

U3A – IT Special

Where are my Documents

Welcome

This session will cover:

- Some definitions
- Typical defaults – what Microsoft does for us
- Some suggested extras of our own
- Incoming documents via email
- Photos from cameras

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Where are my Documents

A definition:

- Document – from “Dictionary.com”

– *noun*

1. a written or printed paper furnishing information or evidence, as a passport, deed, bill of sale, or bill of lading; a legal or official paper.
2. any written item, as a book, article, or letter, esp. of a factual or informative nature.
3. a computer data file.

This can be any kind of data file, such as letters, spreadsheets, photos, music (and even emails)

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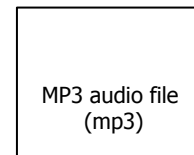
Definitions: Document - Continued

So, for example, a document can be:

- A Photo
- A Letter
- Music – or a sound



Microsoft Word Document



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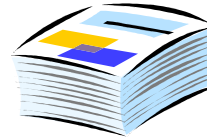
Another definition:

- Folder
 - A Folder is a place where your “Documents” and other Folders are stored
 - Think of this as a hierarchy like a filing cabinet

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Where are my Documents

- In your filing cabinet you can have:
 - Documents
 - Folders containing Documents
 - Folders containing other folders
 - Folders containing documents and other folders



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What Microsoft does for us:

- Folders called:
 - **My Documents** which contains
 - **My Pictures**
 - My Music
 - My Videos

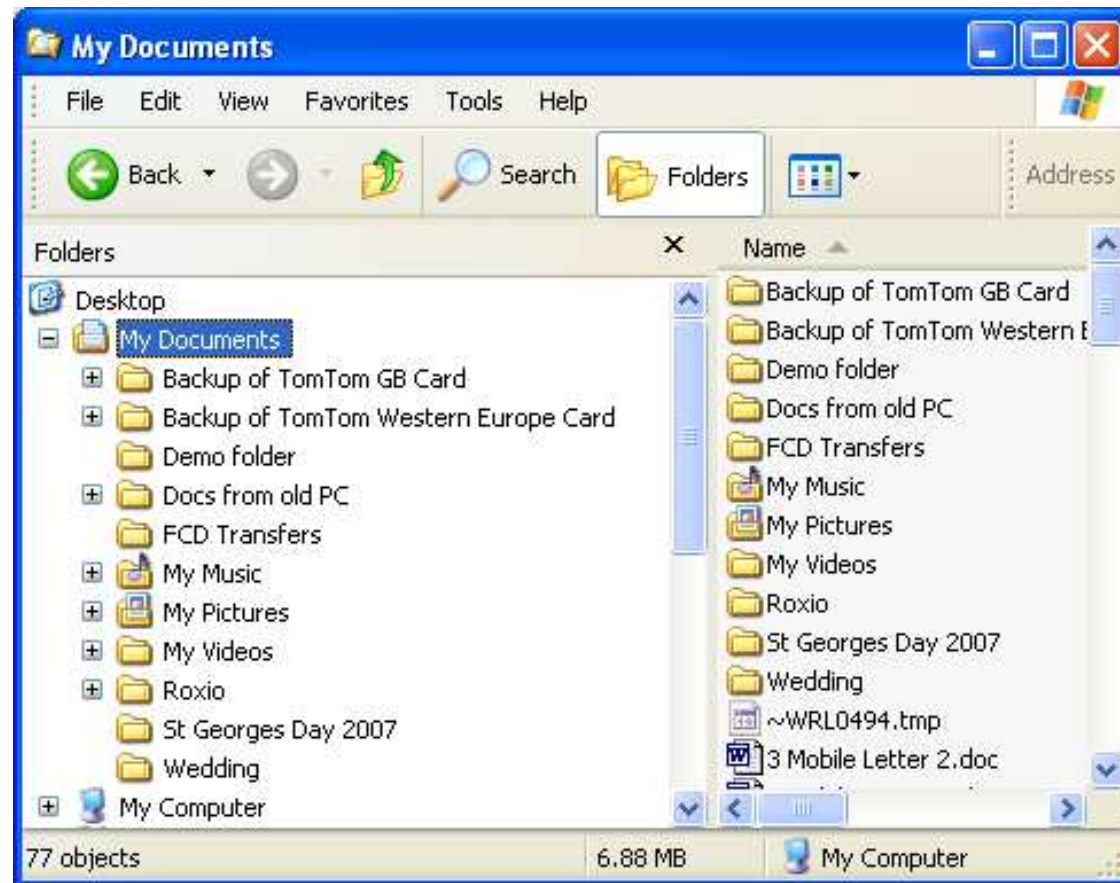
are already available in your PC . . . **AND**

Most programmes will choose these automatically to locate and save your documents

