

File Management

Folders and Sub-folders

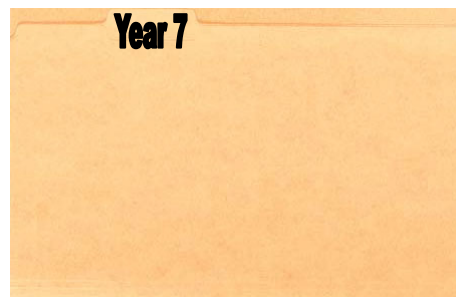
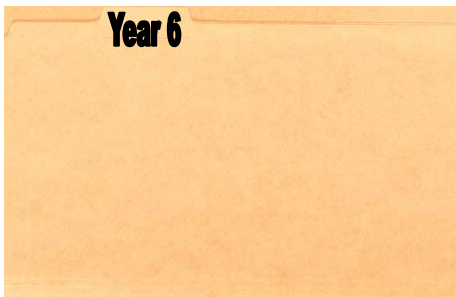
Explanation of Folders and Subfolders

Folders and Subfolders are used on the computer with the same principle as a manual filing cabinet and filing system. When filing on the computer we call it File Management.

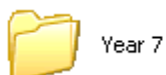
Folders and files are created on the computer with the same principle as a new folder or file in a filing cabinet.

Example 1:

If a teacher had a year 6 class and a year 7 class, and she taught both classes English, Maths and Science, she may create 2 new folders within her manual filing system, one for year 6 and one for year 7 (as shown below).



Or she may create 2 new folders within her computerised file management system, one for year 6 and one for year 7 (as shown below).



