

## Locating Specific Files on the Technology Resource DVD

(Refers to all T4 Technology Resource DVD's that were issued from Tuesday 28/9/10 onwards)

### Instructions to locate the Excel file with the location of all files on the DVD.

1. Place the Resource DVD in the DVD drive of your computer. Take note of the drive letter of your DVD-ROM drive as this may be important later. Normally the DVD-ROM will be designated as the D: drive and you will not need to make any adjustments, but sometimes it may be designated as a different letter as is the case on my computer where it is designated as the E: drive (Figure 1).
2. Click on the Open Folder to View Files option.
3. All the documents are stored in the "Resources by Topic" folder (Figure 2). Open this folder.

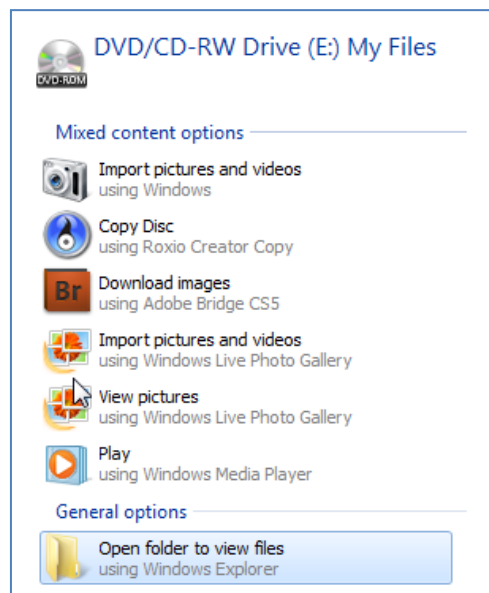


Figure 1



Figure 2

4. This folder contains 5 sub folders equating to syllabus layout plus the important **Excel file** which contains details of the location of all the resources on the DVD (Figure 3).

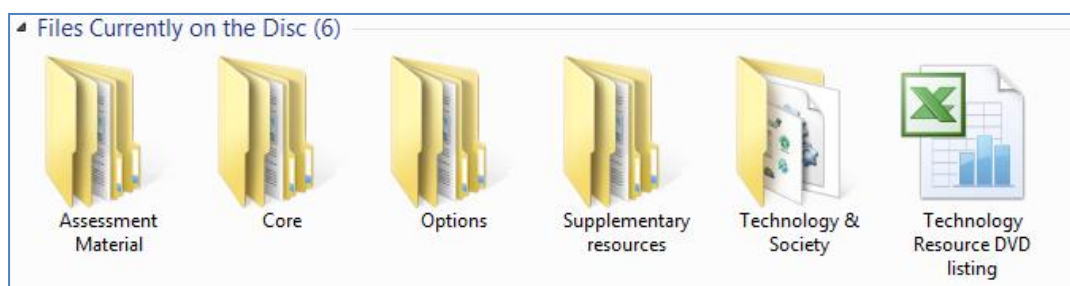


Figure 3

5. Open the Excel File "**Technology Resource DVD Listing**".

## Instructions on using the Excel Resource Listing File

1	File List of d:\					
2	Name	Extension	Path (Without Name)			
3	Technology assessment 2009.ppt	.ppt	d:\Resources by Topic\Assessment Material\Examination Material 2009\Assessment overview & feedback 2009\			
4	L.Cert Tech Higher Marking Scheme.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Marking Schemes\			
5	L.Cert Tech Ordinary Marking Scheme.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Marking Schemes\			
6	Student Coursework Briefs 2009.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Student Coursework Briefs 2009\			
7	Section A Higher Level 09.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Written Papers\			
8	Section A Ordinary level '09.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Written Papers\			
9	Section B and C Higher Level 09.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Written Papers\			
10	Section B and C Ordinary '09.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2009\Written Papers\			
11	Technology assessment 2010.ppt	.ppt	d:\Resources by Topic\Assessment Material\Examination Material 2010\Assessment overview & feedback 2010\			
12	HL Teicneolaíocht Scéim Mharcála 2010.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
13	OL Teicneolaíocht Scéim Mharcála 2010.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
14	Teicneolaíocht Ardleibhéal Roinn A 2010.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
15	Teicneolaíocht Ardleibhéal Roinn B & C.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
16	Teicneolaíocht Gnáthleibhéal Roinn A 2010.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
17	Teicneolaíocht Gnáthleibhéal Roinn B & C 2010.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Irish version\			
18	HL Technology Marking Scheme.pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Marking Schemes\			
19	OL Technology Marking Scheme 2010 .pdf	.pdf	d:\Resources by Topic\Assessment Material\Examination Material 2010\Marking Schemes\			

Figure 2

1. Widen Column C sufficiently to display all text in the column. You can ignore columns D, E, F and G as these are blank (Figure 5).

Let's assume we wish to locate a **PowerPoint presentation** file which we can use to introduce the **Mood Light project** to a class. There are nearly 2,500 files on the disk so we are going to need help to quickly locate the file.

We know that PowerPoint Files have a .ppt extension so we can use the Excel filter option to display only files that have a .ppt extension.

2. Click on the arrow located above and to the right of the Extension cell as shown in Figure 6.
3. In the Text Filters window click on the (Select All) option to turn this setting off. (Figure 7)
4. Slide down through the list of extensions (they are in alphabetical order) to locate the .ppt filter and click in the box to turn it on. (Figure 8)
5. Click the OK button.

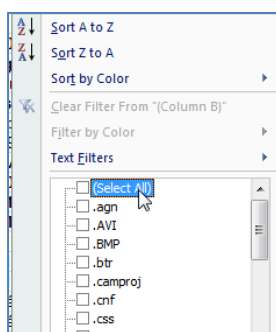


Figure 4

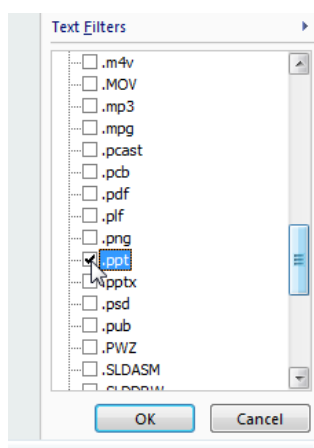


Figure 5

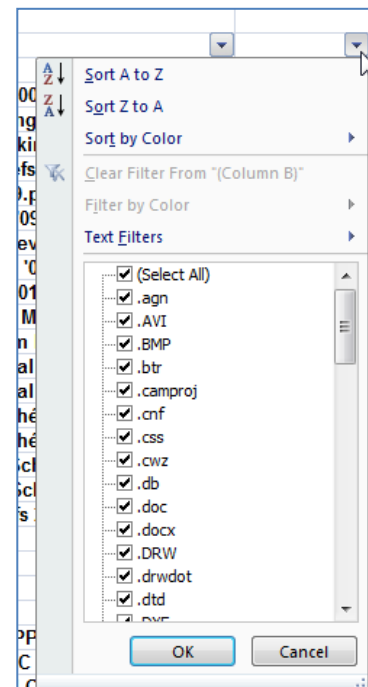


Figure 3

Only PowerPoint files will now be displayed as these are the only files which have a .ppt extension, but this still leaves us with over a 120 files to sort through.

Since we know the possible name of the file we can further filter the list.

6. in column A (File List of d:\) Click on the filter button and turn off (Select A) as shown at Figure 9.
7. Search the list of PowerPoint files (in alphabetical order) to determine if there is a mood light file listed, if yes click in the box to the left of the file listed, if yes click in the box to the left of the file name to turn on the filter and then click OK. (Figure 10)

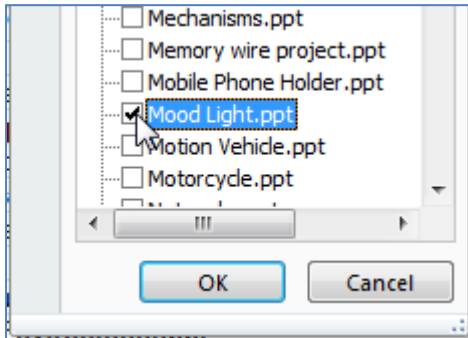


Figure 7

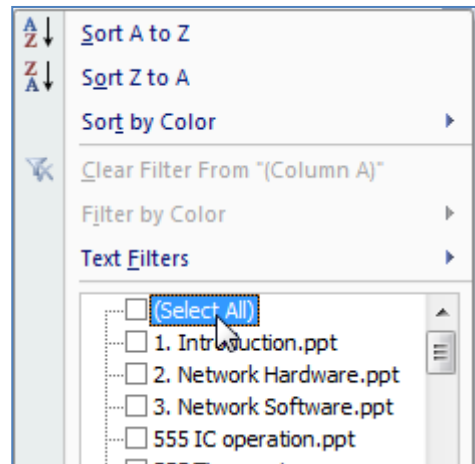


Figure 6

8. Only one file is now listed and its location is displayed in the Excel file as shown at Figure 11.

	A	B	C
1	File List of d:\		
2			
2388	Mood Light.ppt	.ppt	d:\Resources by Topic\Supplementary resources\Sample Technology Projects\Mood Light\
2477			

Figure 8

### Automatically locating the required document using Windows Explorer.

The full path to the location of the required document is now given in Column C of the Excel file and we can use this information to have Windows locate the file automatically.

1. Select the path location by right clicking the mouse button in the cell and then selecting copy from the drop down menu as shown in Figure 12.

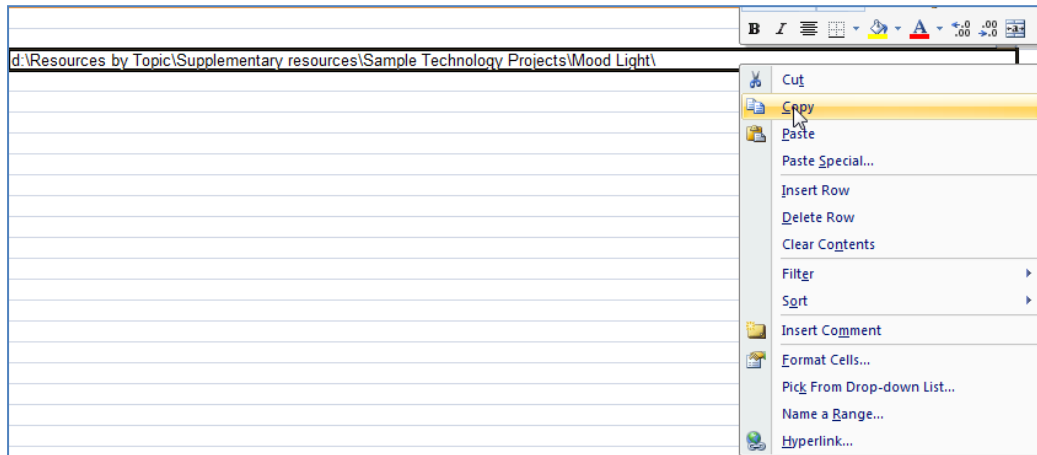


Figure 9

2. From the Start menu select Computer (My Computer).
3. Left click in the blank area of the Window address bar as shown in figure 13.

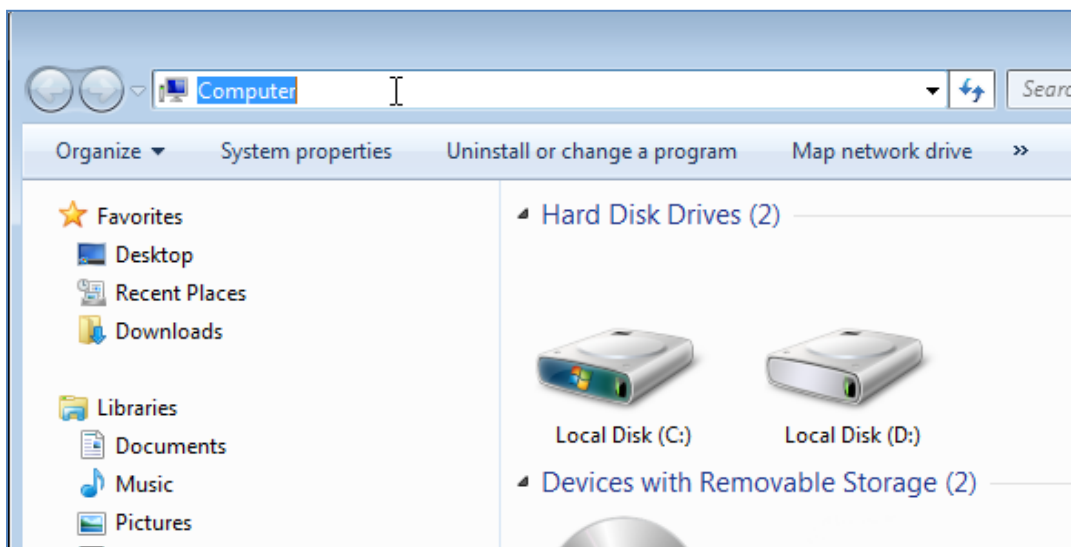
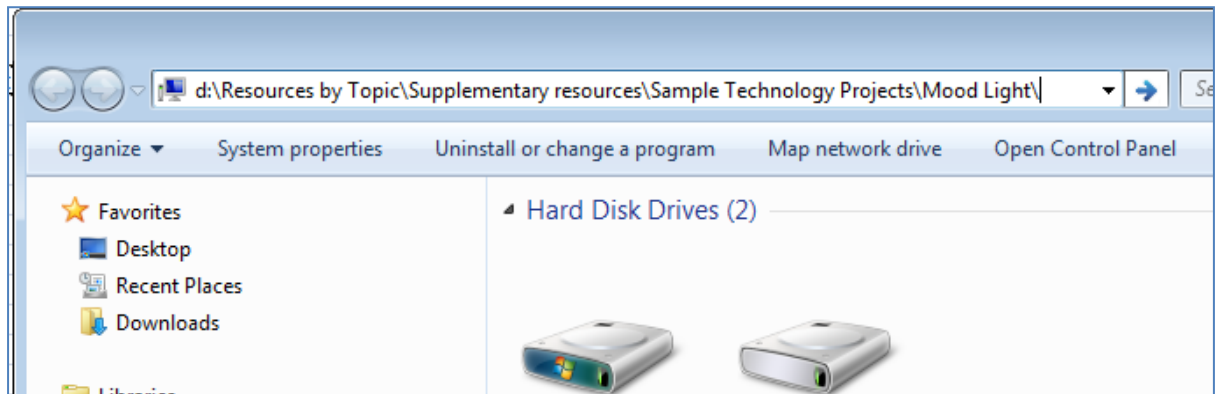


Figure 10

4. Hold down the Ctrl key and then press the v key (Ctrl + v) to paste the Excel cell contents into the address bar as shown in Figure 14.

Figure 11



Normally this will give you the direct path to the file, but remember sometimes the DVD drive is designated as another letter other than d:

5. If this should occur click in the address bar and delete d: and change to e: or whatever letter is designated by your computer, but make sure to leave the remaining address as indicated.
6. Press the Enter key or click on the blue arrow pointing to the right at the right hand side of the address bar and Windows will take you to the folder containing the file (Figure 15).

As you can see in our example (Figure 15) there are actually 2 files in the folder called Mood Light, but only one file is the PowerPoint presentation we were looking for.

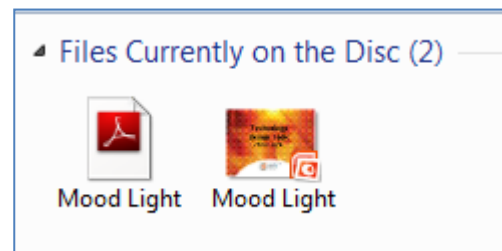


Figure 12