

Unit 1

File management

Complete this unit, and you'll know how to:

- A Control folder options, indexing, properties, and layout.
- B Organise files, configure file display, and copy files to a CD or DVD.
- C Share folders with other users and use shared resources.
- D Search for files and folders.
- E Protect files by backing up and restoring.

Topic A: Folders

Managing folders and their contents can seem like a full-time job. Fortunately, Windows Vista provides several tools that you can use to keep track of your folders so you can find the files you need when you need them.

Folder types

Explanation

The folder type determines how Windows Vista displays the contents of a folder. For example, the files in a Pictures folder are shown as thumbnail images. Windows Vista provides the following folder types shown in Exhibit 2-1.

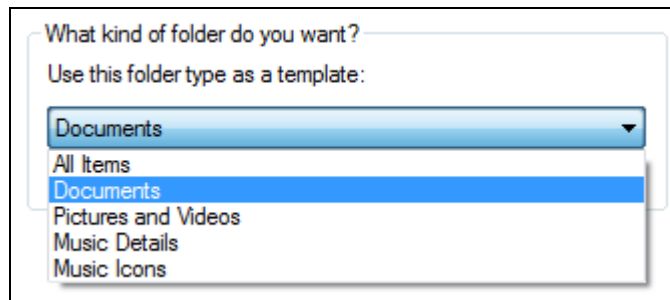


Exhibit 2-1: The folder types list

Vista makes a determination based on the files within a folder as to what folder type to assign to that folder. You might want to override Windows Vista's assessment; for example, if you have a folder containing mixed documents, you might want to change the file type from to Pictures and Videos so you can easily see the pictures you have in that folder.

To change a folder's type:

- 1 Open the folder.
- 2 Choose Organise, Properties.
- 3 Activate the Customise tab.
- 4 From the Use this folder type as a template list, select the type.
- 5 Click OK.

Do it!

A-1: Setting folder types

Here's how	Here's why
1 If necessary, log on as MCTSADMIN## with a password of Pa\$\$321	

2 Click **Start** and choose
Pictures

To open the Pictures folder.

3 Double-click **Sample Pictures**

Observe the files



The sample pictures folder is configured as a Pictures and Videos folder type, which means thumbnails are displayed for each file.

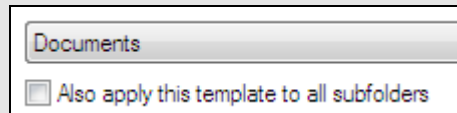
4 Choose **Organise, Properties**

To display the Sample Pictures Properties dialog box.

5 Activate the Customise tab

6 From the Use this folder type as a template list, select **Documents**

Observe the Also apply this template to all subfolders checkbox



By default, your change will apply to the current folder only. You could check this box to apply it to all the subfolders as well.

Click **OK**

7 Observe the files

File Name	Date/Time	File Type
Autumn Leaves	11/2/2006 7:35 AM	JPEG Image
Creek	11/2/2006 7:35 AM	JPEG Image
Desert Landscape	11/2/2006 7:35 AM	JPEG Image
Dock	11/2/2006 7:35 AM	JPEG Image
Forest	11/2/2006 7:35 AM	JPEG Image
Forest Flowers	11/2/2006 7:35 AM	JPEG Image

The contents of this folder are now shown as documents. The window shows small icons, the name, and file properties details rather than thumbnails.

8 Reset the folder to be a Pictures and Videos folder

Leave the Sample
Pictures folder open

Folder indexing

Explanation

Windows Vista creates an index of the files on your computer. Think of the index as a library's card catalogue. Both of these systems are a means to provide a quicker way to find the information you need. Searching the library card catalogue is faster than walking up and down every aisle in the library looking for a particular book. So is searching through the Windows index. With file indexing, when you search for a file, Windows Vista searches the index rather than examining every file on your computer.

However, you might have a folder that contains temporary documents or files that change so often that any index built from them would be quickly out of date. You can turn off indexing of those folders, which also speeds up the overall indexing process. It also improves search results because the contents of those folders will be directly searched rather than a possibly out of date index.

