

How to Mange (Create/Delete) Folders and Directories

Create a Folder

You can create folders on any disk drive, within another folder, or on the Windows Desktop. You should generally use one location (such as **My Documents**) in which to store the data files that you create. This makes it easier to find and maintain your work.

To create a new folder

In the My Computer window, open the object in which to create the folder, (for example, **My Documents**)



From the **File menu**, select **New** then **Folder OR** Right-click an empty part of a folder then from the shortcut menu, select **New** then **Folder**



Type a name for the new folder, and press the **Enter key**

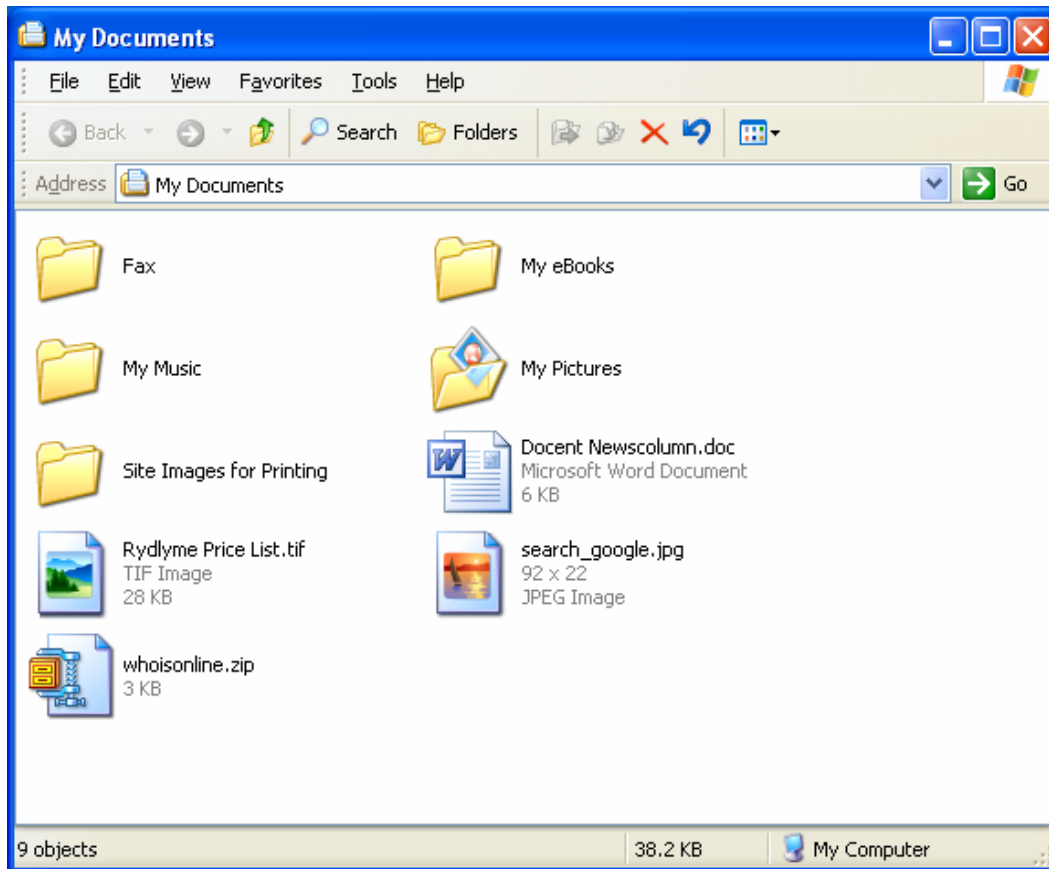
Note Folder names can be up to 255 characters long. Use a name that identifies the purpose of the folder accurately. Note that the following characters are **not allowed** in folder names: " * : \ | / ? < >

To create a subfolder

In My Computer, open the folder in which you want to create a subfolder (for example, open My Documents)

From the File menu, select **New** then **Folder OR Right-click** an empty part of the folder then from the shortcut menu, select New then Folder

The new folder appears within the parent folder with a temporary name.



Creating a subfolder in My Documents

Type a name for the new folder, and press the **Enter key**

Note Windows will not let you give the same name to two folders within the same folder.

Rename a Folder or File

Before you rename a folder or file, make sure that what you do will not impact on other users. If the folder/file is **shared**, renaming it might make it hard to find for other people. Also, do not forget the new name, or you may

have trouble locating it yourself.

Security settings may prevent you from renaming a folder stored on a network drive. Also, you cannot rename a file if the file has been opened (either by you or on someone else's workstation).

