

# Introduction to HTML & CSS

File and Folder Management in the Windows Operating System

Unit 1  
Lesson 1-2

## In This Lesson

- What file management?
- Why is it important?
- The desktop metaphor?
- What is File Explorer?
- Demos!

## What is File Management.

- Creating files and folders.
- Renaming files and folders.
- Copying files and folders.
- Moving files and folders.
- Deleting files and folders.
- Understanding the file system.

- As the second part of Lesson 1, we are going to have a quick review of Windows 10 file management.
  - We will look at why file management is important to us as web developers.
  - In order to understand the file system better we will look at the bigger picture of how Windows and almost all computer operating systems make all those 0s and 1s into something we can comprehend.
  - We will look at Windows File Explorer and gain some insight as to what all those icons around the window can do for us.
  - Lastly, we will practice some file management skills that are necessary to any career that uses a computer and we will have some step by step directions at the end of the lesson to help us along.
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- The short answer is, file management is the ability to do all of the above actions.
  - The last bullet point is the key to file management. Having a good understanding of the file system that the operating system you are working with uses, is critical.
  - There are many operating systems, such as MacOS, Linux, Android, Chrome, BSD and many more. We will be using Windows and specifically Windows 10.

### Why File Management is Important

- An important job skill for anyone
- Critical for a web developer
- Necessary in all operating systems
- Windows is a good starting place

- As a web developer, and also in many other careers both directly and indirectly related to computers, being proficient at these procedures is a skill that is developed through practice. Having this ability is a huge employment advantage. This can hold true for so many job requirements it is impossible to list them all here.
- As a web developer, file management is critical. You will need to have a keen understanding of the items listed on the previous slide, because you may well be involved in creating the directory or folder structure for a website. Remember that a website is just a collection of files which are inside of folders that live on a computer.
- Although file management is necessary in all operating systems, we can't study them all here. I think Windows is a good OS to use for career advancement. In fact, probably the best OS to use because currently Microsoft Windows has over an 88% share of the market on desktop and laptop computers. This means when you go to work, the company you work for will be highly likely to be using Windows.

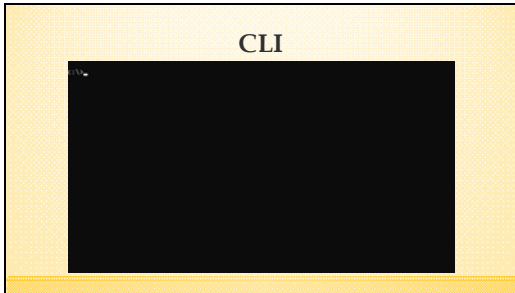
### Before the GUI

- GUI - Graphical User Interface
- Helps us navigate the file system
- Before the GUI was CLI
- GUI - faster and smarter

- The computer's operating system does much more than handle file and folder management. The OS actually does all the software communication with all the hardware that makes up a computer. It tells the mouse how to move. It tells the monitor how to display everything. It tells the printer how to print a document. And much, much more. At the very heart of the computer the language used is simply on or off. Billions of switches in the computer turn off or on, billions of times a second, just like a light switch. The computer translates this off or on state as the numbers 0 or 1. We would not be able to be productive at all if we had to deal with just zeros and ones. As the computer builds layer upon layer of programming, it translates those two numbers or two states of off and on into the GUI we know as Windows or MacOS or even the OS you have on your phone.
- This GUI helps us work by giving us a more human picture of what is happening below the surface in a digital world that is very complicated.
- The CLI or command line interface was a dark screen with white text. Sometimes other colors were used,

such as green text. It is still used, but we will concentrate on Windows.

- The Windows GUI enables us to work faster and smarter. In the command line it was necessary to remember commands while in a GUI the commands are visible icons and words that remind us of which needed command to use.



- A command line interface looks like this and requires typing of a command for each action. This is what it took to navigate to the pictures folder and open a picture. And this gif is much faster than I can type.