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- My Documents folder

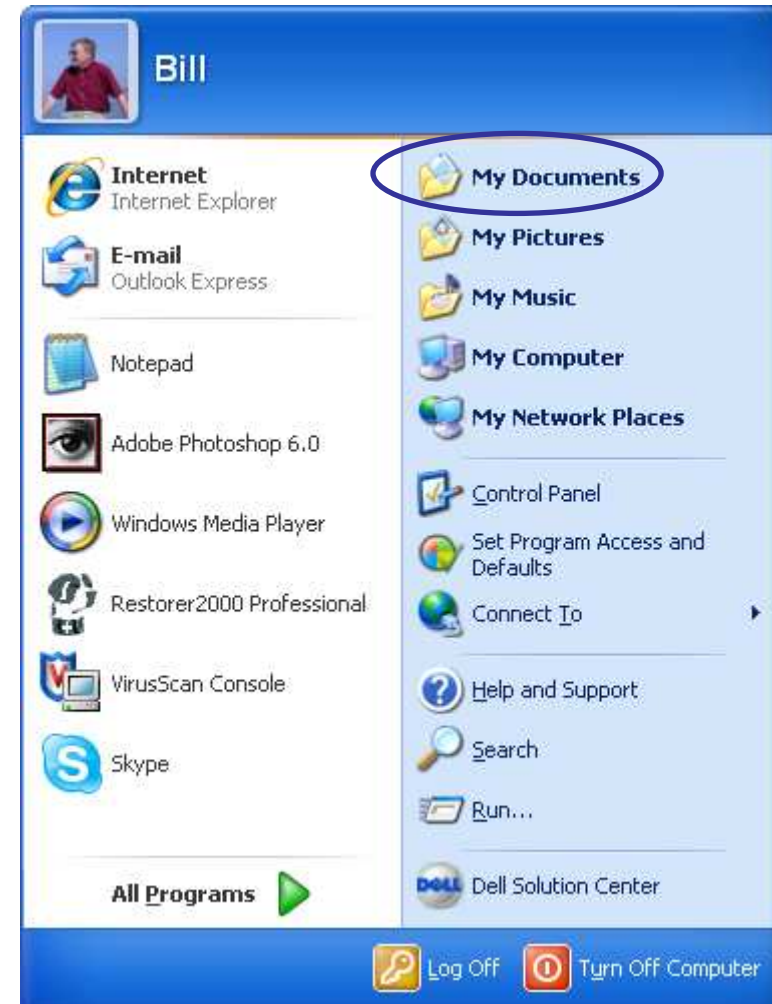


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My Documents folder

- Click on the Green “start”
 button at the bottom left of your screen.
- You will then see the window here on the right
- See “My Documents” listed

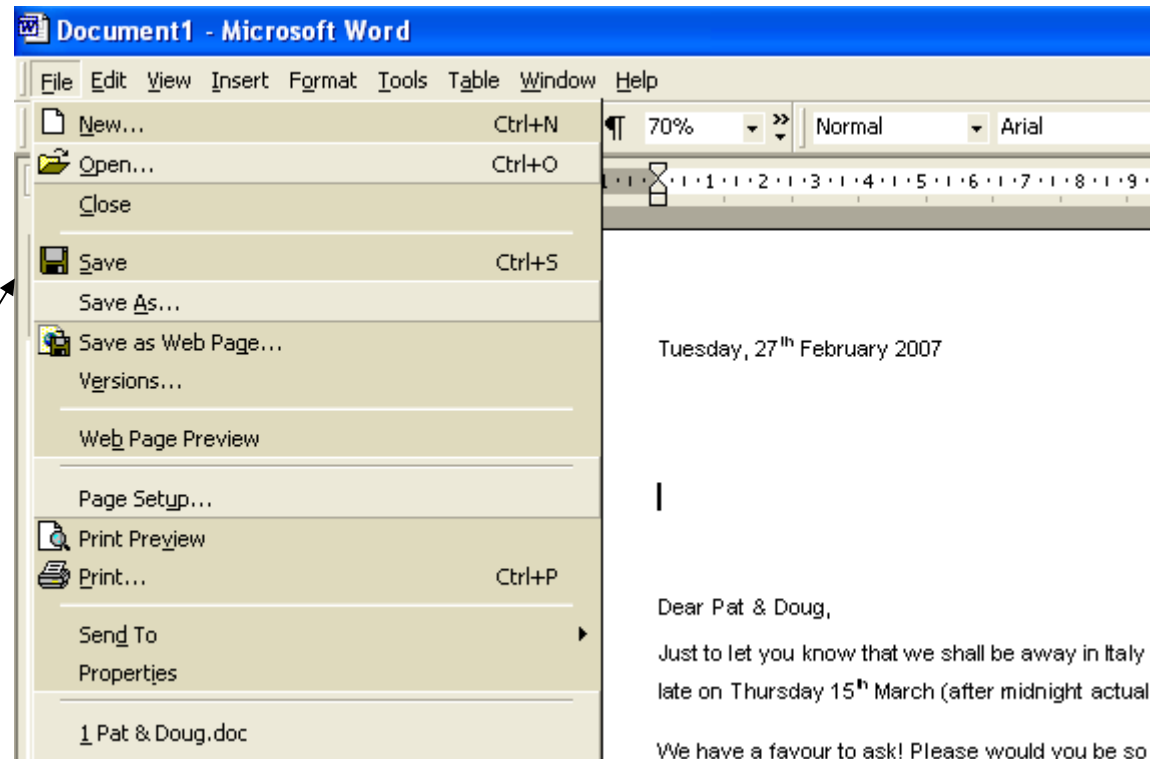


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Saving a Document

- Click on “File”
- Then on “Save”