To change the name of a folder or file

1. In **My Computer** or **Windows Explorer**, select the icon you want to rename (Do not open it!)
2. From the **File** menu, select **Rename** **OR** Click on the icon with the right mouse button, and from the shortcut menu, select **Rename**
3. Type the new name, and then press **Enter**

Tip A folder/file name can contain up to 255 characters, including spaces. It cannot contain any of the following characters: \ / : * ? " < > |

Warning If you can see the file extension at the end of a file name, **DO NOT** rename or delete it. You will not be able to open the file if you do. If you do change a file extension, you should change it **back** again in order to open and edit the file.

Select and Move Multiple Folder and File Icons

You can move, copy, and delete more than one folder and/or file at a time by selecting several icons at once.

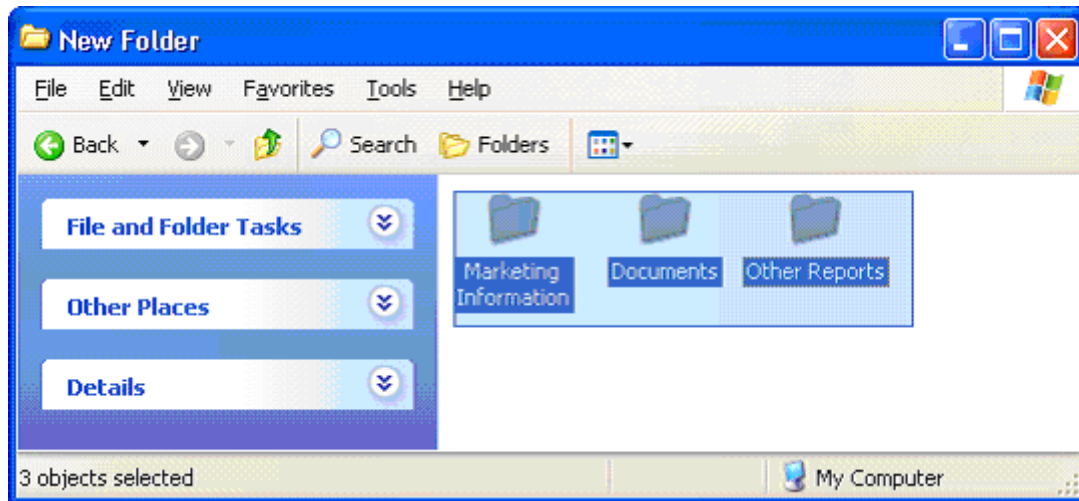
To select multiple folders and files

Hold down the **Ctrl** key and then click each file/folder you want to select

To select a group of files that is next to each other (adjacent)

Select the first file/folder in the block then hold down the **Shift** key and select the last file/folder

OR Hold down the mouse button and drag a rectangle around the files/folders you want to select



Delete a Folder or File

Deleting a folder also deletes any files and subfolders stored within it. Always think carefully when deleting data. Make sure it is what you intend to do. While you can recover files and folders deleted from the local hard drive, objects deleted from a network drive or removable disk cannot usually be restored. Do not delete system folders or files under any circumstances.

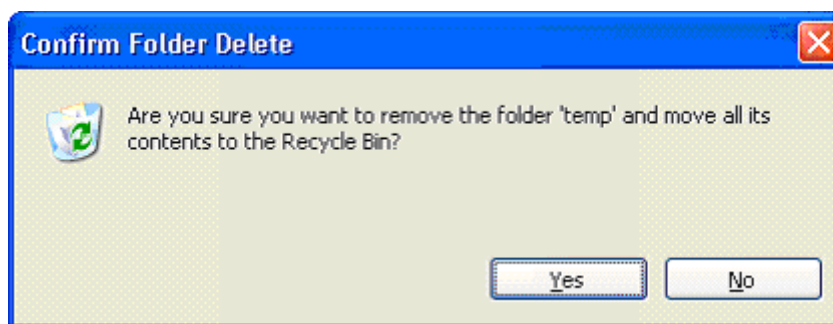
To delete a folder or file

In **My Documents** select the folder(s) and/or file(s) that you want to delete

From the File menu, select **Delete** (*SpeedKey: **D**ele***te**)

OR Click on the folder with the right mouse button and select **D**ele

The **Confirm Folder Delete** dialogue box is displayed.



Confirm Folder Delete dialogue box

Click **Yes** to move the selected folder(s) **and all its contents** or the selected file(s) to the Recycle Bin. Another warning may be displayed if the file has the **read-only** attribute set or if it is a **program** or **system** file.

Tip

Files deleted from a local hard disk (normally the C:\ drive) are sent to the Recycle Bin. You can choose to restore the file(s) from the Bin. Files deleted from a removable drive, such as a floppy disk or a network drive are not sent to the Recycle Bin.

<http://tutorials.findtutorials.com/read/id/466>