

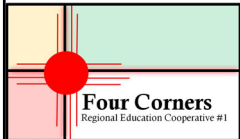
tech bits from Four Corners Regional Education Cooperative #1



basic file management

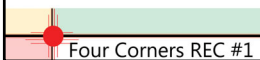
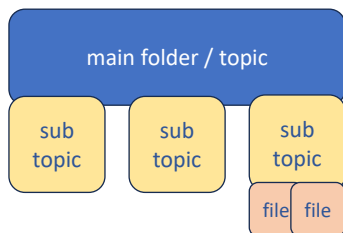
where's my stuff, dude?

david bowman, director



folders are your friend

the "boxes" for all your files...
and even other "boxes"



let's make folders!

1. right click and go here...

2. or click up here

3. or just type CTRL + SHIFT + N

Four Corners REC #1

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name the folders

Share View

Documents > NMREC1 > IGAs > NM Tech Initiative FY24

Academic Competition

Contracts

Ed Tech Boost

Financial

MOU-Reg

but this!

Four Corners REC #1

6

like this...



there's one more way

which we'll do later
when saving files



putting files where they belong

drag and drop

(drag from source to target)

cut and paste

(CTRL+C then CTRL+V)

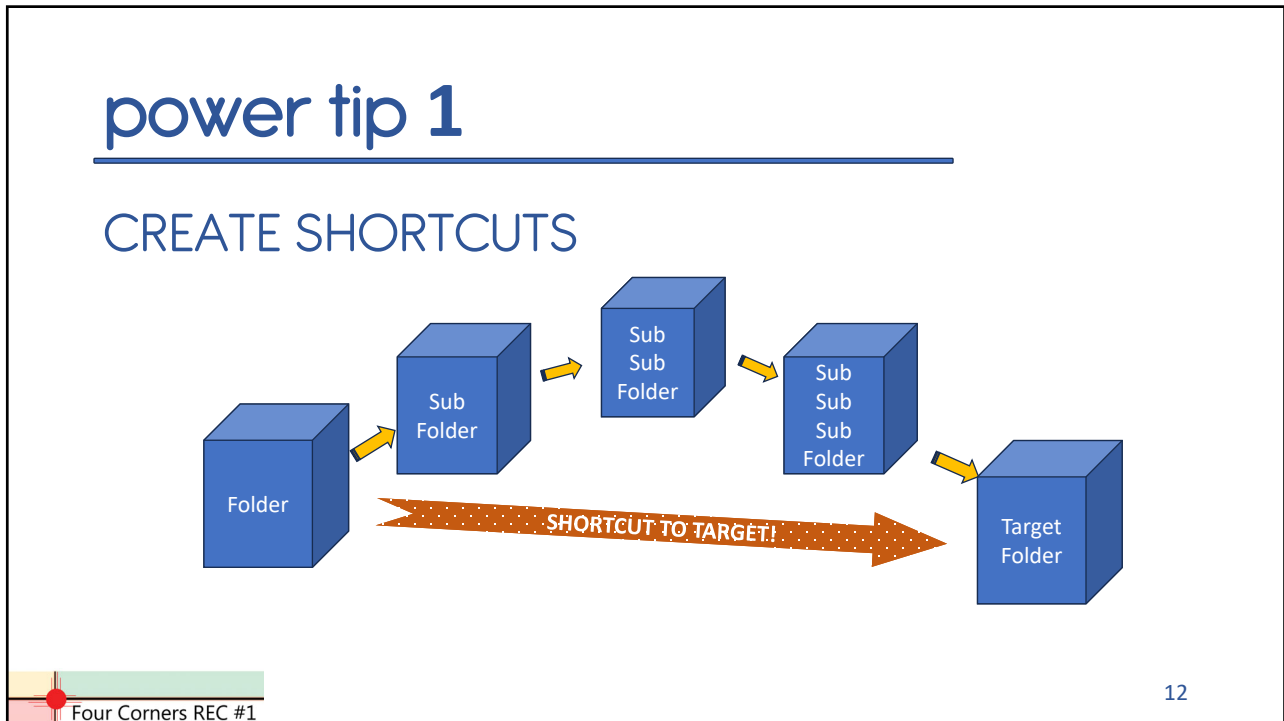


SO...



either put your files in folders...

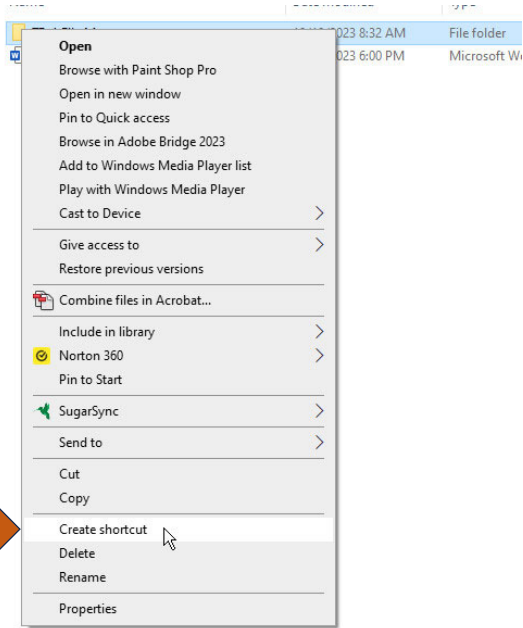
OR...



power tip 1

CREATE SHORTCUTS

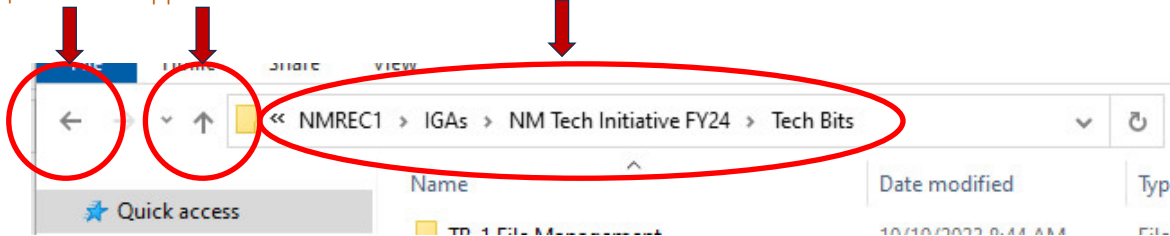
Right Click
Select "Create Shortcut"
Move where needed



power tip 2

USE THE ADDRESS BAR TO CHANGE FOLDERS

back to prior folder go to upper folder click any folder above to jump straight there



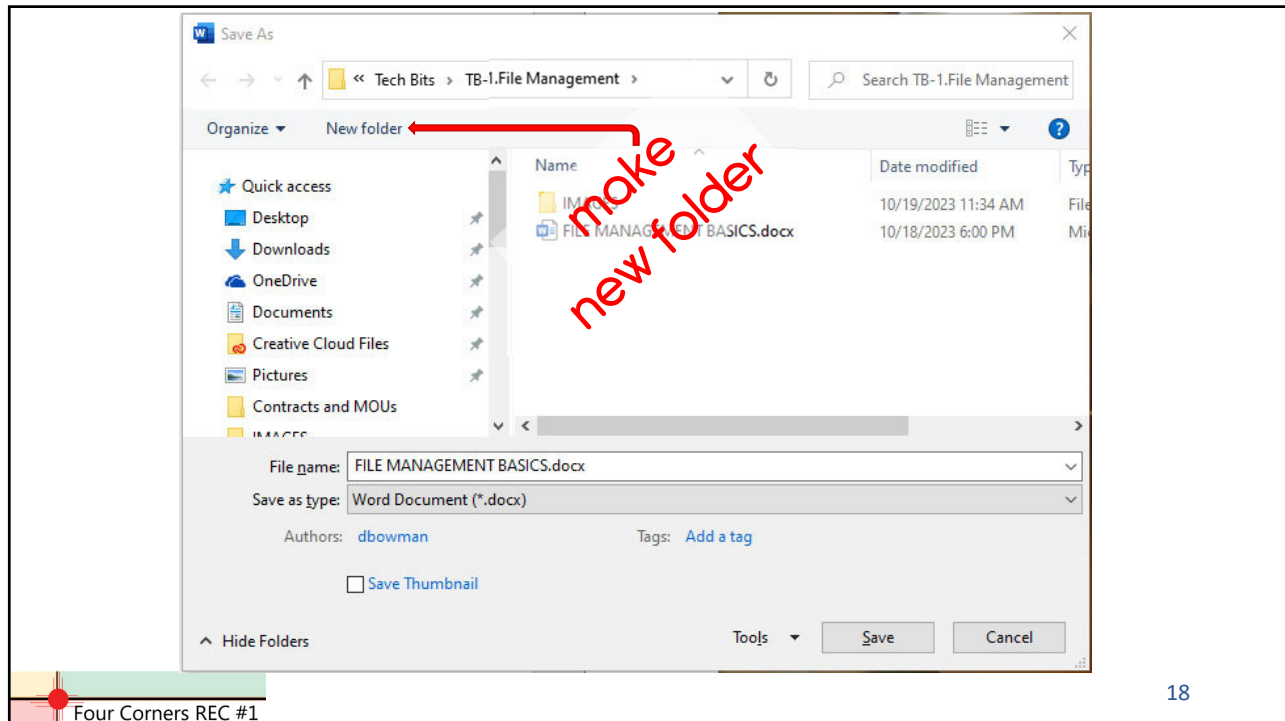
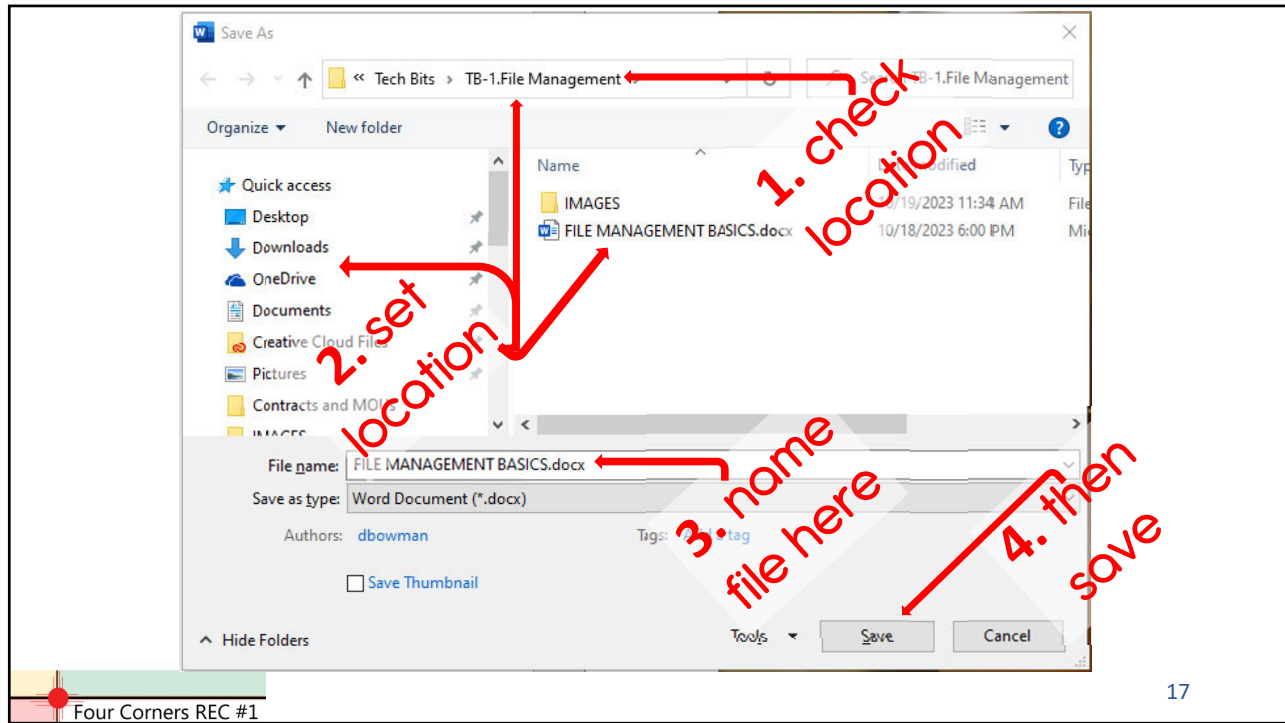
like this...



