READY NET GO ... NEWS

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Tip of the Month

View the Capacity of Drives:

View how much space you have available on local & network drives:

- Open Windows Explorer and click on My Computer
- In the main screen, you'll see a listing of all drives, total size and free space.
- To see a graphical image of the capacity of a drive, right click a drive letter and scroll down to properties.
- On the General Tab, you'll quickly see how much capacity is available.
- **NOTE:** If you are near full capacity, you will notice slower performance. If the drive becomes full, you will no longer be able to save additional data.

Change how you view files in Windows Explorer:

- Windows offers 5 ways you can view files. Test each one out by opening Windows Explorer and clicking **View** on the main menu.
- You'll see 5 options: **Thumbnails, Tiles, Icons, List,** and **Details**. "Details" gives the most information and is best for data files. Thumbnails, Tiles and Icons are best for images/pictures. "List" simply shows the name of the file.

Windows Explorer to the Rescue

Windows Explorer is a utility program that Microsoft includes with their operating systems. Unlike Internet Explorer which is a browser that enables you to search the internet, Windows Explorer enables anyone using a computer to organize, view and move files effortlessly. It truly is one of the best software tools you can use to be efficient and productive.

One of the best features of Windows Explorer is the ability to view files on both internal and external drives. For instance, with one click you can transfer files from your hard drive to a CD-R or USB flash drive. You can also transfer files over a network from your hard drive to another drive on the network (as long as the folder is shared and you have write permissions).

Another great feature is the ability to create and label folders specific to your tasks. For instance, if you work with many clients, you would create a folder for each client's name and then create subfolders for various documents. Examples of subfolders could be: Invoices, Legal, Technical documents, Contacts. Within each subfolder, you could create additional folders for specific individuals, projects, or even organize it by program (i.e. Word, Excel, Publisher).

The first step is to look at your current data; all of your software programs and files and categorize similar items.

WWW (Website Worth Watching)

If you **hear a song on the radio** and you want to know who's singing, you can find out by going to the radio station's website. Nearly all stations will list the current song being played on the home page. For a list of the radio stations in the Philadelphia area, go to:

http://www.tvradioworld.com/region1/pa/default.asp

Click on the **Radio Stations** link next to your city. You'll see a list of radio stations in numerical order. Scroll down to the radio station you're listening to and click on the radio station call letters for access to their website.

Here's an example of how you could organize data. T: is any network drive. You can also create the same system on the C: drive or under My Documents.

☐ T:
    ☐ Data
        ☐ Admin
            ☐ 04Advertising
            ☐ 05Advertising
                ☐ Excel
                ☐ Word
        ☐ Human Resources
            ☐ Benefits
                ☐ 04Benefits
                ☐ 05Benefits
                    ☐ Medical
                    ☐ Retirement
            ☐ Training
                ☐ 04Training
                ☐ 05Training
        ☐ Projects
            ☐ 041230
            ☐ 04Summer
            ☐ 04Winter

> This is a basic outline for how you could organize your data. There are 3 main folders under T:/Data – Admin, Human Resources, and Projects. Numerous sub-folders expand the tree and can be labeled in different ways. Examples shown include Year + Header (Ex: 05Benefits) or Year + Month + Day (Ex: 041230). If you have many files, you may want to create more first level folders (e.g., Admin, Projects) so you can make your subfolder names very specific. Be careful though because if you create too many folders that are similar, you risk misplacing files. On the other hand, if you have too few folders, you'll have to scroll through long lists of files. There is a fine line between having too many folders and not enough; only you can decide which system works best for you.
>
> One thing you don't have to worry about is not getting it right. Your folder structure can be edited easily so if you find the system you started with isn't working, just amend it. Rename folders, add extra folders or consolidate folders, just remember to delete any that are empty.

Copying & Moving Files

If you've tried to move or copy files in Windows Explorer, you may have encountered a frustrating phenomenon. Sometimes when you click and drag a file to another folder, a copy will appear and other times the file is actually moved. There is a method to this madness and it makes sense. When you click and drag a file that is **on the same disk,** the file will be **moved**. If, however, you move the same file **to another disk** (ex: a network drive or external disk), the file is **copied;** you will now have the original file and a copy of that file in the new location. If you're unsure what will happen when you drag a file, simply right click the file and drag it to the destination folder. When you release, a dialog box will appear for you to select either move or copy. (**Note:** *In this case, the default operation will be in bold type*) If you don't like dragging, you can right click the file and choose either copy or cut as well. Click on the destination folder and choose paste. Now you won't have any question if the file is a copy or the original.

Open Windows Explorer to the drive/folder you use most

- Right click anywhere on the desktop, choose **New** – **Shortcut**
- In the command line, type the following: explorer.exe /e,/n,/select, t:\data where t:\data is the destination folder. [Notice the space between .exe and /e and select, t:\data] Substitute your preferred folder for t:\data.
- When you click this shortcut icon, Windows Explorer will open directly to this drive/folder. If you have multiple copies of Windows Explorer shortcuts, you'll have to edit the properties of each instance.

Bonus: After you create a shortcut, you may want to change the icon to the recognizable folder with magnifying glass. To do this: **Right click** the icon and choose **Properties**. Click the button **Change Icon** … on the Shortcut tab. Select an icon you prefer, click **OK** and then click **OK** again to close the Properties dialog box.