

Managing your Files and Saving Documents Managing your Files

1. Creating a main work directory:

1 Double click on NT Explorer on the desktop:



1.2 In NT Explorer find your reference on M:\ drive

The reference for this user is Cnewton on 'Nn01\User3' (M:). Yours should look similar In order to find this you may have to double click 'Desktop' or 'My Computer'



2. Creating a new directory for all your work:

2.1 Double click on your M: drive space Icon and make sure it is selected, like this:







2.2 With your M: drive selected, double click on: File – New - Folder

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And this will appear:



2.3 In the highlighted (blue) area, type the name of the directory, for example: **All My Work** You are now ready to start creating sub-directories inside your directory 'All My Work'. To do this, make sure your directory 'All My Work' is selected and then repeat stage 2.2 above – but giving each directory a different name.

3. Task

3.1 Create a directory structure for your EAP Course which looks like this:





3.2 Oh no! A mistake! You realise that you should not have put all these directories directly inside 'All My Work'. You should have first created a course directory called: EAP Course, and then put all these directories inside that directory. So now create a new directory called EAP Course directly inside 'All My Work', and then move all your course topic directories like 'Project', Academic Reading, etc into the EAP Course directory. If you don't know how to do this, see 4 below.

4. Dragging and dropping directories

4.1 Double click on **All My Work** and notice that all directories appear on the left-hand side at the same level in the hierarchy as EAP Course. They should also appear in the right hand window.





OR

Select them in the right-hand window, then **right click** with the mouse. You will see this:



Select 'Cut', then right-click on EAP Course and select 'Paste'. The sub-directories move from All My Work into: All My Work\EAP Course\...



5. Renaming and / or deleting a directory

5.1 Right click on a directory or sub-directory whose name you want to change. You will see this:



5.2 If you want to delete a directory. Click on delete. BUT REMEMBER this will delete everything you have inside that directory too. The difference between 'Cut' and 'Delete' is that 'Cut' stores the directory and its content in memory – but you must paste it somewhere else immediately.

6. Task

Create another directory under 'All My Work' – and subdirectories for your course. Here are some of the subjects you might be studying:

Computer Science Topics	Electical Engineering Topics	Medicine Topics	
Introduction to Computer Systems	Cellular Radio Communications	Sociology and Qualitative Research	
Object-Oriented Programming in	Advanced Digital Signal	Human Immunity Modules:	
Java	Processing	Clinical Diabetes	
Algorithm Design and	Adaptive Signal Processing	Gynaecological and Reproductive	
Implementation	Program Development	Health	
Software Engineering	Organisation and Planning	The Well Woman and Screening	
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Business Topics	Law Topics		
Business Finance and Management	European lay		
Development and Industrialisation	International Law		
Entrepeneurship	Criminal Law		
Environmental Management	Intellectual Copyright		
Human Resource Management	Judicial Systems		
Marketing			
Public Sector Management			
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Saving Documents

1. Open MS Word from the desktop by clicking on the icon:



- 2. When word opens, type a brief description of yourself
- 3. Click on: File Save as ... and you will see this window:

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Save As	17 X
Saweign: Presessional 2001 Presessional 2001 Pr	Select the M: drive and you will be shown 'All My Work' and all the sub-directories you have created
Image: Second state Image: Second state Imag	Double click on
Save A: Save In All My Work	the directory in which you want to save this document type a
Academic Reading Academic Speaking Academic Writing EAP Course Gramour Butter of Earlich	document, type a name for your document and click Save
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- 4. Now close down the document you just saved, go back to the desktop, open NT Explorer and find the document you have just created.
- 5. You can rename, delete, drag and drop a Word document in NT Explorer in exactly the same way as youe have practised with directories.