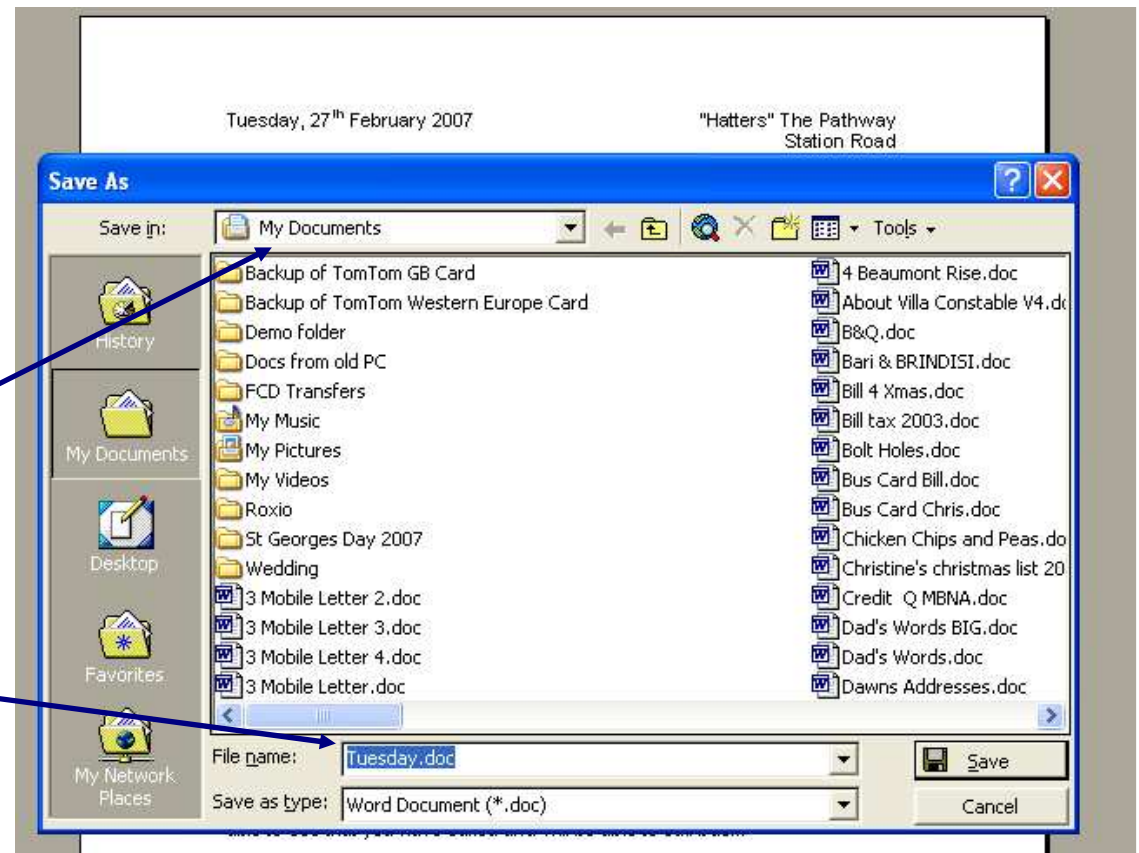


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Saving a new Document

- You will see a window like this
- It has already chosen the “My Documents” folder . . .
- . . . and a potential document name

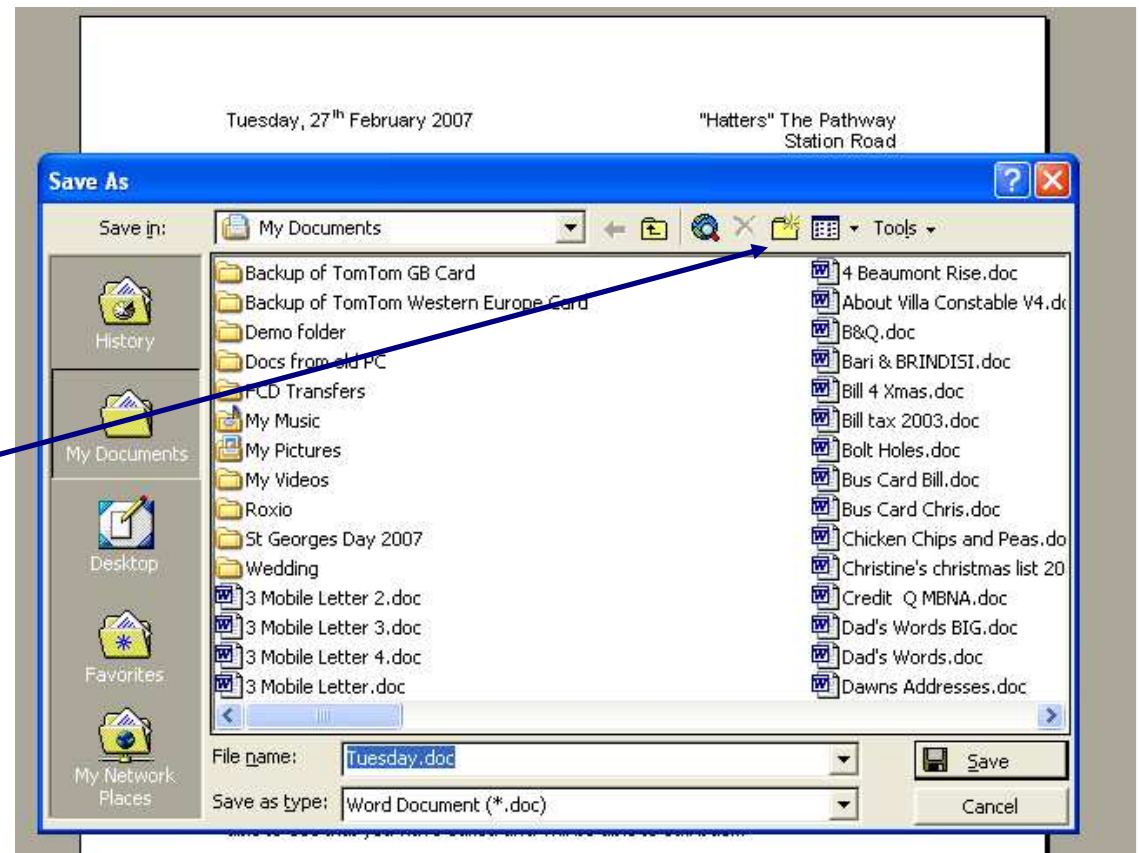


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Saving a new Document

- If you want to save the document in a new folder . . .
- Just click on the
- “new folder” button