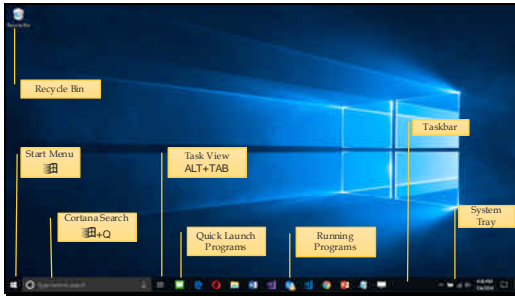


The desktop metaphor is a computer interface conceptual metaphor of a desk. It is a set of unifying concepts used by graphical user interfaces to help users interact more easily with the computer. The desktop metaphor was first introduced by at Xerox Palo Alto Research Center in 1970.

The idea is that the computer monitor is a desk. An open document is like a paper which is part of a file that comes from a folder. Like most desks, you also have applications which are similar to desktop appliances, such as a clock, a calculator, a map, or a dictionary. In your desk and on your desktop, you can store pictures, notes, or maybe business contacts. The desk drawers are like file cabinets where you store files and folders for safe keeping. And the Recycle Bin is like a trash can for discards.



After starting Windows, you will find yourself on the Windows Desktop.



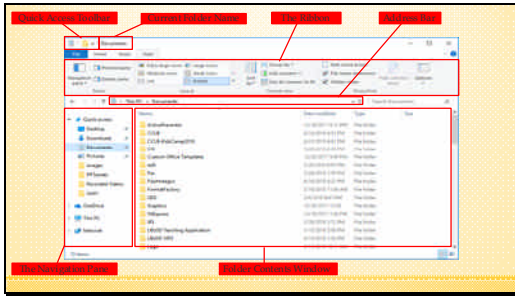
Starting in the upper left corner and moving counter-clockwise.

- The Recycle Bin: Highlight an object and press the Delete key or drag and drop objects to it.
- Start: Click the Start Menu icon or press the Windows key.
- Search: Click the Cortana search box or press Windows and the letter Q at the same time.
- Task View: Click the icon or press Windows + TAB or ALT + TAB
- Quick Launch Programs: Search for any program and when Cortana finds it, right-click on it and choose Add to Taskbar.
- Running programs: Any programs you have running show in the Taskbar with a blue underline.
- The Taskbar runs across the bottom of the screen by default, but you can customize it and place it anywhere.
- The System Tray contains the Notification Area, the Clock, and icons that provide access to several system resources.

### Open File Explorer

1. Go to Cortana Search
2. Type: File Explorer
3. Right-click and choose Add to Taskbar
4. Left-click to Open

The main tool for file management in Windows is File Explorer (formerly called Windows Explorer). To open File Explorer we go to the Cortana search box, next to the Start Menu button in the Windows taskbar. In Cortana search for File Explorer. Add it to the Taskbar for future easy access and open it.



So here is a quick primer on the File Explorer window and how it works. This is not meant to be a complete tutorial. It is an overview. But understanding some basic information will help navigate this tool.

Starting at the top and this time going clockwise.

**Quick Access Toolbar:** You can customize this toolbar with a few of the most often used file commands.

**Current Folder Name:** Self-explanatory. The folder you are displaying the contents of.

**The Ribbon:** Kind of the command center of the File Explorer. You change the ribbon, by clicking the ribbon tabs. We will investigate many of the features of the ribbon as we go along. There are some keys to helping us remember how to use Windows's ribbons, which are now used in most Windows programs and the OS itself.

In File Explorer those keys are:

- **File tab:** Mostly for managing the File Manager itself. Like closing the File Explorer or opening a new window.
- **Home tab:** Is really the main work area and does all the functions listed at the beginning of this slide show.
- **Share tab:** Exactly what it says. Emailing, printing, creating zip files, burning to disc and more.
- **View tab:** Doesn't change any file or folder. Only changes the way you view them and see their information.

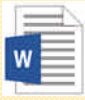
**Address bar:** Contains the path to the file and folder selected in the Navigation Pane. The path on a computer is the internal computer version of a UNC in a web browser. Windows now allows you to click on a path segment and the File Explorer will go to that folder.

