# Storing Files

At some point, after you have saved drawings from Paint and letters from WordPad or transferred pictures from your digital camera, you will want to organize these digital files. Win 7 provides methods to organize files that are similar to organizing a filing cabinet in an office. It provides folders and subfolders to group related items. Tools also are provided to move files from one folder to another, to make copies to put in other folders, and to delete unwanted files.

You also will want to make copies of your files to share and to create extra copies (backups) to protect against loss or damage to the files on your hard drive. You can copy digital files to portable storage devices including CDs, DVDs, USB flash drives, and external hard drives.

**LESSON OBJECTIVES**

After studying this lesson, you will be able to:

- Create new folders and subfolders to organize your files

- Move or copy folders and files from one location to another

- Delete folders and files and, if necessary, restore them from the Recycle Bin

- Organize your digital pictures

- Copy (burn) folders and files to CDs or DVDs

*Additional learning resources are available at **labpub.com/learn/silver/wtw7/***

# Case Study: Getting Organized

Aileen has been creating and saving many different file types on her computer. She has lots of pictures from her digital camera, a small collection of her favorite songs, all kinds of homework from a half dozen classes—and a big mess. Her photos are stuffed into the Pictures folder like pictures thrown in a shoebox. Her music collection is okay, but she would like to put some of the songs on a CD to play in her car. Worst of all is her homework. It has all been saved in her Documents folder, but assignments from different classes are all mixed together. She wants all the homework from each class to be grouped together so she can easily find an assignment when she needs it.

Aileen has learned how to make subfolders. She decides to organize her personal folders the same way she would organize a filing cabinet. In Documents, she creates a subfolder for each semester, makes a subfolder for each class within the semester folders, and then moves the appropriate files into each folder. For her pictures, she creates folders marked with years and months in the Pictures folder. She also creates copies of pictures she used for homework and puts the copies into the class subfolders. Her folder system now looks like this:
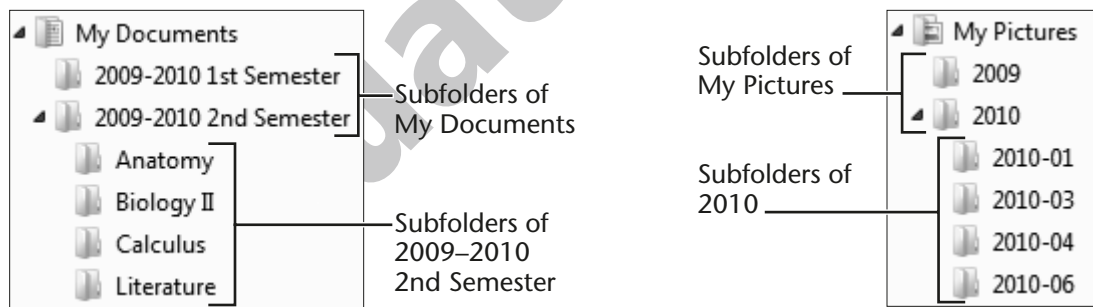
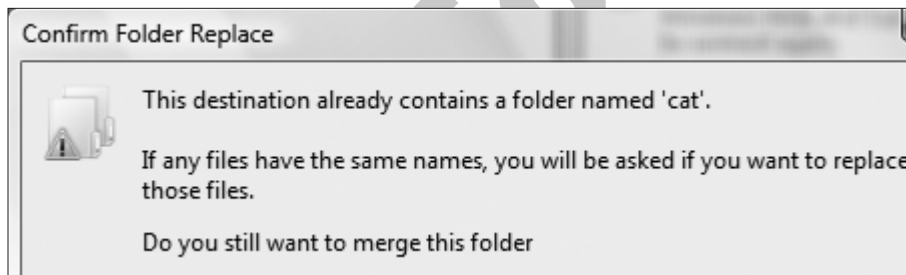Aileen creates subfolders to organize her schoolwork and pictures.

Finally, Aileen is especially happy to notice the Burn button on the toolbar in Windows Media Player. She clicks the button and follows the instructions to copy her favorite music files to CDs. With Win 7, this is very easy to do.
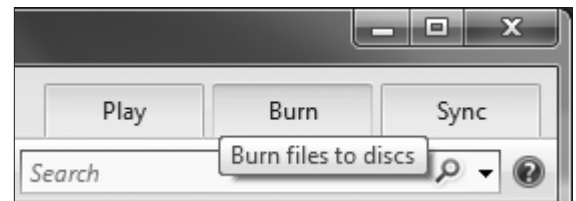
# Creating Folders

The purpose of folders in the Win 7 system is to organize the thousands of files on your computer. Much like a filing cabinet in an office, folders enable you to organize files into groups—a folder for your Maui pictures or one for your science projects. Each person will have an individualized organizational style, but certain conventions must be followed as you create new folders:

- Folders can be created in another folder, on a drive, or on the Desktop.

- The naming conventions for folders are the same as those for naming files. Refer to the Naming Files Quick Reference table in Lesson 3. A folder name (including its entire path) can be up to 255 characters long and include some symbols, such as dashes, commas, ampersands, and apostrophes.

- You cannot have two folders with identical names in the same location. You will be asked if you want to replace the existing folder if you create a folder with the same name.

Confirm Folder Replace

This destination already contains a folder named 'cat'.

If any files have the same names, you will be asked if you want to replace those files.

Do you still want to merge this folder

You will be warned if there are two folders (or two files) with the same name in the same destination (location) and be given the choice to merge or replace the existing folder with the new folder.

## How Files Are Stored in Your Computer

There is an order to how your computer stores files on its various internal or external drives. The process for storing files is similar to procedures you might use to organize a filing cabinet. Individual documents, letters, or pictures (files) might be grouped together by subject, put inside folders, and labeled with an appropriate name. If there are many files within a folder, you might create subfolders to subdivide into more specific groups. The drives on a computer are organized in a similar manner using electronic folders, subfolders, and files.

**Folders and Subfolders Created by Win 7**   Electronic folders, subfolders, and files are created when Win 7 is installed on the local hard drive (C:) of your computer. Win 7 is a very large collection of programs with thousands of files, called system files, which are stored on your internal hard drive. The purpose of the system files is to carry out all of the tasks necessary to keep Win 7 running. Win 7 is installed with folders and subfolders to organize those system files and the files of other programs installed on your computer.

System folders installed on your local C: drive by Win 7.

Most of Win 7's system files are stored in a folder named Windows. The files in the Windows folder are grouped into several thousand subfolders.

When a new application program is installed onto your hard drive, some of the program files may be stored in the Windows folder, but the rest of the files are grouped into a folder with a name chosen by the manufacturer. This folder is then stored in the folder named Program Files.

As new users are added to your computer, a subfolder is created inside Win 7's Users folder with each user's name as a subfolder name. Win 7 also creates 11 personal subfolders for each user to organize his or her files: documents, pictures, music, videos, and other common types of files.



System folders installed on local drive C:

Subfolders created by Win 7 and nested inside the C: drive folders
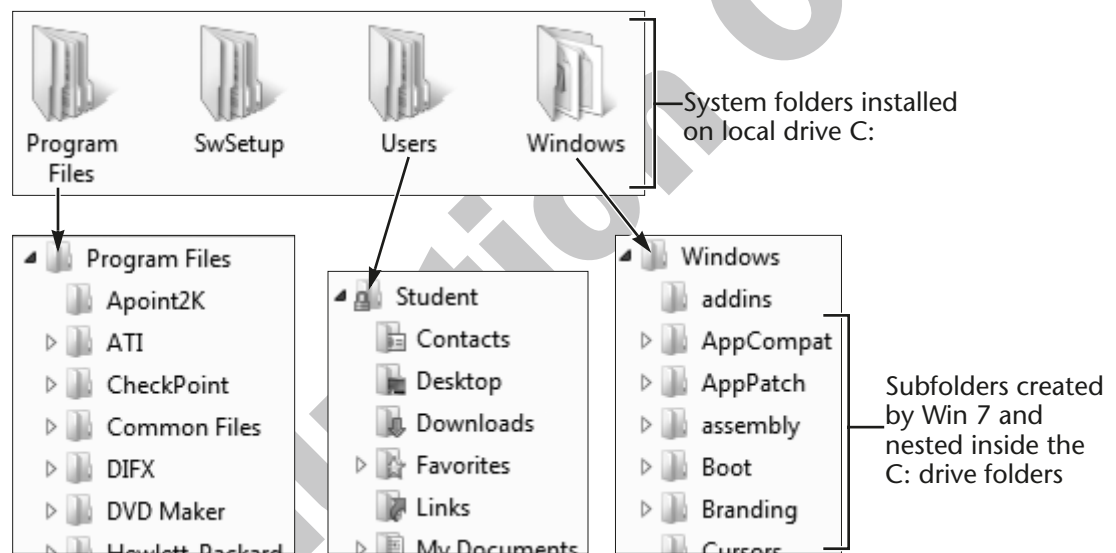
Thousands of folders and subfolders are created by Win 7 on your local hard drive.

# Procedures for Creating New Folders

There are two commonly used procedures for creating new folders: using the New Folder button in the folder window and choosing from the right-click pop-up menu.

**QUICK REFERENCE: Creating Folders**

| Task | Procedure |
|------|-----------|
| Create a new folder via the New Folder button | • Open the folder or the drive where you want to put a new folder.<br>• Choose New folder from the folder window toolbar.<br>• Type the new folder name.<br>• Tap the Enter key. |
| Create a new folder via the right-click method | • Navigate to the location (Desktop, folder, or drive) where you want to put a new folder.<br>• Right-click a blank place in the window or on the Desktop.<br>• From the pop-up menu, choose New→Folder.<br>• Type the new folder name.<br>• Tap the Enter key. |

**!NOTE!** The Desktop is a folder that can be displayed in a folder window, where the New Folder command will be available from the folder window toolbar to create a folder. However, usually you see the Desktop as your opening screen without menus, and you must use the right-click method to create a new folder.

# Renaming Files or Folders

Sometimes you will want to correct or change the name of a file or folder and rename it. You must follow Win 7's naming conventions mentioned above when you rename a file or folder. You also can select and rename multiple files or folders at the same time. When you rename multiple folders, Win 7 will give one folder the new name—such as Maui—and the others will have the same name plus a serial number—Maui (2), Maui (3), Maui (4), and so on. When you rename multiple files, all files will be named serially starting with (1).

**QUICK REFERENCE: Renaming Files or Folders**

| Task | Procedure |
|------|-----------|
| Rename files or folders from a toolbar menu | • Open the file or folder location.<br>• Select one or more files or folders to be renamed.<br>• Choose Organize→Rename from the toolbar.<br>• Type the new name.<br>• Tap the ⎡Enter⎤ key. |
| Rename files or folders using a right-click | • Open the file or folder location.<br>• Select one or more files or folders to be renamed.<br>• Right-click a selected item.<br>• Choose Rename from the pop-up menu.<br>• Type the new name.<br>• Tap the ⎡Enter⎤ key. |

## HANDS-ON 5.1  Create a New Folder on the Desktop

In this exercise, you will create a new folder on the Desktop and give it a name. Then you will rename the folder.

Since there are no menus displayed on the Desktop for creating a folder, you will use the right-click method to display a pop-up menu, from which you can create one.

### Create and Name a New Folder

**1.** Follow these steps to create a new folder on the Desktop:



Ⓐ Right-click on a clear area of the Desktop to display its pop-up menu.

Ⓑ Choose New from the pop-up menu.

Ⓒ Choose Folder.

Ⓒ Choose Folder.

The new folder appears with its name selected, ready for you to type a new one.

**2.** To name the folder, type **Practice** and tap ⎡Enter⎤.

**Rename the Folder**

**3.** Right-click the Practice folder.

**4.** From the pop-up menu, choose Rename.

**5.** Type the new name **Delete Practice** and tap ⎡Enter⎤.
This folder will be used in Hands-On 5.6.

# Creating Subfolders

When a folder gets filled with files, you may want to divide the files into groups using subfolders. Those subfolders could have their own subfolders, and so on. Subfolders are also called *nested* folders. When a new login name, such as Student, is created, Win 7 creates a personal folder named Student along with 11 subfolders (including My Documents, My Pictures, My Music) that are nested inside. If you then nest two subfolders named Animals and Flowers inside the My Pictures folder, the *path* (hierarchy) would look like this:

The address bar path shows that you are currently viewing the My Pictures folder.

The My Pictures folder has two folders nested inside, as displayed in the View pane.
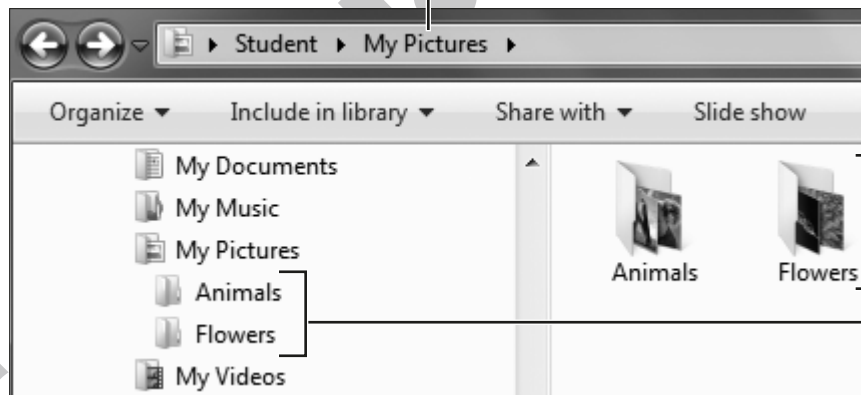


The Folders pane displays the nested folders as well.

# HANDS-ON 5.2 Create Folders on Your Flash Drive

In this exercise, you will create two new folders on your USB flash drive.

## Navigate to Your USB Flash Drive

**1.** Connect your USB flash drive to a USB port.

Wait a moment for the computer to recognize the USB flash drive. Depending on your USB flash drive and system setup, an AutoPlay dialog box should appear. (If AutoPlay does not appear, skip to step 3.)
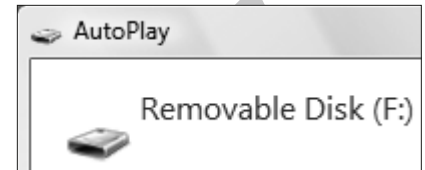
The AutoPlay box displays the drive name and its assigned drive letter and provides a list of options available for that drive. (The name and drive letter you see will probably differ from the one shown at right.)

**2.** Choose Open Folder to View Files from the AutoPlay list (you may have to scroll down to see this option) and then skip to the Create a New Folder section of this exercise.

**3.** Choose Start ⊞→Computer and double-click on the icon for your USB flash drive if AutoPlay did not appear in step 1.

## Create a New Folder

Win 7 displays the contents of your USB flash drive. Notice the drive name and letter in the path of the address bar. (The name and drive letter you see will probably differ from the one shown at right.)
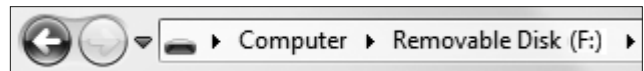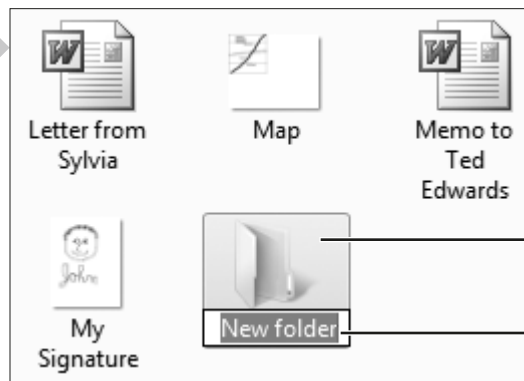
Now that you have navigated to your USB flash drive, you are ready to create folders on it. The New Folder command always creates the new folder at your current location.

**4.** Follow these steps to create and name a new folder:

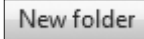Ⓐ Choose the New Folder button on the folder window toolbar.

Ⓑ Notice the new folder in the View pane. The folder name is highlighted, ready for you to give it a new name.

Ⓒ Type **Photos** to replace the temporary name New Folder and tap Enter.

**5.** Double-click the new Photos folder to open it.

The folder is empty, so nothing displays in the View pane.

**6.** Click the Back ⬅ button.

The View pane displays the contents of your USB flash drive. The Photos folder has moved to the top of the list. Win 7 normally displays folders before any files.

### Create an Additional Folder

**7.** Choose the New folder button from the folder window toolbar.

**8.** Name the new folder **USB Documents** and tap the Enter key.

The two new folders on your USB flash drive will be used in the following exercises.

---

# Moving and Copying Folders and Files

From time to time you may want to reorganize your folders and files. You can easily move folders and files to a new location or put copies of folders or files in other locations.

## Using the Cut, Copy, and Paste Method

To cut and paste or copy and paste folders and files, you use methods similar to those used for text and objects in Lesson 3, Working with a Program. Take time to compare the similarities and differences. As with text, you must select at least one folder or file before you can give the Cut or Copy command. You will learn how to select more than one folder or file at a time later in this lesson.
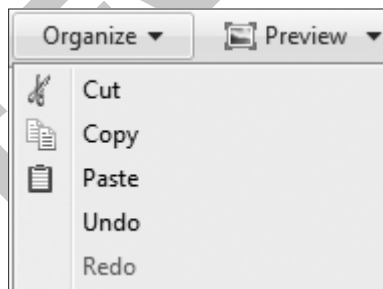
The Cut, Copy, and Paste commands are conveniently located in the Organize menu on the folder window toolbar.

# How the Commands Work

The following applies to folders and files being cut or copied and pasted within a folder window:

- **Cut:** Deletes a selected file or folder from its present location only *after* a copy of that file or folder is pasted into a new location.

- **Copy:** Leaves a selected file or folder in its present location when it is pasted into a new location.

- **Paste:** Inserts (into the folder or drive currently open) a copy of the last file or folder that was cut or copied.

- **Undo:** Undoes your most recent Paste command.

**More About the Paste Command**   A few additional features of the Paste command are useful to know:

- You can paste only once if you cut a file or folder.

- You can paste more than once if you copy a file or folder.

- You can usually use the Undo command if you paste into a wrong location.

**QUICK REFERENCE: Managing Folders and Files with Cut, Copy, and Paste**

| Task | Procedure |
| --- | --- |
| Move folders or files with Cut and Paste | • Select the folder or file you want to move.<br>• Choose Organize→Cut from the folder window toolbar.<br>• Move to the new location (the Desktop, a folder, or a drive).<br>• Choose Organize→Paste from the folder window bar. |
| Copy folders or files with Copy and Paste | • Select the folder or file you want to copy.<br>• Choose Organize→Copy from the folder window toolbar.<br>• Move to the new location (the Desktop, a folder, or a drive).<br>• Choose Organize→Paste from the folder window toolbar. |
| Undo a Paste command | • Immediately after pasting in error, choose Organize→Undo from the folder window bar. |

**HANDS-ON 5.3   Organize Folders with Cut, Copy, and Paste**

In this exercise, you will copy a file and place the copy into a different location using Copy and Paste and then move a file using Cut and Paste.

**Before You Begin:** You will be using folders created in Hands-On 5.2 and files created on your USB flash drive in Lesson 3, Working with a Program. Your USB flash drive should already be connected.

### Copy and Paste Method

1. Navigate to your USB flash drive, choose Start 🏁→Computer→USB Storage Device (or whatever your USB flash drive is named; this can vary).
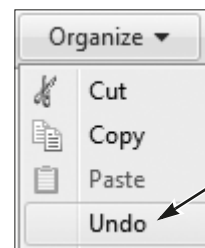
2. Follow these steps to copy a file into a folder:

Ⓐ Click the Letter from Sylvia to select it and then choose Organize→Copy from the folder window toolbar.
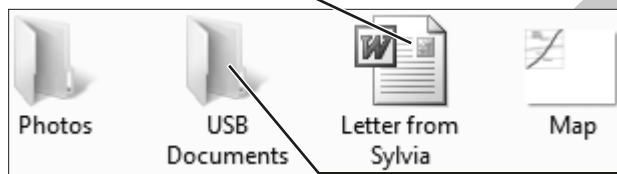


Ⓑ Double-click the USB Documents folder to open it and then choose Organize→Paste from the folder window toolbar.

3. Click the Back 🔙 button on the toolbar.

   Win 7 moves you out of the folder, back to viewing your USB flash drive again. The original Letter from Sylvia file is still on the drive.

4. Double-click the USB Document folder to open it again.

5. Choose Organize→Undo from the folder window toolbar to remove the copied file.

6. From the Delete File prompt that appears, choose Yes.

   The copied file disappears because the Copy command has been undone. If you make a mistake moving or copying files, you can usually (but not always) undo it.
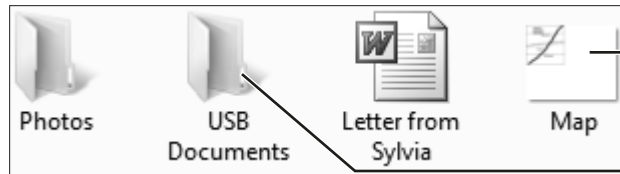


7. Click the Back 🔙 button on the toolbar to view your USB flash drive window.

   The original Letter from Sylvia file is still on the drive.

### Cut and Paste Method

**8.** Follow these steps to move a file into a folder:

**A** Click the Map file to select it and then choose Organize→Cut from the folder window toolbar.

Photos  USB Documents  Letter from Sylvia  Map

**B** Double-click the USB Documents folder to open it and then choose Organize→Paste from the folder window toolbar.

**9.** Click the Back ⬅ button on the toolbar to return to the drive window.

The Map file is no longer on the drive; it has been moved.

**10.** Choose Organize→Undo from the folder window toolbar to return the moved file.

The Map file is returned to the drive because the Cut command has been undone.

# Drag and Drop Method

You used drag and drop in Lesson 1, Getting Your First Look to move cards in Solitaire. Folders and files in the same location can be easily moved or copied using the drag and drop method.

Win 7 has a great feature when you drag and drop a folder or file onto another folder or different drive. If you hesitate over the new location, a ScreenTip displays the default action (Move or Copy) and the name of the folder or drive where the object is being dropped.

Photos  → Move to Photos

Although the left mouse can be used to drag, it is better for new users to use the right mouse button when dragging and dropping folders and files. The right mouse button gives you more control

over what will happen when you drop the folder or file. Using the right mouse button displays a menu when you release the button. From that menu, you then get to choose a command to complete the procedure.

| Copy Here |
| **Move Here** |————— If you had dropped in this location with the left mouse button, the default command (in bold) would have occurred.
| Create Shortcuts Here |
| Cancel |————— You also have a chance to cancel the procedure.
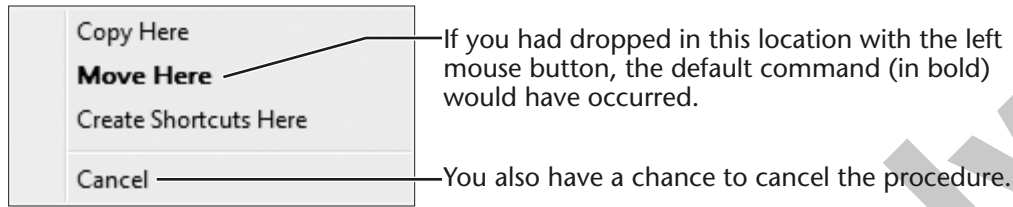
Using the right mouse button to drag and drop to a new location lets you choose Copy Here or Move Here from a pop-up menu.

**!TIP!** Develop a good habit. Because you have more control over the procedure and are less likely to make mistakes, use the right mouse button to drag and drop.

### HANDS-ON 5.4  Copy and Move Files Using Drag and Drop

In this exercise, you will use your right mouse button with drag and drop to copy and move a file to another location.

#### Copy Files with Drag and Drop

**1.** Follow these steps to move and copy files using the drag and drop method and the right mouse button:

**A** Place your mouse pointer over the Memo to Ted Edwards file, hold down with the right (not the left) mouse button and drag over the USB Documents folder, and release the mouse button.
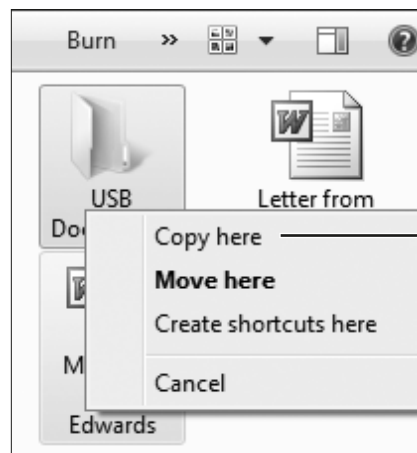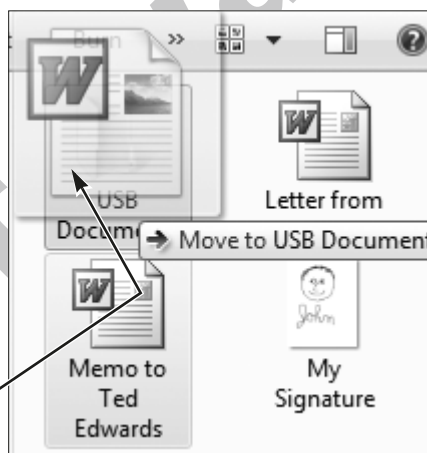


**B** Choose Copy Here from the pop-up menu.

The Memo to Ted Edwards file is still on the drive window.

**2.** Double-click to open the USB Documents folder.

Notice that a copy of the Memo to Ted Edwards file is now in the folder.

**3.** Choose Organize→Undo from the folder window toolbar.

**4.** From the Delete File prompt that appears, choose Yes.

The document disappears because the Copy command was undone.

**5.** Click the Back ⬅ button.

### Move a File Using Drag and Drop

**6.** Using the right mouse button, drag the My Signature file onto the USB Documents folder and release the mouse button.

The pop-up menu appears, asking what you want to do with the file.

**7.** Choose Move Here from the pop-up menu.

The My Signature file disappears from view because it has been moved into a folder.

**8.** Double-click the USB Documents folder to open it.

The My Signature file is there, as you would expect.

**9.** Click the Back ⬅ button.

**10.** Choose Organize→Undo from the folder window toolbar.

The My Signature file reappears in the USB flash drive view because the Cut command was undone.

# Selecting Multiple Files

You can select more than one folder or file at a time. When you select multiple folders or files, Win 7 lets you move or copy the whole group at the same time. To select multiple folders or files, you can use the Ctrl key or Shift key with mouse clicks. You also can drag a selection box with the mouse to select a group of folders or files.

**QUICK REFERENCE: Selecting Multiple Folders and Files**

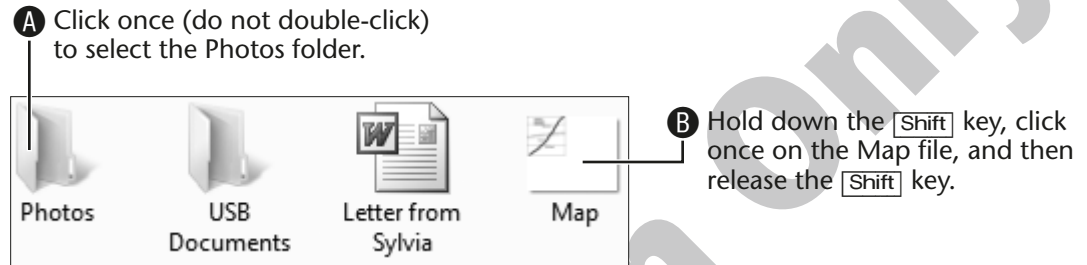| Task | Procedure |
|------|-----------|
| Select multiple contiguous folders or files | • Click on the first folder or file. <br> • Hold down the Shift key, click the last folder or file in the group, and then release the Shift key. <br> *Note:* You can add additional folders or files to the selection by holding down the Ctrl key and clicking on the items you wish to add. |
| Select multiple noncontiguous folders or files | • Hold down the Ctrl key and then click once on each folder or file you wish to select. <br> *Note:* Click a selected item while holding down the Ctrl key to deselect it. |
| Select a group of folders or files by dragging | • Taking care not to point at any file or folder, place the tip of the mouse pointer below the last file or folder in the group of files or folders you wish to select. <br> • Drag with the left mouse button up and to the left to make a selection box large enough to select the group. |
| Selecting all folders and files | • Choose Organize→Select All from the folder window toolbar. <br> *or* <br> • Hold down the Ctrl key and tap the A key. |

**FROM THE KEYBOARD**

Ctrl + A to select all

**HANDS-ON 5.5   Select and Move Multiple Items**

In this exercise, you will select multiple items by clicking while holding down the Ctrl or Shift keys and then by dragging a selection box. Finally, you will move a group of files using a right mouse button drag and drop.

## Select Multiple Items by Clicking

**1.** Follow these steps to select multiple items using the Shift key:

Ⓐ Click once (do not double-click) to select the Photos folder.

Ⓑ Hold down the Shift key, click once on the Map file, and then release the Shift key.



Notice that using the Shift key selected the contiguous folders and files between the first and last selected items.

**2.** Follow these steps to select multiple items using the Ctrl key:

Ⓐ Click once on the Photos folder to deselect all of the items except Photos.

Ⓑ Hold down the Ctrl key and click once on Map to select it as well.

Ⓒ While holding down the Ctrl key, click once on Letter from Sylvia to add the file to the selection.
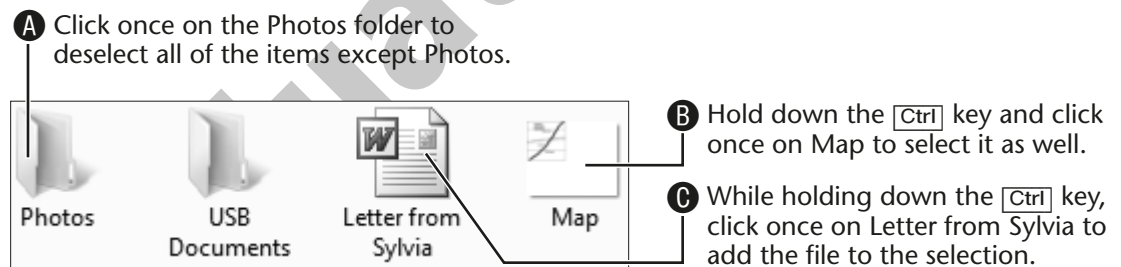


Notice that using the Ctrl key lets you select noncontiguous items.

You also can combine the Shift and Ctrl key methods to select several files with Shift and then select or deselect other folders and files with Ctrl.

### Select Multiple Items by Dragging

**3.** Follow these steps to select multiple items:

**Ⓐ** Place the mouse pointer under the Map file, hold down the left mouse button, and drag a selection box that touches the icons for the Map and the Letter from Sylvia files.
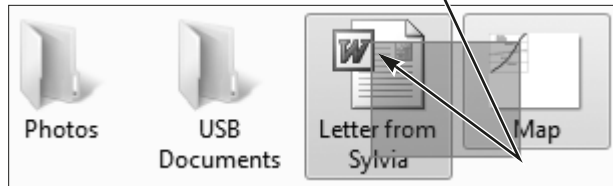
**Ⓑ** Release the mouse button and notice that both files remain selected.

### Move Multiple Files by Dragging

**4.** Make sure that the Letter from Sylvia and Map files are still selected and then follow these steps to move the multiple selected files:

**Ⓐ** Hold your mouse pointer over one of the selected icons (Letter from Sylvia or Map), hold down the right mouse button, and drag the files over the USB Documents folder (notice the ScreenTip).
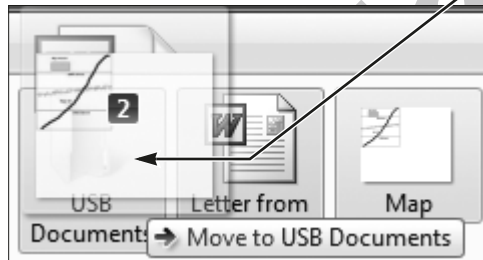
**Ⓑ** Release the mouse button and choose Move Here from the pop-up menu.
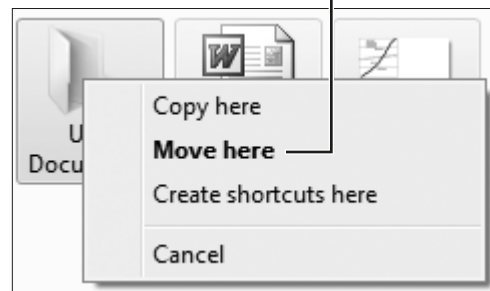
The files disappear from view as they are moved into the folder.

**5.** Double-click the USB Documents folder to open it and confirm that the files have been moved.

**6.** Close  [ x ]  the folder window.

# Deleting and Restoring Folders and Files

Win 7 enables you to clean up your computer folders by deleting unwanted folders and files. Folders and files that are deleted from an internal or external hard drive are moved to the Recycle Bin folder. Folders and files in the Recycle Bin can later be returned to their original locations if desired.

## The Recycle Bin

The Recycle Bin is a unique folder and important enough that Win 7 puts an icon linked to the Recycle Bin folder on the Desktop. The Recycle Bin folder serves as a temporary storage place for folders and files deleted from internal hard disk drives.

It is like a recycle bin you might have at home. When you put something into a recycle bin, it stays there unless you change your mind and retrieve it, or until it is permanently removed by the recycling truck. Likewise, folders and files sent to the Recycle Bin folder can be retrieved and sent back to their original locations (restored), but a folder or file that is deleted from the Recycle Bin is permanently deleted.

**⚠ WARNING!** If you right-click on the Recycle Bin icon on the Desktop and choose Empty Recycle Bin, all of its folders and files will be permanently deleted.

## Deleting Folders and Files

Not all deleted folders and files are moved to the Recycle Bin. Only folders and files deleted from drives categorized by Win 7 as hard disk drives are moved to the Recycle Bin. Folders and files deleted from drives categorized by Win 7 as devices with removable storage (such as USB flash drives and CD/DVD drives) are not moved to the Recycle Bin. These deleted folders and files are permanently deleted and cannot be restored.

**Deleting Folders and Files from Hard Disk Drives**   Folders and files are moved to the Recycle Bin when you delete them from your hard drive or other external devices recognized as hard disk drives. Win 7 displays a Delete dialog box similar to the illustration below if the deleted objects will be moved to the Recycle Bin:
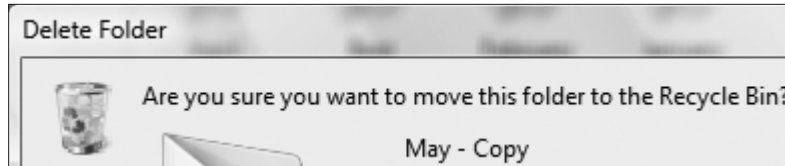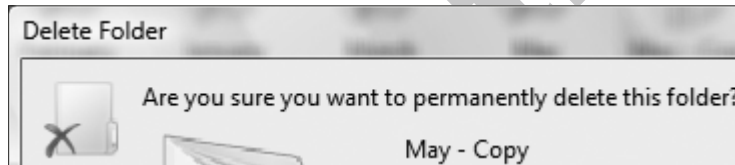


This Delete dialog box indicates that the folder will be moved to the Recycle Bin.

**Deleting Folders and Files from Removable Storage**   When you delete folders or files from a removable storage device such as most USB flash drives, they are permanently deleted without being moved to the Recycle Bin and cannot be restored. Win 7 will display a Delete dialog box similar to the following illustration if the deleted objects will not be sent to the Recycle Bin.



This Delete dialog box indicates that the folder will be permanently deleted instead of being moved to the Recycle Bin.

!**NOTE!**   USB flash drives normally show up as removable drives. Occasionally, some will show up as hard drives. As a precaution, you should always assume that folders and files deleted from USB drives will be permanently deleted.

# Restoring Folders and Files

Deleted folders and files moved to the Recycle Bin folder can be restored (moved back) to the original locations from which they were deleted. When the Recycle Bin is opened, there is a Restore All Items button on the toolbar of the folder window. The Restore command button is used to initiate the restore, but its label will change depending on the number of items selected:

Restore all items — No items selected

Restore this item — One item selected

Restore the selected items — More than one item selected

**QUICK REFERENCE: Deleting and Restoring Folders and Files**

| Task | Procedure |
| --- | --- |
| Delete a file or folder | • Select one or more folders and/or files you wish to delete. <br> • Tap the Delete key on the keyboard. <br> • Choose Yes to confirm the deletion. |
| Open the Recycle Bin | • Double-click the Recycle Bin icon. |
| Restore items from the Recycle Bin | • Open the Recycle Bin. <br> • If desired, select one or more items to be restored, using the Ctrl or Shift keys if necessary. <br> • Click the Restore button on the toolbar.    Restore the selected items |
| Empty the Recycle Bin | • Double-click the Recycle Bin icon to open it. <br> • Click the Empty the Recycle Bin button on the toolbar. |

**!WARNING!** All folders and files in the Recycle Bin are permanently deleted when you choose Empty the Recycle Bin.

## HANDS-ON 5.6   **Delete and Restore Folders or Files**

In this exercise, you will delete a folder on the Desktop and then restore it. Use the folder named Delete Practice you created in Hands-On 5.1.

**Before You Begin:** Your USB flash drive should be displayed in a folder window. If necessary, repeat steps 1 and 2 of Hands-On 5.2 to display this drive.
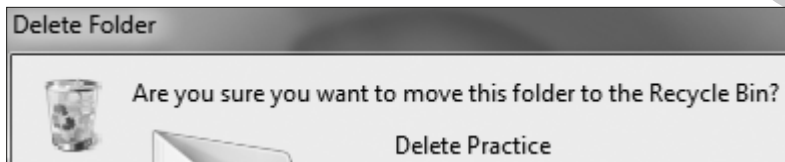
### Delete a Folder

1. Click the Delete Practice folder on the Desktop to select it.

2. Tap the ⬚Delete⬚ key to delete it.

   Win 7 asks, "Are sure you want to move this folder to the Recycle Bin?" This confirms that it will be moved to the Recycle Bin rather than permanently deleted.

Delete Folder

Are you sure you want to move this folder to the Recycle Bin?

Delete Practice
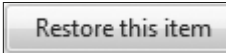
3. Choose Yes to confirm the move to the Recycle Bin.

### Restore the Folder

4. Double-click the Recycle Bin icon on the Desktop.

   Win 7 opens a new folder window to display the contents of the Recycle Bin. Depending on what others have done on this computer, it may contain just the folder you deleted or many other folders and files as well.

   Recycle Bin

5. Find the Delete Practice folder in the Recycle Bin and click to select it. (You may need to scroll down the list. Or you can tap the letter ⬚D⬚ on the keyboard to jump directly to the first item—alphabetically—with a name that starts with D.)

6. Click the Restore This Item button on the folder window toolbar.

   Restore this item

7. Close ⬚X⬚ the Recycle Bin and confirm that the Delete Practice folder is restored to the Desktop.

# Organizing Digital Pictures and Videos

As digital cameras have found their way into homes, large numbers of picture and video files have found their way onto to computers. Organizing your digital pictures and videos is essential, or you will end up with the digital equivalent of a large cardboard box jammed with pictures. Without organization, finding your digital pictures and videos becomes time-consuming and frustrating. Win 7 provides several ways to organize pictures and videos, and many other companies offer picture organizer (catalog) programs.

## Via Folders

One simple way to organize your digital pictures and videos is to use Win 7 folders and subfolders to group related pictures. In previous exercises you learned to create, copy, and move files and folders. It is important to pick a folder system that seems logical to you and will enable you to easily find a picture or video a month from now or a year from now. Example folder structures include the following:

- Folders for each year with subfolders named for each month

- Folders for each year with subfolders named for events during the year, such as Maui Vacation, Mike's Birthday Party, or Jane's Wedding

- Folders grouping general topics, such as Vacations with subfolders named 2008 Maui, 2009 Grand Canyon, or 2010 Toronto

**!NOTE!** Try This at Home 5.1 at the end of this lesson gives guided practice in organizing pictures via folders on your own computer.

## Via Windows Photo Gallery

Microsoft has a website called Windows Live Essentials, where additional software can be downloaded without cost. Photo Gallery is a Live Essentials program that helps you view and organize your pictures and videos.

Photo Gallery can work with any Win 7 folder structure you decide to use, but it also lets you filter and view pictures using the following criteria:

| Criterion | Result |
| --- | --- |
| All Pictures and Videos | Lets you scroll through all pictures and videos in multiple folders without having to open each one |
| Tags | Lets you add tags (keywords) to pictures and then filter pictures using the tags |
| Date Taken | Lets you filter pictures by the date and time the picture was taken by a camera or scanned on a scanner |
| Ratings | Lets you add a rating of one to five stars to pictures and videos and filter them by their star ratings |
| Folders | Lets you scroll through pictures and videos in selected folders without having to open each folder |

## Via Organizer and Album Programs

There are dozens of photo organizer and album (catalog) programs available. Many digital cameras include album and editing software, and you can access web-based album-sharing services or download free organizing software. Other organizer and album programs offer features similar to Photo Gallery but may be packaged with additional features such as more advanced editing software.

**On the Web** Check the website for this book for links to some popular photo album, organizer, and catalog programs.

# Burning CDs and DVDs

When you burn a CD or DVD, there should be no smoke. *Burn* means to copy (write) files onto to a disc. People burn CDs and DVDs for three purposes:

• To transport folders and files to other computers or devices

• To back up (archive) their folders and files

• To share their folders and files with others

Most Win 7 computers come with a combo DVD/CD burner (drive) that can record both DVDs and CDs, though some burners may record only CDs. Win 7 has simplified the burning process by providing Burn buttons in various programs, including Explorer and Media Player.
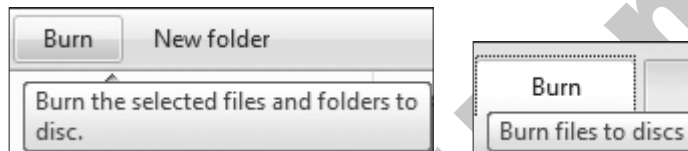


Burn buttons and ScreenTips look different in Explorer and Media Player.

## About CD/DVD Media

CDs and DVDs look alike, but they are quite different. In Lesson 4, Finding Files, you learned that CDs can store about 700 MB of data, but DVDs can store about 4,700 MB and more. A DVD player can play DVDs and often CDs, but a CD player cannot play DVDs. You also should be aware of CD/DVD types, as outlined in the following table.

| CD or DVD Type | Stands For | Capabilities |
| --- | --- | --- |
| R | Recordable | • Write files, but do not erase them.<br>• Very suitable for long-term storage of files. |
| RW | Rewriteable | • Write, erase, and rewrite files.<br>• Not suitable for long-term storage of files. |
| ROM | Read Only Memory | • Read files, but do not write them.<br>• Commercial CDs are in this format. |
| DVD+, DVD– | Plus or Minus | • Competing DVD formats, both available in R, RW, and ROM.<br>• Used for high-volume data storage and movies. |

WARNING! When using a pen to label a CD or DVD, use only soft-tipped pens designed to mark CDs and DVDs and do not press hard. Ink with solvents or using too much pressure can damage the data stored on your CDs and DVDs.

## Win 7's CD/DVD Burning Utility

Win 7's built-in burning utility lets you copy data, pictures, or videos. Before you begin burning, make sure you have the correct disc type for your CD/DVD burner. The Burn a Disc dialog box lets you name the disc and choose one of two formats, as outlined in the following table.

| Format | Options | Purpose |
| --- | --- | --- |
| Live File System | Like a USB flash drive | This format lets you add and erase data on the disc, much like a USB flash drive. Discs can be read only by Win XP, Win Vista, and Win 7. |
| Mastered | With a CD/DVD player | You must copy all of the files at the same time. In addition to Win XP, Win Vista, and Win 7, discs can be read by Windows versions before Win XP, as well as by some ordinary CD and DVD players. |

**The Burning Process**   The process of burning files to a disc can be much slower than copying files to a USB flash drive. When burning files to a new disc, Win 7 must first format the disc, and only then can it copy the files. Ejecting a disc also can take a few moments because Win 7 must close the current session and prepare the disc to be used on other computers. Win 7 will display the following notification balloon:
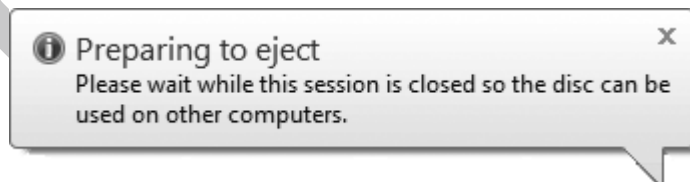


Before you can eject a CD or DVD, a balloon informs you that Win 7 must properly close the session.

# Third-Party CD-Burning Utilities

There are other CD-/DVD-burning programs available with enhancements beyond the basic burning tools built into Win 7. Some computer manufacturers include alternative burning software with their computers.

**On the Web** Check the website for this book for links to other burning programs.

## HANDS-ON 5.7 Create a Data Disc with Win 7

In this exercise, you will burn a data disc using the built-in burning utility.

**Before You Begin:** Yo*u will need a new (blank) CD, and your USB flash drive should be plugged in.*

**On the Web** A web-based simulation of this exercise is available in case you do not have a recordable CD. Follow these instructions to use the WebSim:

1. Open your web browser, enter **labpub.com/learn/silver/wtw7/** in the address bar, and tap the ⌜Enter⌝ key.

2. Click the Hands-On 5.7: Create a Data Disc with Win 7 link.

3. Tap the ⌜F11⌝ key on the keyboard to display the full screen view (if necessary).

   Now you can follow the instructions below to "burn" a CD via the simulation. If a step for the simulation differs at all from the following instructions, an onscreen note will appear.

4. Click the Start ⊕ button to simulate placing a CD in the CD burner.

   *An AutoPlay window may appear, asking what you wish to do with the CD.*

5. Close ⬛ˣ the AutoPlay window if it appears.

6. Choose Start ⊕ →Computer.

   Win 7 opens a window to display all the drives on your computer. If necessary, scroll down the drive list and then double-click your USB flash drive icon to view its contents.

**7.** Follow these steps to start the burning process:

**Ⓐ** Click once (do not double-click) to select the Photos folder.

Burn    New folder

Photos    USB Documents

**Ⓑ** Hold down the [Ctrl] key and click once (do not double-click) to select the USB Documents folder.

**Ⓒ** Release the [Ctrl] key and click the Burn button on the toolbar.
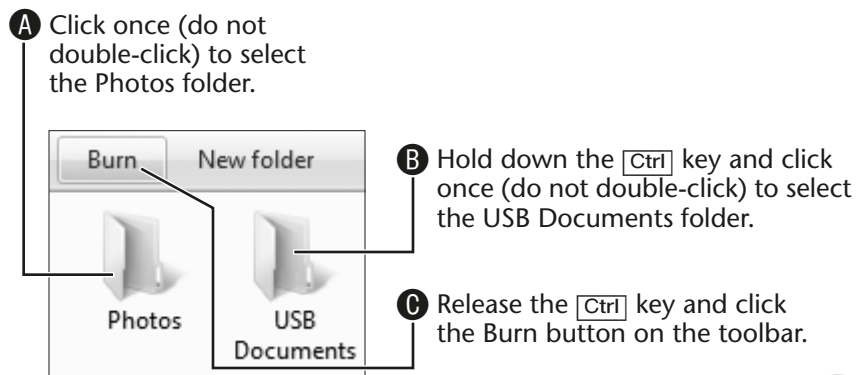
After the disc is scanned, the Burn a Disc dialog box appears, ready to guide you through the steps of burning a CD.

**8.** Follow these steps to tell Win 7 how to burn the CD:

Burn a Disc

How do you want to use this disc?
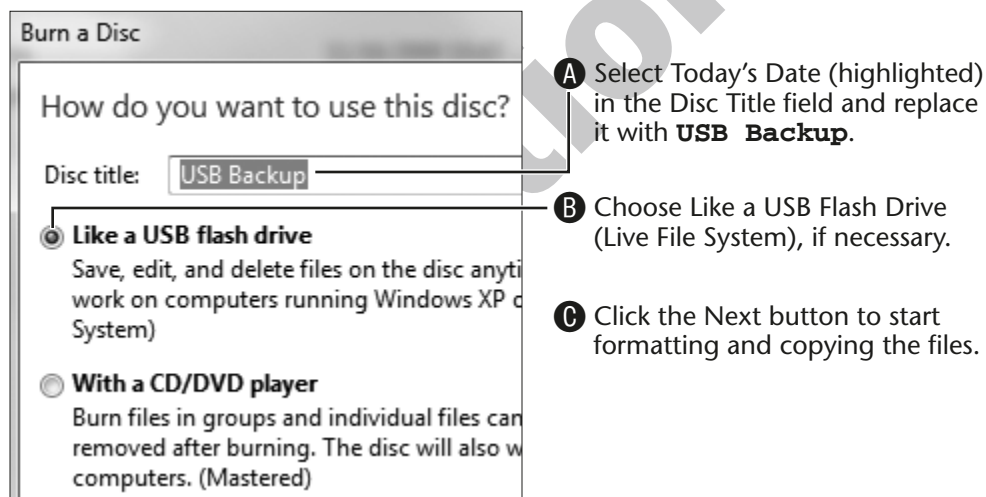
Disc title:    USB Backup

◉ **Like a USB flash drive**
Save, edit, and delete files on the disc anyti work on computers running Windows XP System)

○ **With a CD/DVD player**
Burn files in groups and individual files can removed after burning. The disc will also w computers. (Mastered)

**Ⓐ** Select Today's Date (highlighted) in the Disc Title field and replace it with **USB Backup**.

**Ⓑ** Choose Like a USB Flash Drive (Live File System), if necessary.

**Ⓒ** Click the Next button to start formatting and copying the files.

While Win 7 is burning, a prompt will appear estimating the time the burn will take, and then the burner drive will open in a drive window to show folders being added to the drive.

**9.** When the burn has finished, double-click the USB Documents folder in the CD folder window to confirm that the files also have been copied.

**10.** Close ▬ x ▬ both windows.

# Concepts Review

## True/False Questions

1. The rules for naming folders are the same as those for naming files. **true** **false** _____

2. You can use the Cut and Paste commands to move folders and files from one location to another. **true** **false** _____

3. Deleted folders and files are always moved to the Recycle Bin. **true** **false** _____

4. If you delete a picture from the Desktop and then restore it, Win 7 restores it to the My Pictures folder. **true** **false** _____

5. Folders and files deleted from a USB flash drive are not placed in the Recycle Bin. **true** **false** _____

6. Burning to a CD/DVD is slower than copying to USB flash drive. **true** **false** _____

## Multiple Choice Questions

1. You can create new folders _____.
   **Page number:** _____
   a. in an existing folder
   b. on a drive
   c. on the Desktop
   d. All of the above

2. On which type of CD can you write but not rewrite?
   **Page number:** _____
   a. CD-R
   b. CD-RW
   c. CD-ROM
   d. None of the above

3. Multiple files and folders can be selected by _____.
   **Page number:** _____
   a. clicking with the [Shift] key held
   b. clicking with the [Ctrl] key held
   c. dragging across files and folders
   d. All of the above

4. One advantage of using a DVD instead of a CD is that a DVD _____.
   **Page number:** _____
   a. does not scratch as easily as a CD
   b. is not damaged by solvent-based pens like CDs
   c. can hold much more data than a CD
   d. None of the above

# Skill Builders

## SKILL BUILDER 5.1   Find and Copy Files

In this exercise, you will find Win 7's sample images on the computer and copy eight of them to a new folder on your USB flash drive.

### View Your USB Flash Drive

1. Plug your USB flash drive into a USB port on the computer.

2. When the AutoPlay box appears, choose Open Folder to View Files (you may have to scroll).

   > Open folder to view files
   > using Windows Explorer

   The Windows Explorer button has become active on the taskbar. If an AutoPlay box does not appear, choose Start→Computer and double-click on the USB flash drive icon to open the drive in a folder window.

### Copy Pictures

3. Open the Pictures library folder with Start ⊞ →Pictures.

4. Double-click Sample Pictures, if available, or follow these step to open the Sample Pictures folder from the Folders pane:

Ⓐ Click the Expand View ▷ button to the left of Computer.

Ⓑ Click to expand Local Disk (C:).

Ⓒ Click to expand Users.

Ⓓ Click to expand Public.

Ⓔ Click to expand Public Pictures.

Ⓕ Click Sample Pictures to display its contents in the View pane.

- ▲ 🖥 Computer
  - ▲ 💾 Local Disk (C:)
    - 📁 PerfLogs
    - ▷ 📁 Program Files
    - ▷ 📁 Program Files (x86)
    - ▷ 📁 SwSetup
    - ▲ 📁 Users
      - ▲ 📁 Public
        - ▷ 📁 Public Documents
        - 📁 Public Downloads
        - ▷ 📁 Public Music
        - ▲ 📁 Public Pictures
          - 📁 Sample Pictures

5. While holding down the ⌈Ctrl⌉ key, click eight pictures of your choice in the View pane to select them; release the ⌈Ctrl⌉ key after you've made your selections.

6. Choose Organize→Copy from the folder window toolbar to copy the group of eight pictures to the Clipboard.

### Create a New Folder and Paste the Pictures

Pasting a large a group of pictures or other data onto your USB flash drive can create clutter. You can create a new folder on the USB flash drive for the group first, give it an appropriate name, and then open the new folder before you paste the group.

7. On the taskbar, click the button for your USB flash drive window to make it active.

8. Choose  New folder  from the folder window toolbar to create a new folder. Name the new folder **Copied Photos** and tap ⌈Enter⌉.

You can perform other tasks (such as creating a new folder) between giving the Copy and Paste commands because copies of the eight pictures remain in Clipboard.

9. Open the new Copied Photos folder.

Before you choose the Paste command, you must be located in the destination folder.

10. Choose Organize→Paste from the folder window toolbar to copy the group of eight pictures into the folder.

There should be some small versions (thumbnails) of the pictures you copied showing within the Copied Photos folder.

11. Click the drop-down arrow to the right of the ⌈☷ ▼⌉ button on the toolbar and choose Extra Large Icons.

12. Click the Back ⌈⬅⌉ button to return to the display of the USB flash drive.

When you choose a new view, it affects only the location you are in when you choose it.

13. Click the drop-down arrow to the right of the ⌈☷ ▼⌉ button on the toolbar and choose Extra Large Icons again.

14. Close ⌈ x ⌉ the folder window.

# Try This at Home

**Create Folders and Organize Pictures**

In this exercise, you will find a folder with pictures, create subfolders to group pictures together by subject, and copy the pictures into the subfolders. Finally, you will rename the pictures in each folder.

**Before You Begin:** If you have your own pictures at home that you need to organize, open their location and use those. If you have no pictures of your own, use Win 7's Sample Pictures.

1. Open the Pictures library folder with Start→Pictures.

   If you are unsure about where your pictures have been stored, review the folders and files displayed here.

2. If you do not have pictures of your own, double-click Sample Pictures, if available, or follow these step to open the Sample Pictures folder from the Folders pane:

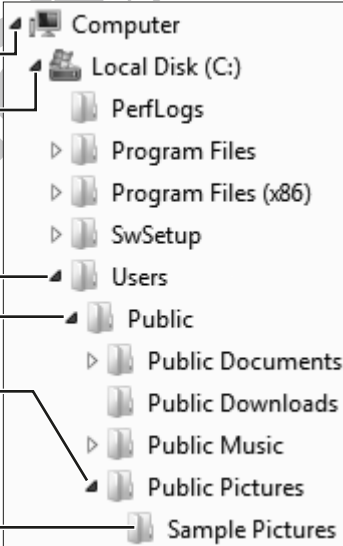   **A** Click the Expand View ▷ button to the left of Computer.

   **B** Click to expand Local Disk (C:).

   **C** Click to expand Users.

   **D** Click to expand Public.

   **E** Click to expand Public Pictures.

   **F** Click Sample Pictures to display its contents in the View pane.

   ▲ 🖥 Computer
     ▲ 🖫 Local Disk (C:)
       📁 PerfLogs
       ▷ 📁 Program Files
       ▷ 📁 Program Files (x86)
       ▷ 📁 SwSetup
       ▲ 📁 Users
         ▲ 📁 Public
           ▷ 📁 Public Documents
           📁 Public Downloads
           ▷ 📁 Public Music
           ▲ 📁 Public Pictures
             📁 Sample Pictures

## Create a New Folder

3. Open the location where your pictures are stored in a folder window.

4. Determine different subjects for the pictures and create a new folder for each subject using the New Folder button from the folder window toolbar.

   In the Sample Pictures folder, you might create folders named Plants, Animals, and Water.

**5.** While holding down the $\boxed{\text{Ctrl}}$ key, click pictures to select a group that you want to move or copy to an appropriate new folder.

Clicking with the $\boxed{\text{Ctrl}}$ key held down selects or deselects pictures when creating groups that you want to move or copy into a folder.

**6.** Use the right mouse button to drag and drop the group of pictures onto the appropriate folder. When you release the right mouse button (drop), choose Copy Here from the pop-up menu.

Some pictures fit into two or more subjects (such as a whale or a turtle in the water). Those pictures can be copied to more than one folder.

**7.** Repeat steps 5 and 6 to select groups of pictures and copy them into each subject folder.

### Rename the Files

**8.** Double-click to open the first subject folder, hold down the $\boxed{\text{Ctrl}}$ key, and tap $\boxed{\text{A}}$ to select all of the pictures in the folder.

**9.** Right-click on one of the selected pictures and choose Rename from the pop-up menu.

**10.** Type their subject name (such as *Trees*) and tap $\boxed{\text{Enter}}$.

Pictures will have the subject name Trees plus a serial number: Trees (1), Trees (2), Trees (3). Renaming pictures can be particularly useful when pictures are named with only a serial number assigned by a camera.

**11.** Repeat steps 8–10 to rename the pictures in each subject folder with their subject name.

> **!TIP!** From now on, these new folder and picture names can be used to locate (filter) these pictures by typing the names in the Search command of your user folder or in other organizers.