

A PRACTICAL GUIDE TO MANAGING YOUR FOLDERS AND FILES

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Nearly every Windows task involves working with files and folders. Windows uses folders to provide a storage system for the files on your computer, just as you use manila folders to organize information in a filing cabinet at home.

Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy or move files from one location to another, from one folder to another, from one computer to another, from one CD to another, from one flash drive to another, and from any combination thereof. You can even create folders within folders, again just as you might do with your home filing system.

File management is often thought of as a necessary evil associated with computers. However, it's really not all that much different than rummaging through a heap of papers on your desk except you don't have to contend with staples or paper clips. In either situation, a bit of organization and using the tools available can make the task easier.

This seminar is an attempt to strip “file management” of its intimidating mystique by executing practical, down-to-earth examples that will make it possible for you to work smarter, faster, and more efficiently.

A Review of Some Terms Associated with File Management:

Files: A collection of data or information that has a name, called the filename. Almost all information stored in a computer must be in a file. There are many different types of files: data files, text files, program files, directory files, and so on. Different types of files store different types of information. For example, program files store programs, whereas text files store text.

File Folders: In your Windows operating system, just like in the real world, a folder is an object that can contain multiple data files. Folders are used to organize information.

No matter what our previous life experiences have been, whether we were an executive in a large corporation, a manager in a small business, or a

homemaker in charge of organizing things around the home, we have all experienced the use of folders and their contents (files).

A metaphor for your computer's file system might be the double drawer of your wooden desk in which you have placed a series of hanging folders. Inside several of these hanging folders you may have placed subfolders (sometimes called "nested" folders). Finally, within each of the nested or subfolders you may have placed or "filed" certain important papers or documents. For example, you may have a main folder that you have named **Insurance**. Within the Insurance folder, perhaps you have placed subfolders such as **Life, Health, Auto, and Homeowners**. Finally, within each of these folders you have placed the actual documents or policies that relate to each of these four areas.

In the final analysis, folders are nothing more than organizers. If a folder has no files stored inside, it really has no value. If a file folder named **Auto Insurance** does not contain a policy, the folder itself is useless as a stand alone object. By the same token, if a computer folder is empty, it is valueless.

The icon on the computer that represents the file folder even looks like a manila folder that we have used in the real world to store our important personal and business papers.

Copy and Paste: To **copy**, but not remove, an object from one location and place it in a buffer (commonly called the **clipboard**). From there, you can copy the contents of the buffer to another location which is called **paste**.

Cut and Paste: To remove (**Cut**) an object from one location and place it in a buffer (commonly called the **clipboard**). From there, you can copy the contents of the buffer to another location which is called **paste**. This entire process of moving an object from one location to another is called **cut and paste**.

Save: To save an active data file, select Save. If this is the first time you are saving the file and it doesn't have a name yet, the Save As dialog box appears. If you are saving an existing document, the changes that you have made will replace the original document and the original document will be lost.

Save As: Click Save As to save an unnamed data file you haven't saved before or to save a named data file to a different location. Also, use Save As if you want to save the document under a new name in order to retain the original document.

Burning: Slang term meaning to write data to a CD-ROM. A CD burner is another name for a CD-R drive.

Ripping: A software program that "grabs" digital audio from a compact disc and transfers it to a computer's hard drive. The integrity of the data is preserved because the signal does not pass through the computer's sound card and does not need to be converted to an analog format.

File Management Works Best Via Windows Explorer

Windows Explorer (easily accessed by holding down on the Windows key and lightly tapping the E key on the keyboard) provides a handy tool and a straightforward way to allow you to manage your files and folders.

Your Windows operating system organizes your files and folders in a top down structure. Windows Explorer presents a two-pane window of its structure with the left pane, called the "tree" pane, consisting of folders and subfolders and the right pane, called the "contents" pane, showing the contents of the folder that was selected from the left pane. (If you don't have the two-pane view, click View on the Windows Explorer menu bar, select Explorer Bar, and click Folders to activate the left pane.)

The two panes work independently of each other. The left pane will always show the folders and nested folders (never the contents of a folder). The right pane will show the contents of the folder that you have selected by clicking on a folder in the left pane.

When you copy or move files or folders, you will always move items from the right pane (contents pane) to the left pane (tree pane).

You can add folders and nested folders of your own to your electronic file cabinet in order to manage and control your digital files. For example, if you are storing digital photographs in a folder called Pictures (Vista) / My Pictures (XP), it makes sense to create nested folders within the Pictures/My Pictures folder that would organize your photos into categories. For example, such nested folders might include such names as: Grandchildren; Family; Friends; Alaskan Cruise; Hawaiian Vacation; etc.

You can even have nested folders contained within nested folders. For example, you could have a special folder for each grandchild, all of which would be stored electronically in the Grandchildren folder that is nested inside the Pictures/My Pictures folder.

Practical Example 1: Create New File Folders and Nested Folders Within Windows Explorer (Vista)

In this example, we will be creating a **Family Photos** folder within the **Pictures** folder. In Vista, the **Documents** folder and the **Pictures** folder are at the same level. In other words, one is not a sub-folder of the other. In XP, **My Pictures** folder is a nested folder within **My Documents**.

Like most Windows procedures, there are at least a couple ways to set up folders and subfolders.

In this example, we will be using **Windows Explorer**, Microsoft's file management system.

Follow these steps to create the designated nested folders in Vista.

1. Open **Windows Explorer** (hold down the Windows key and tap the E key.)
2. Look in the left column under **Favorite Links** and click on the **Pictures** folder.
3. Click directly on top of the **Pictures** icon to highlight (select) it. You must highlight this folder so that the computer will know where you want to add a subfolder.
4. Right-click on any blank area in the **right pane**. Navigate down to **New** and over to **Folder**.
5. The new folder will be highlighted and will have a name box below it.
6. If you look carefully you will note that the insertion bar is pulsating at the end of the "new folder" name.
7. With the new folder still selected (in other words, do not click your mouse at this point), type in a name for your new folder. Type **Family Photos**. Then strike the Enter key.
8. Scroll down the left column until you come to the actual **Pictures** folder.
9. Click on the wedge ▷ symbol to the left of the **Pictures** folder. In the indented left column immediately below you will recognize the **Family Photos** folder that you just created.
10. Close each window by clicking on the X box in the upper right corner for each window you need to close in order to get back to your desktop.

Practical Example-1a: Creating New File Folders and Nested Folders Within Windows Explorer (XP)

In this set, you will be creating a **Family Photos** folder within the **My Pictures** folder. In XP, the **My Pictures** folder is nested inside the **My Documents** folder.

Microsoft has already set up the **My Documents** folder and the **My Pictures** nested folder for you.

Like most Windows procedures, there are at least a couple ways to set up folders and subfolders. In this example, we will be using **Windows Explorer**, Microsoft's file management system.

Follow these steps to create the designated nested folders.

1. Open **Windows Explorer** (hold down the Windows key and tap the E key.)
2. Look in the left pane and find the **My Documents** folder.
3. Click on the + sign that is located to the left of the **My Documents** folder. This action will expand all the nested folders that are contained within the **My Documents** folder.
4. Click directly on top of the **My Pictures** to highlight (select) it. You must highlight this folder so that the computer will know where you want to add a subfolder.
5. Right-click on any blank area in the **right column**. Navigate down to **New** and over to **Folder**.
6. The new folder is highlighted and has a name box below it.
7. If you look carefully you will note that the insertion bar is pulsating at the end of the "new folder" name.
8. With the new folder still selected (in other words, do not click your mouse at this point), type in a name for your new folder. Type **Family Photos**. Then strike the Enter key.
9. Note that the **Family Photos** folder now appears as a nested folder under **My Pictures** (which is itself a nested folder within **My Documents** in the left pane. (If you do not see the **Family Photos** folder, you will have to click on the (+) sign to the left of the **My Pictures** folder.)

Practical Example 2: Pinning Programs to the Start Menu for Easy Access

In both Vista and XP, you can pin a favorite program to the Start Menu. In this Practice Example, we will pin the **Solitaire** icon to the Start Menu. Do the following.

1. Click **Start**.
2. Click **All Programs**.
3. You may have to scroll to find your target program. Solitaire is located in the **Games** folder.
4. Right-click on the Solitaire icon that appears in the All Programs list.
5. Click on the Pin to Start Menu option. The program's icon is now imbedded in the Start Menu.

6. To unpin an icon from the Start Menu, right-click on it and click on the unpin option.

The following buttons are located in the Start Menu's right panel.

My Documents: Situated on the right side of the Start Menu. Click once on the Documents/My Documents option to open it and you will see folders and files that you have created. Windows automatically saves these items to this folder unless you choose to save them to a different location.

Pictures/Music/Games: The Pictures and Music options are similar to the My Music and My Pictures folders in earlier versions of Windows. Just like the earlier operating systems, Vista will automatically place photos and music that you save into one of these two folders and will also store any games on your computer or new games that you install into the Games folder.

Control Panel: This is where you can choose all the options and features to customize Windows.

Placing Shortcuts on Your Desktop to Provide Easy Access to Important Files, Folders and Program Applications

Most of us like to make sure that anything we use frequently is easily accessible. That's why people place telephone numbers on speed dial and keep their wallets in their back pockets or purses.

Desktop shortcuts in Windows are like these real-life shortcuts because they are excellent timesavers. By placing shortcuts to your frequently used files, folders, and applications on your Desktop, you avoid having to hunt around for them in the vast recesses of your computer.

There are several ways to create and place shortcuts on your Desktop. Some methods are quicker than others, but each is useful. We will show you three effective and easy-to-learn methods.

If you can find the item listed after clicking the **Start** button and then going to **All Programs (Programs in Windows 98 and Me)**, then the creation of a shortcut for that program and placing it on the desktop is quite simple. Just follow one of these three procedures presented in the examples below:

Practical Example 3: Placing a Shortcut for Solitaire onto the Desktop

To place a shortcut for the **Solitaire** game on your desktop so that you can access it with two clicks of your mouse:

1. Click on the **START** button.
2. Select **All Programs**.
3. Staying in the left column, move the pointer to **Games** and then click. Note that Vista users may need to scroll up or down on the All Programs menu to find the Games folder. (*Windows 98 Users: move to Accessories, then to Games*)
4. Move to **Solitaire** and right-click on the Solitaire icon.
5. From the drop-down menu that appears, move to **Send to** and then across to **Desktop (create shortcut)**. Click on the **Desktop (create shortcut)** button.
6. Press the **Esc (Escape)** key in the upper left corner of your keyboard one or more times to close the menus. (As an alternative click on the part of the Desktop that shows in the background behind the open menus.)
7. A shortcut for the game Solitaire now appears on your desktop.

Practical Example 4: Place a Shortcut for Wordpad on the Desktop

To place a shortcut for the **Wordpad**, a word processing program, on your desktop so that you can access it with two clicks of your mouse:

1. Click on the **Start** button.
2. Select **All Programs**.
3. Find and click on **Accessories**.
4. Move to **WordPad**.
5. Then right-click on the **WordPad icon**. A context menu will appear.
6. Move the cursor to **Send to** and then navigate to **Desktop (create shortcut)**.
7. Press the **Esc (Escape)** key in the upper left corner of your keyboard one or more times to close the menus. Alternative: Click anywhere outside the Start Menu box.
8. A shortcut for **WordPad** now appears on your Desktop.

Practical Example 5: Creating A Shortcut On The Desktop For Your Thumb Drive

Caveat: If you have more than one Thumb Drive and they are from different manufacturers, you may need to create a shortcut icon for each.

1. Insert your thumb drive into an available USB (universal serial bus) port on your computer. On many computers with “autoplay” activated, the action of placing a thumb drive in the USB port will cause the thumb drive window to become active. Should this window open, simply close it by clicking on the close (X) box at the top of the thumb drive window.
2. While holding down the **Windows** key, tap the **E** key on your keyboard.
3. This action will open **Windows Explorer** (My Computer or Computer)
4. In the right column (pane), find the icon that represents the **thumb drive**.
5. Right-click on the thumb drive icon, then select **create shortcut**.
6. If a Shortcut dialogue box appears, click **yes**.
7. Close all open windows until you are returned to the desktop screen.
8. Observe that a shortcut icon for the Thumb Drive is now on your desktop.
9. Remove the Thumb Drive by clicking on the Safely Remove Hardware icon located on the Systray in the lower right corner of the desktop’s Taskbar. Then click again on **safely remove USB Mass Storage Device**.

Practical Example 6: Creating A Shortcut On The Desktop For Your CD/DVD Drive

1. While holding down the **Windows** key, tap the **E** key on your keyboard.
2. This action will open **Windows Explorer** (My Computer or Computer)
3. In the right column (pane), find the icon that represents the **CD Drive**.
4. Right-click on the CD Drive icon, then select **create shortcut**.
5. If a Shortcut dialogue box appears, click **yes**.
6. Close all open windows until you are returned to the desktop screen.
7. An icon representing the CD Drive will appear on the Desktop.
8. You may wish to modify the name of the folder icon.

Practical Example 8: Add a Frequently Used Folder to the Desktop as a Shortcut

If you have a folder that contains data files that you use frequently, you may wish to place a shortcut to that folder onto your Desktop. When you make any modifications to any of the data files within the shortcut folder, those changes will be made to the original file.

1. Open Windows Explorer.
2. Find the frequently used folder that you want to place on the Desktop.
3. Right-click on the target folder and hover over **Send To**.
4. Select **Desktop (create shortcut)**.
5. Return to your Desktop where you will find a shortcut to the target folder.

Practical Example 7: Delete Desktop Shortcuts that You Do Not Use

As you probably guessed, deleting shortcuts from your Desktop is quick and painless—and you can do it using one of three options.

- Right-click the shortcut, select Delete, and then click Yes if Windows asks you to confirm the deletion.
- Click the shortcut to select it, press the Delete key on your keyboard, and then click Yes if Windows asks you to confirm the deletion.
- Click the shortcut, drag it to the Recycle Bin, and release your mouse button. Choose Yes if Windows asks you to confirm the deletion.

Copying a Document from Another Medium to the Desktop

There are many occasions when you will want to transfer information from a Compact Disk or a thumb drive to your computer's hard drive. If the data are stored on a Compact Disk, you must move the files over to your hard drive to make changes in the files. Files stored on Compact Disks are "read only". Only when the files are moved to another medium, such as your hard drive, can the files be edited or reformatted.

Practical Example 9: Copy a File from a CD to Your Desktop

Follow these steps:

1. Make sure your compact disk is inserted in the CD Disk drive tray.
2. If a CD dialogue box (autoplay) opens asking you what you want to do, close it.
3. Access Windows Explorer by holding down on the Windows Key while lightly tapping the letter “E” key. This action displays the contents of **Computer/My Computer** with the Folders Pane visible on the left side.
4. In the Tree Pane (left pane), locate the **CD** icon.
5. There may be a plus (+) or a ▷ symbol immediately to the left of the CD icon. This indicates that there is at least one nested folder contained within the compact disk. (If the CD does not have a plus (+) or a ▷ symbol immediately to its left, the CD has no nested folders. However, it probably has files stored within the CD’s root (main) directory. They can be accessed by clicking directly on top of the CD icon in the left pane. The contents will then appear in the right pane.)
6. Click on the plus (+) or ▷ symbol if one exists. At least one nested folder will appear.
7. Click on the target nested folder. This action will show the contents of the target folder in the right pane.
8. From the right column, right-click on the **target** file.
9. Click on **Copy** (This action will copy the **target** file to the clipboard.
10. Return to the Tree pane (left pane) and find the **Desktop**. (yes, your computer considers your Desktop as a folder)
11. Right-click on the **Desktop** icon and select **Paste**.
12. The **target** file will now appear in the contents pane (right pane) of the **Desktop**.
13. When you close Windows Explorer and are taken back to your **Desktop**, you will discover that the **target** file is located there.
14. Verify that the **target** file appears on your desktop.

