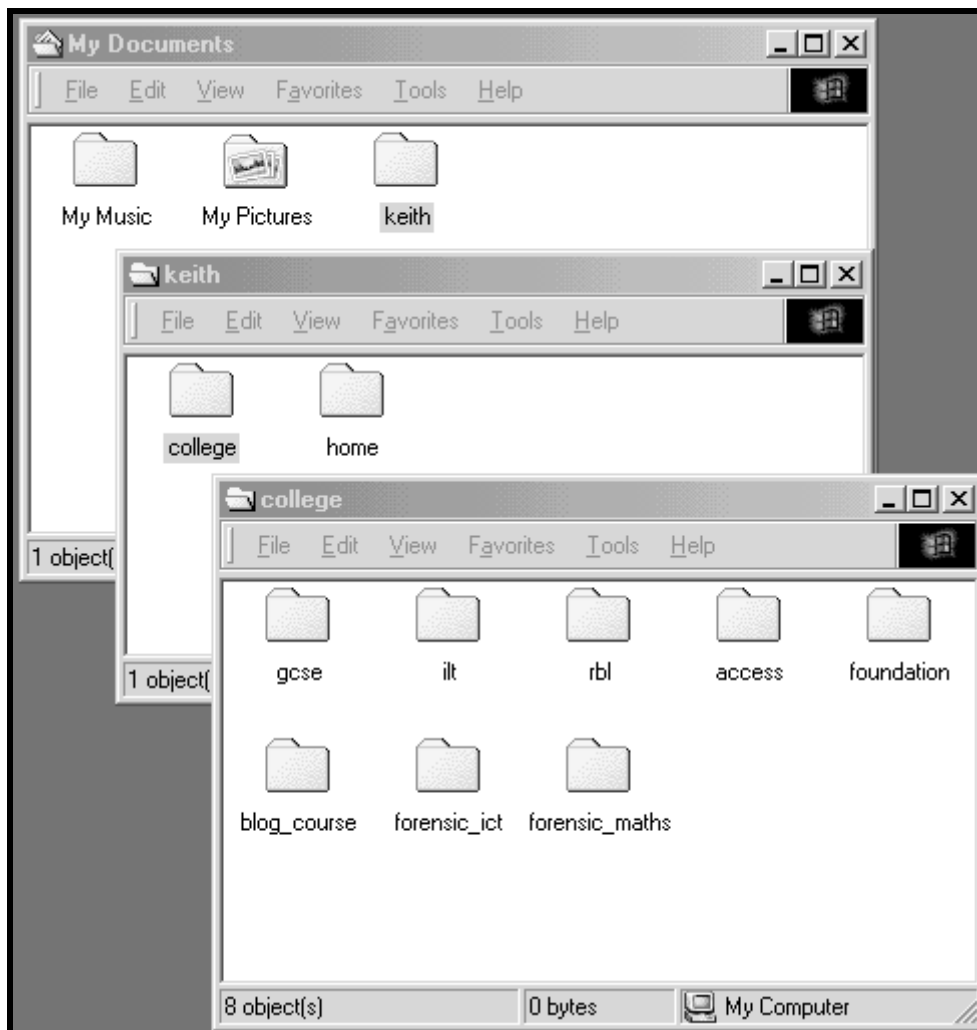


# Getting organised with your computer



This handout will explain

How to set up folders in the **My Documents** folder on the hard drive your home computer

- **How to save** files into these folders
- How to **copy files** to a floppy disc
- How to **copy files from a floppy disc** back to your hard drive

## Introduction

This guide has been produced to help you avoid the stress and panic that can result from a floppy disc failure – you can minimise any loss of data by **always having two copies** of documents.

You can use most of the procedures explained here with USB Pen drives.

