

NOW WHERE DID I PUT THAT #^%* @ & FILE?

I don't know if you really resort to swearing in the solitude of your computer room. That 'stupid' computer is only doing what you tell it to do. Let's leave aside matters like anti virus & malware, etc. Let's talk only about files, folders, naming conventions, etc.



FOLDERS

My Documents is a folder. **My Pictures** is a folder. You can create your own folders. Files are stored in folders. Folders are also stored in folders. And to go to the absurd, a folder can be in a folder that also can be in a folder. And that folder can also be in a folder. You can have a hierarchy of folders. To illustrate, here is the hierarchy of the folders on my computer to keep track of this newsletter:

My Documents:

CCMV Newsletters

CCMV04

CCMV05

CCMV06

CCMV07

CCMV08

CCMV09_01

CCMV09_02

CCMV09_03

CCMVSent09_03

CCMV_09_03.pub (*File*)

(CCMV_09_03.pdf) (*File*)

Note that just by looking at the hierarchy of folders in this tree you know what is in the folders. At least, I know, perforce, because I have been working with them. At a glance I can tell where to find any particular newsletter and any file used in it.

You can waste a lot of time probing into folders to find out what is in them unless you use some meaningful naming convention.

Within each folder, at the third level from My Documents (CCMV05, etc.) there are files of articles and the newsletter itself with the PDF version.

I want you to notice that from the name of the folders you can tell what is in the folder without opening the folder. This gives you an important naming convention for folders.

1. Make the folder name identify what is in the folder.
2. Sort the folder names in a sensible way both alphabetically and numerically.

Folder **CCMV04** is for the year 2004
Folder **CCMV09_03** is for March of 2009. Folder **CCMVSent09_03** is the folder of all the articles used in March of 2009 (not shown). It also contains this issue of the newsletter and the PDF version, not yet created as I write this. It is obvious that I am working on March 09 issue.

Each of the folders **CCMV 04**, **CCMV05**, etc. contain sub-folders like **CCMV09_01**, **CCMV09_02**, etc. And when I am through with this year, these folders will be put in a new folder for this year, **CCMV09**.

By that time there will be a new editor for the newsletter and he or she can continue with this format or develop his or own (meaningful) system!

Some General Saving Rules

1. All files you create are saved somewhere in My Documents by default (that is, if you don't specify another location in the **Save in** box.
2. If you don't otherwise specify a saving folder all files that you create in a session will save in My Documents by default.
3. If you save it to a new location, that new location becomes the default location for subsequent successive saves unless you specify otherwise.
4. If you use **File** and **Save as**, MS Word uses the first words that appear in the file as the file name if you don't specify otherwise in the **File name** box.
5. If you use **File** and **Save**, MS Word will use Document 1, Document 2, etc. as file names if you don't specify otherwise.
6. Rules, rules, rules! What is the safest thing to do when saving a file? How can I keep from losing a file and thus waste time looking for it and trying to remember the name?

One Saving Rule

Always use *File* and *Save As*

Here is the rationale. By using **File** and **Save as**, the **Save in** box always appears. You know where the file will go. And you see the file name. You can make changes as necessary, especially when you are in a hurry and you are not paying attention to what you are doing.

Don't ever use the **Save** icon on the Tool bar because you never truly see where the file is going. (You should know!)

One exception! In a long document, save periodically to prevent loss of work. At the keyboard, pressing **Alt, F, S** quickly saves the article properly.

All of the above items are folders except the last one which is this March issue of the CCMV newsletter.

I wanted you to see what I like to call the hierarchy of folders. This hierarchy is simple because it deals with only one publication. Nevertheless it does represent the backbone of any file system.



Board of Directors

President,
Jim Richardson
PRESIDENT@ccmv.net

Vice President - Tom Baker
VP@ccmv.net

Secretary - Fran Nakayama
SECRETARY@ccmv.net

Treasurer - Chet Hartley
TREASURER@ccmv.net

Director at large - Jim Semanek

Help lines: Windows XP

Bill Oberg—672-3387
woberg@verizon.net

Microsoft Word, Excel & PowerPoint

Joannie Lenz—301-6226
Joannie@RainbowFlair.com

Club Meetings:

2nd and 4th Tuesdays
9:00 a.m. to 11:00 a.m.
Seventh-day Adventist Church
29885 Bradley Road,
Sun City, CA
Many free items and loaners.

