

WINDOWS FILE MANAGEMENT

Windows Explorer

It is the file management application used by Windows for organizing and maintaining your files and folders. Windows Explorer allows you to view files stored on your computer and on other networked computers and to organize these files by putting them into electronic folders. Explorer also enables you to move, copy, and delete files.

1. How To: Access Windows Explorer

1. Rt click on My Computer.
2. Left click on Explore.

2. How To: Use Windows Explorer to Display LAN Folders and Files

With Windows Explorer open:

1. Click on a folder in the H: drive in the left pane. The contents of the folder are displayed in the right pane.

3. How To: Look at the Contents of a Folder in Windows Explorer

With Windows Explorer open:

1. Click on a folder in the C: drive in the left pane.

The folder is now open, and its contents are displayed in the right pane.

4. How To: Expand a Folder (Container) in Explorer

With Windows Explorer open:

1. Locate a folder in the left window with a + sign next to it. Click on the + sign.

The folder is now expanded. Notice that the + sign has changed to a - sign.

5. How To: Collapse a Folder in Explorer

With Windows Explorer open:

1. Locate the expanded folder you wish to collapse with a - sign next to it in the left pane of Explorer.
2. Click on the - sign

The folder is now collapsed and the - sign has changed back to a + sign

6. How To: Create a New Folder

With Windows Explorer open:

1. Click on the drive location or folder where you want to create a new folder.
2. Click on File.
3. Glide the mouse pointer over New and click.
4. Glide the mouse pointer to the right and click on Folder from the list of choices.

The new folder appears in the drive or folder that you selected .with the temporary name 'New Folder'

5. Type in a name for the new folder.

'New Folder' is replaced by the name you have typed.

6. Press <Enter> to finish naming the folder.

7. How To: Copy Files or Folders

With Windows Explorer open:

1. Click on the appropriate drive icon in the left window to view it's contents.
2. Expand the folder(s) where the file or folder is located to find it with the + sign.
3. Click on the folder in the left windowpane that contains the item you want to copy so that the item is displayed in the right pane.
4. Click on the item you wish to copy in the right windowpane to select it
5. Click on the Edit Menu.
6. Glide down to Copy and click on it to copy the item to the computer's "clipboard."
7. Click on the container icon (this is usually another folder) in the left windowpane where you wish to copy your file. (You may need to expand one or more parent folders to find it.)
8. Click on Edit.
9. Glide down and click on Paste.

The file is copied to the new location.

*Note: The pasted item remains on the clipboard until you cut or copy another item or until you restart your computer. It may be pasted as many times as necessary.

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8. How To: Delete Files and Folders

With Windows Explorer open:

1. Open the drive or folder where the file is located.
2. Click on the file or folder that you wish to delete.
3. Press the <Delete> key to delete the file.

A message window will appear asking you to confirm your deletion.

4. Click on Yes to confirm the deletion.

The file is now deleted.

9. Selecting Multiple Files for Moving, Copying, or Deleting

More than one file at a time can be selected for moving, copying, and deleting.

With Windows Explorer open:

1. Double-click on the appropriate drive to view the contents.
2. Expand the necessary folders in the left windowpane until you find the folder containing the items you wish to manage.
3. Click on the folder to display a list of the items in the right windowpane.
4. Click on the first item you wish to manage.
5. Hold down the <Shift> key on your keyboard and click on the last item in the list that you want to manage.

All of the items in between the first highlighted item and the last are also highlighted.

6. If any files were highlighted by accident hold down the <Control> key and click on them to deselect them.
7. If any files were missed hold down the <Control> key and click on them to highlight them.
8. Continue with the normal procedure for moving, copying, or deleting.

10. How To: Move or Copy Files and Folders with Drag and Drop

With Windows Explorer open:

1. Double-click on the appropriate drive to view the contents.
2. Locate the desired file or folder.
3. Position the mouse pointer on the item's icon and hold down the left mouse button.
4. Drag the item to the desired location in Explorer and release the mouse button.

**Note: Dragging items between folders on the same drive moves the items. If the <Control> key is held down during the drag the items are copied to the new location instead.*

Dragging items between folders on the different drives copies the items. If the <Shift> key is held down during the drag the items are moved to the new location instead.

11. How To: Exit Windows Explorer

1. Click on the File menu and select Close
or:
Click in the close box in the upper right corner of the Explorer window.

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Other File Management Topics

Certain types of file management are carried out from the Desktop or within the applications where the files are created.

12. How To: Place Files in the Recycle Bin

1. Slide the mouse pointer to the file you would like to move to the Recycle Bin. The tip of the cursor arrow should be on the file icon.
2. Click the left mouse button and hold it down.
Do not release it.
3. Drag the file icon to the Recycle Bin icon on the Desktop;

or: (within the Windows Explorer program)
Drag the file icon to the to the Recycle Bin icon in the left windowpane.
4. When the Recycle Bin icon becomes highlighted release the left mouse button.

The file icon disappears from the desktop.
5. A confirmation dialog box appears.
6. Click on the Yes button.

13. How To: Retrieve a File or Folder

**Note: Only files created on a local drives (generally labeled drives C: and D:) are retrievable. Files placed in the Recycle Bin from network drives are deleted at once!*

1. Double-click on the Recycle Bin icon. A window appears, listing items waiting to be deleted.
2. Click on icon of the file icon you want to retrieve. Notice the original location of the file.
3. Click on the File menu in the Recycle Bin window.
4. Click on Restore. The file will be returned to its original location.

14. How To: Empty the Recycle Bin

1. Right-click on the Recycle Bin icon.

A shortcut menu appears
2. Select Empty Recycle Bin from the shortcut menu

A confirmation dialog box appears.
3. Click Yes.

All files are deleted from the Recycle Bin.

15. How To: Find a File

1. Click on Start.
2. Glide the cursor arrow to the Find option.
3. Click on Files or Folders.

The Find: All Files dialog box appears. Make sure the Name & Location tab is selected.
4. Click the <Drop Down Arrow> in the right corner of the Look in: box.
5. Find the drive you wish to search from the list of drive using the scroll bar if necessary.
6. Click on the drive in the list.
7. Click in the Named box and type the name of the file.
8. Click on Find Now.
9. Double-click on the file to open it.
10. Click on the close box on the Find File title bar to close the Find File window.

16. How To: Access one of the Last 15 Files Used

1. Click Start.
2. Slide the mouse to the Documents option.
3. Click the mouse on the desired file.

The document opens.

17. How To: Create a Shortcut

1. Right-click on an open area on the Desktop.
2. Highlight New.
3. Click on Shortcut.
4. Click on Browse.
5. Choose **All Files** from the drop down menu at the bottom of the window if you wish to make a shortcut for a file or folder.
6. Locate the desired file, folder, or application in the Browse dialog box and double-click on it.
7. Click on *Next*.
8. Type the name that you want to appear on the Desktop icon.
9. Click on Finish.

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18. How To: Print without Opening a File

1. Locate the desired file within Explorer.
2. Right-click on the file.
3. Click on Print in the pop-up menu.

19. How To: Save a New File to a Specific Folder from within an Application

1. Create the new file.
2. Click on the File Menu and select Save or Save As.
3. Locate the “Save in” box at the top of the Save As dialog box.
4. This shows you the folder that you will be saving into.
5. If the desired folder is already showing in the “Save in” box click Save.

The file is saved into the folder. In subsequent saves of this file the folder will not need to be specified

6. If the desired folder is not showing in the “Save in” box click on the drop down menu triangle to the right of the Save in box.

A hierarchical menu descends that you will need to navigate to locate the folder you wish to save the file in.

7. Locate the drive that holds the desired folder and double-click on it.

A list of folders contained on that drive appears

8. If the folder you wish to save the file into is a subfolder of another folder locate the “parent” folder and double-click on it to open it up to reveal the subfolders within.

Repeat this procedure as many times as necessary until you locate the desired folder

9. When you see the folder that you wish to save the file into double-click on it to open it.
10. Now click on the Save Button in the Save As dialog box.

The file is saved. In subsequent saves of this file the folder will not need to be specified

20. How To: Save a Copy of a File to a Specific Folder from within an Application

1. Open the file you wish to copy.
2. Click on the File Menu and select Save As.
3. Locate the “Save in” box at the top of the Save As dialog box.
4. This shows you the folder that you will be saving into.
5. If the desired folder is already showing in the “Save in” box click Save.
6. The copy is saved into the folder. In subsequent saves of this file the folder will not need to be specified
7. If the desired folder is not showing in the “Save in” box click on the drop down menu triangle to the right of the Save in box.
8. A hierarchical menu descends that you will need to navigate to locate the folder you wish to save the file in.
9. Locate the drive that holds the desired folder and double-click on it.
10. A list of folders contained on that drive appears
11. If the folder you wish to save the file into is a subfolder of another folder locate the “parent” folder and double-click on it to open it up to reveal the subfolders within.
12. Repeat this procedure as many times as necessary until you locate the desired folder
13. When you see the folder you wish to save the file into double-click on it to open it.
14. Now click on the Save Button in the Save As dialog box.

A copy of the original file is saved but remains open for you to make changes. The original file is closed and remains unchanged.