My Documents – where are they? (Windows 7)

1. **My Documents** is the place on the computer where you store items which you have created. These items are called **Files**. **My Documents** is like a big Filing Cabinet containing lots of **Files** and **Folders** containing **Files**. These **Files** can be of any sort. **My Documents** is shown as a **Window** on your screen when it is open.
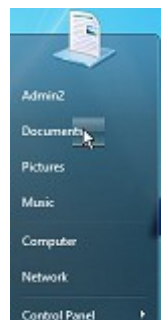
My Documents is also known as **Windows Explorer** because it allows you to find items.

2. To access **My Documents** you can **Either** left-click on Start and then left-click on Documents. You may see what you want there. If not, left-click on Documents where you will find both **My Documents** and **Public Documents**. **Public Documents** is the **Folder** in which to put documents that you want to share with other users. It is unlikely many home users will require to do this but if you do refer to para 18.

**Or** you may find that on the Desktop you can double-click on **My Documents**.

3. You will see a **Window** something like this. This shows the **Folders** which are contained in **My Documents** along with some details. It may instead have a series of icons depending on which
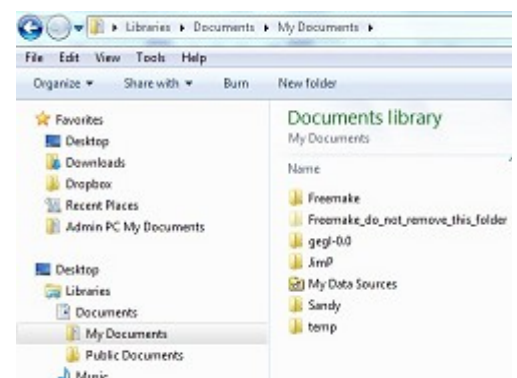
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View Menu has been selected.

4. This **Window** is split into two sides. The right hand side is a breakdown of what is contained in the left hand side highlighted item (in this case **My Documents**). To highlight an item left-click on it.
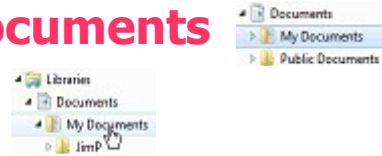
Notice that next to the icon there is an arrow pointing down. This means that there will also be a breakdown below the highlighted item. If a shows then the breakdown is not shown. You can click on these to change between the views.
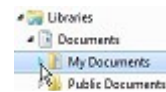
5. **Folders** have an icon . **Files** have different icons depending on what type of **File** they are. The type of **File** is indicated by its **File extension**. For instance a document from Open Office would have the form eg letter.odt where .odt is the **File extension**. The type of **File** is indicated by an icon as well. Typical **File extensions** are .jpg for photos or pictures , .doc or .docx for Microsoft Word documents , .mp3 for audio in mp3 format , .avi for video .

6. What you see depends on what you select under the Menu View.
Try these out to see the difference. You have the choice of

- Extra large icons - gives you a much bigger picture to indicate what is in the **File**,
- Large icons - gives you a bigger picture to indicate what is in the **File**,
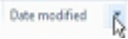- Medium icons - gives you a little picture to indicate what is
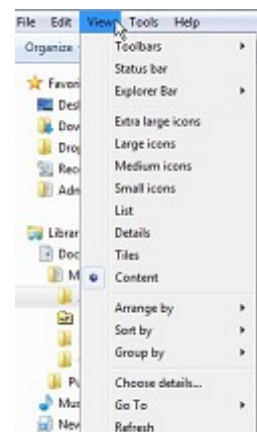
in the **File**,

- Small icons - gives you small icons to indicate the type of **File**,
- List - gives you small icons to indicate the type of **File** and puts them in a list,
- Details – gives you small icons as in List but with added details of eg Size of the **File**, Type of **File** and Date the **File** was Modified. Other details can be added by right-clicking in the column header area and selecting what's required.
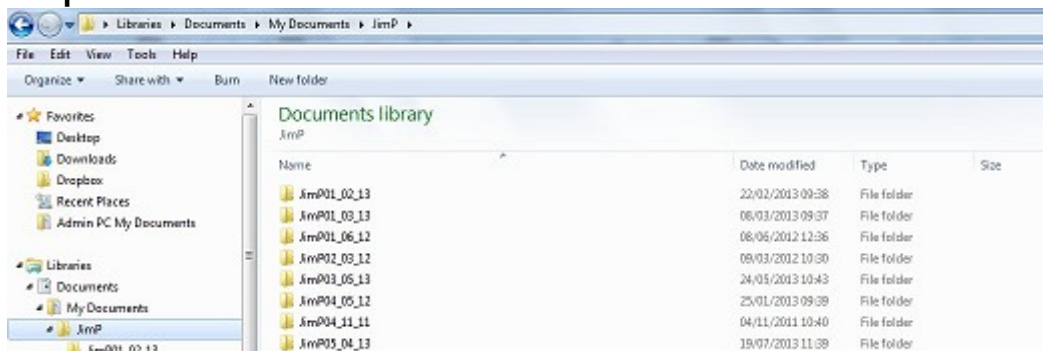
Other options such as Tiles, eg when you select
My Pictures 📄, and Customize may be available.
You will find that different views have advantages for different uses. If you are looking at picture **Files** then selecting the option Extra large icons allows you to see an enlarged picture of the **File** selected.

