



# File Management

ISDA – IT Skills Initiative

## Working in multiple sessions or on multiple computers

Some of the settings you change in the course of working through this document may not remain after you log off...or if you log into another computer to continue. Here, we've tried to create a list of the changes that are made.

If you want to pick up where you left off in the OIT document, make sure these changes are still set properly so everything will match the documentation.

Page Number	Settings should be...
1	Windows menu view should be set to 'Start Menu'
8	Copy file_management folder to 'My Documents'. This folder is saved on the local hard drive. If you switch computers, you'll need to copy the folder again.
15	View folder options. Make sure your folder views match those in the document. <ol style="list-style-type: none"><li>1. Check 'Display the full path in the address bar'</li><li>2. Check 'Display the full path in the title bar'</li><li>3. Check 'Do not show hidden files and folders' (despite what the document says)</li><li>4. Uncheck 'Hide extensions for known file types'</li></ol>
21	Create new folder named 'Help_Documents'
22	Create new folder named 'My_Correspondence'
22 - 29	Move files
29	Delete files
30	Delete folder
33	Quick Launch taskbar enabled
34	Taskbar unlocked
36	Customize taskbar properties
38	Create a desktop shortcut