

# Welcome to **Windows 7**



## Lesson 5: Storing Files

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# Storing Files

■ In this lesson, you will:

- ▲ Create new folders and subfolders to organize your files
- ▲ Move and copy folders and files
- ▲ Delete folders and files
- ▲ Restore folders and files from the Recycle Bin
- ▲ Organize digital pictures
- ▲ Copy (burn) folders and files to CDs and DVDs

# Creating Folders

- The purpose of folders in Win 7 is to organize the thousands of files on your computer
- Conventions for creating new folders:
  - ▲ Can be created in another folder, on a drive, or on the Desktop
  - ▲ Folder naming conventions are the same as those for naming files
  - ▲ You cannot have two folders with identical names in the same location

# Creating Folders

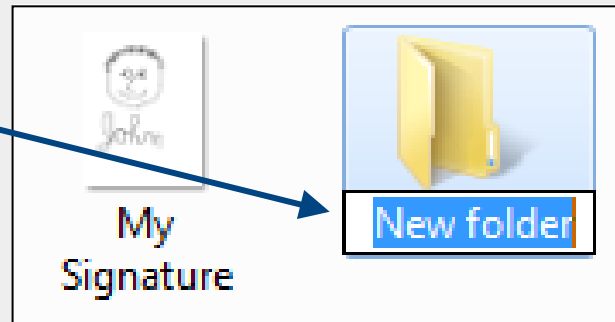
- Two commonly used procedures for creating new folders:

- ▲ New Folder button

- ▲ Right-click method



**Click the New Folder button to create a new folder**



**A new folder is created ready for you to type a name**

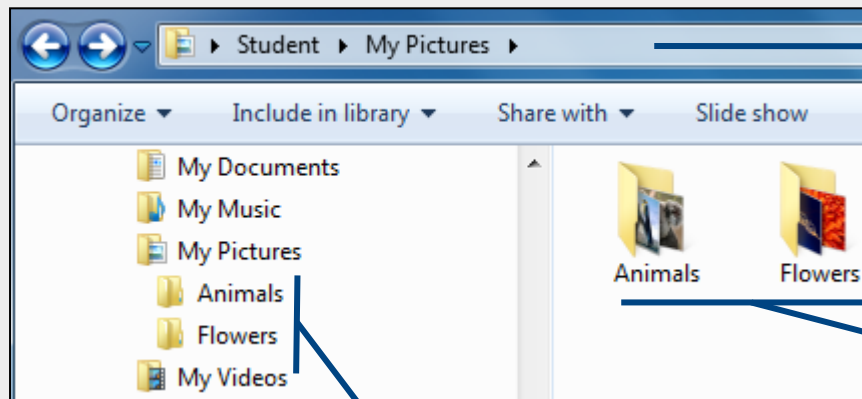
# Renaming Files or Folders

- Two commonly used procedures for renaming folders:
  - ▲ Toolbar menu
  - ▲ Right-click method

# Creating Subfolders

- When a folder gets filled with files, you may want to divide the files into groups using subfolders
  - ▲ Subfolders can have their own subfolders

 **TIP!** *Subfolders are also called nested folders.*



The address bar path displays the present folder location

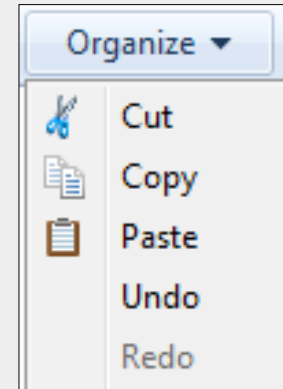
The My Pictures folder has two subfolders nested inside

The Folders pane also displays the nested folders

# Moving / Copying Folders and Files

## ■ Cut, Copy, and Paste Method

- ▲ Cut—Deletes a selected file/folder from its present location and pastes it to a new location
- ▲ Copy—Leaves a selected file/folder in its present location and pastes it to a new location
- ▲ Paste—Inserts (into the folder/drive currently open) a copy of the last file/folder cut or copied
- ▲ Undo—Undoes the most recent Paste command



# Moving / Copying Folders and Files

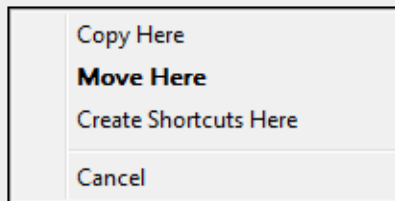
## ■ Drag and Drop Methods

- ▲ A ScreenTip displays the default action (Move or Copy) and the name of the folder/drive where the object is being dropped



ScreenTip

- ▲ Using the right mouse button lets you choose Copy Here or Move Here from a pop-up menu





# Selecting Multiple Folders/Files

- Select multiple contiguous (adjacent) folders/files
  - ▲ Use the **Shift** key
- Select multiple non-contiguous folders/files
  - ▲ Use the **Ctrl** key
- Select a group of files by dragging
- Select all folders/files
  - ▲ Use a folder window toolbar or **Ctrl** + **A**

# Deleting Folders and Files

## ■ The Recycle Bin

- ▲ Temporary storage place for folders/files deleted from internal or external hard disk drives
- ▲ Win 7 puts an icon linked to the Recycle Bin folder on the Desktop

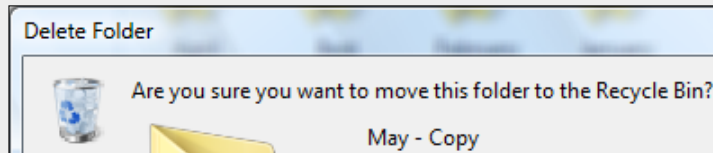


- ▲ Folders/files in the Recycle Bin can be restored to their original locations

# Deleting Folders and Files

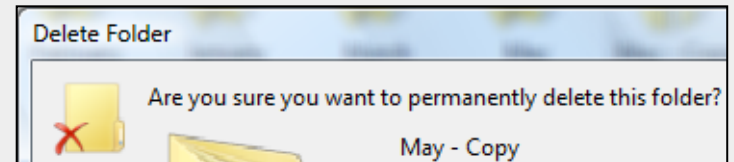
## ■ From Hard Disk Drives

- ▲ Folders/files deleted from the hard drive or external devices recognized as hard drives are sent to the Recycle Bin



## ■ From Removable Storage

- ▲ Folders/files deleted from removable storage devices (e.g., USB flash drives) are *permanently deleted*, not sent to the Recycle Bin



# Restoring Folders and Files

- Deleted folders/files in the Recycle Bin folder can be restored (moved back) to their original locations

Restore this item

Restore all items

Restore the selected items

The restore button label changes depending on the items selected.



*All folders/files in the Recycle Bin are permanently deleted when you choose Empty the Recycle Bin.*

# Organizing Digital Pictures and Videos

## ■ Via Folders

- ▲ Create folders and subfolders with logical names
- ▲ Without organization, you will end up with the digital equivalent of a cardboard box jammed with pictures

## ■ Via Windows Photo Gallery

- ▲ Works with any Win 7 folder structure
- ▲ Filter and view pictures using the following criteria:
  - ◆ All Pictures and Videos
  - ◆ Tags
  - ◆ Date Taken
  - ◆ Ratings
  - ◆ Folders

## ■ Via Organizer and Album Programs

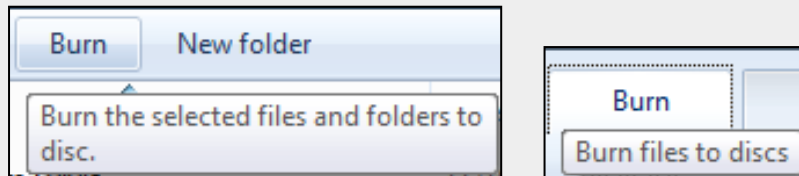


***Microsoft has a website called Windows Live Essentials, where additional software can be downloaded without cost.***



# Burning CDs and DVDs

- *Burn*—To copy (write) files onto a disc
- People burn CDs/DVDs for three purposes:
  - ▲ To transport folders/files to other computers or devices
  - ▲ To back up (archive) folders/files
  - ▲ To share folders/files with others
- Win 7 provides Burn buttons in various programs



**Burn buttons and ScreenTips look different in Explorer, and Media Player**

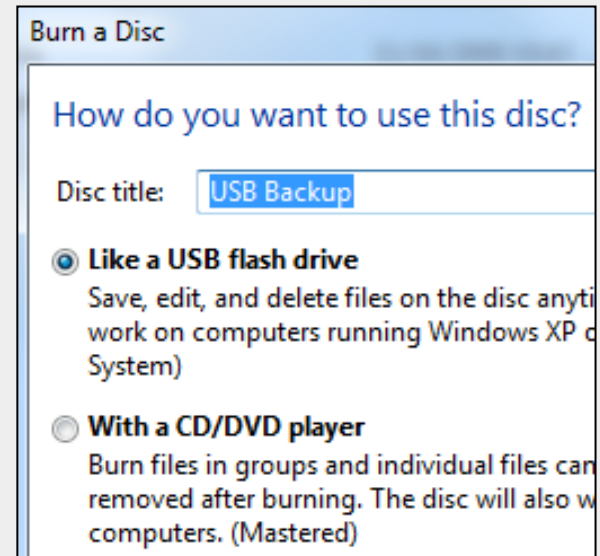
# Burning CDs and DVDs

- CDs and DVDs look alike, but they are quite different

CD/DVD Type	Stands for	Capabilities
R	Recordable	Write, but not erase, files Long-term storage (up to 30 years)
RW	Rewriteable	Write, erase, and rewrite files Not suitable for long-term storage of files
ROM	Read Only Memory	Read only; cannot write files Commercial CDs
DVD+, DVD-	Plus or Minus	Competing DVD formats; available in R, RW, and ROM High volume data storage and movies

# Burning CDs and DVDs

- Win 7's CD/DVD burning utility
  - ▲ Copy data, pictures, and video
  - ▲ Two formats
    - ◆ Like a USB flash drive (Live File System)
    - ◆ With a CD/DVD player (Mastered)



*The process of burning files to a disc can be much slower than copying files to a USB flash drive.*

- Third-party CD-burning utilities





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