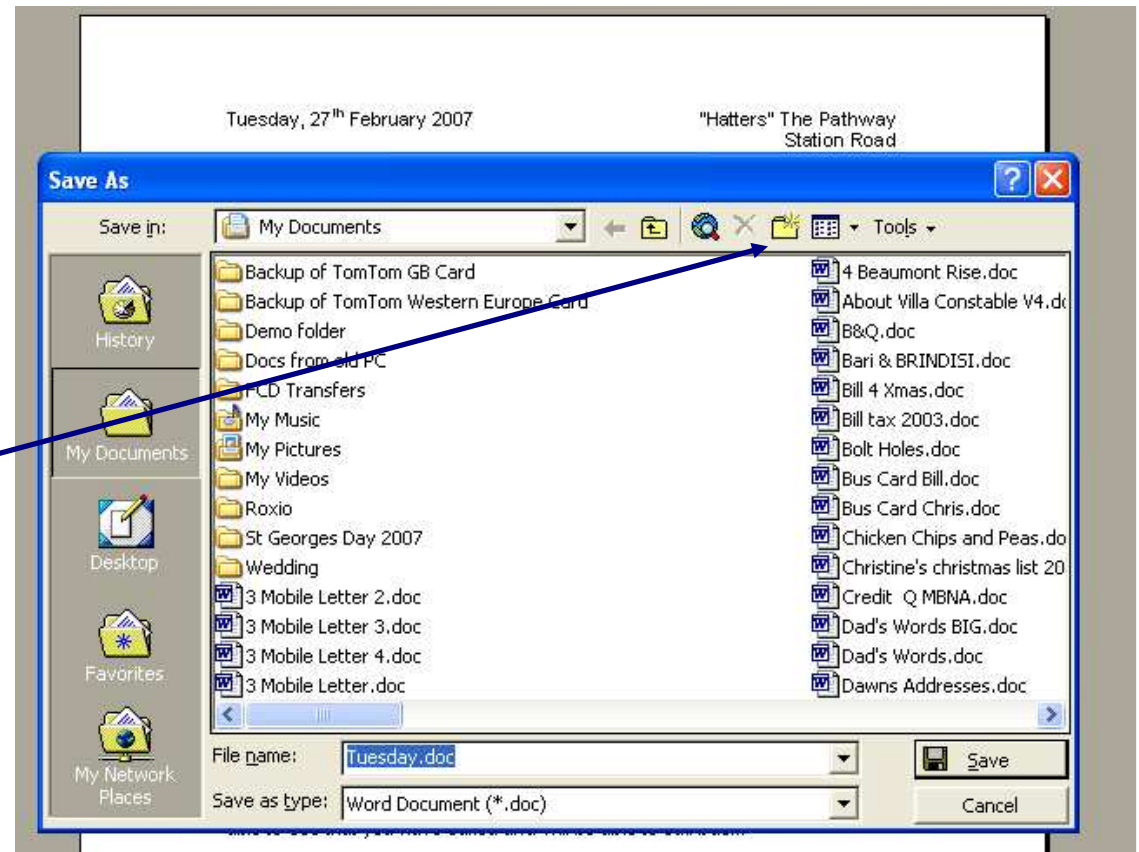


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Saving a new Document

- If you want to save the document in a new folder . . .
- Just click on the
- “new folder” button

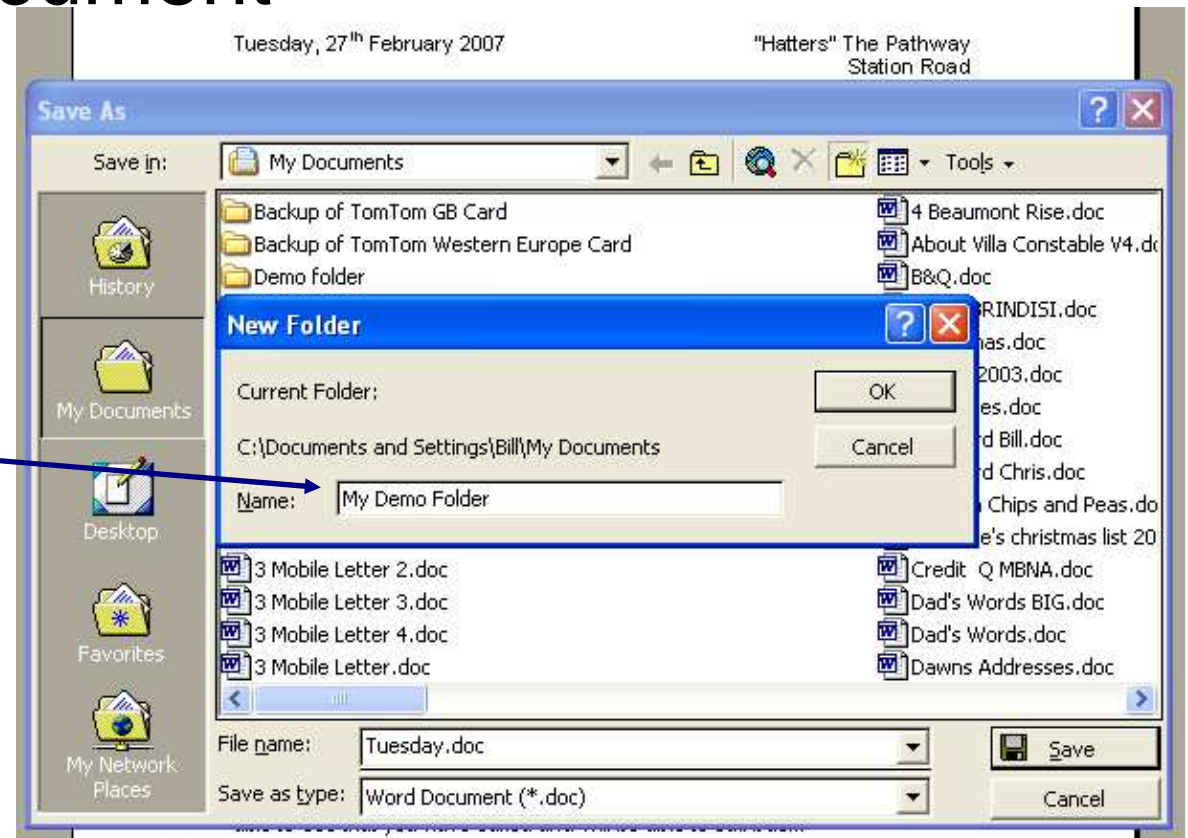


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Where are my Documents

Saving a new Document

- A new window will appear
- Then all you have to do is Type in the name of your new folder



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Where are my Documents

Why Create your own folders?



April 07

Bill Constable



"Steven? - are you in bed yet?"

Slide 14

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Why Create your own folders?