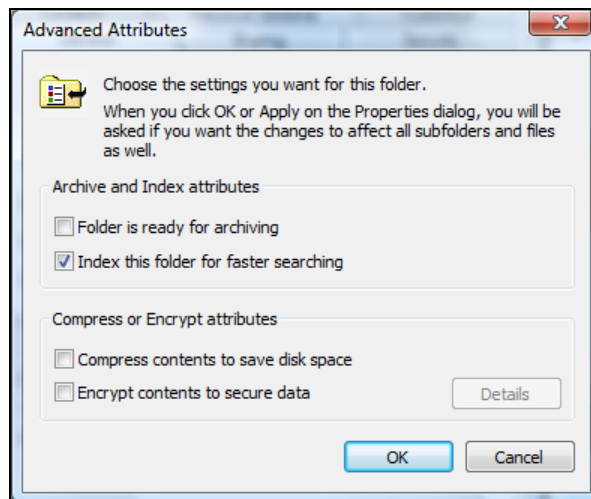
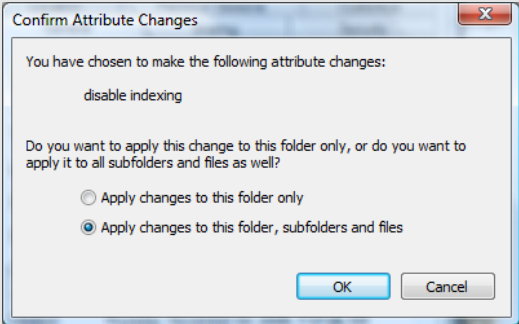


Exhibit 2-2: The Advanced Attributes dialog box contains folder indexing options

Do it!

A-2: Configuring indexing

Here's how	Here's why
1 Choose Organise, Properties	
2 On the General tab, click Advanced	To display the Advanced Attributes dialog box.
3 Clear Index this folder for faster searching	
4 Click OK	The contents of this folder will no longer be indexed.
5 Click OK	 <p>You are prompted to choose to apply your change to the current folder only or also to its files and subfolders.</p>
6 Click OK	To apply the changes to the folder, its files, and its subfolders.

Folder options

Explanation

You can customise the way folders look and how items behave in a folder view by changing folder options. You change the folder options for all folders by clicking Start, Control Panel, Appearance and Personalisation, Folder Options. Alternately, if you are in any folder window, from the Organise menu, choose Folder and Search Options. Then, configure the options on the General, View, and Search tabs. All three tabs have Restore Defaults buttons, which reset all options to the way they were when Windows Vista was installed.

General tab

The options on the General tab determine how Windows behaves as you navigate through the folder hierarchy. To change these from any folder window, choose Organise, Folder and Search Options. You can configure the following options on the General tab.

Options	Description
Tasks	The default is the Windows Vista folder display, which includes the Details and Preview panes. You can display the classic Windows menu bar and turn off these panes by selecting "Use Windows classic folders."
Browse folders	When you open a folder, you can choose to display it in the same window (the default) or in a new window.
Click items as follows	You can choose to have a single click to open an item in a folder (a file, program, or another folder) or a double click (the default). If you implement the single click, you can also choose to have item names underlined like hyperlinks in a browser.

View tab

The View tab in the Folder Options dialog box contains settings that determine what you see in folder windows. The available options are described in the following table.

Option	Description
Folder views	You can apply the options you configure for the current folder to all folders of the same type (such as all the Documents folders or Pictures and Videos folders). You can also reset the options to undo any changes you've made (all options are reset).
Advanced settings	You can choose how files and folders are displayed. Among other options, you can choose to display hidden files and folders, hide or display file extensions, hide or display operating system files, retain each folder's view settings, and display encrypted or compressed files in another colour.

Search tab

Using the options on the Search tab, you can configure how Windows Vista searches the content on your computer. The available options are listed in the following table.