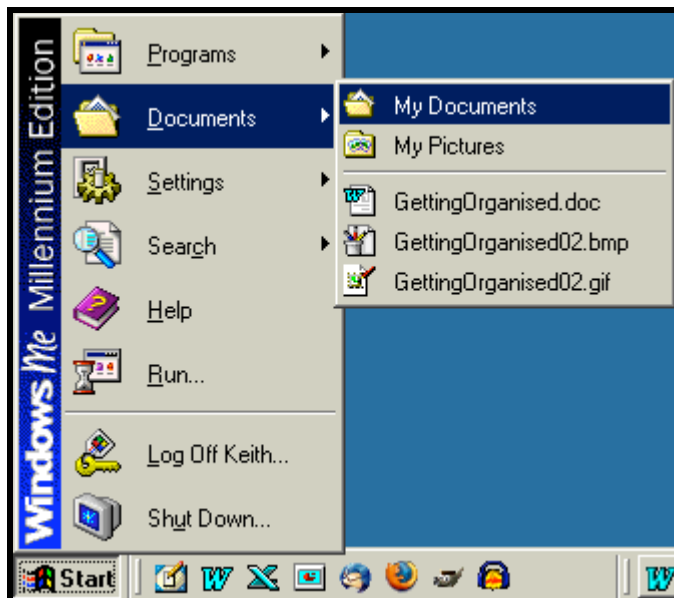
Using the hard drive of your home computer to store your work will have other benefits including speed of saving.

## Making folders in My Documents

You can access the **My Documents** folder by clicking on the



desktop icon or from the **Start** button (see screen grab below)

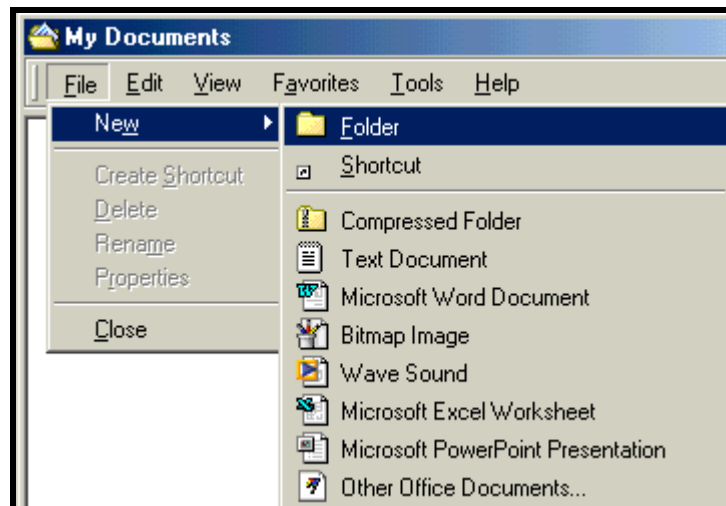


- Windows XP may have a slightly different appearance, but the **My Documents** folder can be found from the Start button.

Once you have the **My Documents** folder visible, you can make a new folder within My Documents to hold your work.

You just need to

- Click on **File | New | Folder** in the File menu
- The screen grab below shows the sequence



- A new folder will appear with the name '**New Folder**'



- You can **click in the folder name** to type something more meaningful...
- If you find that you can't type a new name, **just right click** over the folder and select '**Rename**' from the menu that appears



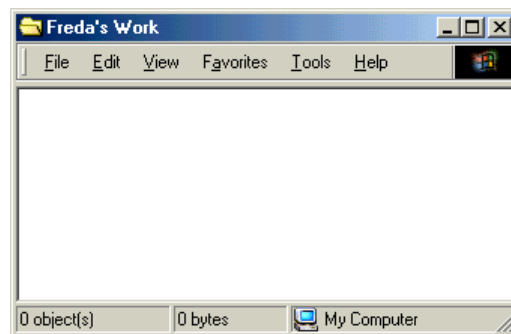
- Next, we change into that folder and **make some sub-folders...**

Making sub-folders enables you to keep work for different modules together and organised.

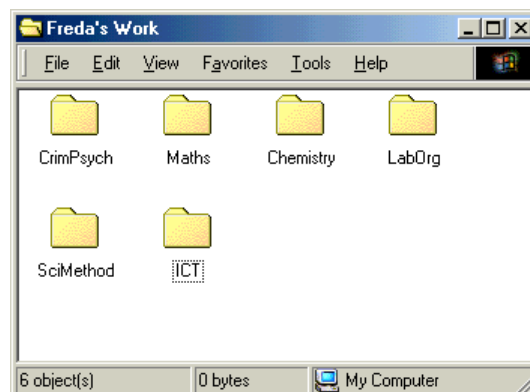
If you plan your study time, then you will find that in a given session on the computer, you will tend to be working with files associated with one module.

