

File Management – Where did it go?

Teachers College Summer Workshop

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To Think About –

The Beginning of Wisdom is to Call Things by the Right Names

-- Chinese Proverb

What is it? - A process by which files are logically grouped in directories/folders.

- File - One specific document or object
- Folder - Container that holds files and/or objects.
- Directory/Folder - Container that holds files and/or objects.

What is the difference between directory and folder?

- For most purposes, they are interchangeable however:
 - "Folder" is more of a Macintosh term
 - "Directory" is more of a DOS, UNIX, etc. term – Usually associated with a server

Why is file management for the web different for web files?

- Traditional files do not typically have a means of connecting with each other.
- Web file management is all about managing the paths that connect files with each other.

Think of your computer file management in the same way you would think of a metal filing cabinet.

Managing Paper Records – What we used to do!

- File documents alphabetically, numerically, geographically, and chronologically
- Retrieve documents from files
- Use appropriate cross-reference notations

Managing Electronic Records – What we do now!

- Label, store, access, back up and use files and disks appropriately
- Create and use appropriate file names and folders to organize information in a logical way
- Save, retrieve, move, copy, delete, and rename files and folders as necessary

Effective Data Storage and Retrieval –

When you create a document, the first thing you need to do is save it. Because you will want to retrieve the document at a later date, where you save the file and what you name it are crucial elements is eliminating time and frustration.

Questions: Where do you want to save the files? Knowing your options is essential for making wise choices. Ask yourself the following questions:

How will I decide where to save this file?

Will I only use this file while working on this computer?

Will I want to have access to the file from another computer?

Will I have several files that are the same topic that should be filed together in a folder?

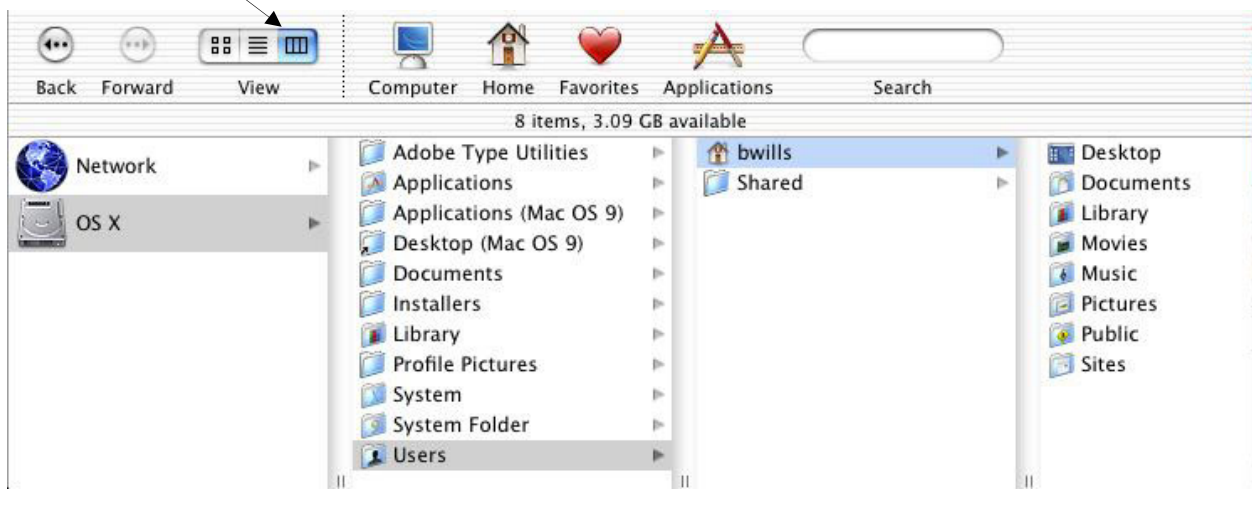
What type of naming convention will I adopt when saving files?

Creating a Personal Storage Area:



Macintosh HD – Saving a file to the Macintosh HD, will place the file to your computer Hard Drive. To organize your files you will want to develop a folder structure. The most logical place to create your folder hierarchy is already in your Documents folder that is on your hard drive in your Home Folder.


Finding the Documents Folder – Double Click on the Macintosh HD icon on your desktop. In the List View, Mouse click on the hard drive icon, Mouse click on Users, Mouse click on your home folder, mouse click on documents.



