

File Management, Advanced

Why?

There is much to write about with respect to File Management. In February I gave you a good understanding of the hierarchy of files and folders. In this issue of the newsletter I am taking the File Management issue in a different direction. You'll look at a file in a completely different way. You'll learn how to put the material in hundreds of files into one file and still make it beautifully manageable. Read on.

Some Preliminaries Repeated.

Let's standardize on some terms, first. These are **my** standards:

1. When you are typing up something (anything), I call it a **document**.
2. When you save it, you save it as a **file**.
3. When you have a **picture** on the screen it is simply a picture, obviously.
4. When you save it, you save it as a **file**.

When you save a file, it is always saved in a folder. It is up to you to specify what folder you want to save it in.

Dealing with the File Contents

While the above sentence is true, you can also put a file inside of another file. More precisely, you can put the contents of one file inside of another file. Lets take it another step further: You can put the contents of hundreds of files into one file.

You may think that it is a wacky idea. After all, you would end up with an enormous file. How can you find anything in the file? Did you ever notice that when you examine a book, the material in the book does not merely consist of many, many pages of words and paragraphs. You can find chapters by examining the Table of Contents (TOC). And in some cases there may be an Index to search for topics or whatever suits your search requirements.

Now when you think of that big file in terms of an actual physical book, you can see the analogy to a computer. It gets better! *(Next column.)*

(Continued from left column)

Books, Magazines, Journals, etc. have one thing in common. They provide a way to find specific areas inside of the publication. To be sure, it is a quite an elementary (but a very effective system) when you consider what the computer can do. We're going to do what the book does but we are going to do it much better. And I'll show you how to do it three ways. So grab a cup of hot tea and just read through this news letter.

An Elementary Example

I was thinking of this topic for a couple of weeks and I could not think of the appropriate material to illustrate these concepts in a real, simple, instructive way. Then it 'dawned' on me that I could use my catalog of mistresses in this simple example.

So I picked out only 5 of my mistresses: Sally McMasters (a feisty Irish lady), Sophie Stringfellows (a sophisticated dame), Maria Fillipio (a very flip-pant lady), Angelina Molotov, (a fiery woman) and Brigitte Baguette (a well-'bread' lady.) (Get the puns?)

I made up an imaginary profile of each of these ladies. (Obviously I have to protect their identities.)

In no way do these profiles reflect on my inner most thoughts or desires! I am only using my imagination.

Although, I am using these profiles in this example, at the end of this newsletter I will have a real file from my own computer that uses one of these methods of creating large files.

Normally, when you have a large number of files, they simply appear as files in a folder much like this example using the mistresses' profiles inside of a folder, MISTRESSES. This is the configuration.:

MISTRESSES (a folder)

Angelina (a file)

Bridgette (a file)

Maria (a file)

Sally (a file)

Sophie (a file)

I want to put all the files into one file. →



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are CCMV members and
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Naturally, we will call the destination file, "Mistresses" which is sort of a master file. In effect, we will be creating one file to replace a folder and 5 files. Keep this in mind: *If you have 500 files listed sequentially in one folder, you will be reducing 500 files to one file.* I am sure that you will buy that!

In this write-up I will show you how to start such a file "from scratch" in order to teach you the concept. (I will use the Mistresses folder and files, of course.) Then I will show you how to convert an existing pile of files into one file.

The Basic Form of the Master File

Let's call it "Master file." The file name can be anything meaningful and indeed a master file containing a lot of stuff. On the next page is the *general form* for the most basic form of the Master file: Such files as these Master files can become large.

Large File Note

If you are dealing with a long document and you are making changes frequently, you should save your documents frequently. What does 'frequently' mean? I'd say every paragraph! It is embarrassing if not absolutely frustrating to write on a document for an hour only to lose it all by hitting the wrong key. I wrote in a previous issue of what keys you hit accidentally and lose it all!

The basic form of the Master file consists of a Table of Contents in which titles are given and listed for each entry that is put in the body of the document.

This basic form is universally applicable. . All word processing programs can insert page numbers and that is all that is needed for a simple effective file like this. Using page numbers is effective since the pages are numbered automatically.

