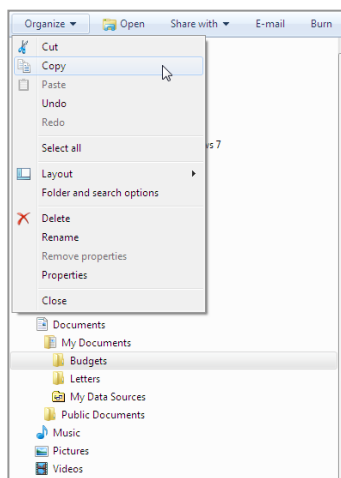
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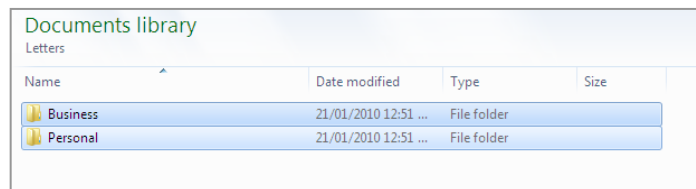
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For Your Reference...

To copy folders from one folder to another:

1. Select the folders to copy and select **[Organise] > Copy**
2. Navigate to the destination folder and select **[Organise] > Paste**

Handy to Know...

- When you copy a folder, anything within that folder, including subfolders and files, are also copied to the destination location.

MOVING A FOLDER

As you work with folders in Windows 7, you may find that you want to move a folder and its contents to a different location. In Windows Explorer, folders can be moved using the **Cut** and **Paste**

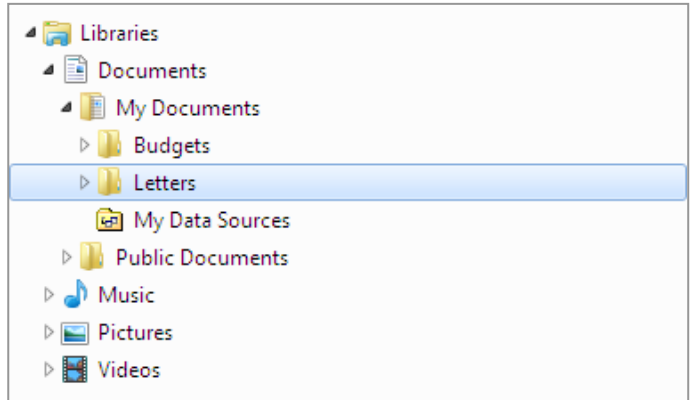
method. When you use **Cut** and **Paste**, you are actually removing the folder and its contents from its existing location and moving it to another location.

Try This Yourself:

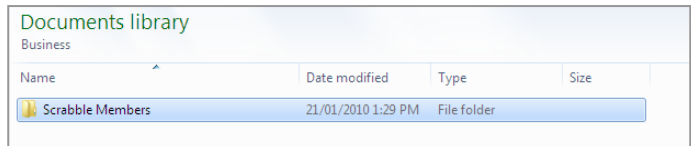
Before starting this exercise ensure you are viewing the Windows Explorer window...

- 1** Navigate to the **Letters** folder in **Documents > My Documents**
- 2** Double-click on the **Business** folder in the right pane to open this folder
You will create a new folder...
- 3** Click on **[New folder]** in the toolbar
- 4** Type **Scrabble Members** and press
This folder should've been created in Personal...
- 5** With the **Scrabble Members** folder selected, click on **[Organise]** and select **Cut**
- 6** Navigate to the **Personal** folder in the **Letters** folder
- 7** With the **Personal** folder selected in the **Navigation** pane, click on **[Organise]** and select **Paste**
- 8** Navigate back to the **Business** folder in the **Letters** folder
You will notice that the Scrabble Members folder no longer exists in this location...