Department Leaders

Membership

Dee Morris
MEMBERSHIP@ccmv.net

Material Distribution

Dorothy & George Metcalf
GWDJM@Verizon.net

Shareware

Position Open, Need Volunteer

Newsletter

Editor: Frank Varano
Send articles, comments and suggestions to:EDITOR@ccmv.net

Computer Lab

Technician
Jim Richardson

Web Site

Jim Semanek
WEBGUY@ccmv.net
www.ccmv.net

All newsletters are posted.
Read in PDF and in color

Instruction Registrar

Sonnie Banisch
REGISTRAR@ccmv.net

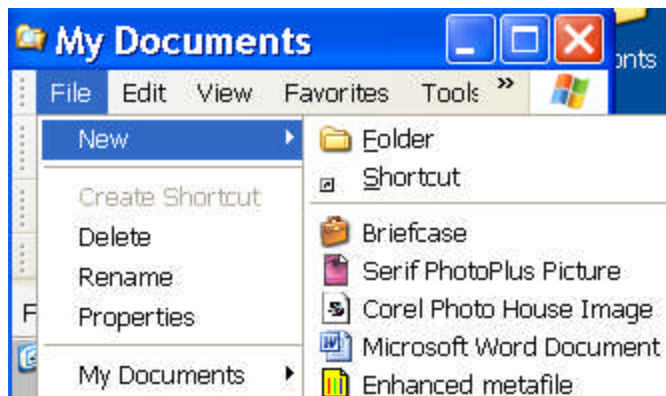
Teachers & Assistants
are CCMV members and
volunteers..

Creating Folders

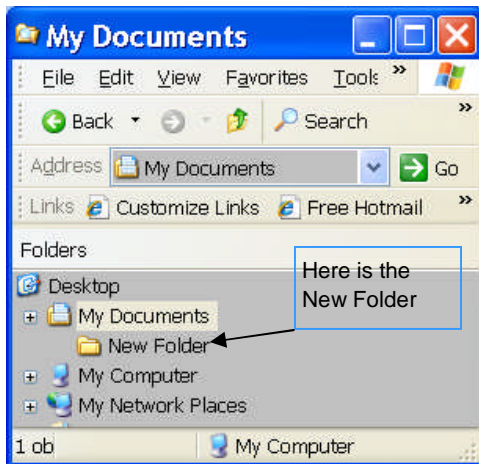
When writing the previous page on folder naming conventions, I felt as though I was doing an injustice to this newsletter by 'dumbing' down the subject. However, since then I met a friend who I know who has used a PC for at least 5 years. He asked me a question about downloads. And in the process of telling him how to download to a folder on the desktop, I was dumbfounded to hear him say that he doesn't know how to download or even how to create a folder. Let's create folders now.

Create a folder in My Documents:

1. Open My Documents. A short cut to My Documents should be an icon on your desktop. If it is not, click on **Start | My Documents**.
2. Click on **File | New**. And in the next window left click on **Folder**. Hey, a picture would help here:



3. Left click on **Folder**. Here is another picture:
(Remember you can see this in color when you go to CCMV.net to look at these newsletters.) This is a new blank folder. You should always name a new folder.



are not restricted to the apparent limited space. You can type "Mistresses one through eighteen" if you wish. Of course I wouldn't do that. After you have given the **New Folder** a new name then you can click anywhere else or Enter to tell the computer that this is it. Of course, renaming the **New Folder** is a reversible procedure. You can rename it again if the name is not suitable.

What is a Short Cut? A Short Cut is a small file associated with an Icon. When you click on it, the targeted file opens. How? The shortcut is 'linked' to the executable target file.

Right click on a shortcut and you will see what the target file is. If you ever delete a shortcut, the world will not come to an end.

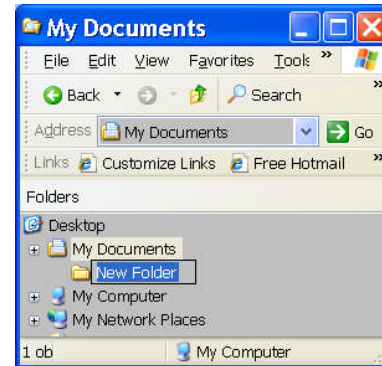
Think of a hallway with a number of closed doors but there is a sign on each door indicating what the room is for. Just looking at the signs tells you what's behind the door without opening them. For example you can have door 1 as Mistress #1, door 2 as Mistress #2.

OK, Ok, that's a lousy analogy!

Again I wish to apologize to you computer savvy people for being so elemental in this article. I sensed it was needed.

4. Here is where you must pay attention to your folder naming convention. The fact you are creating a new folder suggests you need to put something in it. Right click on **New Folder** and in the drop down menu, click on **Rename**. Let's go over board and put another picture here.

5. The box around **New Folder** and the blue background tells you that you can type the new name for the folder and you



These pics apply to Windows XP and Vista. They may look a little different. The principles apply.



Creating Folders, continued

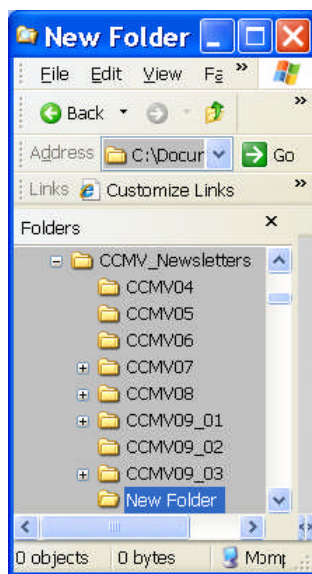
The most common place for you to create folders is in **My Documents** and inside any folders already created in **My Documents**. Let's cover the latter now. Let's also continue with the hierarchy of folders that I am using for creating these newsletters. The newest folders inside of the **CCMV Newsletters** folder is the folder to hold the March newsletter (**CCMV09_03**.) Since I've already started the March newsletter, let's create a folder for the April newsletter. And I'll name it **CCMV09_04**.

To create it I will click on **CCMV Newsletters** folder to select it. See the figure below. Then I



will click on **File** and **New**. The **New Folder** will appear at the end of the list of folders.

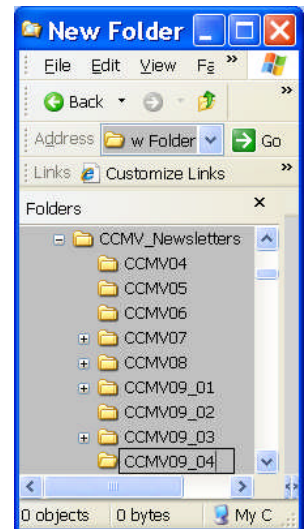
To rename the folder, right click on it and then click on **Rename**. And in this case I will rename the folder **CCMV09_04**. I show you the result on the picture at the top of the next the next column. →



I feel silly writing about something that is so elementary. Yet I have met users who have had computers for years and don't know how to make a folder.

I listened to the many questions asked of Jim at the meetings. They are mostly basic stuff. When I couple that with my own personal experiences in helping others, I realized that readers need something to learn to enable them to use their computers efficiently.

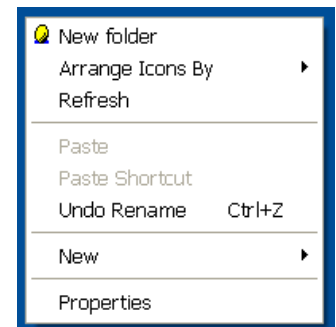
Reader responses have been enlightening and encouraging.



Let's Make a Folder on the Desktop

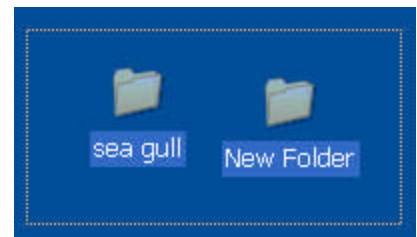
But why make a folder on the desktop? For one, if your desktop is a hodgepodge of icons, you can use a folder to organize them. Pick any blank space on the desktop and right click on the mouse. *Remember that when you right click on anything you usually get a menu of things that you can do.*

And here is a menu of options for you to choose from when you right click on the desktop. Let's stick with the folder issue here. You could explore the other choices during your homework.



Hey, but what am I going to do? In one place it says **New** and the other **New folder**. Which one should I use? Well, I am not going to tell you. For homework, I want you to click on each one and see for yourself.

One of them will definitely give you the **New folder** that you see in the picture here. But the other one will give you a folder already named! Do it again and again and get a different file folder name!





(More on the desktop folders)

It doesn't matter which one you use for the following material. With one exception. You might not like the names given to the pre named folders. They didn't make sense to me. You can change that with the rename function I gave you earlier.

The icons on the desktop can be grouped into several functions: 1. Internet functions including email, browser, instant messaging, search engines, etc. 2. Maintenance functions such as anti virus, anti malware, registry clean up, disk clean up, etc. 3. Service functions like printers & scanners. 4. Picture editors. And 4. media players.

You now fully well that many of these functions are not frequently opened. Some functions are constantly accessed. You can label these folders you created accordingly. Then you can drag the icons into the folders to clean up that messy desktop. What I do to my messy desktop is none of your business.

Let's call it quits for the topic of file management and give you some useful tips now.

A Printing Trick in MS Word

By F. Varano

Say you have a long document in MS Word. Well, even a not so long document. You want to print from page 5 to the end of the document. Normally, you'd enter '5-10' in the Page Range field, if you know that the document was 10 pages long. If you didn't know, you can enter '5-'. That's all. And if you wanted to print all up to page 5 you would enter '-5.' Clever, eh? But, watch out! Older versions still require that you enter the range, like '5-10.' How old? I dunno. I guess Word 2000 and 97 are now considered old.

Verify That E-Mail Address

By Frank Varano

Have a contact list full of old e-mail addresses? Not sure if the e-mail on that business card you saved from a couple of years ago is still valid? Sent an important e-mail and haven't yet gotten back a reply?

In the old days, you took your chances whenever you sent a message to a "vintage" address. But now you can check first to make sure your e-mail will be received.

Go to verify-email.org and enter the address. The system will tell you if it still exists.

I entered my old address of 4 years ago. It was still good! I guess the system isn't perfect. Hmm?

The Most Amazing Tech Improvement This Year

(Source: Photography Blog, Jan 7, 2009)

(Editor: I am giving this to you because it relates to what I have been telling you for several past months. It is about imminent demise of the hard drive as we know it.)

There have been reports as late as this January on a new product that is without question one of the best technical improvements since mistresses.

I've been reporting the progress of the sizes of the thumb (USB). The last report I gave you was about a 32 Gig USB drive.

Since then I bought two 8 gig drives for about 8 dollars each. This new one is the SD format →

Inc. & Exp. 02/1/2009 – 02/28/2009

Chet Hartley, Treasurer

Income (\$)

Contributions	183.50
Interest	3.14
Shareware/Freeware	25.00
Textbooks	100.00
Tuition & Books	865.00

Total Income 1176.64

Expenses (\$)

Church Usage	375.00
Newsletter Exp.	12.00
Insurance	650.00
Text Book Purchase	369.04

Total Expenses 1406.04

Income Less Expenses -229.40

(From the middle column)

called SDXC. Once it is mature, it will allow you to have up to 60 HD movies on one tiny SD card. This makes shooting video without tape very practical. SD card size is increasing to 2 Terabytes and write speeds of 300 megs per second!!

Know what a terabyte is? It is 1,000 Gigabytes. I can't believe that on a tiny piece of material the size of your thumb you will be able to hold about 200 Blue Ray CDs. It will provide the storage and speed needed to save weeks of high-definition video, years of photo collections, and months of music in mobile phones, cameras, and camcorders. It will even record the National debt. Every trillion of the dollars!

Remember the punched cards and punched tapes? Sorry about that. You young squirts just don't remember history that far back.

Lord Kelvin (1824-1907) was quite a guy. He was a scientist, physicist, engineer. He is credited with inventing the first computer. Wonder what it looked like? Just ask me. I was there.