7. You can sort the **Files** by left-clicking on the relevant Details column. Supposing you wanted to sort them in order of Date Modified. You left-click on the head of the column to sort it in ascending or descending order (indicated by the arrow) and similarly with the other columns. In addition each column has a further selection to narrow down the choices by left-clicking on another arrow beside the column heading ▭ and
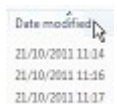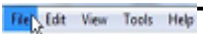
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choosing from the selection available.

8. There are a number of facilities on the **ToolBar**. These allow you to navigate around the **Folders** and **Files**. You left-click on these to select them.

- Back takes you to the **Window** in **My Documents** previously used. There is also a drop-down Menu available by left-clicking on the down arrow to see Recent Pages and allow selection of how far back.
- The Forward arrow takes you to the next **Window** (and will only appear if you have previously selected Back).
- In order to move up a level to the next level in the hierarchy eg if you have selected a **Folder** within **My Documents** you left-click on **My Documents** in the address bar it will take you to **My Documents** .
- Refresh of the list is achieved by left-clicking on
- Search allows you to look for **Folders** and **Files** eg by **Filename** or by text within the **File**.
- There are a number of Menu options under File, Edit, View Tools, Help. Try these out to find out more.
- There are a number of options in the Tool Bar some of
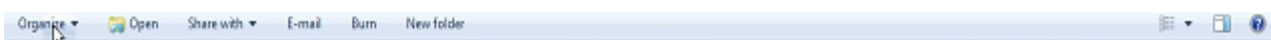
which have drop down menus. Try these out to find out more.

9. Sometimes you may want to create a **New Folder** **either** in **My Documents** 📄 **or** in an existing **Folder** 📁. Left-click on the File Menu and then slide the pointer onto New and then onto Folder and left-click. A **New Folder** 📁 New Folder appears in the **Folder** in which you started. Type the name you want to call it by and press Enter.
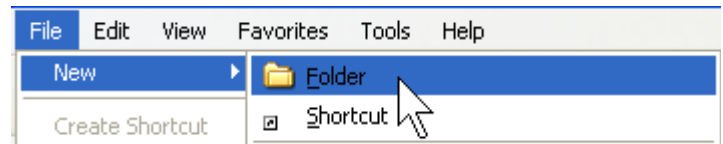
10. If you want to rename a **File** first select it by left-clicking on it and then you can
Either left-click on the **Filename** and type in the new name
**Or** for **Folder** 📁 or **File** right-click on the **Folder** 📁 or **Filename** and then on **Rename** and type in the new name.

11. The easiest way to copy and paste a **Folder** 📁 or **File** is to right-click on it and then select **Cut**, **Copy**, or **Paste**. **Paste** will only show when something has already been **Cut** or **Copied** (ie it is held in the Clipboard). Note that this list of options shows when right-clicking on the **Folder** 📁 or **File** in the right hand side of the Window.
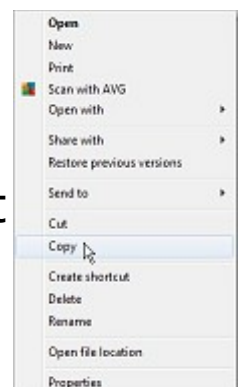
12. Where **Send to** is selected a further selection opens allowing selection of the destination to move the **Folder** or **File** to.

13. An alternative way to **Move** a **Folder** 📁 or **File** is to **Drag and Drop** it. This is done by left-clicking on the **Folder** 📁 or **File** and holding down the mouse button

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whilst moving it to the new destination and then letting go when the destination is highlighted. If you make a mistake then you can **Undo** it by left-clicking on Edit and then on Undo.

If you try to **Drag** a **Folder** which contains a **File** which is in use by an Application Program a message will tell you that it's not possible. You will have to close the Program first.

14. The shortcuts are as shown in the Edit drop-down Menu and are much easier to use. These are (with both keys held down together):

Ctrl X = **Cut** (ie remove the highlighted item and put it into the clipboard, a temporary store, for use later)

Ctrl C = **Copy** (ie take a copy of the highlighted item and put it into the clipboard for use later)

Ctrl V = **Paste** the item in the clipboard onto where the cursor is.

Ctrl A = **Select All** the items in that **Folder**.

You can always **Undo** the last actions using Ctrl+Z as many times as you want.

15. Selection of **Folder Options...** by left-clicking on Menu Tools allows various options to be set up such as how the **Folders** or **Files** are displayed or opened and what happens to the **Window** in **My Documents** last used when you first switch on the computer.

16. **Files** and **Folders** can be deleted.
    Either highlight the **File** or **Folder** and then press the Delete key
    Or right-click on the **File** or **Folder** and then left-click on Delete in the menu which appears.
    In both cases a Window will appear asking whether you are sure. If you are, then left-click on Yes. If, later, you find that you have deleted a **File** or **Folder** in error you can retrieve it from the Recycle Bin. Left-click on it to open it.

17. **Files** will be overwritten when using the **Save** facility in Application Programs. This means that if you want to keep the original **File** and also a new version you will **either** have to rename it **or** you will have to **Save As** in a new directory or **Folder** either using the same name or a new name.
    Application Programs often use the shortcut Ctrl S to **Save**.

18. For information about the use of **Public Documents** and sharing **Files** please refer to
    http://windows.microsoft.com/en-gb/windows7/share-files-using-the-public-folders