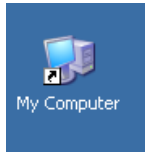


ITR Lunch and Learn



Start here to organize
your files!

Topic: File Management

Utilize **My Computer** as a starting point to organize your files

Increase Viewing area

- Press **F11** key to increase your viewing area
- Right-click the tool-bar, select Auto-Hide

Adjust Display of Files

- View → Tile, Icon, Thumbnail, List and Details*

Use Show in Groups

- Right click in the main Explorer pane, select “Arrange Icons By” and select **Show in Groups** (will not show if in List View)
- Once selected, the files will be sorted by alphabetical headings

Make a new Folder

- Select the Make a New Folder button from the left pane
- Or Right-click in the window, Select New → Folder

Select Multiple Files

- Hold the **Shift** key down to select adjacent files
- Hold the **Ctrl** key down to select non-adjacent files

Copy files or folders

- Select the files and folders you wish to copy.
- Right-Click, select Copy (or **ctrl** + **C**), browse to destination, right-click → Paste
- Or Select the copy to button (on the left pane). Then in the Copy Items dialog, navigate through the folders until you find the destination folder (or use Make New Folder to create a new destination), and click Copy.

Rename files or folders

- Click the file or folder you wish to rename and click the Rename task (on the left pane). The item's name will be highlighted, ready for editing.
- Type in the new name and press Enter.

Delete files or folders

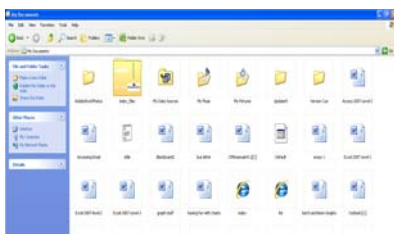
- Deleting files or folders couldn't be simpler:
- Click the items you wish to delete.
- Click the Delete task.

Add Sort Options to Detail View

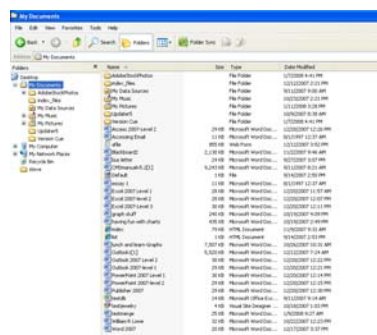
- Under Detail View, the right pane contains a series of details listed across the top
- Click on any of the columns to sort order
- To add additional columns to sort by....click View → Choose Details...and the Choose Details Property Sheet will open. You can add up to 28 other details to sort by!



Use the Folders button to
toggle between Views



Example of Task Pane View



Example of Explorer View



Topic: File Management

Change My Computer to open in Explorer mode

- Launch My Computer > Tools > Folder Options... > File Types tab
- Select the icon for (NONE) Folder and click the Advanced button
- In the Actions List, select Explorer and click Set Default
- Click OK and Close

Rename Multiple Files (great for all the photos uploaded from your digital camera)

- Rather than renaming one file at a time, XP contains a built-in file rename function.
 - Order the files by creation date (optional step, but helpful)
 - Select the files you want to rename, using Ctrl or Shift
 - **Right-click on the first file in the group**, click Rename.
 - Type the new filename in the following format:
filename (1).ext (example, Christmas2007 (1).jpg)
 - Each file will now be sequentially renamed in creation date order
 - Example: Christmas2007(1).jpg, Christmas2007(2).jpg, Christmas2007(3).jpg

Folder templates

There are seven templates to choose from:

- Documents (for files of any type);
- Pictures (for large numbers of graphics files);
- Photo Albums (for limited numbers of graphics files);
- Music (for audio files and playlists);
- Music Artists (for audio files by a single composer or artist);
- Music Albums (for tracks from one album);
- Videos

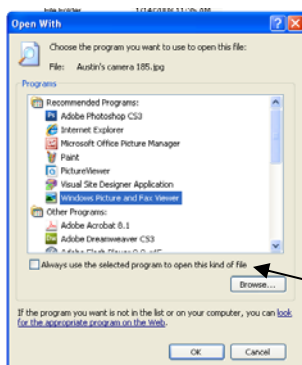
To select a template for a folder:

- Right-click the folder's icon, choose Properties from the pop-up menu.
- Click the Customize tab.
- Select the appropriate template from the Use This Folder Type As A Template drop-down list and click OK.

By choosing a folder template appropriate to the folder's content, you gain a whole new set of organizational tools! The Details view of Music folder, for example, now displays information such as album title, track number, track length, and the photo folder will give you an option to view as a slide show.

Got a file opening in the wrong program?

- Right-click,
- Select Open With → Choose Program.
- If needed, check off always use the selected program to open this kind of file..."



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Topic: File Management

P: Drive

The P drive is your own personal workspace on the college network. All employees and students have P drives. The P drive is accessible on any college network computer. You can even access your P drive from home!

The drive is secure and backed up nightly. The **public** folder can be accessed by anyone on campus. Use your **personal** folder for confidential files.

Note: Files located in the P: drive can be seen by anyone, unless placed in the Private folder!

Access you P: drive from home (Windows XP directions)

You will need to create a VPN connection

- Click on Start → control panel
- Click on Network Connections.
- Click on Create New Connection.
- When the Wizard starts, click Next.
- Click on Connect to the Network at My Workplace.
- Click on Virtual Private Network Connection.
- Type LC VPN Connection in the company name box. Click Next.
- Click on Do Not Dial the initial connection. Click Next.
- Enter the following numbers and periods exactly as they appear in the host name box: 161.115.6.2
- Click Next.
- Click on My use only. Click Next.
- Click on Add Shortcut to Desktop. (if desired). Click Finish.
- Click the Short Cut Icon that has been created on your desktop to connect to the LC Network.
- When connecting you will be presented with a login box asking for your LC user ID and password.
- When you are prompted for a log-in, in the user name box, please type: **Lynchburg-edu** in front of your user name, then enter your password.
for example: **Lynchburg-edu\harrington_a**
- Once you Log-in and have a connection, go to "My Computer", click inside the address bar and type: <\\lc-nas1\people\yourusername>
for example: \\lc-nas1\people\harrington_a

Set Word and Excel to Save to P drive automatically

For Word 2003:

- Tools → Options (Office 2007: Office Button → Word Options)
- File Locations Tab, click modify
- Browse to P: drive, and select a specific folder (such as private)

For Excel 2003:

- Tools → Options (Office 2007: Office Button → Excel Options)
- Choose the General tab. In the default file location field, type P:\

For PowerPoint 2003:

- Tools → Options → Save tab (Office 2007: Office Button → PPT options)
- In the default file location field, type P:\

Access a co-worker's public folder (P:)

- Click Start → Run
- Type the following: <\\lc-nas1\people>
- Locate co-workers folder from list, select the public folder



Other File Back up Options:

- External Hard drive
- USB flash drive
- CD writer

Remember: *Backing up takes time and the speed will vary based on your computer's available memory/processor type*