



# Make the Computer Work for You – by : Lynn Baker

## Some tips on using your Windows PC (some apply to MAC)

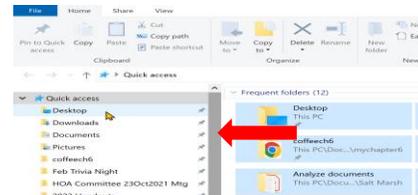
Lynn Baker (bakerlynn@gmail.com)

**Hotlink:** If in a document or e-mail, there is a word, phrase or web address that is [blue and underlined](#), it is probably a hotlink (see examples below). You can use your mouse, left click on the link and it will take you to the file that is on the web (you must be connected to the web with your computer). This is a quick and easy way for the author to link you to something on the world wide web (www).

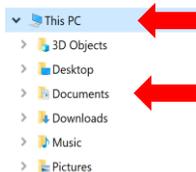
There are many ways to do the following in Windows, this is just one approach

### Navigating in your directory

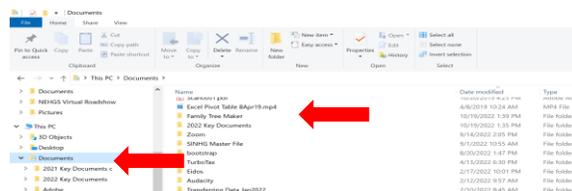
- Go to Window on Taskbar
- Use mouse to right click
- Opens menu
  - Select File Explorer with right mouse
- Opens File Explorer (your screen may look different)
- Using the left side navigation, go down to find “This PC”
  - Slide grey bar down or use roller on mouse



- Select Documents



- This Is your directory
  - Folders or files



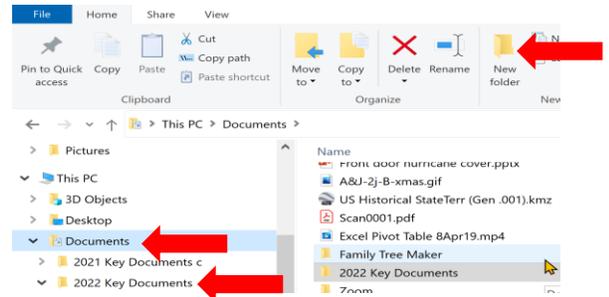


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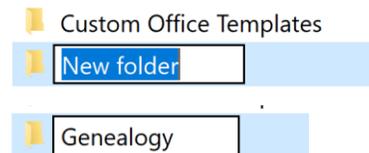
## Creating folders:

Once you are in your PC Directory, you can now create new folders to organize your files  
Recommend you create Genealogy Folder, then subfolders for your work

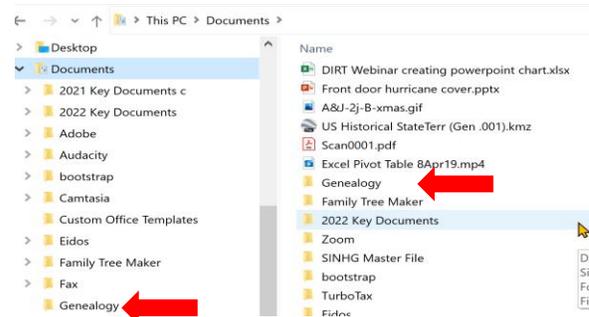
- Select the Folder where you want to create subfolders (i.e. Documents is highlighted here)



- Select **New Folder** on the top of screen
  - New Folder will be created in directory
  - Rename the new folder (type in box)

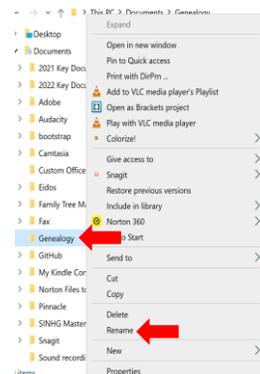


- Genealogy – then hit enter
  - (if you hit enter and did not change the name to Genealogy, I will show you how to change it later)
- Genealogy folder now shows in the directory under **Documents** and also in the list of files/folders in Documents



- If at any time you want to change a folder or file name
  - Select the Folder or File

- Left mouse click to get menu
- Then select **rename**



- Type over current name, press enter

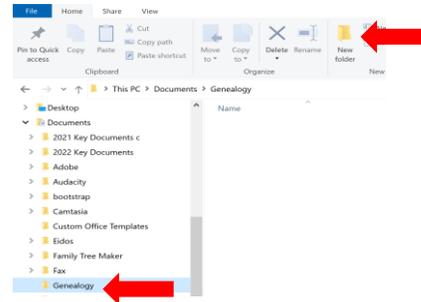




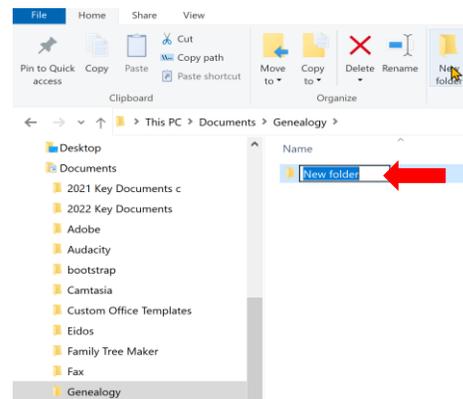
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### Let us now create some sub folders under Genealogy