To change into your work folder and make subfolders, just

- **Double click** on your work folder
- A new empty folder window should appear with the title of the folder in the **title bar**



- Repeat the instructions for making a **new folder** in this folder (see if you can do that without looking back)
- **Make a folder for each subject** or module using abbreviations that you can recognise



- Next, you will see **how to save** work into these folders

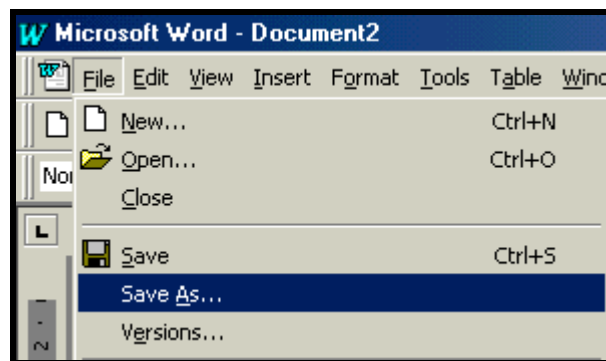
## Saving files into the folders

The instructions below are based on MS Word but will work in the same way for any Windows software

The best time to save a file *is as soon as you have typed the title* of the piece of work! You can save your changes as you type more into Word

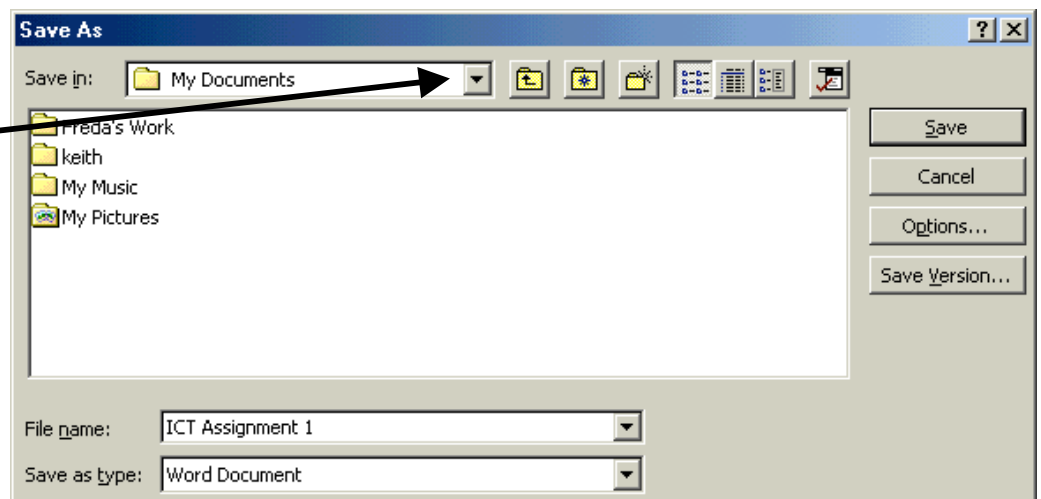
To save a new file into a folder, just

- Select **File | Save As...** from the **File** menu in Word




- The **Save As** dialog box will appear, probably already pointing to **My Documents**

Click **Save In:** if you can't see **My Documents** – you will see a list of places to save.  
Just pick **My Documents**



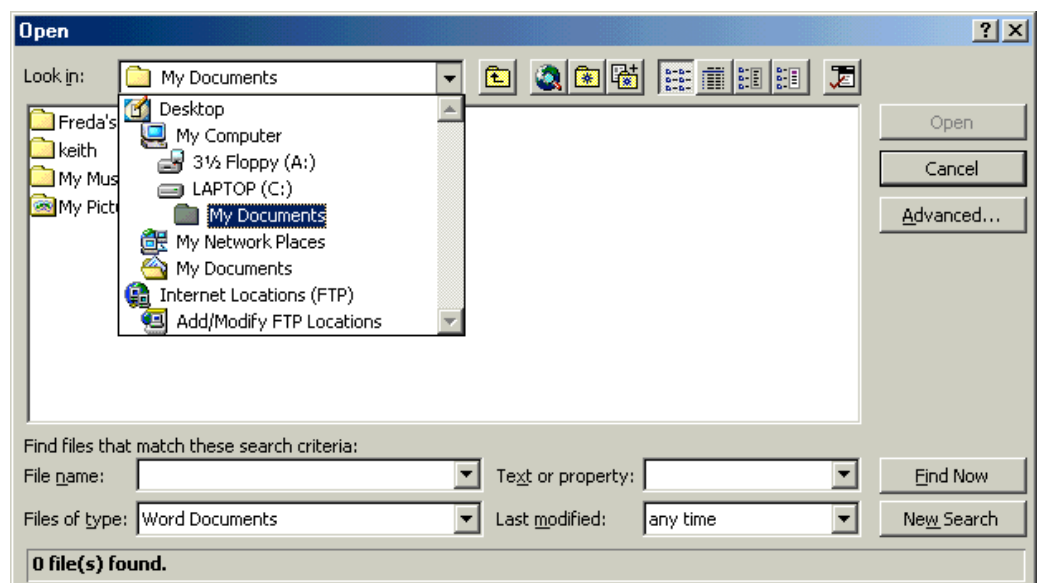
- **Double click** on your work folder to enter that folder
- Then double click on the **module folder** to enter that module