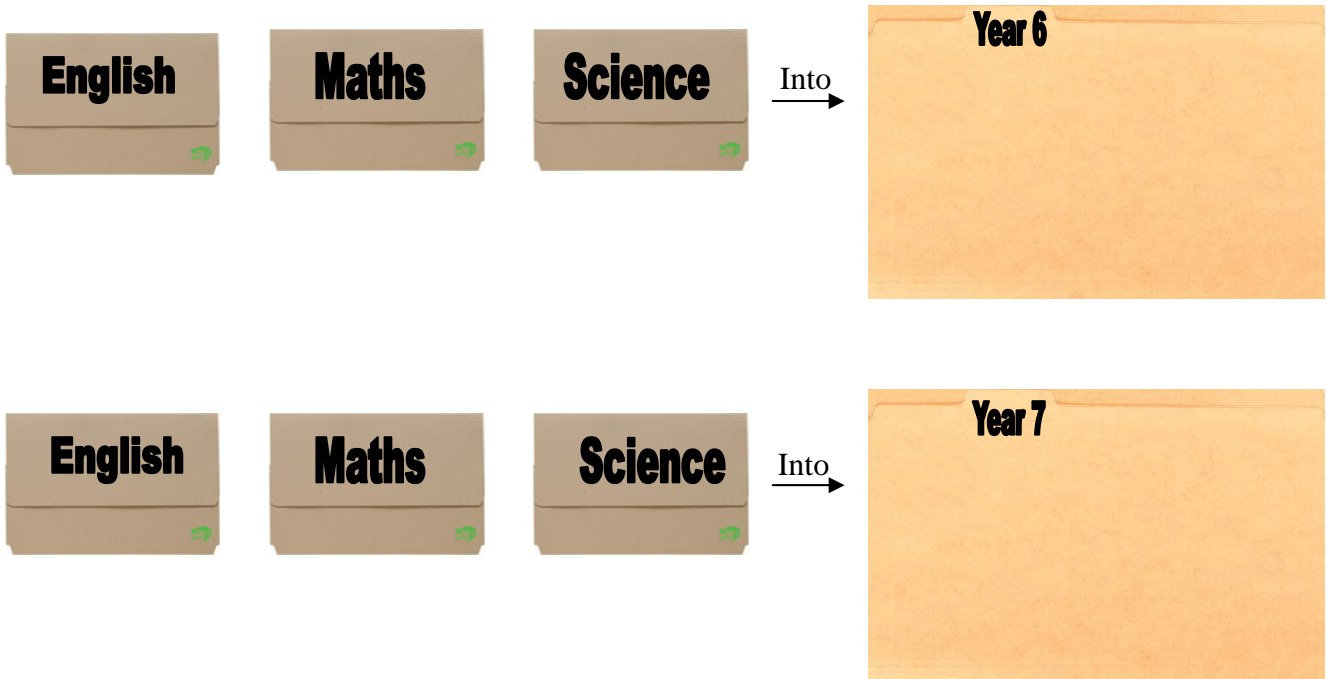
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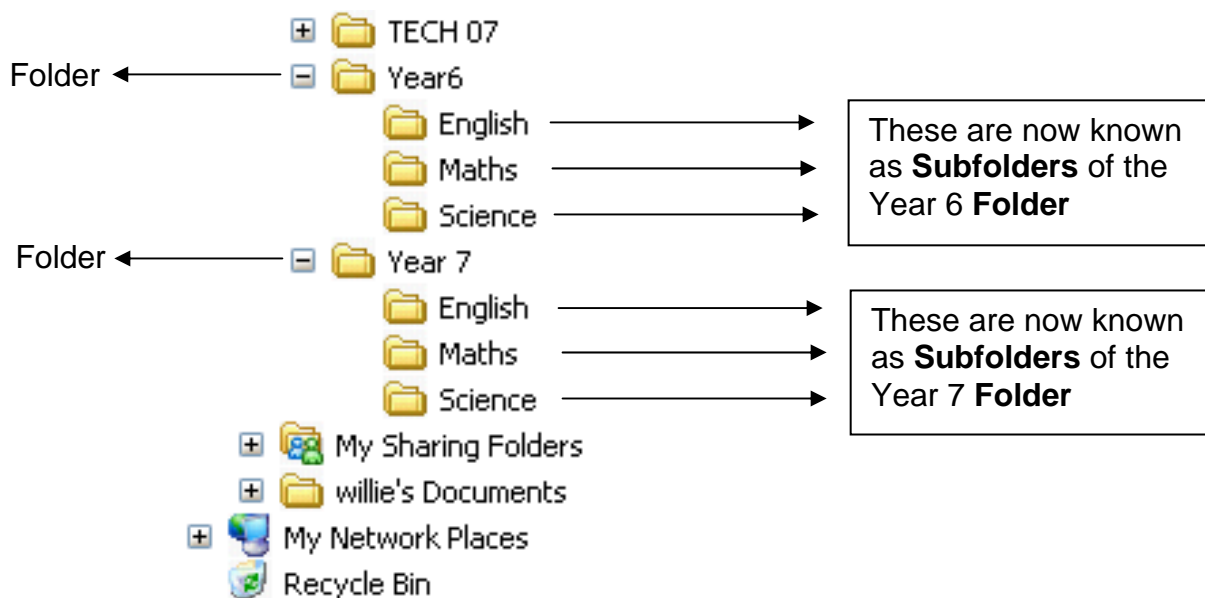
Example 2:

The teacher may then decide to create a **folder** each for English, Maths and Science within her Year 6 **folder** and the same in her Year 7 **folder**.

This would be done as shown below in her manual filing system:



This would be done as shown below in her Computerised File Management System:



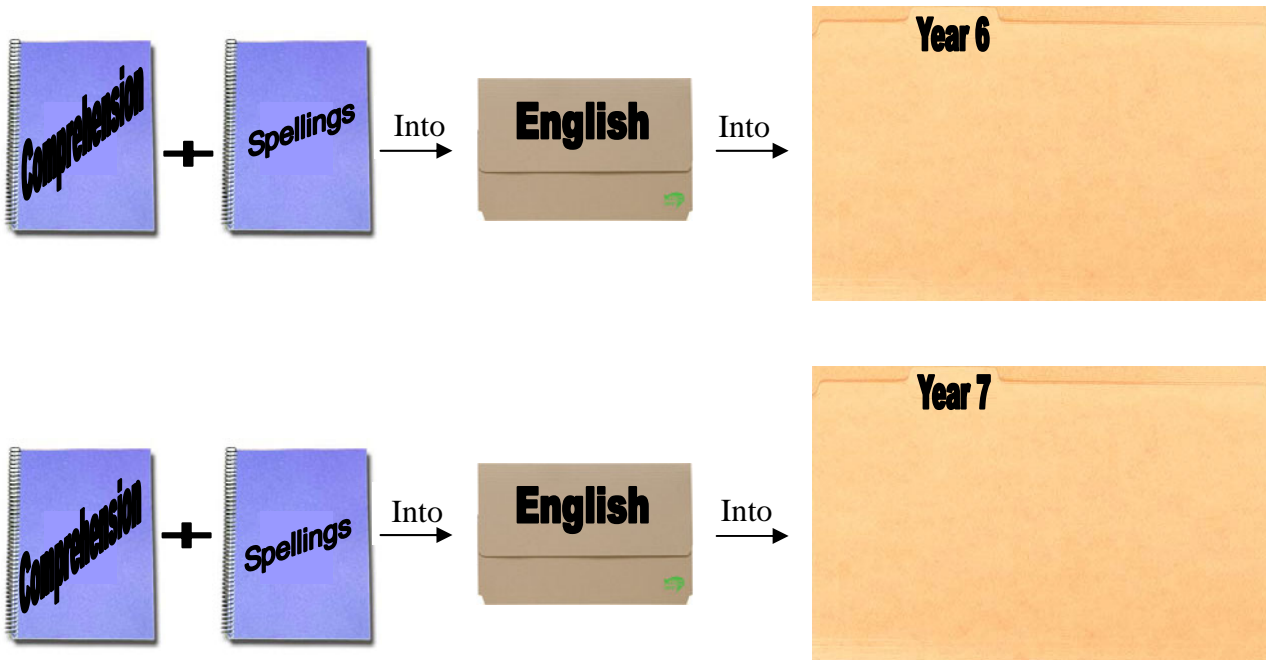
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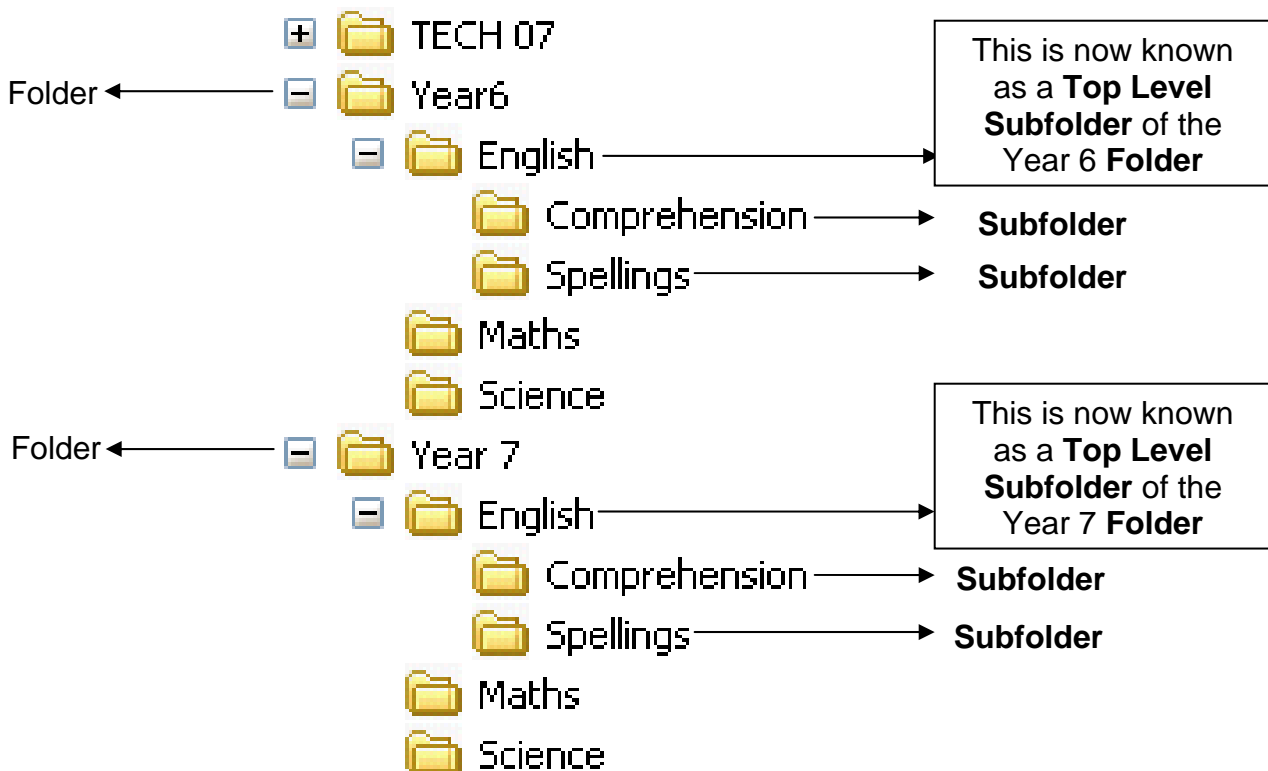
Example 3:

The teacher then may decide that she would like to have another set of **folders** inside the English **Folder** for both Years 6 and 7, one **folder** for Comprehension and one for Spellings.

This would be done as shown below in her manual filing system:



This would be done as shown below in her Computerised File Management System:



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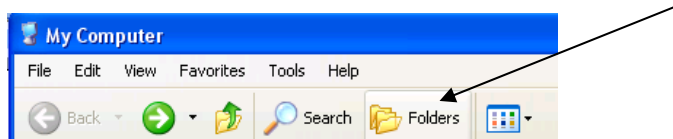
Definitions of Types of Folders

<u>Type of Folder</u>	<u>Definition</u>
Folder	An object that can contain multiple documents. Folders are used to organise information.
Sub-Folder	A folder contained within another folder
Top Level Sub-Folder	A sub-folder containing sub-folders

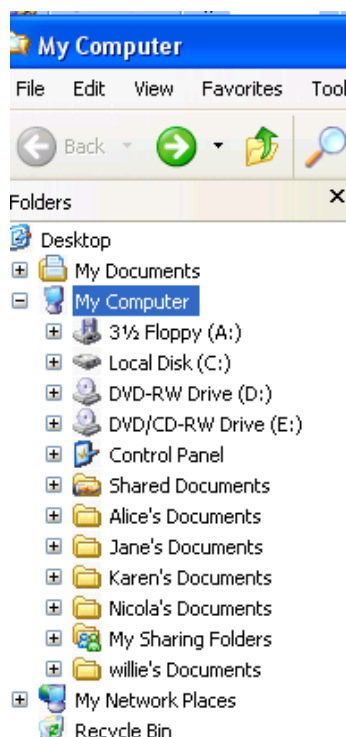
Viewing Folders and Sub-folders

You can view Folders and Sub-Folders by following the steps below:

1. Open My Computer
2. Click on the Folders tab underneath the menu bar



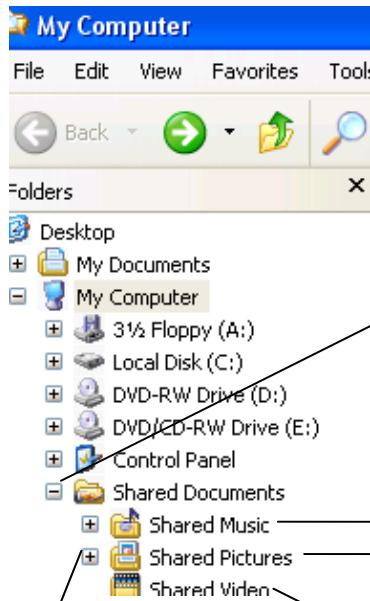
3. A left hand pane should appear (see below)



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4. You can click on the + sign beside the folder you wish to view and it will expand to reveal all the subfolders within that folder (see below)



The + sign changes to a – sign when you click on it and it expands to show you the subfolders

These are **Top Level Sub-Folders** as they are subfolders of the Shared Documents Folder but they have subfolders inside them

This is a **subfolder** as it is within the Shared Documents folder

A + sign beside a folder indicates that there are subfolders within this folder