

File Management Agenda – Part 1

This is the first of two webinars on the File Management program. This first part starts at an elementary level and discusses many of the major components.

1. Components of the File Management Screen
 - a. The menu
 - b. The toolbar
 - c. The various buttons, Select All, Browse, etc.
 - d. Directory of your user folder
 - e. Directory of Removable Media
 - f. Sorting the files
 - g. Which files to display
2. View Files of type
 - a. Advantages of Job Files
 - b. Double Left-clicking on certain file types
3. Choosing Removable Media
 - a. Using the Browse button to go to/create different folders
4. Selecting Files
 - a. Copying Files
 - b. Erasing – Recycle Bin
 - c. Select All Buttons
5. Toolbar

- a. Preferences
 - b. Zipping, Unzipping Files
6. Menus
- a. Archive
 - b. Backup
 - c. Duplicate
 - d. Note Files
 - e. Search
 - f. Include Files
 - g. View

As always, we encourage questions and if you have any suggestions, we'd love to hear them.

In Part 2 of the webinar we will go into detail about some of the menus, including archiving files.