- Can you work in a mess?
- Some can, some can't
- Using folders is one way of keeping tidy



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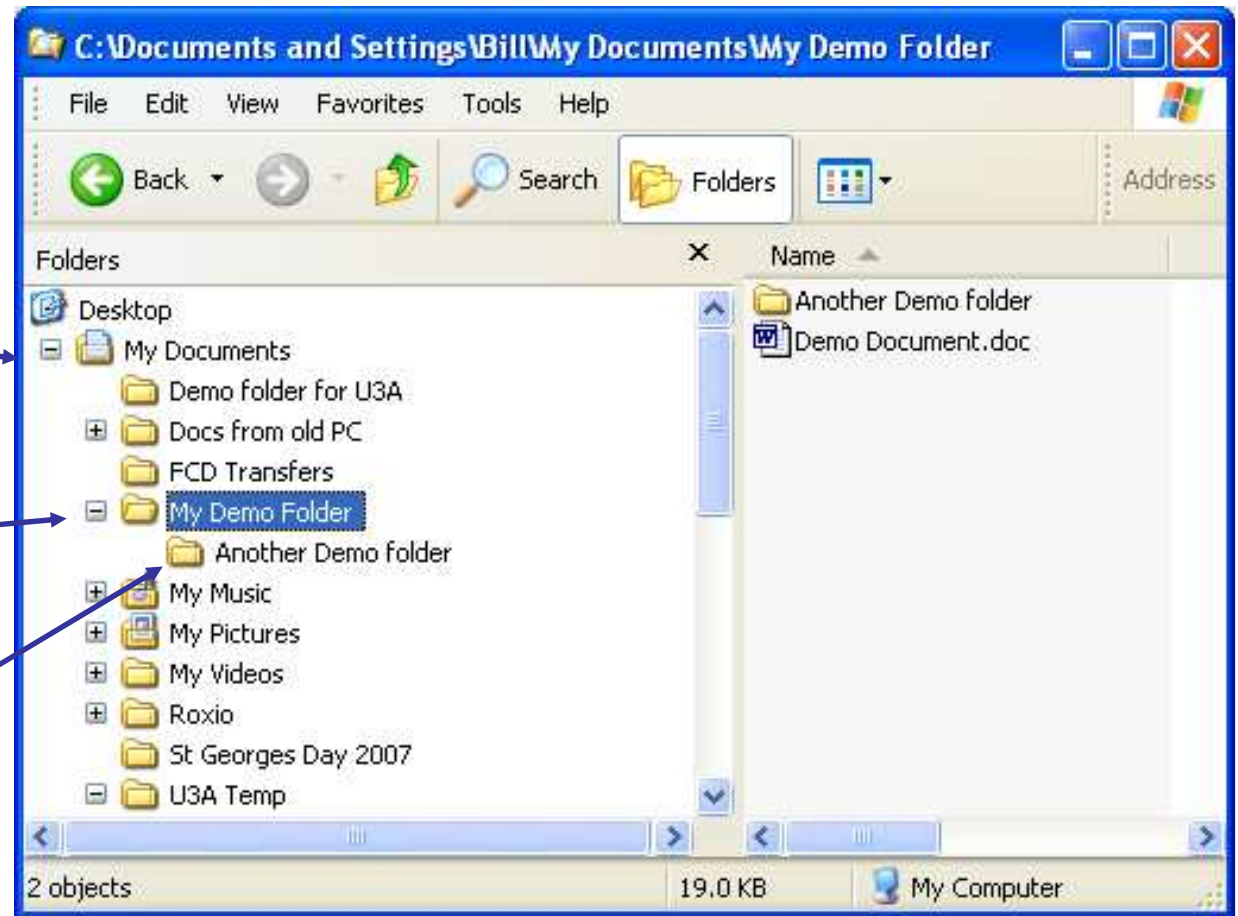
Folder structure

- Think Hierarchy!