saving files

where are you saving?
is this the correct location?
go there, if needed!

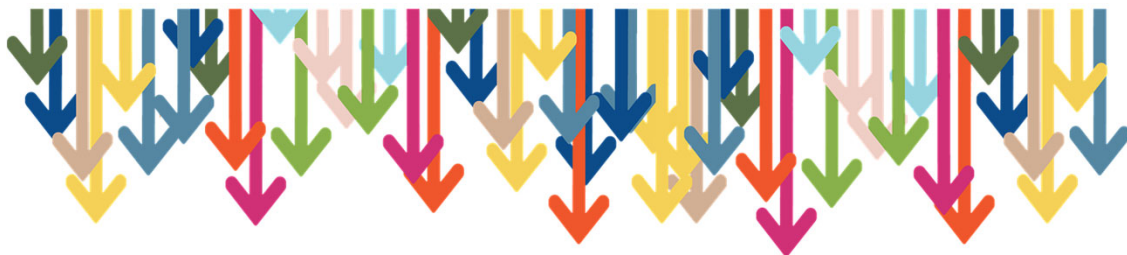




like this...



downloading



find your files!

downloads folder: **CRTL + J**
(firefox, chrome, edge)

power tip 3

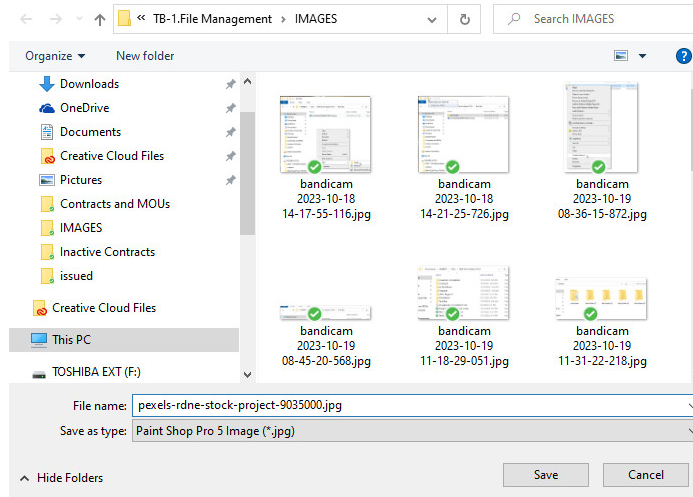
set default location for
downloads...
where you can find them later!



like this...



saving files



Yeah!
We Made It!



see all the trainings...

<https://nmrec1.org/tech-bits>