Practical Example 10: Copy Several Files from a Thumb Drive to a Folder on the Desktop

Follow these steps:

1. Make sure your thumb drive is inserted into a USB slot on your computer. If the autoplay window opens, simply close it.
2. Open Windows Explorer (hold down on the Windows key and tap the E key on the keyboard).
3. You are about to create a **Folder** on your desktop from within Windows Explorer.
4. Click on the **Desktop** icon that appears in the left pane.
5. Move to the right pane and right-click on any open area of that pane.
6. Move to **New** on the pop-up menu.
7. Move over and click **Folder**. A new folder now appears on the desktop.
8. Note that the name bar has been selected. From the keyboard, type in the name for the new folder. In this example, name it **Target Folder**.
9. Click anywhere in the open area of the right pane to “set” the folder.
10. In the left pane, click on the **Thumb Drive** icon.
11. In the right pane, locate the file folder that contains the files that you want to move.
12. Double-click on the **target folder** icon. This action will open the folder.
13. In Vista, go to **Views** on the Menu Bar and click until you get the icon size that to want for all the files. In XP, click on **View** from the Menu Bar and select Thumbnails.
14. Select four files of your choice from the files contained in the folder. (Select the first file, then hold down on the Ctrl (control) key and select an additional three files of your choice.
15. When all four files have been selected (highlighted), right-click on one of them and click on **Copy**. This action has placed the four target files into the Windows clipboard.
16. In the left pane, find the **Target Folder**. (It will be at or near the bottom of the list.)
17. Right-click on the **Target Folder**.
18. When the context menu appears, click **Paste**.
19. In the left pane, click the **Target Folder** to open it.
20. Observe that the four files that you selected have now been copied from your Thumb Drive to the **Target Folder** that appears on your Desktop.
21. **Close** Windows Explorer.
22. When you open the **Target Folder** from the Desktop, you will note that the four files are located within.

23. To safely remove the thumb drive from the USB port on your computer, click on the “safely remove hardware” icon located in the systray in the lower right corner of the desktop’s Taskbar. Then select **Safely remove USB Mass Storage Device**. Finally, click **OK**.

Copying the Entire Contents of a CD to a Folder on the Hard Drive

There will be occasions when you will want to copy the entire contents of a Compact Disk to your computer’s hard drive. Data that are stored on a Compact Disk must be copied over to your hard drive to make them available for editing and reformatting. (Files stored on Compact Disks are “read only”.) In addition, files that are accessed from the hard drive will load much faster into your computer’s memory than files that are accessed via the Compact Disk. (This is due to the significant difference in disk speed between the two media.)

<p>Practical Example 11: Copy the Complete Contents of Your CD to a Folder on Your Computer’s Hard Drive</p>

Follow These Steps:

1. Insert your CD into the CD disk drive tray. If a CD dialogue box (autoplay) opens asking you what you want to do, close it.
2. Open Windows Explorer (hold down on the Windows key and tap the E key.)
3. Double-click on the CD icon that appears in the left pane.
4. From the right pane, right-click on the **target folder(s)**.
5. Move the pointer to **Send to**:
6. Click **My Documents** to copy the CD contents.
7. From the left column, open **My Documents/Documents** to confirm that the **target folder** with its files has been copied.
8. Close all open windows to get back to the Desktop.

Practical Example 12: Copying Music Files from a CD to a Hard Drive

There may be times when you will want to copy the music files from a commercial CD to your hard drive. That way you can play the songs from your computer and avoid having to insert the CD each time.