Or you can Mouse Click on the **GO** menu choice, select the Home icon

Double Click on the Documents icon in the window.



	<p>To make Finding the Documents Folder easier, place the folder in the Dock.</p> <p>Mouse Click on the Document folder, hold down the mouse button and drag the icon onto the Dock. A shortcut to the folder (not the folder itself) will be placed on the Dock.</p>
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Next: Create Sub Folders in the Documents Folder

Mouse Click on the Documents Folder in the Dock

Mouse Click on the File Menu choice

Select New Folder

Automatically a new Folder named Untitled will appear in the Documents Folder

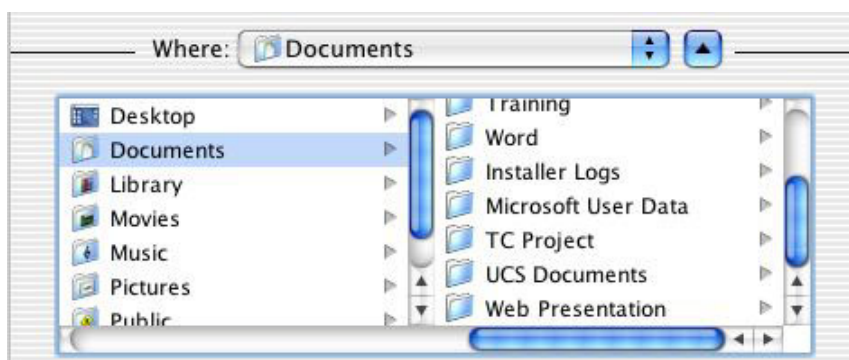


To Rename the Folder: Mouse click on the folder name and type in a new one.

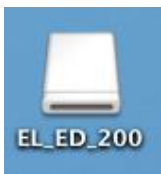
Placing Your File In The Subfolder

If the file is already created: open the documents folder, open the subfolder, mouse click and drag the file to the folder window.

If the file is a new file: Mouse click on File, Save As, and select the subfolder:



Placing Your File on a Removable Disk to Make them Portable



Removable Disks – Traditionally, Macintosh computers DO NOT have disk drives for removable disks, neither floppy nor zip. If you use a removable disk, you will need an EXTERNAL USB drive connected to your computer. Once the external disk drive is connected to your computer **and** the removable disk is placed in the drive, an icon of the disk will appear on the desktop.

Use the same subfolder structure as you developed on your Hard Drive.

Where Did the File Go??? Where Did I Put It?

There is no great mystery about saving documents. A document will go wherever you put it. However, if you don't pay attention, it's likely to end up where you least expect it. A few tips about saving documents:

1. What **DISK** is it on? You can save it anywhere—but you have to tell the computer where you want it.
2. What **FOLDER** is it in? Once you've chosen the disk, you must then select the folder. You can put it in any folder you want. Better you should choose the folder than the computer.
3. What is the **NAME OF THE FILE**? You can call it anything you like, but remember try to keep it descriptive and simple? Make sure the Append File Extension box is checked!

4. What is the **EXTENSION**? At the end of the filename is a period followed by three letters (characters). This information is so the computer can recognize what application the file is associated with. An example would be that all .doc files are Microsoft word files and files that have this extension can be opened with the Word application either on a PC or a Mac.

"SAVE AS" vs. "SAVE"

The first time you save a document, you want to click on "File" then "Save As." The "SAVE AS" command gives you the opportunity determine where the file is to be saved as well as the name of the file. Any time you save the file after it has been named, you can simply click on "File" then "Save" and it will automatically be stored under the same name and in the original location. The new file will overwrite the old one, replacing it on your disk.

Retrieving a Document

Retrieving a document is simple, once you know how to save a document. It's the same process in reverse. Let's assume that yesterday you saved a file named "test.doc". Today, you want to go back and add to it.

There are three ways to retrieve a file:



1. If this is a file you worked on recently, you may be able to find the file in Recent Items in Documents under the Apple file menu. If the file appears in the list, simply select the file name and the application will automatically be launched.



2. If this is a less recently used file, mouse click on the Documents folder and open the subfolder where the document is saved. Double click on the document and the application will automatically be launched.