Top Folder
My Documents

2nd Level
My Demo Folder

3rd Level
Another Demo Folder

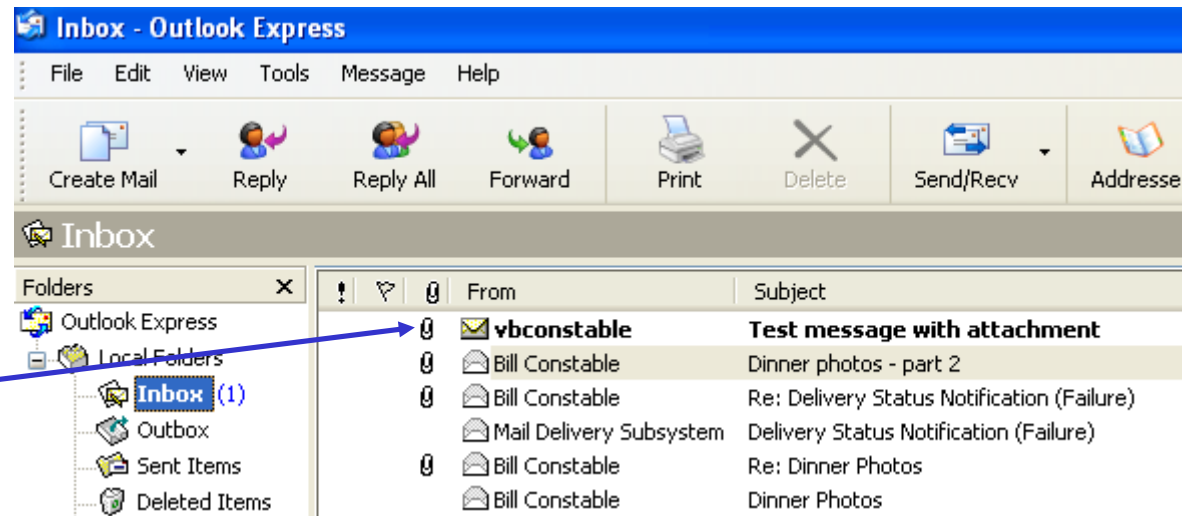


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Where are my Documents

Email Attachments

- Email attachment noted by 

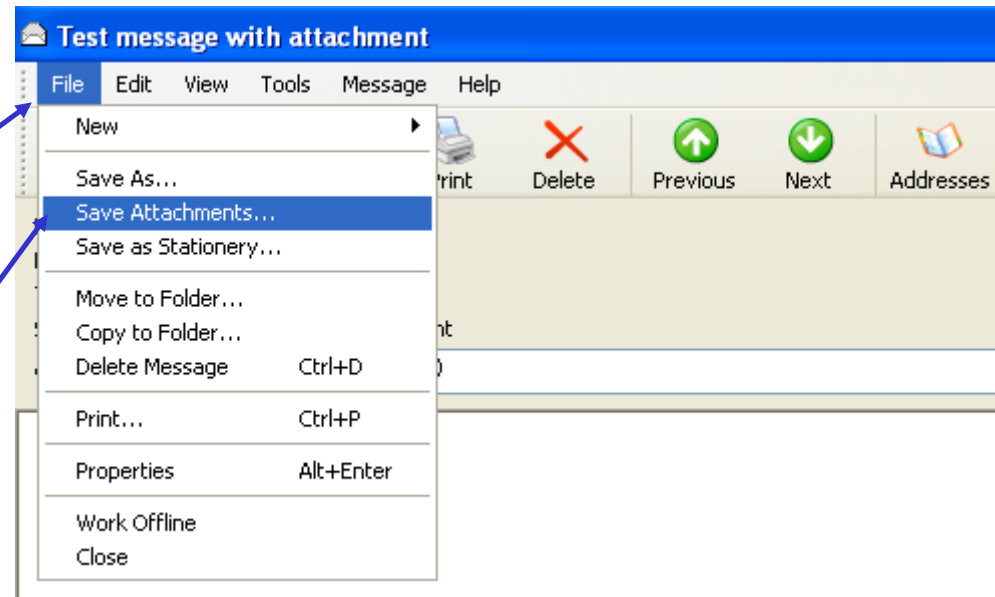


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Email Attachments

- Open the email
- Click on “File” then on “Save attachments”

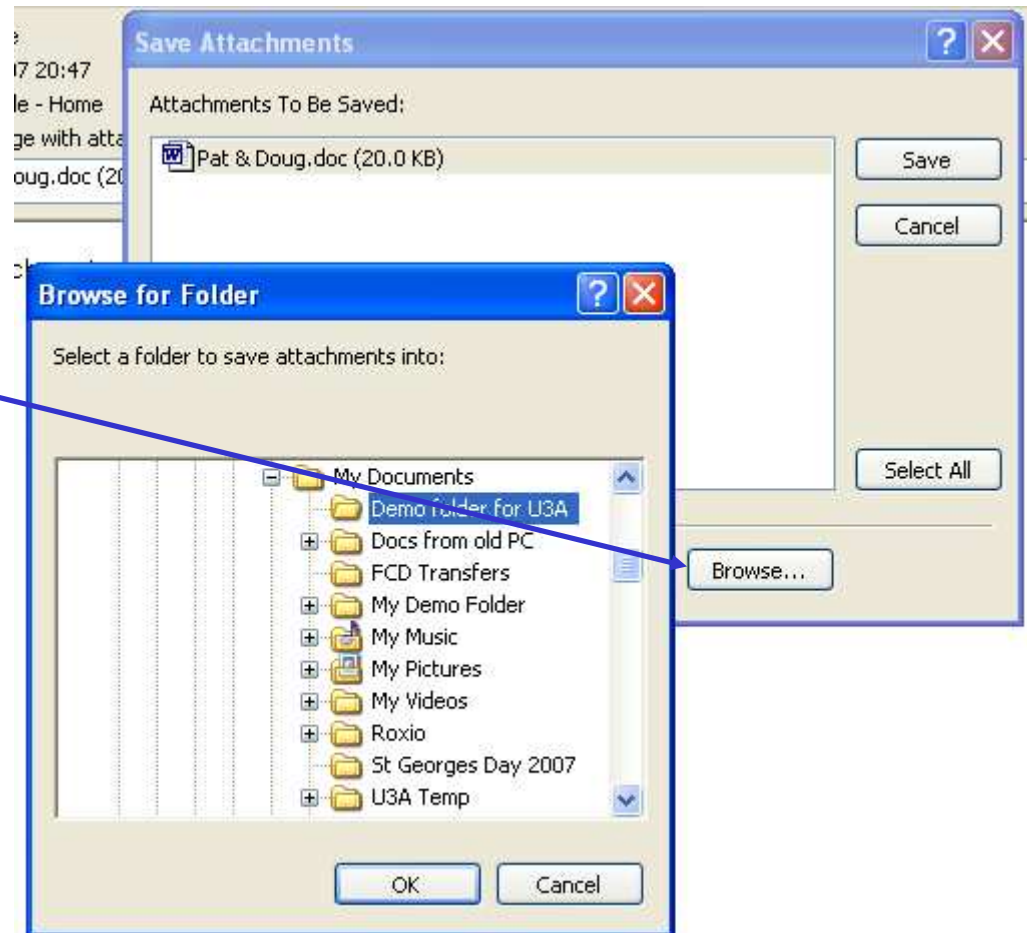


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Email Attachments

- Use “Browse” to identify correct folder
- Click on “File” then on “Save attachments”