Follow these steps:

1. Insert the music CD into the CD/DVD tray.
2. If an autoplay dialogue box appears, click on **Rip Music from CD Using Windows Media Player**.
3. If autoplay does not appear, open Windows Explorer (Windows Key + E key). Right-click on the icon that represents your Audio CD and select Autoplay and click on **Rip Music from CD Using Windows Media Player**.
4. By default, Windows Media Player will start copying (ripping) the individual selections to your hard drive. Right-click on **Rip** from the Menu Bar to change the options.
5. You will be able to select the entire album or individual titles.
6. The default target location for the ripped files is a new folder (named for the album) located within My Documents/My Music.

Copy a File from the Hard Drive To a CD

Need to backup your data files? Want to store a copy of those precious photos that are in your My Photos folder? Want to create a CD, for whatever reason, that contains information stored on your hard drive? Windows XP and Vista provide you with the basic tools to burn a CD.

Practical Example 13: Copying a File from the Hard Drive to a CD

Place your Compact Disk in your CD/RW (DVD/RW) drive and follow these steps.

1. Open Windows Explorer and look for the folder that contains the data file that you want to copy to a CD.
2. Open the **Target Folder**. Right-click on the target item, and slide the pointer to "Send To"
3. Click **CD/RW (DVD/RW) CD**
4. In Vista, click **Next** at the **Burn to Disc** window. In XP, go to step 5.

5. A balloon message will appear above your Taskbar on the lower right side of your Desktop. Click "**You have files waiting to be burned (written) to the CD**"
6. A new two-paned window will appear, showing on the right side the file(s) that are ready to be written to the CD.
7. In Vista, click **Burn to Disc**. In XP, click **Write these files to CD**.
8. In Vista, a **Burn to CD** dialogue box will appear; just follow the directions.
9. When finished the CD drawer will open to allow removal of the CD.
10. Click "**Finish**" in the Wizard Box

Note: You may add additional files to the CD-R until it reaches its capacity. You can also "burn" multiple files to a CD. Just hold down the Ctrl key as you select the files that you wish to be written to the CD.

Copy a File from the Hard Drive to a Thumb Drive

Need to backup your data files? Want to store a copy of those precious photos that are in your My Photos folder? Want to use a Thumb Drive, aka Flash Drive, as a storage unit for saving important data files for safe keeping? Windows XP and Vista provide you with the basic tools to accomplish this task.

Practical Example 14: Copying a File from the Hard Drive to a Thumb Drive

Place your Thumb Drive in one of the USB ports on your computer and follow the steps below. (Notice that the thumb drive can be inserted into a port only one way.)

1. Open Windows Explorer and locate the target file that you want to copy to your thumb drive.
2. Right-click on the **target file** and slide the pointer to "Send To"
3. Click **Thumb Drive**.
4. This simple action has copied the target file and placed it in the Thumb Drive.
5. To safely remove the thumb drive from the USB port on your computer, click on the "safely remove hardware" icon located in the systray in the lower right corner of the desktop's Taskbar. Then select **Safely remove USB Mass Storage Device**. Finally, click **OK**.

Cutting, Copying, and Pasting Information from One File to Another

This exercise will demonstrate how to cut/copy and paste information from one file to a completely different file. Not only will this process have considerable utility as you copy information from one file to another of the same genre (from one word processing document to another word processing document, for example), but you will be able to transfer information from one source (a Web page on the Internet, an E-mail message, or a word-processing document, for example) to a completely different target.

Text and graphic elements can be copied or cut from one file and pasted into another. Windows provides several ways for accomplishing this task. All methods place the selected text or graphic into the Clipboard, which is a temporary storage area.

A selection of text or graphic remains on the Clipboard only as long as it is not replaced by another item or until the computer is shut down.

Copy means that the text or graphic will remain in the original place (Copy) and will also appear in another location to which it is sent (Paste).

Cut means that the text or graphic will be removed (Cut) from its original place and will be moved (Paste) to a new position.

The method described below demonstrates all the steps in copying and pasting or cutting and pasting data from one document to another.