Option	Description
What to search	You can choose to search file names and file content in indexed folders and file names only in non-indexed folders (the default). Or you can choose to always search file names and file contents, or always search just file names.
How to search	You can choose any of the following options: to include subfolders when searching using the Search box; to find partial matches; to use natural language searches; and to not use the index when searching. By default, the first two choices are enabled.
When searching non-indexed locations	You can search system directories and compressed files. By default, neither choice is selected.

Do it!

A-3: Configuring folder options

Here's how	Here's why
1 Choose Organise, Folder and Search Options	To open the Folder Options dialog box.
2 On the General tab, select Single-click to open an item (point to select)	
Click OK	To set the options.
3 Point to Autumn Leaves	The file name is underlined.
Click the file	To open it. You just have to click once.
4 Close the file	
5 Choose Organise, Folder and Search Options	
6 On the General tab, click Restore Defaults	To reset the options to what they were at the beginning of this activity.
7 Activate the View tab	
8 In the Advanced Settings list, select Show hidden files and folders	To display files and folders that would normally be hidden.
Clear Hide extensions for known file types	To display file extensions in folder windows.
9 Clear Hide protected operating system files (Recommended)	To display hidden operating system files. If you ever need to edit them directly, you'll need to be able to see them.
Click Yes	To confirm that you want to show the protected operating system files.
10 Click OK	To set your options.
11 Observe the Pictures folder	A hidden file is now displayed, and you can see its file extension.
12 Open the Sample Pictures folder	You have to double-click it again.

Folder layouts

Explanation

You can control what panes and menus are displayed within the Explorers by setting folder layout options. Simply choose **Organise, Layout**, and then the menu or pane you want to show or hide.

Do it!

A-4: Selecting a folder layout

Here's how	Here's why
1 Choose Organise, Layout, Menu Bar	The "classic" menu bar is now displayed. Users of previous versions of Windows XP will find familiar commands and options on these menus.
2 Choose Organise, Layout, Navigation Pane	To hide the Navigation pane, which is typically shown on the left and contains the Favourite Links list.
3 Hide the menu bar and show the Navigation pane	To restore the default layout for this folder.

Topic B: File maintenance

After you set your folder options, you can configure the files within them. How you manage your files is up to you, and after working with them you'll decide which options best suit your needs.

File attributes

Explanation

Attributes are properties that determine how the operating system handles a specific file. The file attributes available in Windows Vista are described in the following table.

Attribute	Description
Read-only	Read-only documents can be opened and viewed but not modified. If you modify a read-only file, you won't be able to save the changes (unless you choose Save As to save to a new file).
Hidden	Hides files and folders in Windows Explorer. Folder options can be set to show hidden folders, which then appear shaded.
Archive	Identifies files that are ready for archiving (backing up). This attribute is used by backup software. If this attribute is set, it means the file has been modified since it was last backed up (or it has never been backed up) and therefore should be backed up. After backing up your files, the software clears the archive attribute.

To change a file's attributes, right-click the file and choose Properties to open the document's Properties dialog box, as shown in Exhibit 2-3. Check or clear the attributes at the bottom of the dialog box. (Click Advanced to access the Archive attribute.)

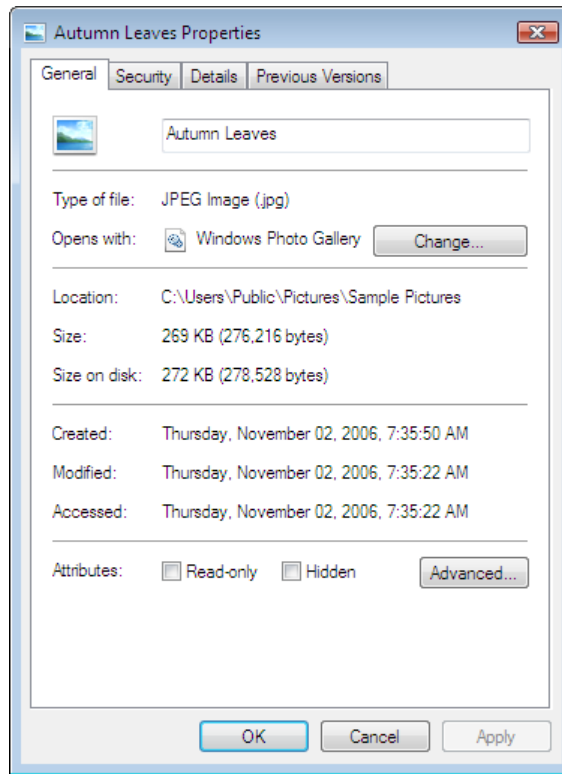
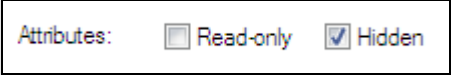
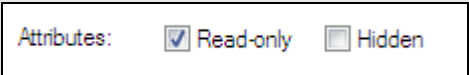
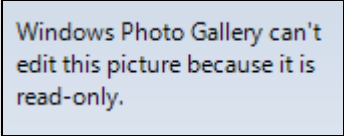


