

9 Storage of datafiles

In this chapter you learn about

- storage of datafiles
- libraries
- folders

Your computer contains programs and apps that handles data.

Data can be stored on the different drives on the computer. A drive is always assigned a letter followed by a colon. The computers Hard Drive is usually named (C:). The letters of the other drives may vary. Others drives may be USB-drives, network drives or drives in the “cloud”.

The drives you can access from your computer, can be seen in the Navigation pane in File Explorer.

If you connect a USB-drive to your computer, for example, a dialog box will open with various options to access or manipulate the USB-drive. The USB-drive will appear in File Explorers Navigation pane assigned a letter: “M:”, for example.



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9.1 Storage from Apps

Apps like e.g. Microsoft Office (Word, Excel, Power point, Publisher, OneNote og Access) and other programs, like photo editing apps, do all create data files that can be stored. It is typically done by clicking the tab **Files**, and choosing the item *Save as* and then choose a storage place. If you choose to store locally on the computer, a dialog box is opened, and you can save your data anywhere on the computers drives.

Do you use a Microsoft-account, you can save the data on your OneDrive, your personal drive in the sky. Read more about this in chapter 12.6 [OneDrive](#).

9.2 Storage from Desktop-programs

Programs that are opened from the Desktop, and that creates datafiles to be stored, can also use OneDrive.

There are advantages by using OneDrive:

- Data are accessible from all computers with internet connection.
- Data does not take space on local drives.
- Data are easy to share with others.

There are also disadvantages by using OneDrive:

- Storage time is depending on the internet connection speed.
- Data is not accessible without an internet connection.

Storage from Desktop programs are similar to storage from apps.

9.3 Libraries

If you store many data files, finding data files again becomes more difficult – especially if they are not well organized on the computers drives. You save time by keeping your data files well organized. There is no fixed rule for organizing data files, but using Libraries is very common.

A library is a collection of items, files and folders. The items may be located on your computer, on an external drive or even on an external computer. When you include a folder in a library, its files are shown in the library, but everything is still stored on the original location. You never store datafiles directly in a library, but on any given drive, that is included in a library. The library contains shortcuts to the physical location where the actual data (and program) files are saved.

Windows has some standard libraries: dokumenter, pictures, music, programs and videos. It is possible to change these names, and it is also possible to create your own libraries and remove them. Please notice that when you select libraries like Pictures, Music and Video, then the respective tool tabs will automatically appear on the ribbon.

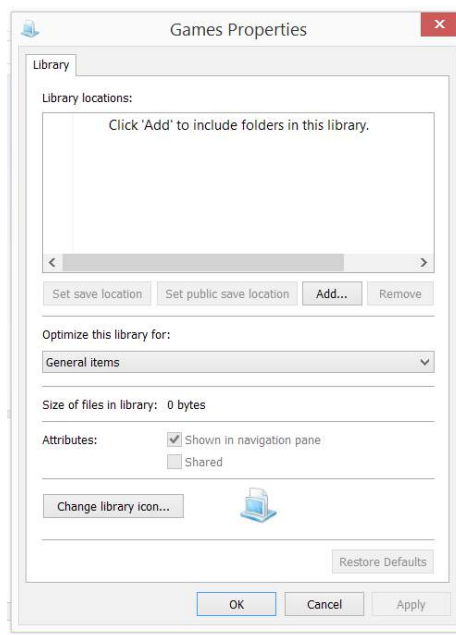
Example

You want to create a library called Games. The purpose of the library is to give you a good overview over your games. You want the library to have special properties and an icon that symbolizes games.

Do like this

You open File Explorer, and right click on Libraries in the Navigation pane. Choose *New* click on Library. Name the library Games.

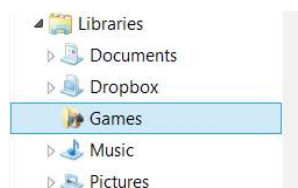
Right click on the library Games and choose *Properties*.



When you click on *Add*, you can choose the folders to be shown in this library.

To change icon, click on *Change library icon*. Select a icon with a suitable symbol, a spade, a jigsaw piece or a chesspiece by clicking on it, and finish with OK.

In the Navigation pane you now see the library Games, with the icon of your choice.



9.3.1 Manage libraries

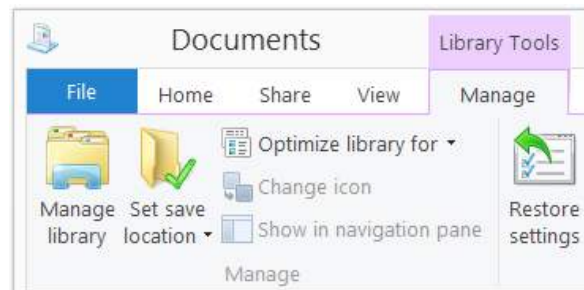
It is useful to be able to see the locations of the folders in the libraries, and to change the way data are stored.