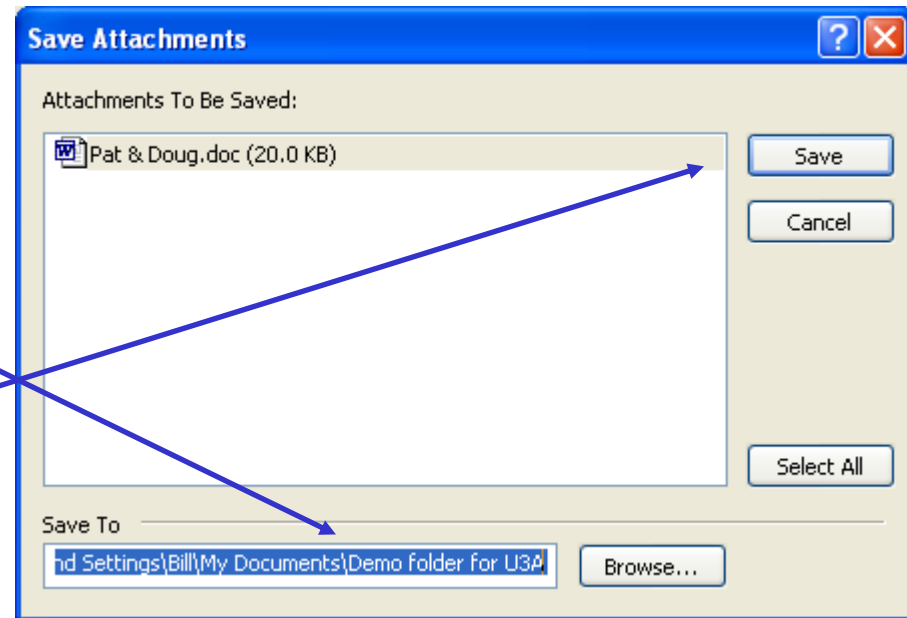


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Email Attachments

- Check the correct path is shown
- Click on “Save” to save the attachment(s)

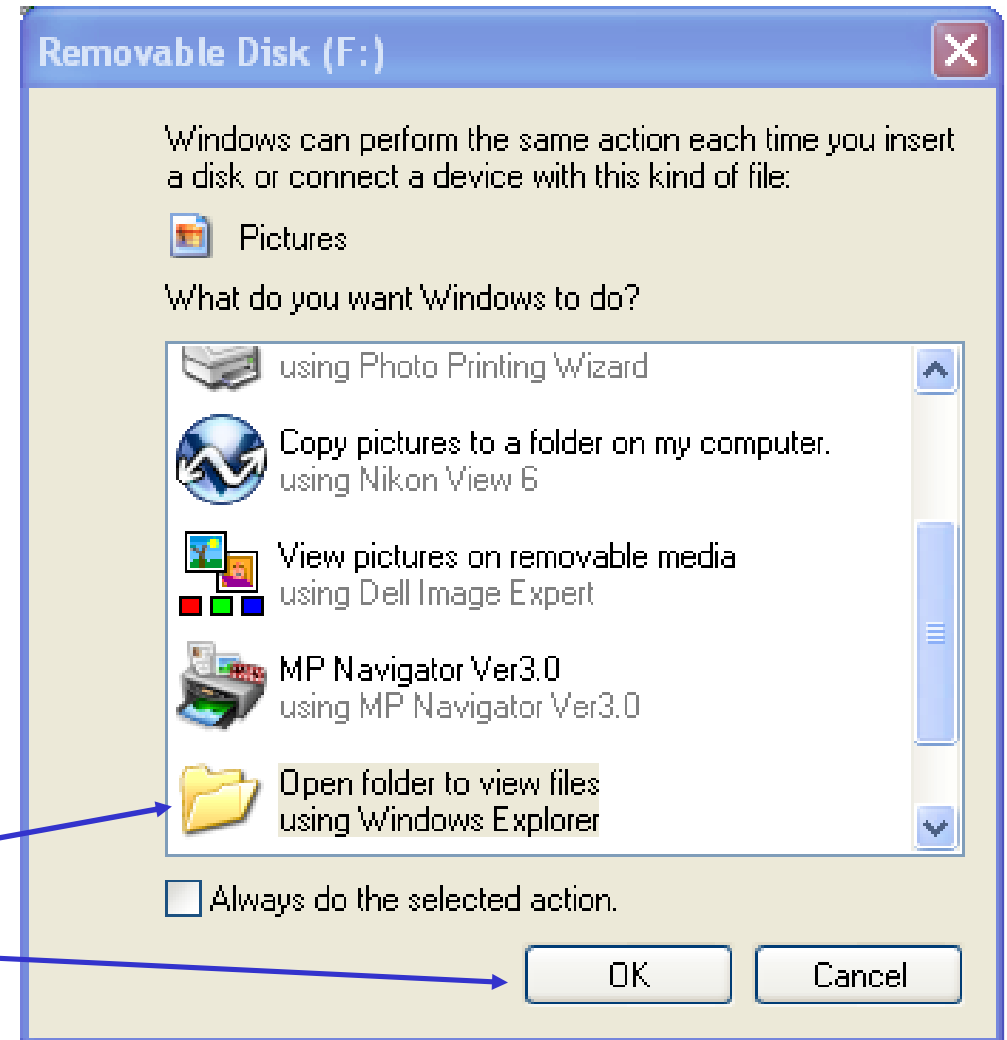


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Downloading Photos

- Plug in your Camera or Photo memory card
- There are many interfaces depending on your camera & software
- I prefer the basic & default one like this, select & click on OK