However, it is not absolutely necessary that you use page numbers for search purposes. You can attach a code to the title in the Table of Contents and to the item referred to in the body of the document.

The alert reader is going to ask, "Why not simply search for 'Sally' if you want to get the data on her. Surely, you can. In such a simple example, that is obvious. You'll see later that in a big file you need to use some computer functions. (Next page.)

**Income and Expenses
2/1/2010 – 2/28/2010
Chet Hartley, Treasurer**

Income (\$)	
Contributions	72.00
Interest	3.06
Shareware/Freeware	40.00
Textbook Sales	0.00
Tuition & Books	0.00
Total Income	115.06
Expenses (\$)	
Meeting Expenses	250.00
Newsletter Expenses	0.00
Insurance	601.00
Text Book Purchase	0.00
Total Expenses	851.00
Income Less Exp.	--735.94



(Continued from previous page)

Table of Contents	Page
1. Sally	2
2. Sophie	3
3. Angelina	4
4. Maria	5
5. Bridgette	6

(The Body of the document)

1. Sally's
(Sally profile appears on *page 2*)

2. Sophie
(Sophie's profile appears on *page 3*)

3. Angelina
(Angelina's profile appears on *page 4*)

4. Maria
(Maria's profile appears on *page 5*)

5. Bridgette's
(Bridgette's profile appears on *page 6*)

Figure 1 The Basic Form

Notes on Figure 1

1. This basic form identifies the page number for the searchable location of each item. The parenthesized sentences are for information purposes only.
2. The sequence under the Table of Contents is not significant for obvious reasons. When I get a new mistress (!) I merely add her to the list in the Table of Contents and it will not be in alphabetical order. I then add her profile to the end of the current profile list whatever page that may be. And I insert the page number in the Table of Contents.
3. Obviously, you must set up the Word Processing document used here to include page numbers so that you can use the search function to find the item in the body of the document.
4. In MS Word you can select the next page for the next profile which in this case is the next mistress profile. Therefore, each mistress' profile starts on a new page, whatever page it is.
4. It is conceivable that I may get so many new mistresses such that the Table of Contents will completely fill page 1 and thus the page numbers will be incorrect., in which case I will consult the Guinness Book of Records to witness the event. In any case, you may rest assured that this instruction will become obsolete in my lifetime. (Continued →)

(Continued from left column)

Table of Contents	
M01. Sally	
M02. Sophie	The 'codes' to the left of each item is a hyperlink.
M03. Angelina	
M04. Maria	
M05. Bridgette	

(The Body of the document)

- M01. Sally
(Sally profile appears on *here.*)

- M02. Sophie
(Sophie's profile appears *here.*)

- M03. Angelina
(Angelina's profile appears *here.*)

- M04. Maria
(Maria's profile appears *here.*)

- M05. Bridgette
(Bridgette's profile appears *here.*)

Figure 2 The Hyperlink Form

Notes on Figure 2

1. This is the form that uses bookmarks and hyperlinks which is available in MS Word. I am using MS Word 2003 here.. In the figure above the hyperlinks are not functional.. See the following pages for the example that uses working hyperlinks.
2. The sequence under the Table of Contents is not significant for obvious reasons.
3. Whereas, in the left column, you must keep track of what page an item is on, in this column using hyperlinks, as you paste a new mistress profile in its place, you can also make a book mark using the identifying number. The bookmark is tied to the hyperlink in the Table of Contents.
 3. Assuming that there are a 100 mistresses profiles to enter here (an unrealizable and an unrealistic situation, to be sure), you would create a bookmark at each profile that would use the number associated with mistress and it would be tied to the link in its entry in the Table of Contents.
 4. In this example I attached the letter M (for Mistress) to the link having the same number as the bookmark. Creating bookmarks and hyperlinks differ among Ms Word 1997, 2000, 2003 and 2007.



Creating the Master File Using Hyperlinks

1. When you click on a hyperlink, you are asking to access another place that the hyperlink refers to. That place can be somewhere inside of the same file you are working with. It can also be a place inside of a different file elsewhere on your computer, even somebody else's computer.

2. Here is an interesting example. Our Home Owners Association (HOA) has a long, detailed document called the CC&Rs. In the document there are references to other paragraphs in the document and to parts of the Civil Code, the Professional Code, the Corporations Code and parts of many other relevant codes (of California).

3. When creating large files such as our Master file I am describing here, we really need a way to locate quickly -- even instantly -- areas of the file such as certain paragraphs. But to do that the hyperlink has to know "where do you want me to take you?"

The Bookmark

That destination point for the hyperlink is called a bookmark. I have deliberately numbered the paragraphs in the previous section. If I want a hyperlink that will take me to paragraph two so that I can review what I said there. My bookmark can be simply '2' inside of this document.

The Hyperlink

I can call the hyperlink anything I want but it is prudent to give it a meaningful name. In the Master file of my mistresses, why not simply name the link Mistress #1, M01? Of course I have to specify where the Bookmark is located.

You can create hyperlinks in MS Word, and MS Works. This discussion applies to both systems. The mechanics of creating the bookmark and the hyperlink differ.

Here is the definition of a hyperlink in MS Works:

"In general, a hyperlink (colored and underlined text that can link to information on a hard drive, on the Internet, World Wide Web, or an intranet, or to an e-mail address) is a connection from information in one location to information in another location. The originating location is the document in which you are working. The destination can be an Internet address or a Web site, a file on your computer or another computer, or an e-mail address."

Create a Bookmark in Word 2003

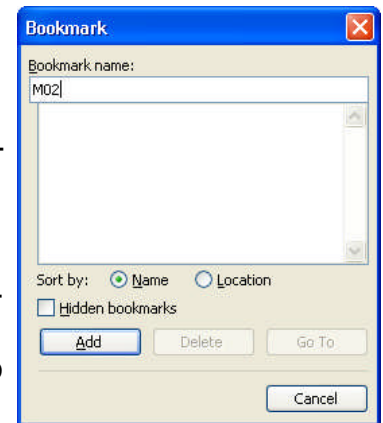
Just to be as complete as possible in this description lets describe how to create the bookmark (and the hyperlink).

The Bookmark

Assume that you are in a MS word document at a paragraph numbered 2 and you need to make a bookmark there so that later in the document you make a hyperlink to take you there when you click on it.

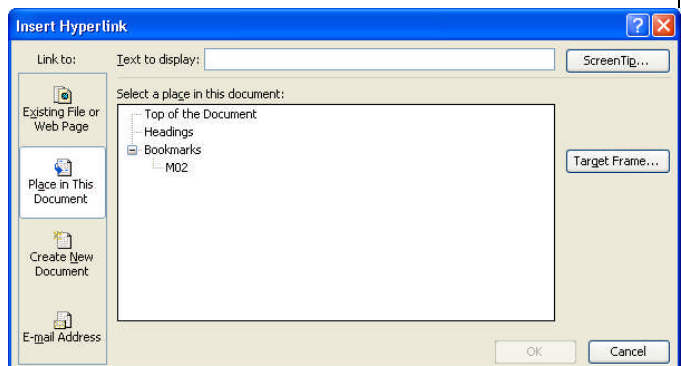
1. Put the cursor and click at 2 (your destination place).
2. On the Menu bar click on Insert then click on Bookmark.
3. Type something for the Bookmark. Here in the picture I typed M02 for Mistress 2.
4. Click on Add.

If you had a lot of bookmarks in the document the other options available may be needed but not for this instruction. You will not necessarily see anything at the Bookmark to indicate that indeed it is a bookmark.



The Hyperlink

1. Put the cursor where you need the link and I am assuming that we are in the same document.
2. Click on Insert then Hyperlink.
3. For our application click on Place in This Document.
4. Click on the M02 (bookmark), then OK and the hyperlink is created. The M02 will appear where it should appear where needed.





The Best Laid Plans of Mice and Men

What I had planned on doing at this place is to give you an example from my joke files so that you could see for yourself how this system works. But alas, it didn't come out that way.

No matter what, I am showing you here what that actual file looks like. The chuckles are still there, but the hyperlinks will not work here inside of MS Publisher when converted to PDF. You are reading it simply as a PDF document on WWW.CCMV.net. I am coupling this mea culpa here with instructions on how to generate the 'bookmarks' and the 'hyperlinks.'

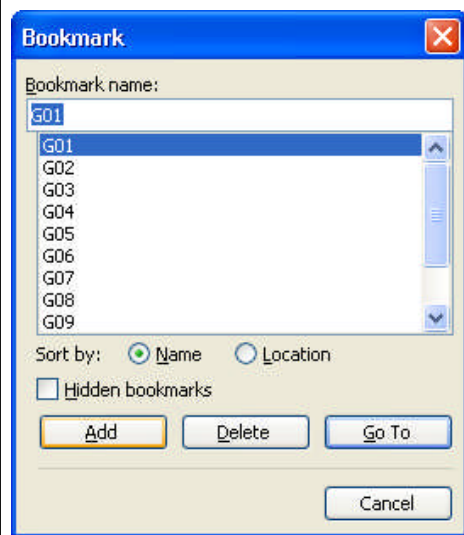
A very small part of the Genie joke file in my computer is on page six. They are joke numbers 1 to 4. I have deleted some personal information such as who sent the joke to me and to whom I sent it. G01 to G04 are hyperlinks names.

When clicking on hyperlink G01, you are essentially telling the computer that you want to be taken to the place in the file where Joke 2 is located. Well, that makes sense.

Actually, you can tell the hyperlink to go to the first word in the joke or the title. Anything. But that would not be wise *in this case* because the targeted word may be elsewhere too. What is the only unique thing about this joke is the number 1 and its location. So it makes sense that you use the *location* of the number of the joke as the destination of the hyperlink. And how do you do that? The following is for Office 2003.

Place the cursor near the number 1 and click there. I usually click on the 1 so that I am using the first space in the line. While your 'insertion point' is there click on **Insert** (on the **Menu** bar)

then click on **Bookmarks**. In the **Bookmark** window which I have placed here on the left, you can type a name for the bookmark. I named the bookmarks with the letter G and the joke number.

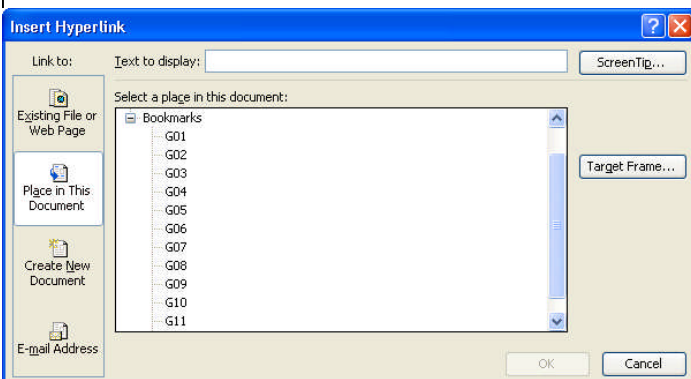


(Continued from left column)

It is an arbitrary choice. G is for Genie. That is not very sophisticated. Simple, isn't it?

Remember that the bookmark is created at the insertion point location in the joke. We want to tie the hyperlink to that location. So the hyperlink must be placed at the Table of Contents listing of the joke title. Here's how.

Place the cursor and click at the beginning (or the end of the joke listing in the Table of Contents to create an insertion point. Click on the **Insert Hyperlink** tool on the tool bar.



The existing file already created will appear under **Select a place in the document**. Naturally you should select the bookmark you just created for the joke. You can see why it is desirable to use a number in the bookmark. When the bookmarks and the hyperlink are to appear in the same document, click on "Place in this document" which appears along the left.

In general when creating a long file like this, it is better to pre assemble all the parts from the various files as shown here along with a Table of Contents, then make all the bookmarks first. Make the hyperlinks last.

It may look like it is a lot of work. But if you use the cut, copy and paste method to assemble the parts into one file, it becomes easy to make the bookmarks and the hyperlinks using the keyboard only. You can insert additional files as they become available.

Here is a final note that I am tossing in the pot. I have used macros to do such repetitive tasks as we see in this kind of project. If you know Visual Basic Programming, you can create it by programming. If you don't know it (which is most likely) there is a procedure described in MS Word that you can follow and create your own macro. (See next page)



(Continued from page 5)

"Genie out of the bottle" jokes.

TABLE OF CONTENTS

- G01 Genie turns a man into a box of chocolates.
- G02 The Fairy Godmother
- G03 The Genie's Lamp
- G04 Man teaches wife to play golf and breaks window
- G05 A man has an ostrich as his 'chick'

THE JOKES-

1. Genie turns a man into a box of chocolates.

From: (Deleted, use this space to show source.)

To: (Deleted, show recipients here.)

A man walking alone along a beach. He comes across a bottle with a cork in it. The man picks up the bottle and pulls out the cork. A loud roar of the pounding surf follows and a genie appears. The genie says to the man, "I'm a little tired today and I can only give you two wishes."

The man says "That's OK, two is enough." "First, I would like one-billion dollars in a Swiss bank account."

Poof ! The genie hands the man a paper and says, "Here's the number to your account."

Next the man says, "Second, I would like to be irresistible to women."

Poof!- the genie turned him into a box of chocolates.

2. The Fairy Godmother

From (Deleted)

To: (Deleted)

A man and his wife were celebrating their 50th anniversary, both at the age of 70. A fairy godmother came to congratulate them and to grant them each one wish.

The fairy godmother turned to the wife and asked, "What is your wish?"

The wife thought for a second and replied, "I would like a world tour."

The fairy godmother waved her wand, and the wife was holding two world cruise line tickets in her hand.

Then the fairy godmother turned to the husband and asked, "What would you like?"

The man thought for a second and replied, "I would like a wife 30 years younger than me."

The fairy godmother smiled, waved her wand, and the man was 100 years old.

(Next Column.)

(Continued from Left Column)

3. The Genie's Lamp

From: (Deleted)

To: (Deleted)

A woman was walking along the beach when she stumbled upon a Genie's lamp. She picked it up and rubbed it, and lo-and-behold a Genie appeared. The amazed woman asked if she could get three wishes.

The Genie said, "Nope. Due to inflation, constant down-sizing, low wages in third-world countries, and fierce global competition, I can only grant you one wish. So,.....what'll it be?" The woman didn't hesitate. She said, "I want peace in the Middle East. See this map? I want these countries to stop fighting with each other."

The Genie looked at the map and exclaimed, "Gadzooks, lady! These countries have been at war for thousands of years. I'm good but not *that* good! I don't think it can be done. Make another wish.

"The woman thought for a minute and said, "Well, I've never been able to find the right man. You know, one that's considerate and fun, likes to cook and helps with the house cleaning, is good in bed and gets along with my family, doesn't watch sports all the time and is faithful. That's what I wish for; a good mate.

"The Genie let out a long sigh and said, "Let me see that map again."

4. Man teaches wife to play golf and breaks a window

From: (Deleted)

To: (Deleted)

A Husband takes his wife to play her first game of golf. Of course, the wife promptly hacked her first shot right through the Window of the biggest house adjacent to the course. The husband cringed, "I warned you to be careful! Now we'll have to go up there, find the owner, apologize and see how much your lousy drive is going to cost us." So the couple walked up to the house and knocked on the door.

A warm Voice said, "Come on in." They opened the door and saw the damage. Glass was all over the place. A broken antique bottle was lying on its side Near the broken Window. A man reclining on the couch asked, "Are you



the people who broke my Window?"

"Uh...yeah, sir. We're sure sorry about that," the husband replied.

"Oh, no apology is necessary. Actually I want to thank you.. You see, I'm a Genie, and I've been trapped in that bottle for a thousand years. Now that you've released me, I'm allowed to grant three wishes. I'll give you each one wish, but if you don't mind, I'll keep the last one for myself."

"Wow, that's great!" the husband said. He pondered a moment and blurted Out, "I'd like a million dollars a year for the rest of my life."

"No problem," said the Genie. "You've got it, it's the least I can do. And I'll guarantee you a long, healthy life! And now you, young lady, What do you want?" the Genie asked.

"I'd like to own a gorgeous home complete with servants in every country In the world," she said. "Consider it done," the Genie said. "And your homes will always be safe from fire, burglary and natural disasters!"

"And now," the couple asked in unison, what's your wish, Genie?"

"Well, I've been trapped in that bottle and have not been with a woman in more than a thousand years, my wish is to have sex with your wife."

The husband looked at his wife and said, "Gee, honey, you know we both now have a fortune, and all those houses. What do you think?"

She mulled it over for a few moments and said, "You know, you're right. Considering our good fortune, I guess I wouldn't mind, but what about you, honey?"

"You know I love you sweetheart," said the husband I would do the same for you!"

So the Genie and the woman went upstairs where they spent the rest of the afternoon enjoying each other. The Genie was insatiable. After about three hours of non-stop sex, the Genie rolled over and looked directly into her eyes and asked, "How old are you and your husband?"

"Why, we're both 35," she responded breathlessly.

"No Kidding." He said, "Imagine that, thirty-five years old and both of you still believe in genies?"

5. The ostrich who always had the right change

From: (Deleted)

To: (Deleted))

(Next Column)

Continued from Left Column)

A man walks up to the bar with an ostrich following close behind him and as he sits down, the bartender comes over, and asks for their order.

The man says, "I'll have a beer," and turns to the ostrich and says, "What's yours?" "I'll have a beer too," says the ostrich.

The bartender pours the beer and says "That will be \$3.40 please." The man reaches into his pocket and pulls out the exact change for the payment of the two beers.

The next day, the man and the ostrich come in again, and the man says, "I'll have a beer," and the ostrich says, "How nice! I'll have the very same thing." Once again the man reaches into his pocket and pays with the exact change.

This becomes very routine, where the man always orders and the ostrich always agreeing and ordering exactly the same drink.

Then late one evening, the two enter again.

"The usual?" asks the bartender.

"Well, it's close to last call, so I'll have a large Scotch," says the man.

"Same for me," says the ostrich happily.

"That will be \$7.20" says the bartender.

Once again the man pulls exact change out of his pocket and places it on the bar.

The bartender can't hold back his curiosity any longer and asks, "Excuse me sir. How do you manage to always come up with the exact change out of your pocket every time?"

"Well," says the man sort of ruefully, "It's like this. Several years ago I was cleaning an old attic and found an old oil lamp. When I rubbed it, a Genie appeared and offered me two wishes. My first wish was that if I ever had to pay for anything at all, I could just put my hand in my pocket, and the right amount of money would always be there."

"That's brilliant!" says the bartender. "Most people would wish for a million dollars or something like that, but you'll always be as rich as you need to be for as long as you live!"

"That's right. Whether it's a gallon of milk or a Rolls Royce, the exact money is always there," says the man.

Then the bartender asks "One other thing, sir ... what's with the ostrich?"

The man replies "My second wish was for a really agreeable chick with long legs." --->



Some Final Thoughts

Why did I illustrate this procedure for compressing many files into one using a joke file? Well, for one I have a huge joke collection. Early on when the PC became almost ubiquitous, I noticed that jokes were flying back and forth by email. I am sure that I had sent the same joke to people more than once. I know that I was getting them multiple times.

When living in Orange County I was teaching Italian at the Brea Senior Center. I rewrote an old 1945 text college level grammar in Italian on my computer and used hyperlinks to get references in the text to the reference destination. It worked beautifully. And the jokes were coming in fast and furious.

I started assembling the jokes using the Table of Contents and I put each joke on a separate page in the file so that accessing a joke by page number was easy. But that involved scrolling through the pages using the search function. Neither was satisfactory.

The Italian text came to mind and by now I had many jokes and they were categorized. The Genie joke file is one category. Having used the hyperlinks in the grammar gave me the groundwork for converting the joke files as described in this newsletter.

I have e-pals all over the country and in UK. I get all kinds of PPS shows. I now have over 400 of them in my computer but it is a bear to find one. My next project is to create a single file with PPS Titles and descriptions only. Each entry in the Titles will have a link to the actual PPS show in the same folder. (Maybe I can get all my mistresses to help me.) It will involve opening each PPS to find out what it is all about.

A still more final note.

One big advantage of writing these newsletters and posting them as I have done lately is that I can write without regard to page limitations. This issue is an example of that. I am going to stop writing at the end of this column!

This last
column
is
intentionally
left
blank.



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