- Then check that the **file name is meaningful** – Word usually picks up the title of your file
- Finally, click the **Save** button to save your work
- As you type more of your assignment into Word, just click the **Save** icon  on the Word toolbar now and again to record your new work on the hard drive

## Reloading a file to add material

Loading a file back into Word to add material (or copy and paste material into another file) is straight forward.

- **Load MS Word**
- Select File | Open from the **File** menu in Word
- You should see the **Open** dialog box
- You might have to find the **My Documents** folder
- Click on the **Look In:** drop down list to see all the places you can save work to on your computer



- Select **My Documents**
- You should then see your work folder

- You can **double click** on your work folder to find the subfolders, and then select the file you want to **Open**



- Then just click the **Open** button and the file should open in Word
- There are *many* other ways of opening files – one is to double click on **My Documents** in your desktop and then navigate through your folders, find the Word file you want to open, and just **double click on the file**. Word will start with the file loaded.

## Copying files to your floppy disc

I suggest that you have **one floppy disc per module** or subject. This uses more floppy discs but means that your files are kept in order. Using one floppy per unit or module also means that things are easier when you want to transfer a file back to the computer's hard drive.

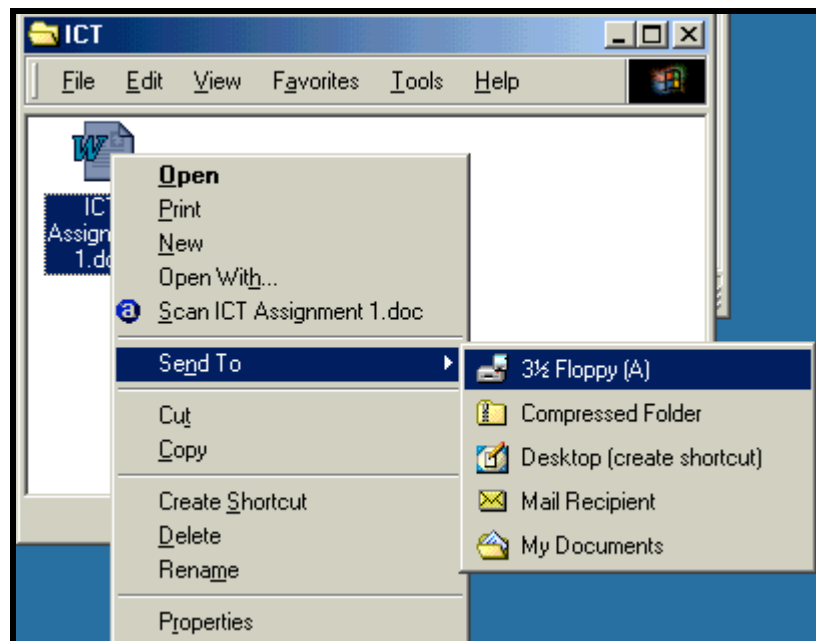
**Storing floppies:** You can get plastic cases to keep floppy discs organised and free from dust. Cases can store 40 or more discs. You can also get small plastic wallets or 'folders' that can hold a few floppies and keep them safe when bringing them to college.

The best time to **transfer files to a floppy** is when you have finished working with Word. Make sure no files are open in Word!