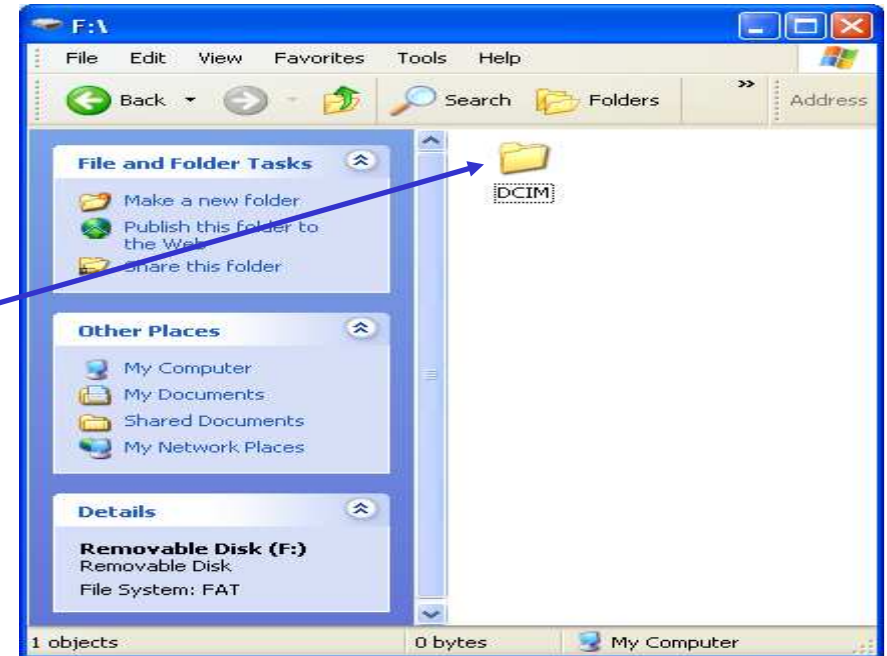


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Downloading Photos

- Open the folders shown until you see the photo files
- Now you can view them and save them in a folder of your choice

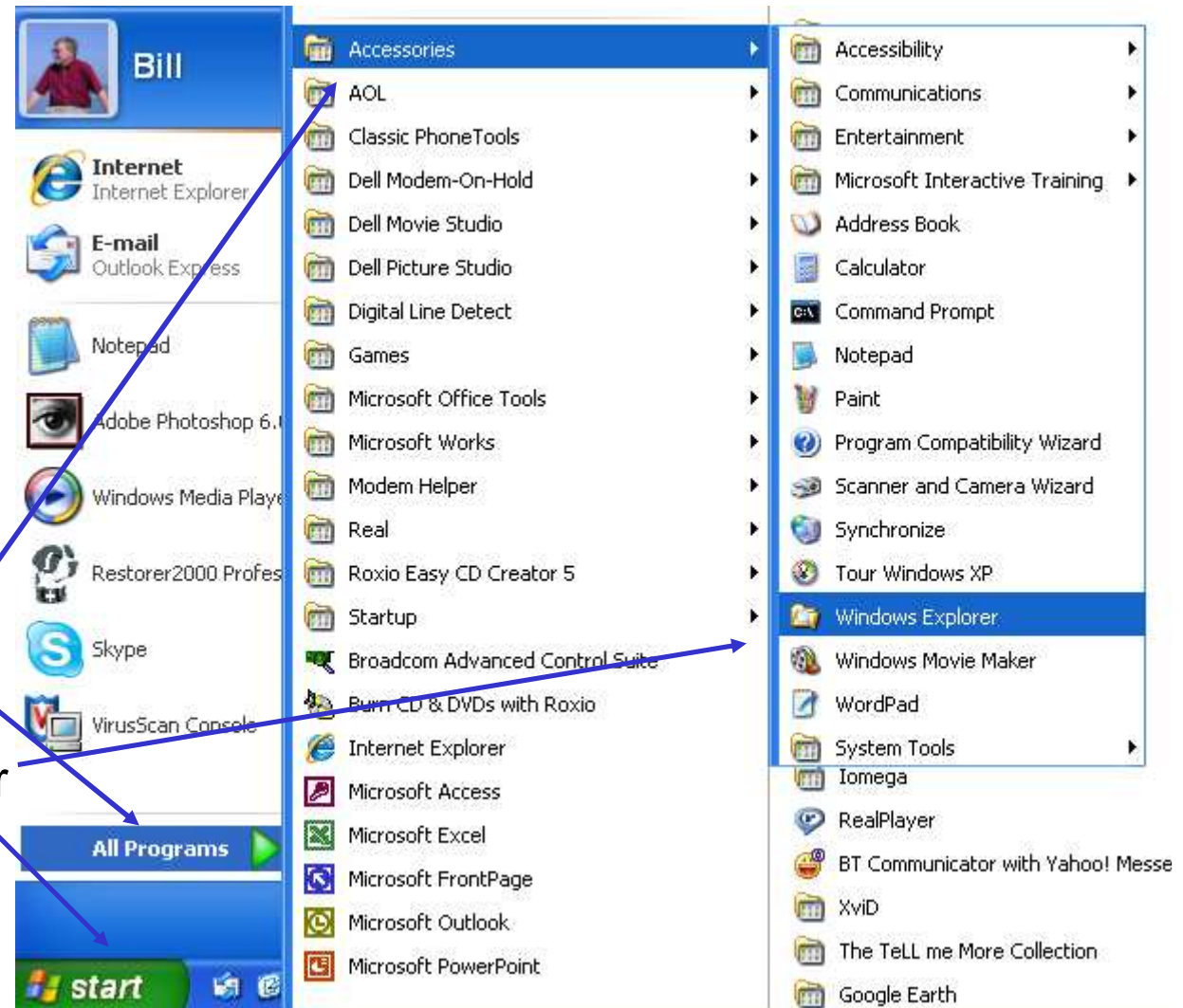


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Where are my Documents

Finding Documents

- Open the program Windows Explorer
 - Start
 - All Programs
 - Accessories
 - Windows Explorer



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Finding Documents

- Click on Search



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Where are my Documents

Finding Documents

- Click on Search



Where are my Documents

Finding Documents

- I usually select “All files & folders”



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Where are my Documents

Finding Documents

- Now you have various choices for searching
- If you have no idea of the name of a document you have just lost – then try searching by today's date



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~~Welcome~~ Goodbye

This session will ~~cover~~: covered

- Some definitions
- Typical defaults – what Microsoft does for us
- Some suggested extras of our own
- Incoming documents via email
- Photos from cameras
- **Plus some searching hints**


```
ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--
```

```
STACK:
```

```
/Title
```

```
()
```

```
/Subject
```

```
(D:20090201141250+00'00')
```

```
/ModDate
```

```
()
```

```
/Keywords
```

```
(PDFCreator Version 0.9.5)
```

```
/Creator
```

```
(D:20090201141250+00'00')
```

```
/CreationDate
```

```
(Bill Constable)
```

```
/Author
```

```
-mark-
```