Exhibit 2-3: A document's Properties dialog box

Do it!

B-1: Configuring file attributes

Here's how	Here's why
<p>1 Right-click Autumn Leaves and choose Properties</p> <p>Next to Attributes, check Hidden</p>	<p>You'll hide this file.</p>  <p>Attributes: <input type="checkbox"/> Read-only <input checked="" type="checkbox"/> Hidden</p>
<p>2 Click OK</p>	
<p>3 Why can you still see the file?</p>	
<p>4 Unhide the Autumn Leaves file</p>	
<p>5 Right-click Creek and choose Properties</p> <p>Check Read-only</p>	 <p>Attributes: <input checked="" type="checkbox"/> Read-only <input type="checkbox"/> Hidden</p>
<p>Click OK</p>	<p>To prevent the file from being edited.</p>
<p>6 Right-click Creek and choose Edit</p>	<p>To open it in Windows Photo Gallery.</p>
<p>7 Observe the message in the right pane</p>	 <p>Windows Photo Gallery can't edit this picture because it is read-only.</p>
<p>8 Close Windows Photo Gallery</p>	<p>You can't edit the file because it's marked read-only.</p>

File display options

Explanation

You can display files in folders in various ways. For example, you can display files as icons or thumbnails, you can display file details, or display a simple list of files. To change the way files are displayed in a folder:

- 1 Open the folder.
- 2 Either click the Views button to change to the next view option, or click the down arrow beside the Views button and choose the desired option. The various display options are shown in Exhibit 2-4.

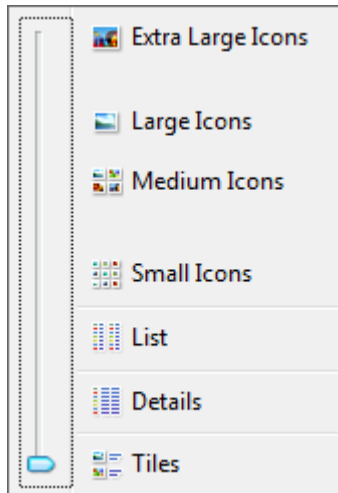

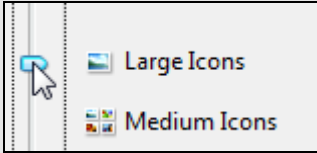


Exhibit 2-4: View options

Do it!

B-2: Configuring file display

Here's how	Here's why
1 Click Views two or three times	The files are displayed in a different way each time.
2 Click where indicated	 A screenshot of a file explorer window showing the 'Views' button in the top right corner. A mouse cursor is pointing at the button.
3 From the pop-up menu, drag the slider up and down	 A screenshot of the Views pop-up menu. It shows a vertical slider on the left side with a mouse cursor pointing at it. To the right of the slider are two options: 'Large Icons' and 'Medium Icons'. <p data-bbox="906 701 1429 768">The file display changes as you drag the slider.</p>
4 Set the file display to Details	To also display the Type column. This column lists the file's type. In this case, all the sample pictures are JPEG files.
5 Right-click any of the column headers and choose Type	There are dozens of possible columns that you could display. Not all details apply to all files. For example, Album applies to music files but not memos you write.
6 Right-click any of the column headers and choose More...	To close the Choose Details dialog box without displaying any additional columns.
Click Cancel	

File organisation

Explanation

Windows Vista offers you various options for sorting, grouping, and stacking files. These options enable you to easily work with large sets of files and find just the files you need.