**Make sure you have a floppy disc in the disc drive!**

The easiest way to copy a single file to a floppy disc is to use the **Send To...** menu. Just

- **Open** My Documents and **open** your work folder
- **Open** the folder where the file you want to transfer is **saved**
- **Right click** over the file icon – a menu appears



- Select **Send To | 3½ Floppy Disc (A:)** from the menu
- You should see a brief animation of a file being transferred and you might hear the floppy disc drive spinning

To **send a number of files** in the same folder to the floppy disc, just select all the files you want to send. I find the easiest way to select files is to hold the **ctrl** key down while clicking once on each file icon.

Then right click over one of the files in the selection, and select **Send To | 3½ Floppy Disc (A:)** as before.

Check that the files have arrived by opening the floppy disc drive in My Computer.




## Copying files back from the floppy to the computer

Suppose you have been working on an assignment at College and you have saved a *new* file on your floppy disc for that module, perhaps containing some information copied from various Web sites.

To copy the new file back to your computer, you will need to open a **window showing the contents of the floppy disc** and a **window showing the appropriate module folder** on your computer. The windows need to be set smaller than the maximum size of the computer screen. You **then drag the file between** the windows to copy the file.

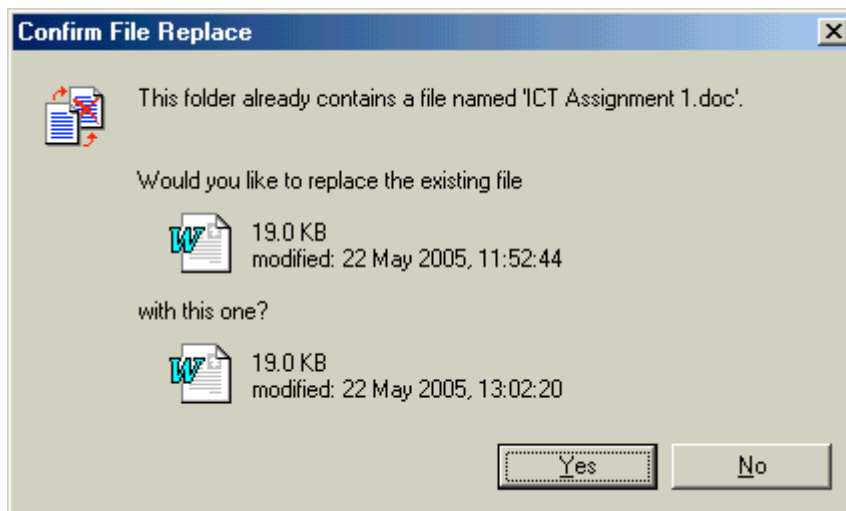
In detail

- Make sure the floppy disc is in the drive!
- Double click on **My Computer**, and then double click on the Floppy Disc icon.
- A **smallish window** should appear showing the files on the floppy disc. If the window occupies the whole screen, click the **Restore/Resize** button on the top right of the window – it's the middle of the three buttons 
- Next, open a window showing the contents of the folder you want to copy the files to (**My Documents** → **Work Folder** → **Module folder** usually). Again, make sure this window isn't taking up the whole screen.
- **Click once** on the file in the floppy window **and drag the icon** to the subject folder window.
- **Release the mouse** and you should see the animation as the file is copied.
- **Practice this procedure with some made up files. Get used to positioning the windows...**

## Copying *changed* files back to your hard drive

Suppose you copied a draft of an assignment from your hard drive to the floppy disc, took the file to College, opened the file in Word on a College computer and added some text, saving the changed file to the floppy disc, and then brought the floppy disc home again.

If you copy the file back to the subject folder in My Documents, you will **see a message** something like this...



Always *read* the message carefully and compare the dates and times. If you are sure that you want to replace the copy on the hard drive with the modified copy on your floppy disc, just click **Yes**.

**Multiple Drafts:** One trick that avoids this message is to save your work on the floppy disc under a *different* title, perhaps something like **'ICT Assignment 1 Draft 2'** in the example above.

If you keep multiple drafts of an assignment, you must make sure that you always have opened the *most recent version* before you start adding material – otherwise you can end up with several versions all slightly different.

**Familiarity with these procedures will reduce stress.**  
**Computers are supposed to make things easier!**