1. Within the file from which you are going to copy or cut a text or graphic element, select (highlight) the text or graphic you wish to copy or cut. You must do this step first no matter which method you use.
2. Right-click on the highlighted object.
3. Click on either COPY or CUT. If these commands are not available to you, you have forgotten to select the text or object that you wish to copy/cut.
4. Open the file to which you are pasting the text or graphic element.
5. Move your I-beam to the position in the target file where you want to place your selection and right-click to set your insertion bar (the blinking cursor).
6. Click on PASTE. If this command is not available to you, you have not copied or cut a selection of text or object to place it on the clipboard.

Practical Example 15: Copying Text Data from a Word Processing Document to the Message Area of an Email

1. Open your favorite word processing program. In this example, we will use **Microsoft Word**.
2. Maximize the document, if necessary.
3. Simply to add text to the blank document, we will type **=rand(6,6)** and press <Enter>.
4. Select **Open** from the **File** Menu.
5. From the **Edit** Menu option, click on **Select All**. This action will select the entire text.
6. Return to the **Edit** Menu and click on **Copy**. This action stores the entire document on the clipboard.
7. Close all your open windows.
8. Click on the **Start** button in the lower left corner of your desktop screen.
9. Click on **All Programs** and look for either the Vista Mail icon (in Vista) or the Outlook Express icon (in XP or earlier editions of Windows.)
10. When your mail client opens, click on **Create Mail**.
11. Right-click on the message area and select **Paste**.
12. The text from the document will appear in the message area, ready to be sent out to a family member or a friend.

Moving Groups of Email Messages from One Location to Another

There will be many times when you will want to copy or move groups of email messages (files) from one location to another. It would be unwieldy if you were forced to move the files one at a time. The procedure described below will make the task easy.

Practical Example 16: Moving Email Messages from One Folder to Another

Follow these steps:

1. Open your email program (examples: Windows Mail or Outlook Express).
2. In the Folders column on the left, right-click on the **Local Folders** option.
3. Select **New Folder**. Name your new folder "Archives." Click OK.
4. Within the right pane, find and select (right-click) the message that you wish to **move (cut)** or **copy**.
5. A context menu will appear. Click on either **Move to Folder** or **Copy to Folder**. Another context menu will appear showing your folder choices.

6. You can move or copy more than one file at a time using the appropriate method listed below. **You must highlight** the files that you wish to copy or move.
7. **To select messages (files) that are contiguous:**
 - a. Click on the first message to be selected (highlight).
 - b. Hold down the **Shift** key and click on the last message of the series you want to move or copy.
 - c. Release the Shift key. All the files between the first and last file will now be highlighted.
 - d. Right-click on any one of the selected messages and click on either **Move to Folder** or **Copy to Folder**.
 - e. When the dialogue box opens, click on the target folder, i.e. **Archives**. This action will either move or copy your selected messages to the target folder of your choice.
8. **To select messages (files) that are non-contiguous:**
 - a. Click on the first message to be selected (highlight).
 - b. Hold down the **Ctrl** (Control) key and click on the other messages of the series you want to move or copy.
 - c. Release the Ctrl key. All the messages that you selected will now be highlighted.
 - d. Right-click on any one of the selected messages and click on either **Move to Folder** or **Copy to Folder**.
 - e. When the dialogue box opens, click on the target folder. This action will either move or copy your selected messages to the target folder of your choice.

Practical Example 17: Save a Favorite Website for Fast Retrieval

If you want to have instant access to a Website that you refer to frequently, all you have to do is place it as a “favorite” in a file folder called “Links”. When it is stored in the Links folder, you will have access to it from your Taskbar (the bar located along the lower edge of your Desktop).

First, add the **Links bar** to your **Taskbar**

1. Right-click on your taskbar
2. Select **Toolbars**
3. Click on **Links**.

Next, copy one of your favorite Web pages to the Links Bar:

1. Open the target Web page using Internet Explorer (note that you must be online to access a Webpage)
2. Click on Favorites on the Menu Bar
3. Click on **Add to Favorites**
4. Click on **Create in: Links**
5. Assign the Link a name that makes sense to you
6. Click OK.

When you click on the Links button that appears on your Taskbar, the target Web page will appear on the list. Single click on the Web page button and you will be taken to the Web page.