

**File Management**  
PC Users Club  
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**VIEW:**

- How you VIEW a File.
- Note the files themselves don't change,
- Just how you VIEW them.

To change the VIEW of files:

1) Open any Folder

2) On the Menu Bar on top: **View** → **Thumbnails**

→ Tiles

→ Icons

→ List

→ **Details**

3) The 2 Views you need most are:

**Thumbnails** for Photos, Images and

**Details** for Documents

**Select Multiple File Selection at One Time:**

Contiguous Files - use the SHIFT Key

Non-Contiguous Files - use the CTRL Key

**(Be careful!!**

If you are new to multiple file selection, do it with caution.

It's trickier than it first appears.

It's **very easy** to mess up your files doing this.)

## **Flash Drives:**

- 1) **BEFORE** you plug in the Flash Drive
  - a) Open "My Computer"
  - b) Note the last lettered drive.
- 2) Plug in the Flash Drive
- 3) Cancel (if you wish) the messages that pop up.
- 4) The Flash Drive will be (usually) the last lettered drive.  
You can open it like any folder, and copy to/from it.

## **Hard Drive Capacity (how much space you have left):**

- 1) R-Click on "My Computer"
- 2) L-Click on "Properties" (on the bottom)
- 3) The Pink is free space  
The Blue is used space.
- 5) When you have less than 25% free,  
your computer will start slowing down.

## **XP Profiles:**

Your personal files are stored by default in:

C:\**Documents and Settings**\\*Name\*\.....

## **Location of Email Data Files: (on XP Operating systems):**

Default Location of **Outlook Express Email:**

C:\Documents and Settings\\*NAME\*\Local Settings\Application  
Data\Identities\{Some Long Number}\Microsoft\Outlook Express

Default Location of **Outlook Express Address Book:**

C:\Documents and Settings\\*Name\*\Application Data\Microsoft\Address Book

Default Location of **Outlook Email File** (this can be changed):

C:\Documents and Settings\\*Name\*\Local Settings\Application  
Data\Microsoft\Outlook

Most document files are located in "**My Documents**"

C:\Documents and Settings\\*Name\*\My Documents