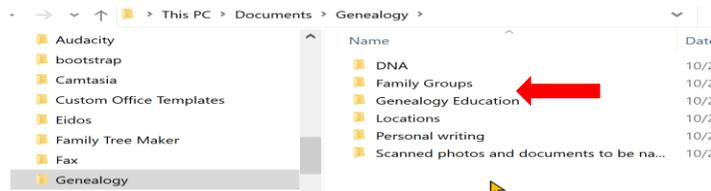
- Select Genealogy folder
- At the top, select New Folder



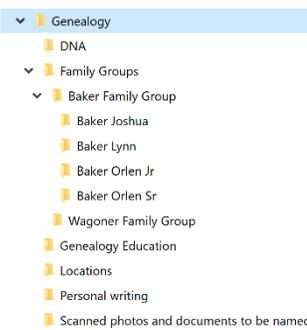
- Rename folder



- Do this again until you have your subfolders set up (you can always add more or change these names)



- Then set up subfolders under your main headings until you have a structure (you can always change this without losing any data)





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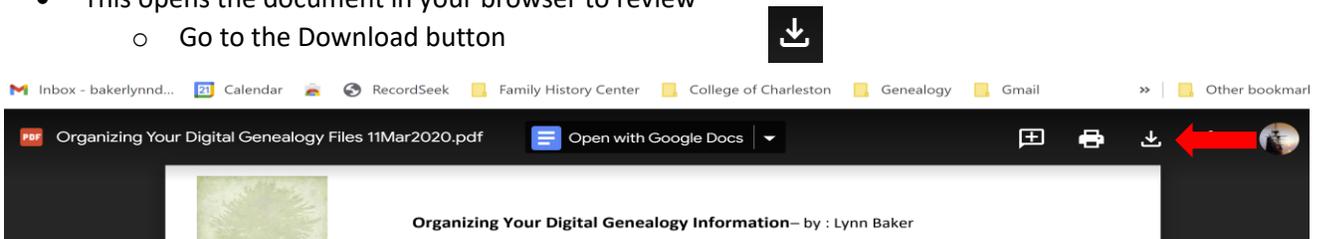
## Saving documents to a folder

Let us open up the Beginning Genealogy Handout, page down to some of the **hotlink** references: (other sources of documents: you create your own, get e-mail with document attached, then open and download, on-line research to download)

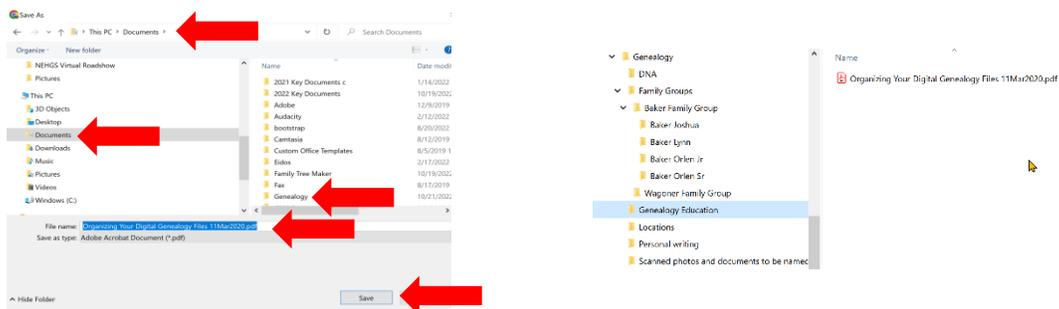
### Documents referenced in presentation:

- Genealogy Checklist: [Click here](#)
- Person List: [Click here](#)
- Where to Find Information: [Click here](#)
- Folder and File Naming system: [Click here](#) ←
- Digital Tips: [Click here](#)

- This opens the document in your browser to review
  - Go to the Download button



- This will open up your computer directory
  - Top bar has the directory you are in
  - Left side Documents shows which specific directory (this will change based upon the last time you were doing work on the computer in the directories)
  - Right side you see directory as well
  - You can click on folder with left mouse to open up and see subdirectories
  - Navigate to the folder you want to put the file into, open that folder
  - Rename the document (sometimes you keep the original name, sometimes (especially when getting something off the internet you need to rename it – ensure you keep the file extension - .doc or .pdf or .jpg)
- Once you have the file name you want and the folder open to put it in, then select Save



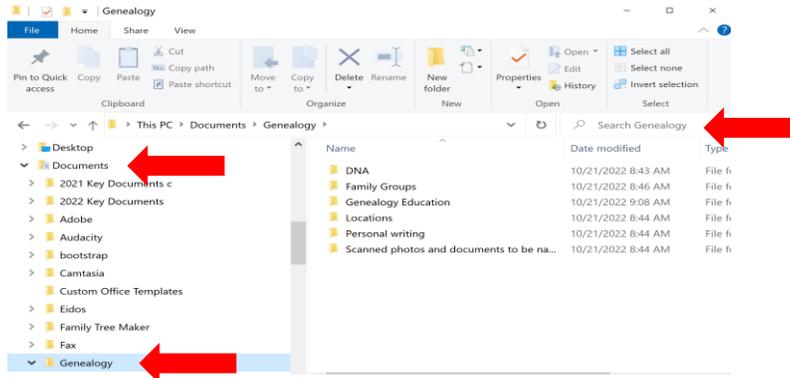
- File saved in the right directory



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### Finding documents

- Open the Directory
- Select the folder you want to search in (this will go to all sub folders as well)
- In the Search bar (top right) type in your search words



I am going to select Documents to search entire computer

- Type in search Name or names
- List of files opens up and I can select any file to open