Sorting files

Windows Vista folders display column headers that correspond to various file properties, such as the file's name, creation date, author, and so forth. The columns available in a folder depend on the folder layout currently assigned to that folder. You can sort the files in a folder by any of those columns in either ascending or descending order.

To sort a file, click on a column header. To change from ascending to descending order, click the column header a second time. You can also sort according to a column by clicking the down arrow beside the column header's name and then clicking on Sort. Repeat that process to sort in the other order by that column.

Grouping files

You can group files to display like files together in a folder. For example, all of the files created by the same person will be displayed together. Just how the grouping is indicated will vary depending on the display option you have selected. For example, in a list or details view, the files will be listed together with a line separating each group.

Stacking files

Windows Vista provides a means to group, or stack, files with similar attributes. For example, you could create stacks from a selection of music files according to the music genre. Rather than seeing a large list of files or icons, you would see a set of virtual folders as shown in Exhibit 2-5.

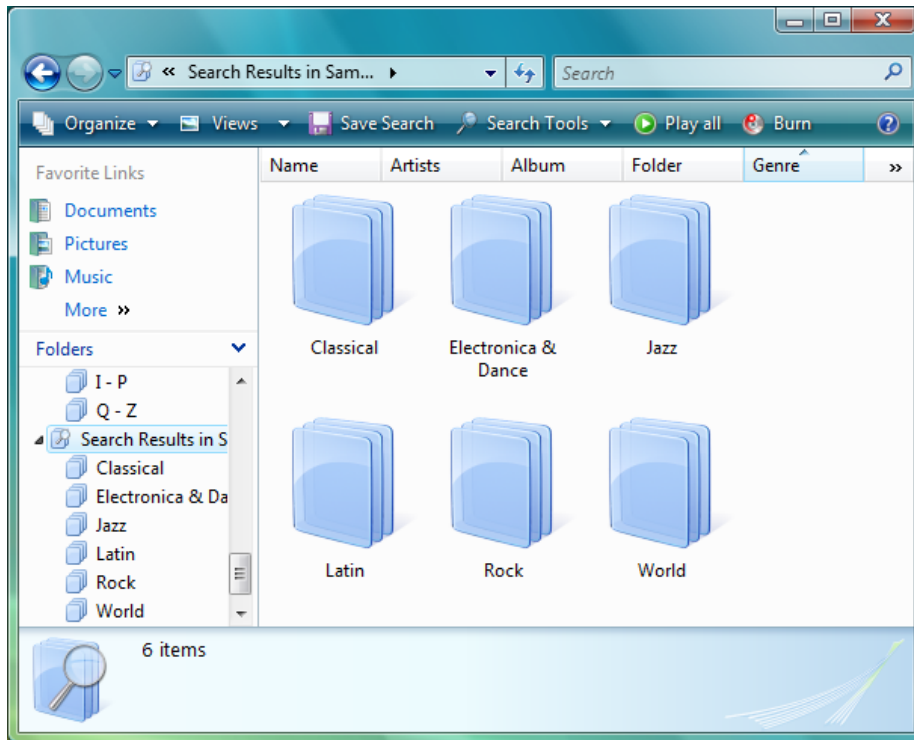
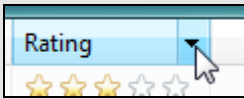
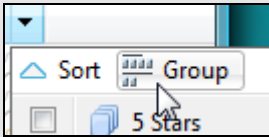
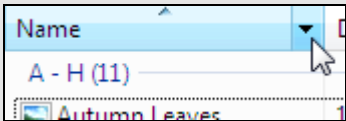

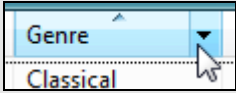
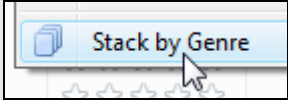


Exhibit 2-5: Stacked files appear as folders

Do it!