**Navigation Pane:** Allows you to navigate from one folder or location to another. You can pin locations to the Quick Access area of the Navigation Pane. Other locations can be on this PC, network locations or One Drive or another synced cloud location.

**Folder Pane:** Shows the content of the folder selected in the Navigation Pane.

## Files vs. Shortcuts

➤ Actual file:



➤ Shortcut to file:



The icon used for an actual file is slightly different than a shortcut to a file. Shortcuts have a small blue arrow in the lower left corner of the icon.

This is an important distinction and has often led to accidental file deletion. One reason that the Recycle Bin is a good idea is that you can always open it to recover deleted files. That is until you empty it.

## Windows File Management Tips

- Right-clicking on selected objects:
  - ❖ Always produces a context menu.
- Dragging and dropping an object:
  - ❖ Moves the object.
- Control-Dragging and dropping an object:
  - ❖ Copies the object.
- Moving files on a computer or a web site, breaks the shortcuts and hyperlinks from other files

- When an object is highlighted, the context menu produced by right-clicking has only commands that are available for the selected object.
- Dragging and dropping is an easy method of file moving or copying, but you need to be careful and read the pop ups under your cursor to be sure where you are moving or copying. Many IT support people have spent time locating files that were dropped incorrectly network drives for large companies.
- Dragging and dropping while holding down the control key copies the object.
- Whether on a computer or a website, moving a file or folder will break any links to it. Some web development software can find and fix broken links.

## What are file extensions?

- The two, three or four letters after the filename.
- Changing the extension, changes the application.
- Opening a file by double-clicking is called document centric.
- Opening a file from within an application is called application centric.

- The letters after the period in a filename are called the file extension.
- The file extension tells the OS what application to use to open the file. A file with an extension of .pdf will be opened by Adobe Reader or whatever default PDF program is installed. Likewise, if a document has an extension of .docx it will open in Microsoft Word. If you change the file extension, you will get an OS warning that the file may not open after the extension has been changed.
- When you use document centric, you double-click a file and the OS opens using the extension to find the application.
- When you use application centric, you are working within an application and you go to File > Open to open to locate a compatible file.

### Creating files:

- Always use the application centric method.
- Within the application:
  1. Go to **File > New** to create new, unnamed file
  2. Go to **File > Save** or **Save As**
  3. Navigate to your desired location
  4. Name the document.
  5. Click **Save**.

### Creating folders:

- Use File Explorer to create folders.
  1. From the **Navigation Pane**
  2. Go to the desired folder or location.
  3. Go to the **Home** tab.
  4. Click the **New Folder** icon.
  5. Name the folder.
  6. Press **Enter**.

### Renaming files and folders:

- Using File Explorer
  1. Select the file or folder.
  2. Click the **Home** tab.
  3. Click **Rename** and type the new name.
    - ❖ For files leave the extension as is.
- Alternate method: Right-click the selected file and choose **Rename**.
- Another method: Select the file and then click it once and type the new name.

### Copying files or folders:

- Using File Explorer.
  1. Select the file or folder to copy
  2. Go to the **Home** tab.
  3. Click the **Copy to** icon.
  4. Choose a folder from the list or click **Choose location** to find another location.
- Alternate method: Control-Drag & Drop to the desired folder.
- Another method: Right-click on the object and choose **Copy**. Go to the desired location and right-click a blank area in the folder and choose **Paste**.

### Moving files or folders:

- Using File Explorer.
  1. Select the file or folder to move
  2. Go to the **Home** tab.
  3. Click the **Move to** icon.
  4. Choose a folder from the list or click **Choose location** to find another location.
- Alternate method: Drag & Drop to the desired folder.
- Another method: Right-click on the object and choose **Cut**. Go to the desired location and right-click a blank area in the folder and choose **Paste**.

### Deleting files or folders:

- Using File Explorer.
  1. Select the file or folder to Delete
  2. Go to the **Home** tab.
  3. Click the **Delete** icon.
- Alternate method: Select the file or folder and press the **Delete** key.
- Another method: Right-click on the object and choose **Delete**.
- **Always delete to the Recycle Bin. Permanently deleting files is not wise.**