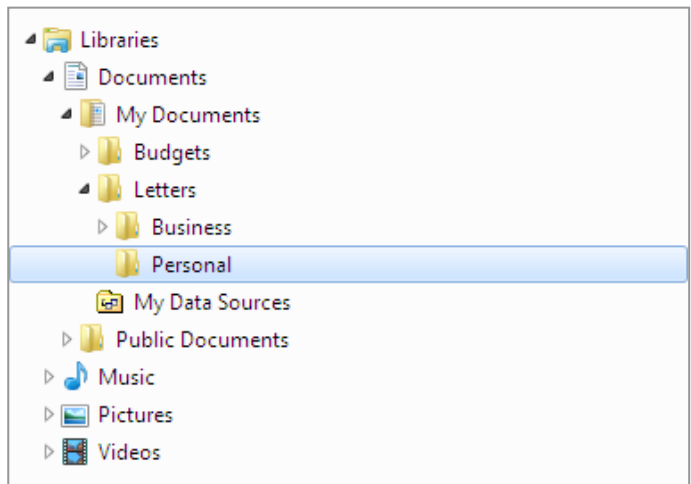
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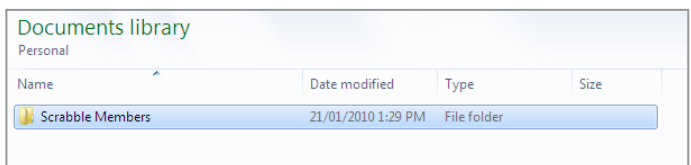
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For Your Reference...

To move folders from one location to another:

1. Select the folders to move
2. Select **[Organise] > Cut**
3. Navigate to the destination folder
4. Select **[Organise] > Paste**

Handy to Know...

- When you move a folder, anything in it, including subfolders and files are also moved to the destination location.
- **Ctrl + C** is the keyboard shortcut for **Copy**.
- **Ctrl + V** is the keyboard shortcut for **Paste**.

RENAMING A FOLDER

Sometimes you just don't get the name of a folder right when it is created – perhaps you've made a typing mistake or you want to call it something else. Fortunately, Windows 7 allows you to easily **rename** a

folder even after the folder has been created, and even if it contains subfolders and files. Renaming a folder has no impact on the contents of the folder itself.

Try This Yourself:

Before starting this exercise ensure you are viewing the Windows Explorer window...

1 Navigate to the **Personal** folder in **Documents** > **My Documents** > **Letters**

2 Click on **Scrabble Members** in the right pane to select it

3 Click on **[Organise]** and select **Rename**

The folder appears in Edit mode, waiting for you to type in a name

4 Type **Scrabble Club**

5 Press **Enter**

The folder has been renamed...

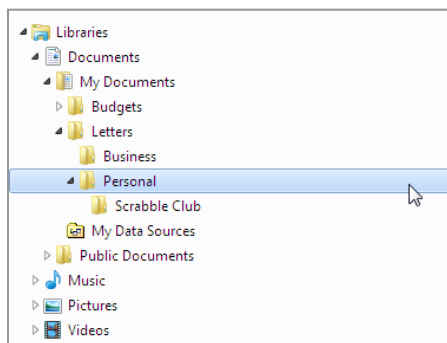
6 Navigate to the **Budgets** folder in **My Documents**