B-3: Organising files

Here's how	Here's why
1 Click where indicated	
2 Click where indicated	
3 Observe the folder	Files within the folder are grouped according to their rating—files with three stars are listed together and separated from four-star files by a horizontal line.
4 Click on the Name column header	Files are now sorted alphabetically.
5 Click where indicated	
6 Click where indicated	 Files are no longer grouped, but are instead sorted by name.
7 In the Favourite Links list, click Public	
8 Open the Public Music and then Sample Music folders	Windows Vista displays a selection of sample music files representing various genres of music.
9 Click where indicated	
10 Click where indicated	 The files are grouped into stacks according to their genre.

11 Double-click **Jazz**

To open the Jazz stack. The stack contains all the music files in the Jazz genre.

12 In Favourite Links, click **Pictures**, and then open the Sample Pictures folder

To return to the Sample Pictures folder.

Metadata

Explanation

The briefest definition of metadata is that it is data about data. Metadata is descriptive attributes of a file or other collection of data. For example, when you take a picture with your digital camera, various details about the photo are saved within a picture file. Your camera typically records the date, time, exposure settings, and other details that collectively comprise the photo's metadata.

Windows Vista enables you to record metadata for any file on your computer. Some details are recorded automatically, such as the date the file was created, its size, and so forth. Other details you can add, such as the author, rating, genre, and so forth.

To add or edit standard metadata for a file:

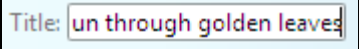
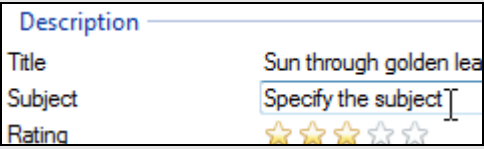
- 1 Display the file by opening the folder that contains the file you want to configure.
- 2 If necessary, display the Details pane. The wider you expand the folder window, the more standard metadata details will be displayed.
- 3 Select the file.
- 4 In the Details pane, click the metadata field and enter the new value. With some metadata details, you simply select the value from the available options.

To add metadata details to a file for properties not shown in the Details pane:

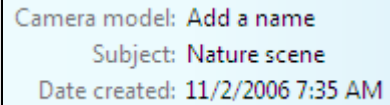
- 1 Display the files by opening the folder that contains them.
- 2 Right-click the appropriate file and choose Properties.
- 3 Activate the Details tab.
- 4 Find the property in the list. If it's editable, when you point at the space in the Value column, a text box or other entry field will become available. Enter the appropriate value.
- 5 Click OK.

Do it!

B-4: Configuring file metadata

Here's how	Here's why
1 If the Details pane is not visible, choose Organise, Layout, Details Pane	The pane is shown by default but might be hidden from an earlier activity.
Maximise the window	As you expand the window, more properties are listed in the Details pane.
2 Point to the top of the Details pane, and when the pointer turns to a double-headed arrow, drag upward	To expand the Details pane.
3 Click Autumn Leaves	To select the file. Its details are displayed in the Details pane.
4 In the Details pane, next to Title, point to Add a title	The text becomes an editable text box.
5 Click Add a title	
Type Sun through golden leaves	
Press e	To enter a title for this photo.
6 Right-click Autumn Leaves and choose Properties	
Activate the Details tab	
7 Point to the blank area next to Subject Click Specify the subject	
8 Type Nature scene	
Press e	
9 Click OK	To close the dialog box.

10 Observe the Details pane



Camera model: Add a name
Subject: Nature scene
Date created: 11/2/2006 7:35 AM

The subject you entered is displayed among the other metadata details.

11 Right-click in a blank area of the Details pane

Choose **Remove Properties...**

12 Select **Remove the following properties from this file:**

13 Check **Title**

Click **OK**

14 Observe the Details pane

The title you entered has been removed, though that metadata property still exists. You could re-enter a title for this photo following the steps above.

15 Close all open windows