

STUDENT HELP DESK'S

technology tips for

students

Getting the most out of File Management

Creating Folders

1. Go to My Documents.
2. On the top menu, click **File, New > Folder**.
3. Once the folder shows up, you can name the folder.

Copying a File

1. Highlight the file you want to copy.
2. On the top menu, click **Edit** then **Copy**.
3. Go to the folder you want the file to be copied to.
4. On the top menu, click **Edit** then **Paste**.

Moving Files to Another Folder

1. Click and hold the desired file.
2. While holding the mouse button, drag the file to the desired folder.
3. Release the mouse button once the correct folder is highlighted.

Moving Folders

1. Click and hold the desired folder.
2. While holding the mouse button, drag the folder to another folder.
3. Release the mouse button once the correct folder is highlighted.

Deleting a File

1. Click once to highlight the file.
2. Press the **delete key** on your keyboard.
3. Click **Yes** at the confirm file delete prompt.

Restoring Files from the Recycle Bin

1. Open the Recycle Bin
2. Select the desired file.
3. On the top menu, click **File** then **Restore**.

Renaming a File or Folder

1. Highlight the file you want to rename.
2. On the top menu, click File then Rename.
3. Type in the new name.
 - When naming a file or folder, there are a few things to keep in mind. The ^:*?"<>| characters are not allowed.

Saving Files to External Media

1. Open the document you would like saved.
2. Make sure disk or flash drive is inserted into computer.
3. From the top menu, choose **File** then **Save As...**
4. Choose the correct drive (A:/ for floppy disks, Removable Drive for Flash Drives)
5. Click **Save**.

Creating Compressed Folders

1. Open the desired folder.
2. On the top menu, click **File, New > Compressed (zipped) Folder**.
3. Type in a name for the new compressed folder.

Adding Files to Compressed Folders

1. Click and hold the desired file.
2. While holding the mouse button, drag the file to the desired compressed folder.
3. Release the mouse button once the correct compressed folder is highlighted.

Extracting Single Files from Compressed Folders

1. Open the compressed folder.
2. Click and hold the desired file.
3. While holding the mouse button, drag the file to the desired folder.
4. Release the mouse button once the correct folder is highlighted.

Extracting All Files from Compressed Folders

1. Right-click on desired compressed folder.
2. Click **Extract All**.

Creating a Web-Filtered Microsoft Word Document

1. Open document in Microsoft Word.
2. On the top menu, click **File** then **Save As...**
3. In the Save Type box, click **Web Page, Filtered**.
4. Click **Save**.

Additional information / support:

The Student Help Desk will provide support for general usage. Please contact using the information below.

Phone: (702) 895-0761
E-mail: studenthelp@unlv.edu
Office Location: MSU room 231