

Managing your Files and Saving Documents

Managing your Files

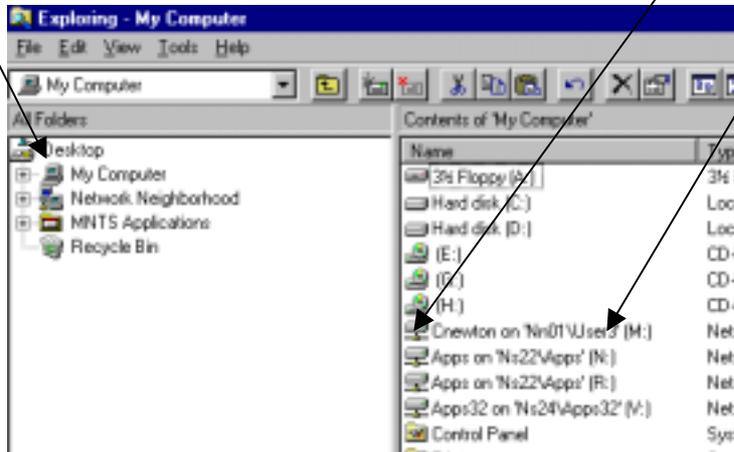
1. **Creating a main work directory:**

1 Double click on NT Explorer on the desktop:

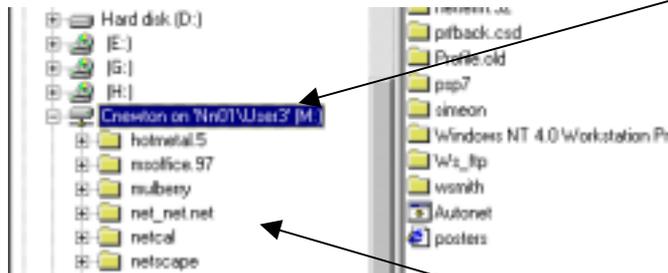


- 1.2 In NT Explorer find your reference on M:\ drive
The reference for this user is Cnewton on 'Nn01\User3' (M:). Yours should look similar
In order to find this you may have to double click 'Desktop' or 'My Computer'

Open up your M: drive space by double clicking here:

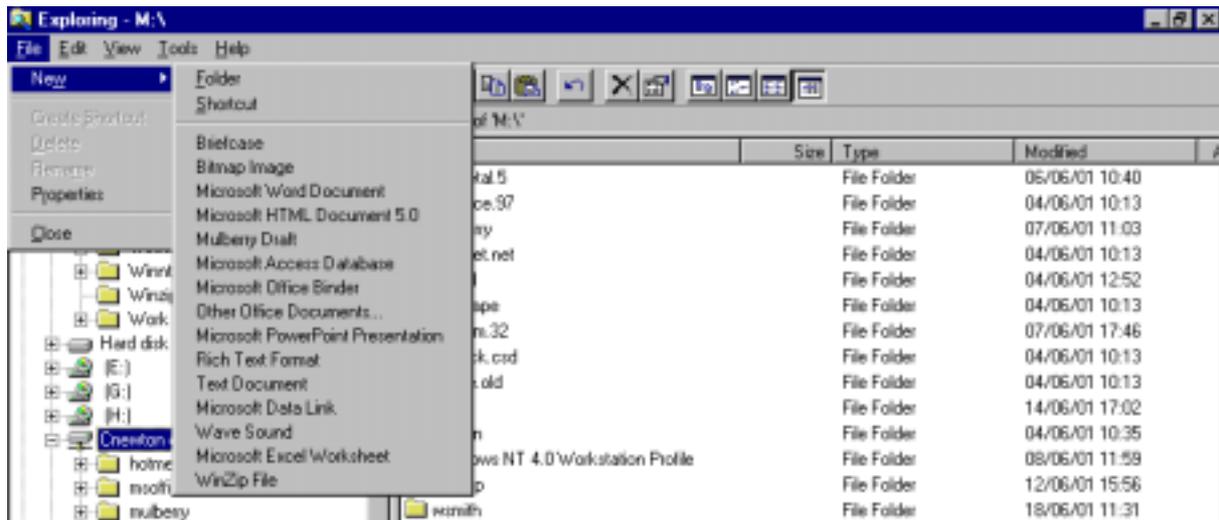


2. **Creating a new directory for all your work:**
- 2.1 Double click on your M: drive space Icon and make sure it is selected, like this:

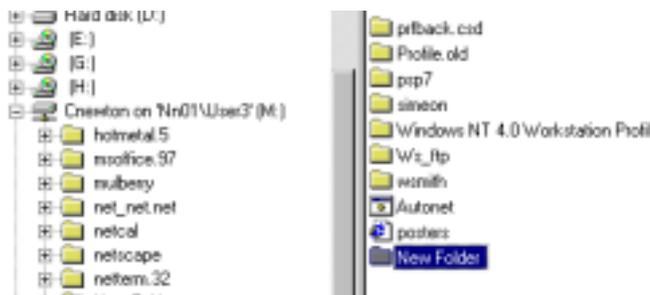


These files represent all the programs you can run from your M: drive.

2.2 With your M: drive selected, double click on: **File – New - Folder**



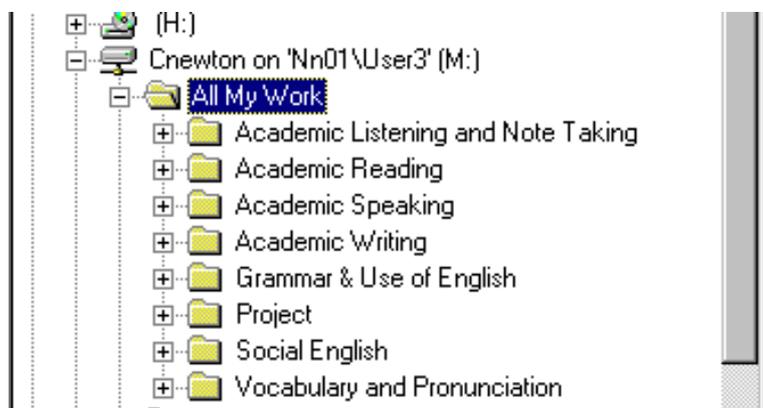
And this will appear:



2.3 In the highlighted (blue) area, type the name of the directory, for example: **All My Work**
 You are now ready to start creating sub-directories inside your directory 'All My Work'. To do this, make sure your directory 'All My Work' is selected and then repeat stage 2.2 above – but giving each directory a different name.

3. Task

3.1 Create a directory structure for your EAP Course which looks like this:

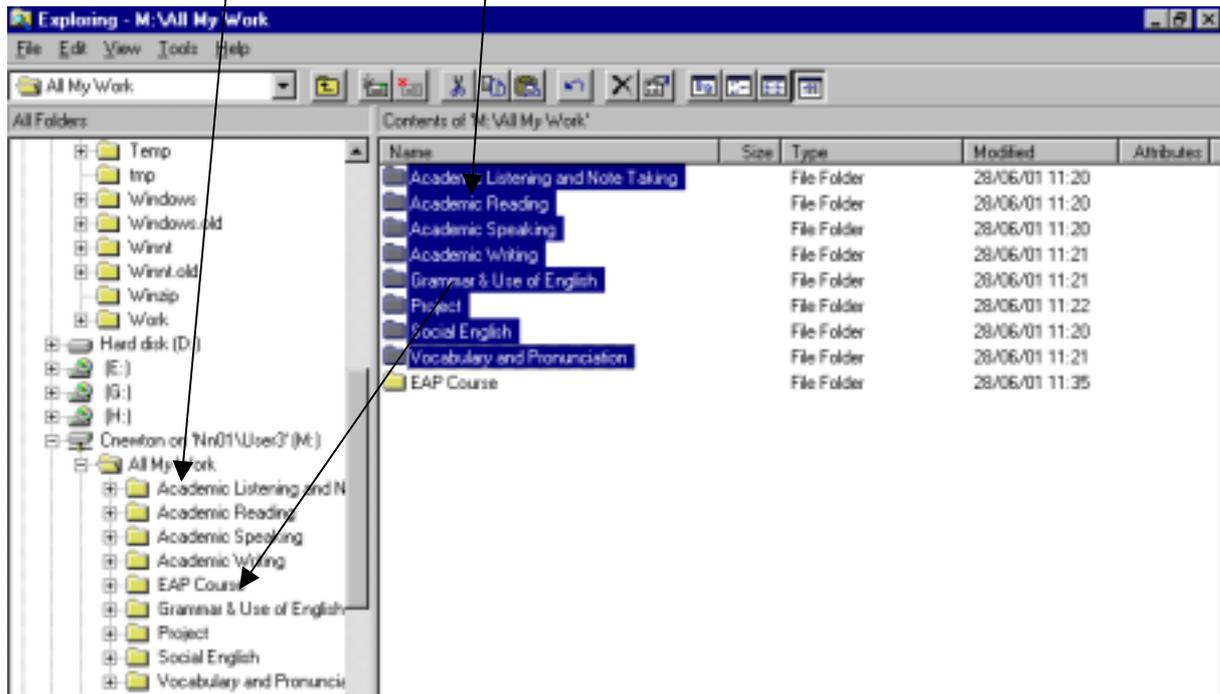


3.2 Oh no! A mistake! You realise that you should not have put all these directories directly **inside** 'All My Work'. You should have first created a course directory called: **EAP Course**, and then put all these directories inside that directory. So now create a new directory called **EAP Course** directly **inside** 'All My Work', and then move all your course topic directories like 'Project', Academic Reading, etc into the **EAP Course** directory. If you don't know how to do this, see 4 below.

4. Dragging and dropping directories

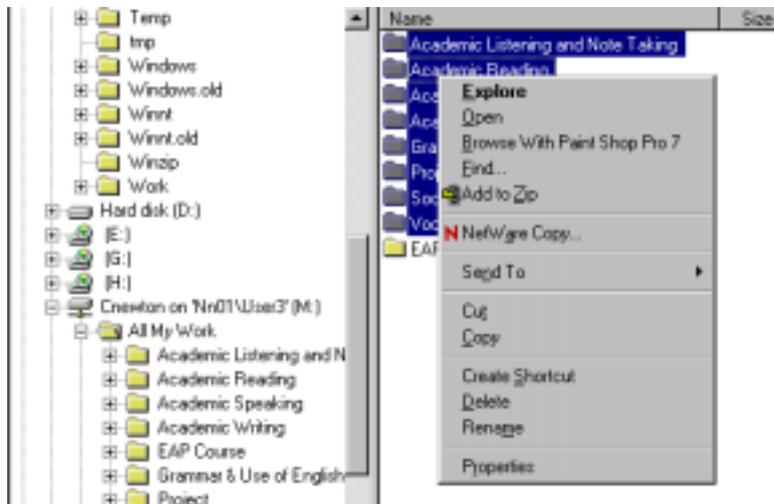
4.1 Double click on **All My Work** and notice that all directories appear on the left-hand side at the same level in the hierarchy as EAP Course. They should also appear in the right hand window.

4.2 Select them in the right-hand window, and then left click on the mouse. Hold the clicker down and drag all the directories across and into the EAP Course directory on the left.



OR

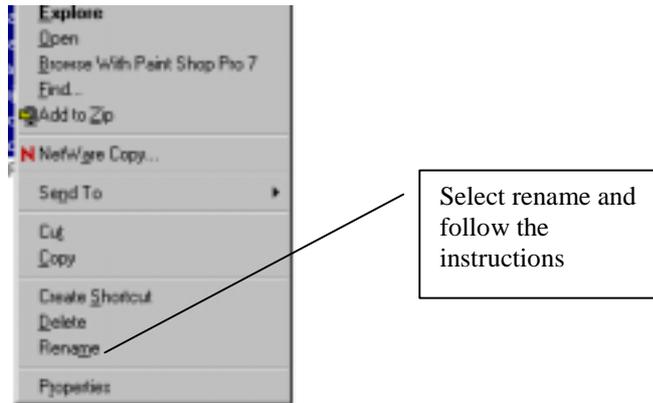
Select them in the right-hand window, then **right click** with the mouse. You will see this:



Select 'Cut', then right-click on EAP Course and select 'Paste'. The sub-directories move from All My Work into:
All My Work\EAP Course\...

5. Renaming and / or deleting a directory

5.1 Right click on a directory or sub-directory whose name you want to change. You will see this:



5.2 If you want to delete a directory. Click on delete. BUT REMEMBER this will delete everything you have inside that directory too. The difference between ‘Cut’ and ‘Delete’ is that ‘Cut’ stores the directory and its content in memory – but you must paste it somewhere else immediately.

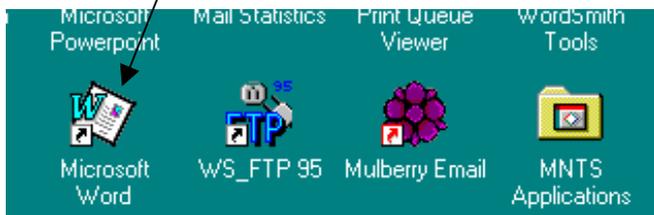
6. Task

Create another directory under ‘All My Work’ – and subdirectories for your course. Here are some of the subjects you might be studying:

<p>Computer Science Topics Introduction to Computer Systems Object-Oriented Programming in Java Algorithm Design and Implementation Software Engineering</p>	<p>Electrical Engineering Topics Cellular Radio Communications Advanced Digital Signal Processing Adaptive Signal Processing Program Development Organisation and Planning</p>	<p>Medicine Topics Sociology and Qualitative Research Human Immunity Modules: Clinical Diabetes Gynaecological and Reproductive Health The Well Woman and Screening</p>
<p>Business Topics Business Finance and Management Development and Industrialisation Entrepreneurship Environmental Management Human Resource Management Marketing Public Sector Management</p>	<p>Law Topics European law International Law Criminal Law Intellectual Copyright Judicial Systems</p>	

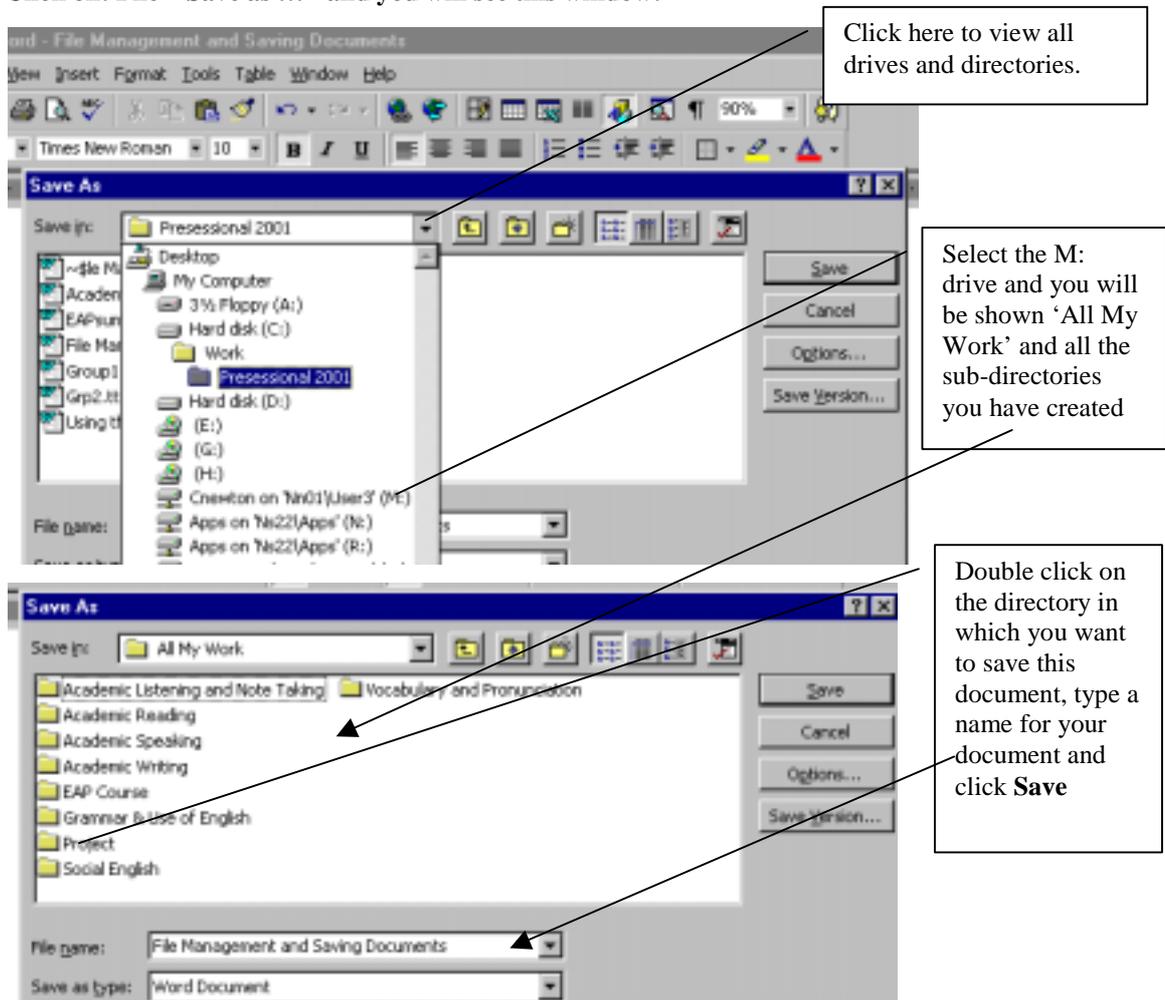
Saving Documents

1. Open MS Word from the desktop by clicking on the icon:



2. When word opens, type a brief description of yourself

3. Click on: File – Save as ... - and you will see this window:



4. Now close down the document you just saved, go back to the desktop, open NT Explorer and find the document you have just created.
5. You can rename, delete, drag and drop a Word document in NT Explorer in exactly the same way as you have practised with directories.