Example

You want your documents to be stored in the folder Documents in the library Documents. The library Documents content must be checked.

Do like this

Find the library Documents in File Explorer and click on it, and notice that a Library Tools tab appears. Click on the tab **Manage**, and a ribbon like this will appear:



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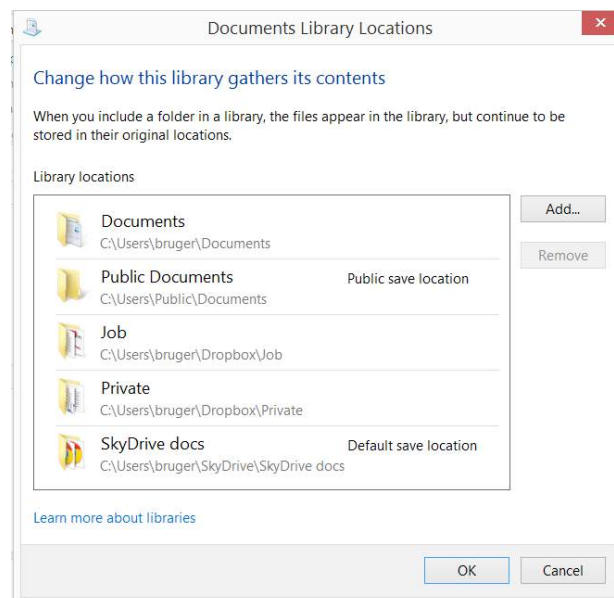
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If you click on the icon Manage library, you can see the locations of the folders in the library. You can add or remove folders from your library here.



The next icon on the ribbon is Set save location. Here you can choose in which folder in the library Documents you want your documents to be stored, as a standard. Word-documents are often stored in the local folder Documents, Shared documents or on OneDrive, in the folder Documents.

9.3.2 Optimizing libraries

The feature *Optimize library for* optimizes e.g. a Document Library for documents. You select the library Documents in File Explorer, click on the icon *Optimize library for* on the ribbon Manage, and choose the item Documents.

9.4 Hierarchy of folders

Even when libraries are properly used, it is still useful to organize your files in a hierarchy of folders.

9.4.1 Create a new folder

You can organize your files by storing them in relevant folders. You can e.g. create a new folder on your Desktop. This is easily done by right clicking on an empty space on the Desktop, and choose the item *New* and choose *Folder*.

9.4.2 Organizing files in folders

To make it easier to store and search files, a logical archiving system is handy.

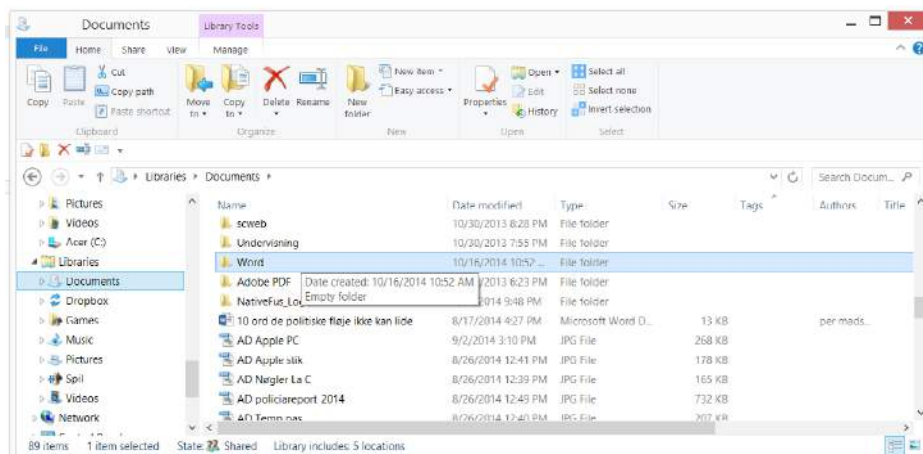
Example

You want to store all Word-documents in the local folder Documents, in a subdirectory called Word.

Do like this

Open File Explorer, select the folder Documents in the Navigation pane, and click on *New folder* in the tab **Home** on the ribbon. Then you write the text Word.

Notice the address bar, right under the ribbon (marked with a red arrow). It will always tell you where on the computer content shown in the File List is located.



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Example

You want to organize your Excel spreadsheets covering british sales from 2010 to 2013 in folders, sorted geographically.