7 Right-click on **Business** in the right pane to display a shortcut menu

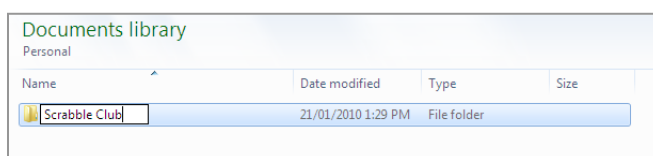
8 Select **Rename**

9 Type **Management** and press **Enter**

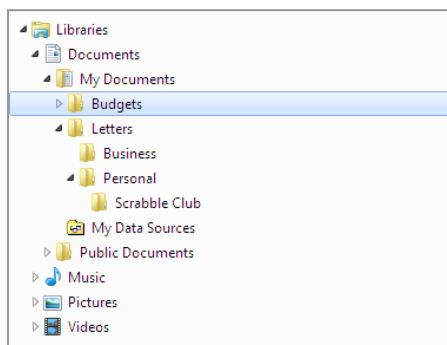
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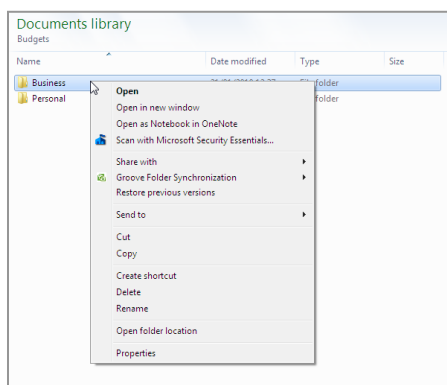
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For Your Reference...

To rename a folder:

1. Click on the folder to select it
2. Select **[Organise]** > **Rename**
3. Type the new name and press **Enter**

Handy to Know...

- There are certain characters that you cannot not use in folder and file names. These include the forward slash (/), backslash (\), full stop (.) and colon (:). Allowable characters include the underscore (_) and the dash (-).

DELETING A FOLDER

You will need to delete folders from time to time as they become obsolete and are no longer needed. Folders can quickly and easily be deleted in Windows 7. When you delete a folder you are also deleting the

contents, such as other folders and files, of that folder. Deleted folders are placed in the **Recycle Bin**, so are recoverable until you permanently delete them from the Recycle Bin.

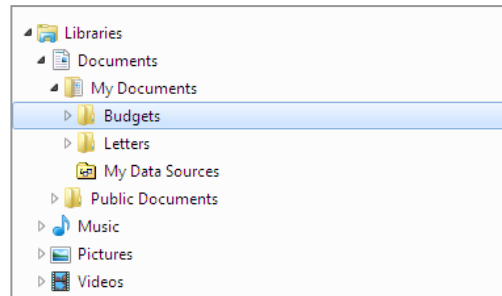
Try This Yourself:

Before starting this exercise ensure you are viewing the Windows Explorer window...

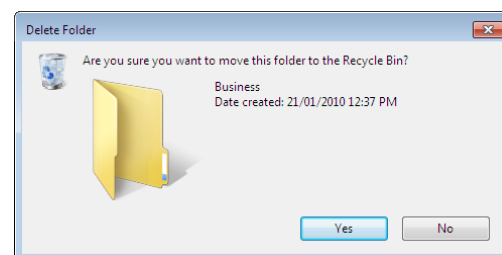
- 1** Navigate to the **Budgets** folder in **My Documents**
- 2** Click on the **Business** folder in the right pane to select it
- 3** Click on **[Organise]** and select **Delete**
You will be asked whether you're sure you want to move the folder to the Recycle Bin...
- 4** Click on **[Yes]** to confirm the deletion
- 5** Click on the **Budgets** folder in the **Navigation** pane to select it
- 6** Right-click on the **Budgets** folder to display the shortcut menu
- 7** Select **Delete**, and then click on **[Yes]** to confirm the deletion
- 8** Click on the **Letters** folder in the **Navigation** pane to select it
- 9** Press **[Del]** to delete the folder, and click on **[Yes]** to confirm the deletion

All previously-created folders in My Documents will now have been deleted...

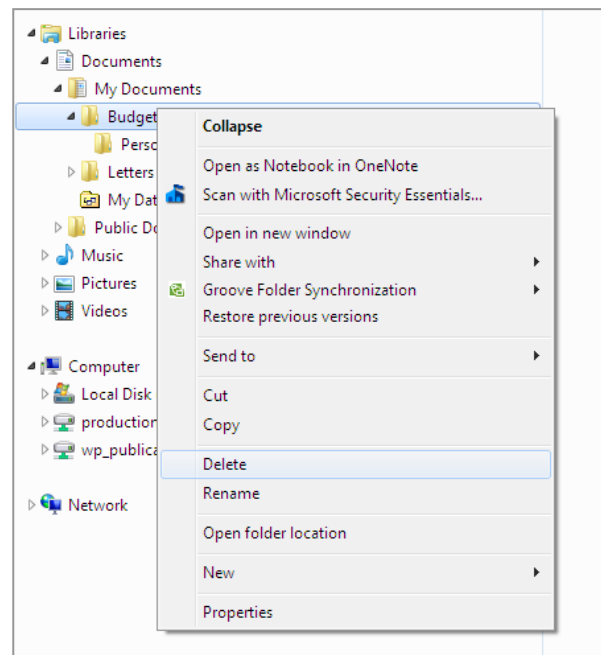
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For Your Reference...

To delete a folder:

- Select the folder, press **[Del]** and click on **[Yes]**, or
- Right-click on the folder and select **Delete**, or
- Select the folder, select **[Organise] > Delete**

Handy to Know...

- In some computer-networked environments, such as your workplace, you may find that deleted items bypass the **Recycle Bin** and are permanently deleted, so be careful before deleting anything, as you may not be able to retrieve it.



VIEWING THE HIERARCHY PATH

The **Address** bar in Windows Explorer graphically displays the **path** (location) of the selected folder. Each segment of the address represents a folder. However, there may be times when you want to

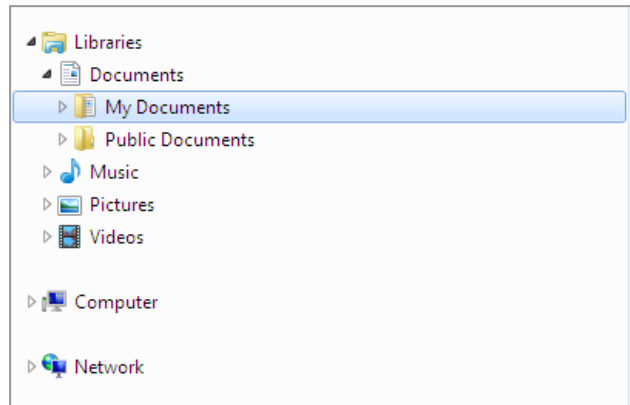
identify where a particular file is stored on your computer. Computers use a formal addressing scheme for a folder path which you can also view in the Address bar.

Try This Yourself:

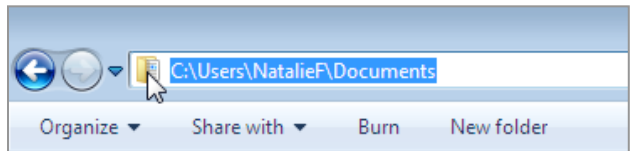
Before starting this exercise ensure you are viewing the Windows Explorer window...

- 1** Navigate to the **My Documents** folder in the **Navigation** pane, and select **My Documents**
Note the Address bar displays the path...
- 2** Click on the icon  at the beginning of the **Address** bar to see the address expressed as a formal path
- 3** Press **Esc** or click on an empty area of the window to see the default expression again
- 4** In the **Navigation** pane, navigate to **Libraries > Music > My Music**
- 5** Click on the icon  at the beginning of the **Address** bar to see the address expressed as a formal path
- 6** Press **Esc** or click on an empty area of the windows to see the default expression again
- 7** Navigate to the **Program Files** folder in **Local Disk (C:)** and display the formal path in the **Address** bar

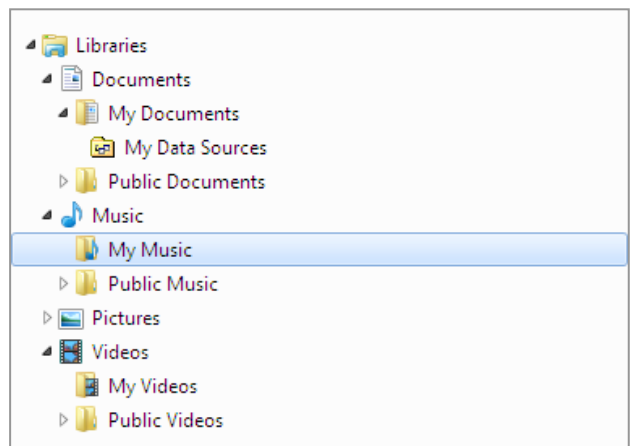
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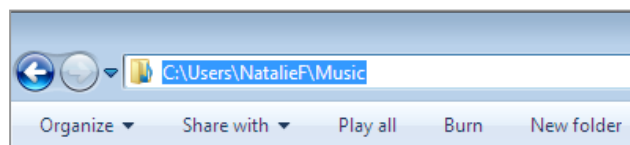
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For Your Reference...

