



File Management

A well designed system for saving and locating your files is one of the best ways to encourage students to become natural 'organisers of information' when using the computer.

What is it?

File Management is how you organise all the things you create. Think of the computer as a filing cabinet. This means that you need to decide where you put things so you can find them easily in the future.

Why have it?

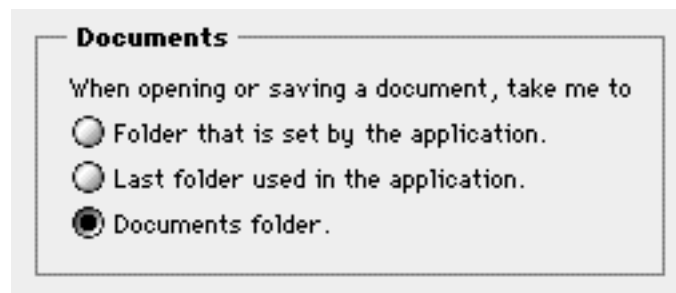
To give easy access of files for you and your students, which helps saving, locating, organisation and making backups of things you create.

The Mac already has a feature which helps file management. Follow these steps:

1. Go to the *Apple Menu* and drag down to *Control Panels*.

2. Select *General Controls*

3. You will see a screen that allows you to choose where you want Documents to be opened from or saved in to. This is on the bottom right hand corner of this screen. Click on the option called *Documents folder*.



4. All your new documents will now be saved into this folder, your computer will make this folder for you and place it on the desktop.



What next?

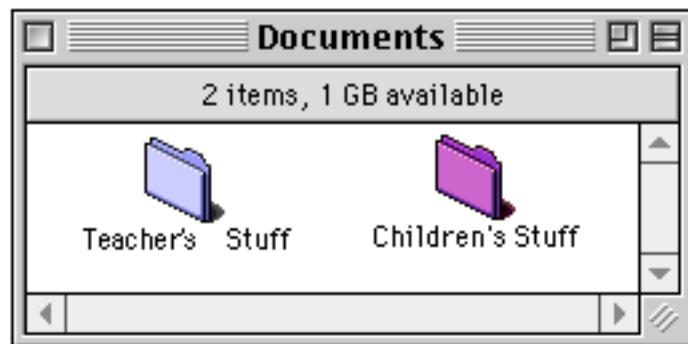
Now you have a place where all new things you make will be saved.

There are a couple of steps to ensure that these files do not get trashed accidentally. Follow these steps:

1. Place the *Documents* folder inside your hard drive.
2. Open the Documents folder and create two other main folders inside it; one for you and one for your students.
3. Click once on the folder for your students, then go to the *File* menu and select *Make Alias*.
4. Drag this alias onto the desktop and repeat Step 3 for your folder. You need to teach your students to only go into their folder on the desktop



not get trashed



You now have a **pathway** straight into the Documents folder (which is now inside your hard drive). This means that your students are now able to go straight to their folder- where they can create their own folders (eg. *Class Photos, Slide Shows, Stacks, Artwork, etc.*).

Now even if a student trashes any of these folders on the desktop, all you have to do is re-create the alias for them.