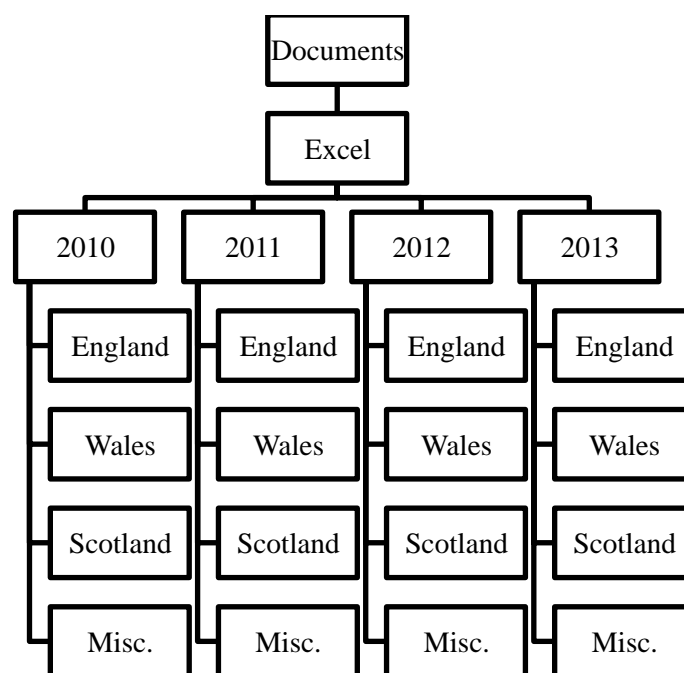
Do like this

Create a folder called Excel in the local folder Documents.

In the Excel-folder you create four new sub folders; 2010, 2011, 2012 and 2013.

In all folders you create these four folders: England, Wales, Scotland and Miscellaneous.

The hierarchy looks like this:









This is one example on a hierarchy of folders you can make on your computer.

9.5 Types of files

In File Explorer choosing the Layout Details you see the column Type, which means **type of file**. A file's extension reveals its type. The extension is the three or four characters after the dot in the filename.

A program file has the surname '.exe'. If you create a textfile in WordPad, the extension is often '.rtf'. If you work with the word processing program Word, the files extension will be '.docx'. There are lots of others types of files, some unusual. It is also possible to reveal the type of file, by looking at its icon.

Here are examples of different types of files and their icons in File Explorer, with extensions:

Program	Microsoft Word	Paint	WordPad
Surname	.docx	.jpg	.rtf
Icon			
Program	Microsoft Excel	Calculator program	Videoclip
extention	.xlsx	.exe	.avi
Icon			

To find a files extention, you can either 1) right click on its icon and choose *Properties* (almost at the top it says 'Type of File'), or you can 2) use the File Explorer Details view. Click on a column and choose File Extension (you may find it under *More...*).

If a file is attached to a program that created the file, it is a so called file association. It means that if the file is attached to a program then the associated program will automatically be launched to open the data file, when you Double click on the files icon or text. If a file is not attached to a program, and you try to open it by Double clicking on it, you will be asked to tell which program you want to use to open the file.

9.5.1 Moving files

Moving files from one folder to another is possible with File Explorer.

Example

You want to move a document from the Desktop to the Word-folder in Documents.

Do like this

There are several ways of doing this, here are three of them:

- Select the wanted document in File Explorer (click on it once), right click and choose Cut. Then click on the Word-folder, and in the File List you right click and choose Paste.
- Select the wanted document in File Explorer, press Ctrl+X (shortcut to Cut), Double click on the Word-folder, and in the File List press Ctrl+V (shortcut to Paste).
- Select the wanted document in File Explorer, choose the item *Move to* on the Home ribbon, and choose a new location.

9.5.2 Restore a deleted file

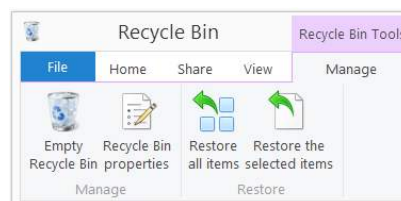
It is possible to restore a deleted file, as long as you have not emptied the Recycle Bin.

Example

You want to restore a document that was deleted by a mistake.

Do like this

Open the Recycle Bin by double clicking on its icon on the Desktop. Then select the document to be restored, and choose *Restore the selected item* from the Manage tab on the ribbon. The document is now back to the same location from where it was deleted.

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9.5.3 Delete a file

In File Explorer you can delete files. If you are not sure of what you are doing – don't!

Example

You want to delete a document. There are several ways to do this:

- Select the document in File Explorer, and press the Del-key.
- Select the document in File Explorer, right click on it and choose Delete.
- Select the document in File Explorer, keep the mouse button down, and drag the file icon to the Recycle Bin on the Desktop, and let go.

The deleted document is now in the Recycle Bin, ready to be permanently deleted or restored.

9.5.4 Copy a file

You may want to copy a file and/or move elements between folders. You use the features 'Move' and 'Copy', that appears when you right click on the file! Whenever you move or copy, you use a temporary storage space called 'Clipboard¹⁰'. It is not visible, but it exists in the computer memory. For example, when you copy something from a document, Windows 8.1 will automatically insert it to the 'invisible' Clipboard, where it stays until you insert something else there.

Instead of using right click items **Copy** and **Paste**, the shortcuts Ctrl+C og Ctrl+V works exactly the same way in most programs.