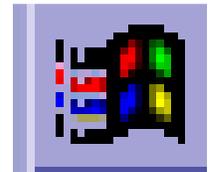


# Fowlerville Community Schools

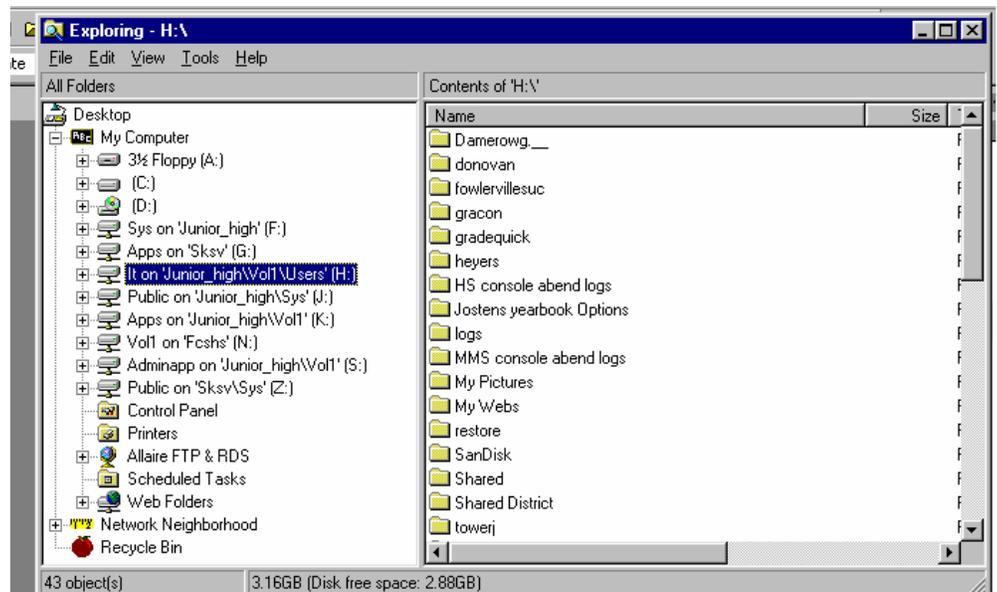
## File Management

Organizing the files in your home directory can save you tons of time and can save space on our servers. Follow these steps to create a file system.

1. To access Windows Explorer (Not to be confused with Internet Explorer) hold the Windows key down and press the letter "E".

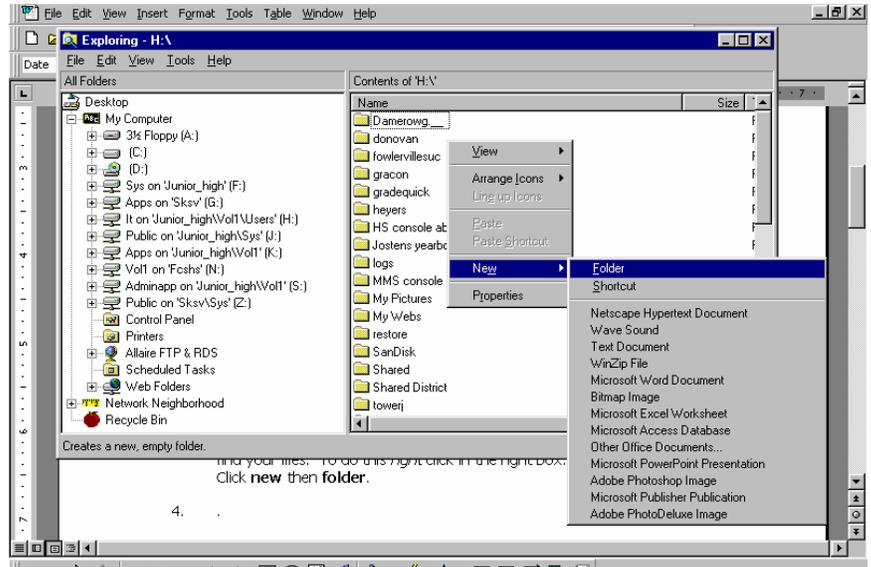


2. A large window will open which has two sides. This is called Windows Explorer. On the left side find your home directory. It will have a [H:] next to it. If you select it by clicking once on it, the right hand box will display everything that is in your home directory.



H:\DAMEROWG.\_\Tech\Training\file management.doc

3. You can add file folders into your home directory and store the appropriate files and documents in that folder. For example you might have a "Newsletter" folder that you save/store all of your newsletters in. This will make it easier to find your files. To do this **right** click on the white space in the right box. A menu will appear. Click **new** then **folder**.



4. A new yellow folder will appear and the name will be highlighted. Name the folder anything you want. (i.e. newsletters, math, reading, chapter 1)
5. You can repeat this step and create all the folders that you need.
6. The easiest way to move your files into the folders is to click on the "+" next to the name of your home directory in the left box. You can now see a list of all the folders that you just created in the left box and in the right box you should see a list of all your files.
7. You can simply click on the file in the right box, hold and drag it on top of the folder in the left box. Let go and the file is transferred into the folder.
8. To view all the files in a folder simply click once on the folder in the left box. Everything in that folder will be displayed in the right box. (Actually, whatever you click in the left box, the contents of that will appear in the right box.)

NOTE: If you would like to see what the file is just double click on it and it will open. To delete unwanted files just click once on them so they are highlighted and press the **delete key** on your keyboard.

Now that you have folders created you can save things directly into the folders. When you save things first find your home directory then double click on the folder name to open it, name your file or document and click save.

Also, if you are in a program and want to save a file in a new folder look for the button to create a new folder right as you are saving.

