

## Navigating Folders

## Help Sheet 3

When you save your work you will need to be clear about where on your computer you are saving this information, so that you can easily find it again. A computer is no different in this respect from filing paper. Files are organised in folders. With paper files these are usually in filing cabinet drawers, which are in turn in filing cabinets, which are in turn in a room... The difference with filing on a computer is that a folder can have folders inside it, and those folders can have folders inside them, and so on. So there is no difference on a computer between a folder, the filing cabinet draw, the folder, the room ... They all look like a folder and are just placed inside one another. The advantage of a computer filing system is that if you forget where you stored a file, then you can get the computer to search for it. But only if you can remember its name! There is the same argument for paper and computing filing that it is best to have a sensible organisation all named sensibly.

In this section on navigating folders the points will be illustrated by reference to Writing with Symbols, but the ideas are transferable.

There are two folders on your hard drive which are called **WWS2000** and **WWS2000work**. Because of the way that folder names are shown on screen, they may look like this:



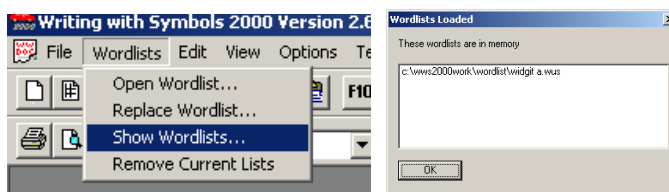
The folder on the right is the **work** folder. If you click on the name you will see it in full. You should save all of your files for WWS2000 within this directory. Inside this are a number of other folders, three of which you will probably use regularly. They are:

### Wordlists, Writing and Wizard Environments.

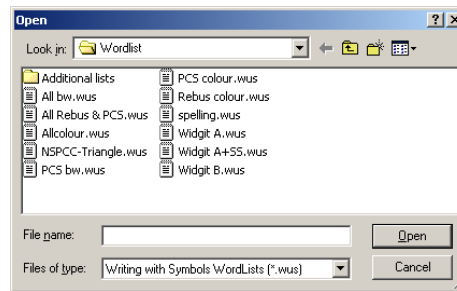
Every document you make should be saved inside the **WWS2000Work** folder. You can create your own folders inside these to help you organise your work. For each of these three areas, Writing with Symbols remembers which folder you were last using, so that finding files again should be quite straightforward. However, when you are using sub-folders within these main areas, you will need to be able to navigate to find the precise folder or sub-folder you need. This activity is designed to explain this process to you. We will use an example in the Wordlists folder, but the principles are the same in any directory or folder arrangement.

#### 1. Using navigation to change the wordlist that you are using.

One of the things you may often need to do is change the wordlist Writing with Symbols is using. To do this you need to be able to navigate from one folder to another when opening files. Open Writing with Symbols 2000. First check which wordlist you are currently using: From the **Wordlist** menu item select **Show Word List**:



This will show you which list you are using. Go back to the **Wordlists** menu and select **Remove Current List**. Nothing will appear to happen, although if you now go to **Show Word Lists** the box would be blank. To load a new list, go back to the **Wordlists** menu again and select **Open Word List**. You will probably see a dialog box like this one:



At the top of this dialog box there is a box labelled **Look in:** and beside that the icon for an open folder with the name **Wordlist**. This tells you that you are looking in the **Wordlist** folder. Below this are shown the folders and files that are in this folder. Select and open the folder **Additional Lists**, and choose the list **Tunes.wus**. When you have opened this list the boxes will close, ready for you to start writing. Type: **cat dog car**. You will see the words are in coloured pictures (These words have sounds attached to them. You can find out more about that from the Help Sheet on Using Sounds)

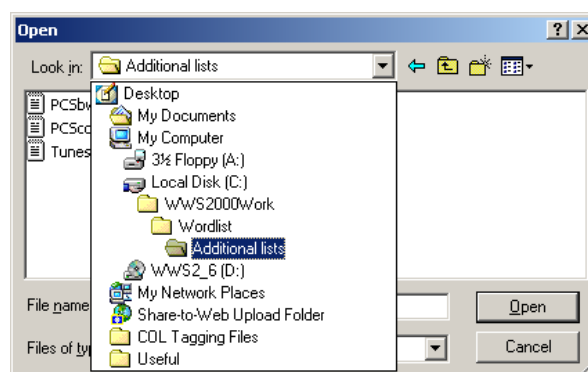
Now we will change this list back to **Widgit A**.

Go to Replace Wordlist again. This time you will be taken immediately to the **Additional Lists** folder, because WWS2000 remembers where you last opened a wordlist file from. You will need to move back up the directory tree to get to the main **Wordlist** folder again. There are two ways of doing this. The simplest is to click on the **Up a level** icon:



This will take you up into **Wordlist**, which is the higher level folder that you were in before.

The other way of changing directories is to click on the **little down arrow** beside the **Look in** box. This will show you all of the folders that are 'above' your current position in the directory structure:



(Note: The 'Look In' box together with the right downward pointing arrow is often called a 'combo' box).

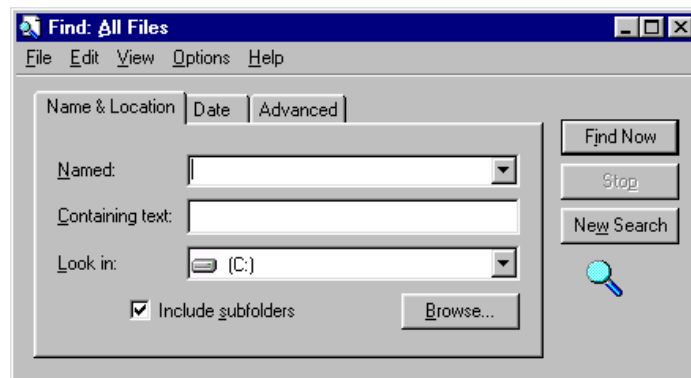
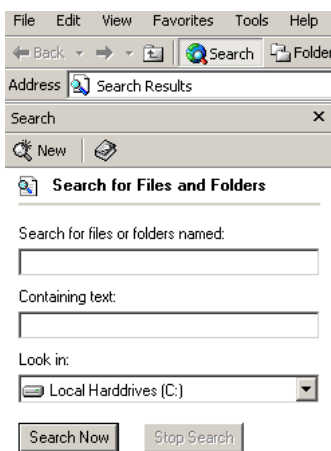
Your list will be slightly different from this, depending on what you have on the computer. But you can see from this that you are currently in **Additional Lists** (shown by the open folder) which is in **Wordlists**, which is in **WWS2000Work**, which is on the hard drive (In this case called Local Disc [C:]).

To open the **Widgit A.wus** wordlist go up from **Additional Lists** into the main Wordlist folder and select it. Click **Open**. In your document now type the same words as before: **cat dog house**, and they are displayed in symbols from the new wordlist.

## 2. Searching for a File or Folder

Although it helps to have good arrangements for storing and naming files and folders, you might still forget where something is and so need to search for it. Windows provides a way of doing this. The exact dialog boxes that appear may be slightly different from those shown below as they depend on what operating system you are using, but the ideas remain the same.

Click on the **Start** button at the bottom left of the taskbar. Move the mouse up to **Find** (or **Search**), and then to the right so that you can click on **Files or Folders**.



If you have NT, Windows 2000 or XP you will see this box.

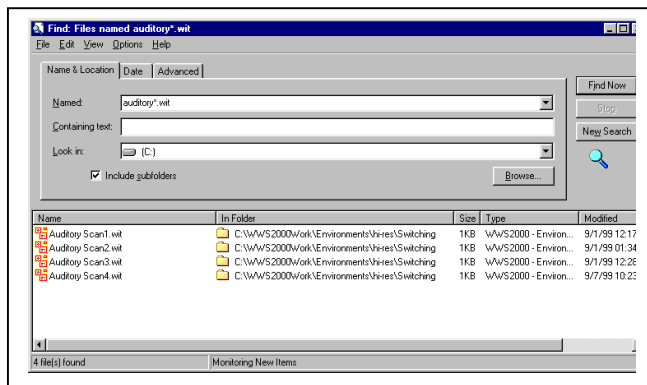
If you have Windows 95 or 98 then you will see this dialog box

In the top box type the name of the file you wish to search for.

If you only know part of the name then use a \* for the part you do not know. For example, I know there are some environment files with the word 'auditory' in them, but I cannot remember the rest of the name. So I use auditory as the file name.

Now click on **Find Now/Search Now**

The computer will search the drive for files that match your specification. In this case this is what the search produced:



You can see that the search found 4 files. The second column indicates where they are situated. The other column which is very useful is the 'modified' column at the end which effectively gives the date the file was last saved.