To see the formal file or folder path in the **Address** bar:

1. Click on the icon  at the left of the address in the **Address** bar

Handy to Know...

- If you click on the down arrow  at the right of the **Address** bar you will see the recent folders you've visited expressed in formal file path syntax.



CHANGING FOLDER VIEWS

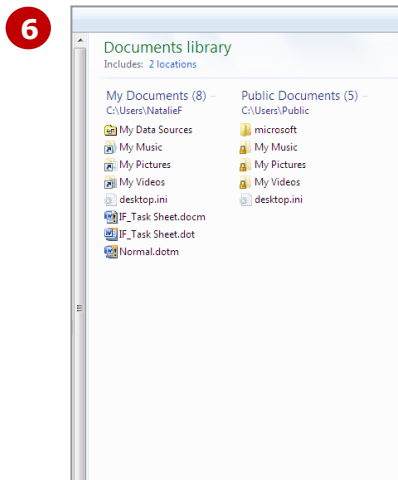
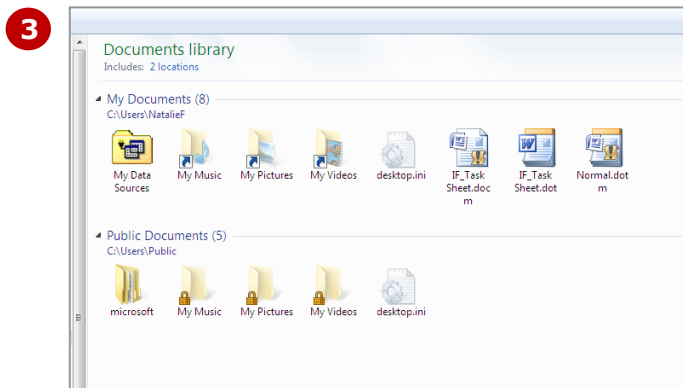
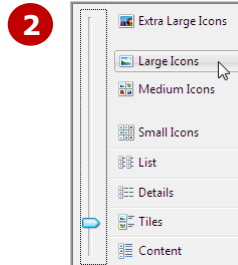
The way items (folders and files) are displayed in Windows Explorer can be changed to suit your preferences. Views can be changed by using the **View** menu on the toolbar. Windows 7 uses icons to

graphically represent folders and files. You can change the size of the icons, or instruct Windows 7 to display items in a list, or with more details that show the creation date, location, and the like.

Try This Yourself:



Before starting this exercise ensure that Windows Explorer is open...

- 1** Click on **Documents** in the **Navigation** pane
The contents of Documents are displayed in the right pane...
- 2** Click on the drop arrow  for the **Views** button  to the right of the toolbar to see a menu of different views
The item where the slider is positioned is the current view...
- 3** Select **Large Icons** to see the items with large icons
- 4** Repeat steps **2** and **3** to view items as **Medium Icons**
- 5** Repeat steps **2** and **3** to view items as a **List** rather than with icons
- 6** Repeat steps **2** and **3** to view items as **Details** to view the items in a list with more details
- 7** Repeat steps **2** and **3** to view items as **Tiles**



For Your Reference...

To change the way you view folders in **Windows Explorer**:

1. Click on the drop arrow  for **View**  on the toolbar
2. Use the slider to select the desired view

Handy to Know...

- When you change a view, you are only changing the way you view items within that folder. To make changes to the way you view all folders and files, first change the view to your preference, select **[Organise] > Folder and Search** options, click on the **View** tab and then click on **Apply to Folders**.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with folders** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**