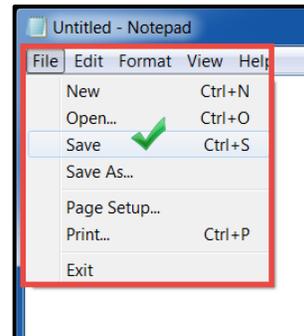# FILE MANAGEMENT ON YOUR COMPUTER

Knowing where your files are on your computer, and how to manage them can make using your computer easier and more enjoyable. This document will teach you how to manage your files.
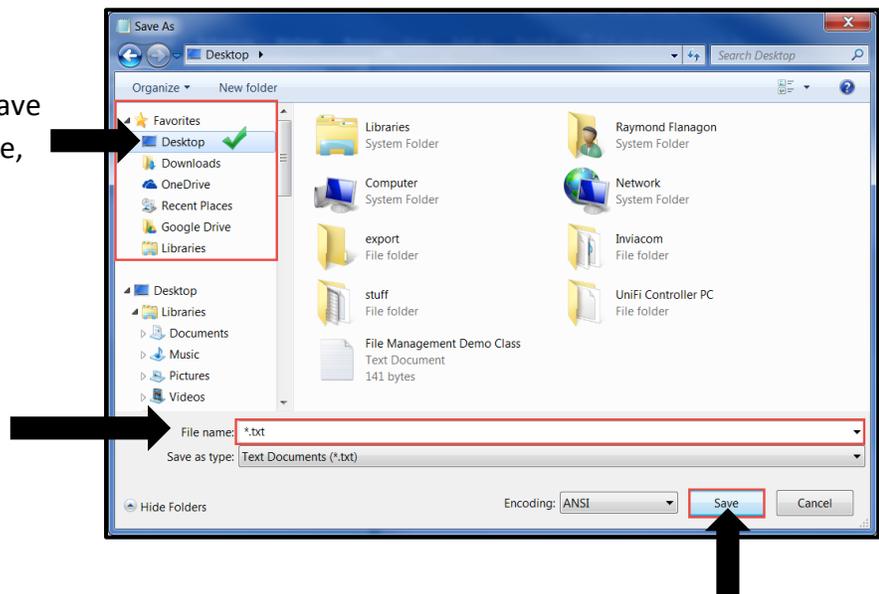
SAVE A FILE

For this exercise, I will be using the NOTEPAD program, found on ALL Windows-based computers.

1. From the **File** menu, select **Save**.

2. Determine WHERE you wish to save your document. For this exercise, select **Desktop**, then give the document a name.
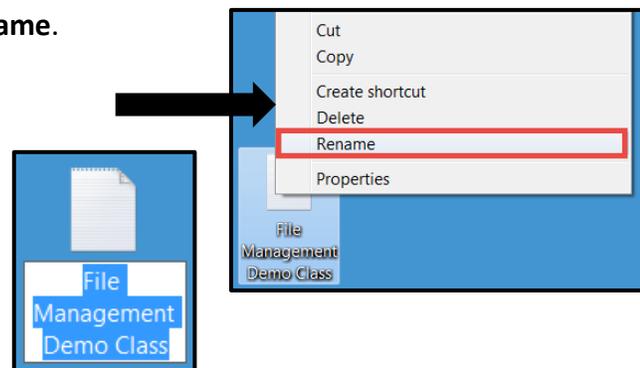
3. Click **Save**.

RENAME A FILE

Whether your file is a letter, a picture, or a spreadsheet, to rename it:
1. Locate the file, then right-click on it and select **Rename**.

2. Type the new name for your document and press the **ENTER** key on your keyboard when done.
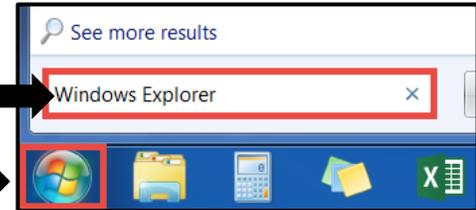
MOVE YOUR FILE

There may come times when you wish to move your document to a new location.

1. Open your Windows Explorer folder. (You may have a shortcut to your Windows Explorer on your desktop. If so, double click to open it.)

2. If you do NOT have a shortcut to your Windows Explorer folder, click your **Start** button and type "**Windows Explorer**" in the search field.
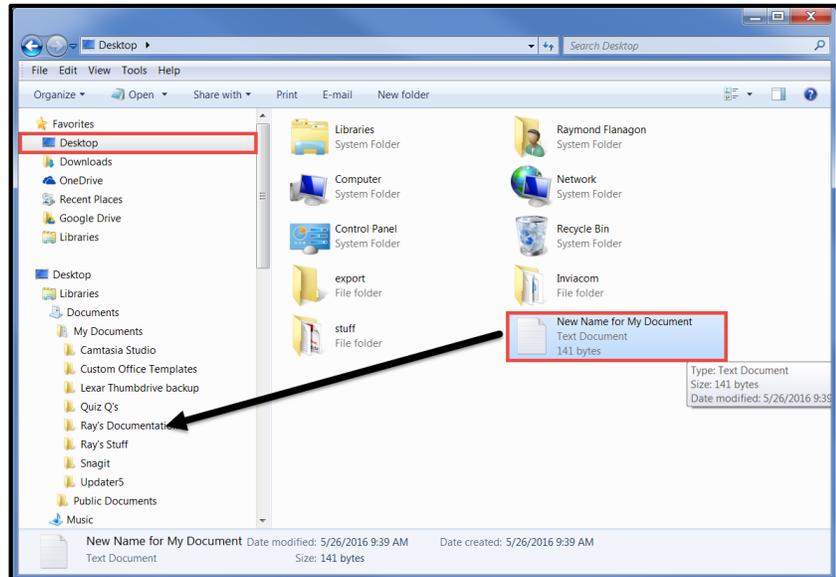
3. From the list of search results, click on **Windows Explorer**.
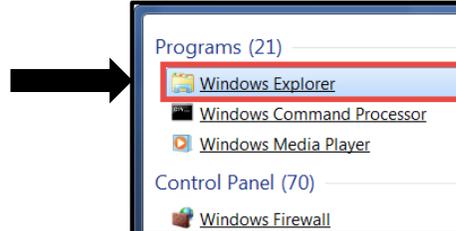
4. Navigate to the **Desktop**. Drag your document to the folder you wish to move it to.

   NOTE: To select more than 1 file at a time, select the 1st file, then **CTRL + CLICK** on other files to select them.
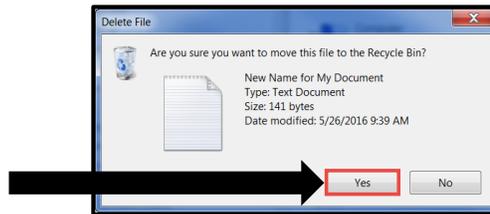
DELETE A DOCUMENT

1. From within your Windows Explorer folder, locate the document you wish to delete.
2. Right-click on the document and select **Delete**.
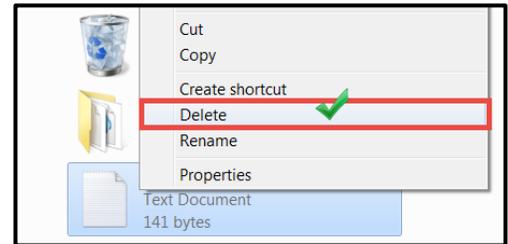
3. Click **Yes** to confirm the deletion.

SEARCH FOR YOUR DOCUMENTS

Being able to locate your documents, pictures, files at any time can save you HOURS of frustration. Here's how to use the SEARCH feature on your computer.

1. Click the **Start** button on your Taskbar.

2. In the **Search programs and files** text field, type in the name (or part of the name) of the file (or folder) you are trying to locate, and press **ENTER** on your keyboard.

3. Windows will return a search result list of any document, folder, program, etc… that meets your search criteria.

4. Click on the document you wish to open.