



## MANAGING YOUR DIGITAL DOCUMENTS

**Note:** File management can also be done from Windows Explorer (Start->All Programs->Accessories) or by opening multiple folder windows on the desktop. Not all features are supported in Windows versions before XP.

We are managing more and more of our professional and personal information in digital form. The digital version of a document has some powerful features over the paper version but must be stored and protected in different ways.

Information is stored on computers as digital files in folders. On a Windows PC, the main folder for storing documents is called “My Documents” Each user has their own “My Documents” folder. The number of documents you can store in your “My Documents” folder is only limited by the size of the storage device that “My Documents” is located on. Storage space is so cheap that any recently purchased computer has enough space to store all the word processing documents you could ever type. If you store thousands of pictures, audio or video files, they can take up considerably more space and storage capacity can become an issue.

On home computers, district laptops and older desktop computers your “My Documents” folder is usually located on the main hard drive of your computer. This hard drive is named “C:” Since files are saved to that specific computer, you have to copy them to a portable USB drive, floppy disk or burnable CD/DVD to use them on a different computer.

On most district computers, your “My Documents” folder is usually mapped to a networked storage drive maintained at Taylor School. It is usually mapped to drive letter “I:” Thus you can get to your “My

Documents” folder from any district computer by simply logging in. You can also get to your files

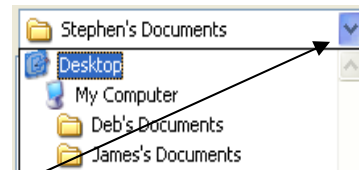
from a non district computer by connecting to the networked storage drive with your web browser or by manually mapping the network drive.

Most people start out by opening and saving their documents (files) from within the program they use to create them. Most programs

try to save your files in your My Documents folder or the last folder you worked in. Some older programs default to saving in the same folder containing the program itself. Always check the location before saving a document for the first time.

You can view/change the folder in the location pop-up at the top of the Open/Save dialog.

As your collection of documents grows it can get harder to find individual documents. This is where creating and organizing folders becomes important. They can help you separate documents by their content, purpose or date of creation/modification.



### WEBSITES OF INTEREST

- [www.google.com](http://www.google.com)  
Google Desktop software indexes the content of the files on your computer.
- [www.chtu.org](http://www.chtu.org)  
Cleveland Heights Teachers Union

### FILE BACKUPS

Because files can be easily deleted or digital media can fail without warning, it is imperative that you back up your important work. You can do this by copying files from one location to another on different media.

As the number of files increases, it becomes more difficult to do this manually. Backup or synchronization software will automate that process for you.

There are two purposes for backups:

- replicate the current version of a document.
- archive older versions of your document.


Often when you buy an external hard drive or other large capacity storage medium there is a backup/ Synch program included.

If you have a large number of files, it may be worth purchasing a more advanced program that allows you to automate how different sets of files are backed up.

**MANAGING DOCUMENTS (CONTINUED FROM PAGE 1)**

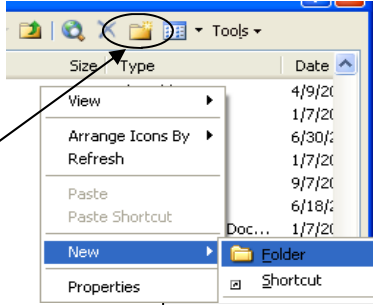
You can create a new folder from the save or open dialog box in most applications. Click on the folder tool at the top or right click on any empty area of the file list.

You can then rename or copy files while in the dialog by right clicking on them. To paste copied files, open the folder you wish to move the file(s) to and right click in an empty area and choose paste.

You can also drag files to move them to a sub folder. Click on a file and hold the mouse button down while moving the file over the folder. When the  symbol changes to highlighting the folder, release the mouse button.

Be aware that is very easy to accidentally drag a file into the wrong folder and then not be able to find it. Use the search mechanism detailed below to find lost files.

**Using drag and drop to organize files is often easier from the desktop, open multiple folder windows and drag files.**



**TIP: You click on and select multiple items (files) in many situations:**

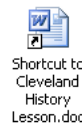
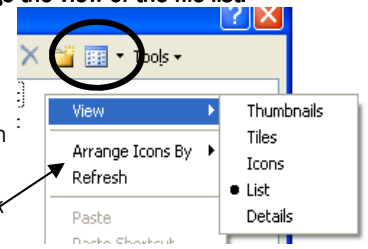
- **Control-Click** to select multiple items in any order.
- **Shift-Click** to select all items between the previous selection and the item clicked on.

Then drag, copy or delete the files as a group.

**TIP: Use the Views toolbar icon or right click in a blank area of the file list to change the view of the file list.**

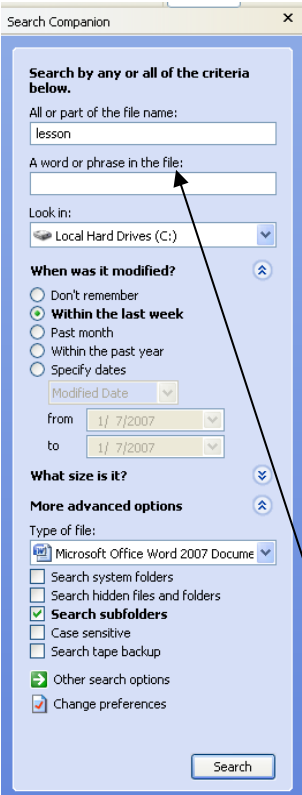
**Thumbnails** displays a small view of image files.

**Details** lists the properties of the files. You can click on any property header to sort by that column or right click and **Arrange Icons By...**



**TIP: Shortcuts are links to a file or folder that is stored in a different location.** Right click to create it. Thus one file can be “located” in two or more folders. Note the small arrow on the shortcut file icon.

**SEARCHING FOR LOST FILES**



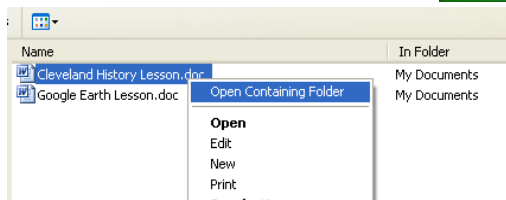
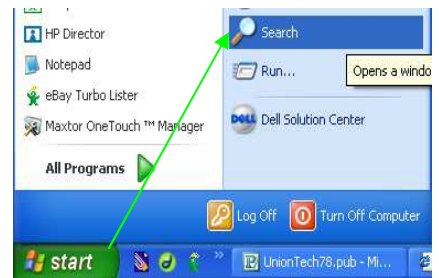
Even the best organized person can occasionally lose track of a document or file. Windows has a Search utility on the Start menu. You can find files by partial file name, date of creation/modification, size or type of file. For example, you could search for a word document modified within the past week with “lesson” as part of its name.

You can sort the list of files found by clicking on the column header. If you right click on a file (or selected files), you can choose from many options including “Open the Enclosing Folder”; “Copy” or “Delete” the files; or “Send To...” My Documents or the Desktop (create a shortcut).

If you can’t remember very much about the document, but know some of the specific words contained in a text document, you can do a search of the content of your documents. This takes longer because every file needs to be opened, but can be very helpful.

There are also utilities you can install such as Google Desktop that will index every word of every file on your hard drive similar to the

way Google indexes the web. Google Desktop will display local files that match the same phrases as your internet searches.



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