3. Instead of creating a new file you can **OPEN an existing file**. If the application icon is in the Dock, mouse click on the icon. Next select File, Open and select the file from the subfolder where the file is stored

In order to "Find" it, we will have to follow the same four steps we followed when we saved it:

- * What disk is the file on?
- * What folder is it in?
- * What is the name of the file?
- * What type of file is it? (.doc, .html, .jpeg)

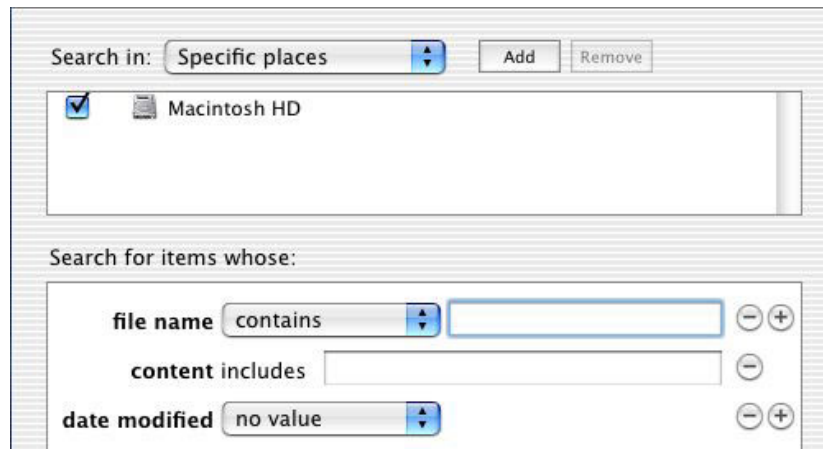
Finding a Lost Document

Retrieving a document is quite simple IF you remember where you put it in the first place. On the other hand, if memory games are not your forte, you will need some method for retrieving files when you can't remember where you put it. Fortunately, there is hope! Several methods are possible:

If the file is saved on the Macintosh HD, it will be much simpler to track it down. In the Finder Window, Mouse click on the File Menu, Select Find

Find... ⌘F

Next you will see the Find Window where you enter criteria for the search process. You can use this find file technique and search any removable disks AFTER you have connected the USB Drive and inserted the disk.



Backing up Files

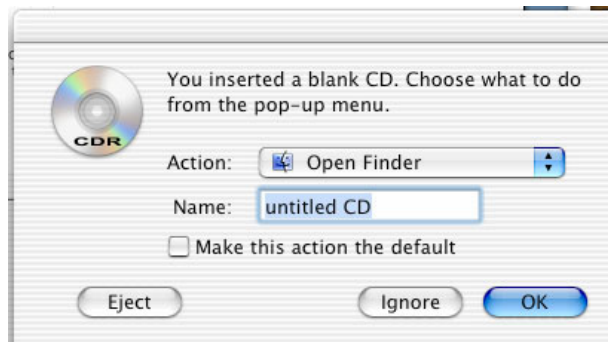
Make a Second Copy for Safe Keeping

Where Do I Create a Second Copy?

Since each iBook has a CD drive where you can record (write) files, the recommended method for creating a back up of your files, is by copying them to a CD.

To record a CD

Place the blank CD in the CDR Drive



Type a new name in the Name Field
Mouse Click OK

The Blank CD icon will appear on your desktop

Double mouse click on the CD icon to open the CD Window
Drag the files you want copied to the CD

To burn the files to the CD:

- Close the CD Window
- Drag the CD Icon to the Trash
- The icon will change to a Burn CD Icon
- You will see the window below

NOTE: Burning a CD without a third party software will close the CD so you won't be able to write any more files to the CD



Web File Management Is It Different?!

It is useful to think of your web site as a folder, just like the folder structure you have already established for your personal files. This folder can exist:

- ✖ On a disk, on the hard drive of a computer, or on a network drive
If your folder exists in one of these formats, it is not viewable by anyone else
- ✖ On a web server – If your web pages are on the Front Page Server, a folder was created for you when you set up your Front Page account. The folder is usually your user name.
To set up a Front Page account, go to:
<http://www.bsu.edu/web/frontpage/FrontPagePersonal/default.htm>
- ✖ Everything you create for your web goes into this folder. This folder should contain:
 - An index page that serves as the home page (beginning) of your web
 - Folders for each major page with an index page
 - Any related pages
 - An Images folder that contains all graphics used in the web

The main difference is all folders and files have a URL – or address associated with them. See Below:

