Organizing Files

**Three Important items in organizing files:**

1. The name (Name it something short and obvious to you, so you can find it later)
2. The file extension or “suffix” after the dot (.) (it tells you the software type used)
3. Put your files in folders to organize them

\***Directions**: Look at the nested folders in your H drive. Use the word box of 12 files to put them in the folders that would best organize the assignments. Pay attention to the suffix to determine the type of file format was used. (For example “gif” is a picture)

|  |  |  |
| --- | --- | --- |
| Seegrandcanyon.jpg | Cat1.jpg | Annefrank.jpg |
| kittens.gif | Holocaustcamp.gif | Holocaust story.pptx |
| catisp.pptx | Whattovisit.mp4 | catsong.wp3 |
| Travelbro.pub | Works Cited.docx | vvBudget.xlsx |

 **H:\** (The HOME fileserver on the GCSC network)

  **500462 (Your folder in that H drive fileserver)**

  **8th grade**

  **Vacation** **assignments and video**

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  **vacation** **pictures**

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  **My Project (Cat)**

  **Cat PowerPoint**

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  **Cat pictures and song**

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  **Holocaust Research Paper**

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Understanding File Names and Extensions

**Creating File names:**

* **Short** and **easily identified** and **unique** (not doc1 or presentation1)
* Don’t use weird characters (///:), emoticons, or capital letters in your name
* Don’t use the shortcut icon to save at school… Save as: Look for H:/
* **Save your work often**! (Some people take my word for it, and some people have to lose 40 minutes of work to get this one)

File extensions: The extension tells you **what kind** of file it is or **what program** was used. Below are a list of extensions and a list of programs we use here at GMS.

**Match the correct extension with the program it stands for**: (Use google if you need to)

|  |  |
| --- | --- |
| \_\_\_\_\_1. wmlp\_\_\_\_\_2. png\_\_\_\_\_3. pptx\_\_\_\_\_4. xlsx\_\_\_\_\_5. tmp\_\_\_\_\_6. Mp4\_\_\_\_\_7. pub\_\_\_\_\_8. gif\_\_\_\_\_9. pdf\_\_\_\_\_10. exe\_\_\_\_\_11. Psd (pse)\_\_\_\_\_12. wmv\_\_\_\_\_13. Docx\_\_\_\_\_14. Mp3\_\_\_\_\_15. M3p\_\_\_\_\_16. swf\_\_\_\_\_17. jpg\_\_\_\_\_18. rtf | 1. Microsoft Publisher
2. Microsoft PowerPoint
3. Animated Graphic File
4. General music file
5. Windows media video file
6. Windows MovieMaker
7. Portable Network Graphic48-bit
8. Photoshop
9. Microsoft Excel spreadsheet
10. Internet picture format
11. Executable file (installs)
12. Portable Document format
13. iTunes sound file
14. Microsoft Word Document
15. Mediaplayer video file
16. Rich Text file (Notepad)
17. Temporary file
18. Shockwave file

  |

**Standard 1&2 Vocabulary**

**(Use WIDE Slide procedure: Word, Illustration, Definitions, Explanation, then share with others)**

|  |  |
| --- | --- |
| **1. Windows OS:** |  |
| **2. Hard Drive:** |  |
| **3. Folder:** | Draw icon for this, and then explain |
| **4. Files:** |  |
| **5. Dialog Box:** |  |
| **6. Views:** | Show us the icon for this, and then please list several ways to look at a file, and what is available. |
| **7. Fileserver:** |  |
| **8. Removable or Flash drive:** |  |
| **9. Google Drive:** |  |
| **10. Cloud (ex: iCloud, Sky, dropbox)** |  |
| **11. Binary (base 2)** |  |
| **12. Bit** |  |
| **13. Byte** |  |

**Standard 1&2 Logins, Notes and Reminders**

**Troubleshooting and Enrichment Extra Credit**:

\*Take a “selfie” of yourself that illustrates one of the ten vocabulary words.

\*Get it from wherever it is to your H:/fileserver folder.

\*Send it to me, so that I can open it, know who sent it, and can put it in a folder.

\*Write a paragraph here explaining what you did: