



## Back to Computer Basics - 1

Welcome to this new series of articles which will attempt to explain some of the computer processes needed to be followed to obtain increased enjoyment from your Wersi instrument. Numerous articles already refer to using a separate computer to provide material for use in your Wersi organ and some articles involve going into the Windows part of your organ.

To explain how to do anything on a computer from a distance is very difficult. Your “teacher” really needs to be next to you and you need to be working on your own computer, because everybody’s computer is different from everybody else’s in some way or other. In this instance, therefore, we must seek the next best thing. These articles will attempt to describe the principles behind the processes involved in the hope you will then be better able to make the necessary adjustments yourself in order to have success on your computer and your organ.

To make reference to these articles easier, the left margin has been made wider in order to be able to incorporate text-boxes containing keywords used in the adjacent paragraph. That way, by skimming down the left margin, you will be able to identify quickly where the explanation you are seeking lies. There will also be hyperlinks to take you back to previous items, thus saving much repetition.

### Files, Folders, Drives and Pathways

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Everything on your computer which “works” is a **File**.

Files are stored in **Folders**.

Folders can also be stored in other Folders, giving rise to the idea of Sub-Folders, though we shall call them all just Folders.

Folders are stored on a **Drive**. This is a memory store. It can be a Hard-Drive, a CD, a DVD, a Memory Stick or, as a museum piece, a Floppy Disk. Files can be stored directly on a Drive without being contained within a Folder, though this is considered untidy!

The relationships between these three items, Drives, Folders and Files, can be expressed in a **Pathway**.

When I was very young (don’t!) I used to take pleasure in writing my address like this:

*Colin  
15 Any Avenue  
Anytown  
Any County  
UK  
Earth  
The Solar System  
The Universe*

It wasn’t possible to go any further than that! This is a sort of hierarchy, starting at the bottom with the widest view then, by ascending the address, homing in to a narrower and narrower position. This would be a sort of Pathway to my house (and me) which could be expressed like this:

*The Universe > The Solar System > Earth > UK > Any County > Anytown > Any Avenue > Number 15 > Me*

This Pathway can be compared to a computer pathway. The widest view is your computer (called “My Computer” in Windows XP or just “Computer” in Windows Vista), then getting narrower as you home in on the actual File which is the only type of thing you can “open” and have it do something. For example:

**My Computer > C: Drive > Wersi > WersiClub International > Website > Articles > Back to Computer Basics > Back to Computer Basics – 1**

You’ll notice I’ve made that Pathway be in **Bold** print because that is how I present any Pathway in any article I write for the Club. I may highlight it as well. The left end (start) of the **Pathway** is a **Drive** (normally “My Computer” is left out as it’s always going to start there) and the right end (finish) is a **File**; all the rest are **Folders**. All the Files on your computer have such a Pathway by which you will access them. Ever saved a File and then been unable to find it because you didn’t know where you’d put it?

It's therefore quite important to know in which Folder you're placing a File and where that Folder lies. Every File and every Folder has to have a name.

### Naming Files and Folders

Each File name in the same Folder has to be different. The difference need be only one character. Each Folder name in the same Folder has to be different.

Files in different Folders can have the same name, though is this wise if they are different Files?

Folders in different Folders can have the same name. No, that's not a wise move either if they're different Folders.

In fact, you need to think very carefully about naming Files and Folders and about storing them, every so often having a bit of a cull and sorting your computer out. Very cathartic! If you do want to have more than one File of the same name in the same Folder, as you would if you were developing something and you needed to try something out but didn't want to ruin all your work just in case it all went pear-shaped, you would save the File as a slightly new name, eg Back to Computer Basics – 1A etc.

### Forbidden Characters in File/Folder Names

Now that's definitely a lead-in to the ideas of **Save** and **Copy**. Before going there, however, just a word about naming Files.

It doesn't really matter what you call a File, so long as it makes sense to you. There are certain characters you cannot use, like / and : but if you try to you will be told, in no uncertain terms, that you cannot do that.

### File Extensions

Your computer will add some characters to the end of your File name. These are a full stop followed by three or four letters. This is called a **File Extension**, or just an **Extension** for short. You can hide these from your view but it's quite helpful for them to be on display, though they're there really for your computer's benefit not yours. You may as well take advantage of them, though.

They tell your computer what piece of software to use in order to open up the File so you can use it. A piece of software is a collection of computer programs (could be just one program though that's unlikely nowadays). For example, Microsoft's Word Processor software is called Word, Wersi's software is called OAS-7.1 and so on. You can look upon software and programs as being the same thing, for simplicity. A program is a set of instructions to your computer to do certain things, like Word Processing, run the organ etc. Each program is a File called a Program File. They tend to have an extension **.exe**, though there are many kinds of other Files used in programs and we'll not go there! I mention **.exe** because the three Files for updating your Wersi are each **.exe** Files, one on each of the three CDs.

In your Wersi, each Total Preset is a File, each Sound is a File, each Style is a File etc. Style Files have a different extension from Sound Files etc. If you try to open one of these Files in your computer, you'll get a panel come up saying that Windows cannot recognize what to open this File with. That's because the software needed to do just that isn't on your computer. It's part of the OAS software, so Windows in your Wersi is able to find the relevant Program Files in the OAS software and therefore open up those Files.

Try to open up a Word document on your computer and you'll be successful if you have Word installed as a piece of software (usually found within a software package called Office). If you have Office 2003 installed and you try to open a Word document sent to you by someone who has used Office 2007 to produce it, your computer won't be able to open that document unless you have downloaded a patch from Microsoft. That's because the extension for Word 2003 (found in Office 2003) files is **.doc** and for Word 2007 (found in Office 2007) files it is **.docx**. The patch allows Word 2003 to convert **.docx** Files into **.doc** ones so they can be opened. Similarly, OAS-7.1 (or rather the OAA software within that) can open Style Files with certain extensions only and not others which require different software to open them.

### Save, Copy and Paste

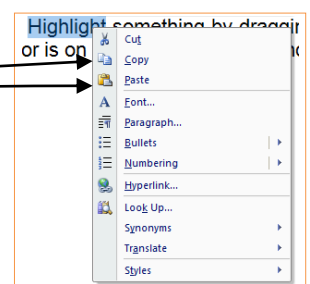
#### Save and Save As...

These three processes are fundamental to using a computer. **Save** does what it says. All you have to do is decide in the first instance what name to give your File and where to Save it. To do that you'll use the "**Save As...**" routine. Thereafter it's necessary only to click the "Save" icon (floppy disk) at the top of the screen. Use the preceding item on [Files, Folders, Drives and Pathways](#) to help you with those decisions. Those words underlined and in blue are a Hyperlink. Hover the cursor over them and you'll see it changes into a hand. Left-click the mouse once and you'll be taken to where that item appeared in this document. There will be others like that in these articles: always in blue and underlined.



#### Copy and Paste

**Copy** and **Paste** go together like birds of a feather.... Highlight something by dragging the mouse cursor over it to highlight it, right-click the mouse while its cursor is on the highlighted area and select **Copy**.

Go to where you want the copy to appear, place the cursor at that place, right-click the mouse and select **Paste** from the drop-down list. The copy will then appear at that place. You can copy and paste whole Files from one Folder into another, or from one Drive into another as well. I mention that because you can use this method to put the OAS-7.1 update Files onto CDs or a DVD.



### Dragging the mouse cursor

I've been using the term "dragging the mouse cursor". In case you aren't familiar with that, here's how it's done. Move the mouse to place its cursor  at the left or right of the word(s) you want to highlight. Hold down the left mouse button (the position cursor  then appears at that position) and move the mouse so that the mouse cursor is dragged across the word(s). As that cursor moves it highlights the letters, like this.

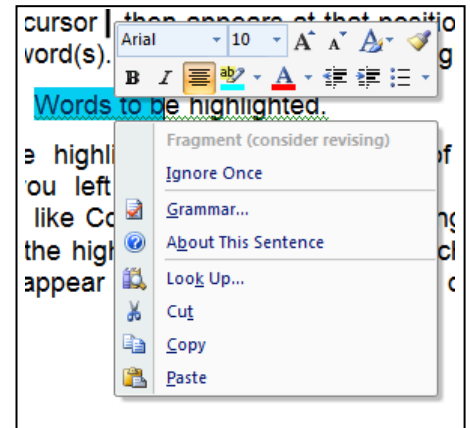
**Words to be highlighted.**

Once all the letters/words required are highlighted, you can let go of the left mouse button. The letters/words remain highlighted until you left click the mouse again. While those letters/words are highlighted you can do things with them, like Copy etc. To see all the things you can do with them, move the mouse so the mouse cursor is over the highlighted area – the cursor changes to an arrow. Now click the right mouse button and a menu will appear showing all the things you can now do with the highlighted text. This menu is called a **Contextual Menu**.

### The right-click Contextual Menu

Here is the right-click Contextual Menu from Word 2007 when applied to the highlighted "Words to b" above. The contents of a Contextual Menu differ according to what you have highlighted. In this particular example there is an incomplete highlighting of one word ("be"), so the menu is slightly shorter than what would have appeared had whole words been highlighted.

So you move the mouse cursor down this list and it highlights each item as you go. When it reaches and highlights "Copy", you left-click the mouse. OK, so nothing appears to have happened. In fact, something has occurred behind the scenes.



### The Clipboard


You know the old idea that, if you want to feel important you obtain a clipboard and wander round all day holding it? Well, your computer has a clipboard and that is where it's put your copy. You can modify the way the clipboard works but we'll leave it at its default position of having room for just one item at a time. If you copy something else, what's originally on the clipboard is overwritten by the next item and you lose it.

Pasting means copying what's on the clipboard into where you want the copy to go. You position the mouse cursor at that point and right-click the mouse. This does two things: it sets that mouse cursor position as the position cursor position and provides you with the Contextual Menu, from which you select "Paste" in the same way as you previously selected "Copy". In fact, "Copy" is now greyed out so you cannot select it. A copy of what's on the clipboard is now placed just there. The clipboard copy is still there, so if you reposition the cursor you can go on pasting that item ad infinitum without the need to recopy it each time.

### Temporary Files

The contents of the clipboard are removed whenever you switch off your computer. The clipboard copy is a temporary file. You may see some temporary files appearing in lists of files in folders from time to time. Your computer makes these to help it do its job. Ignore them. Should you accidentally left-click on one and it starts to open up, just close it once it's fully open. This will do no harm at all but a temporary file is also pretty useless to you.

### The Undo Button

Finally for this article, it's important to know where your mouse cursor and your position cursor are at all times. Otherwise, a left-click can cause something very peculiar to happen and definitely not what you intended. This can be very disconcerting. Just remember the "Undo" button  at the top of your screen. If your computer ever does anything which you weren't expecting as you left-click, immediately left-click on the "Undo" button and all will be restored. The arrow on that button enables you to undo specific events in the current document's construction.

### Summary

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