

File Management

Getting Started

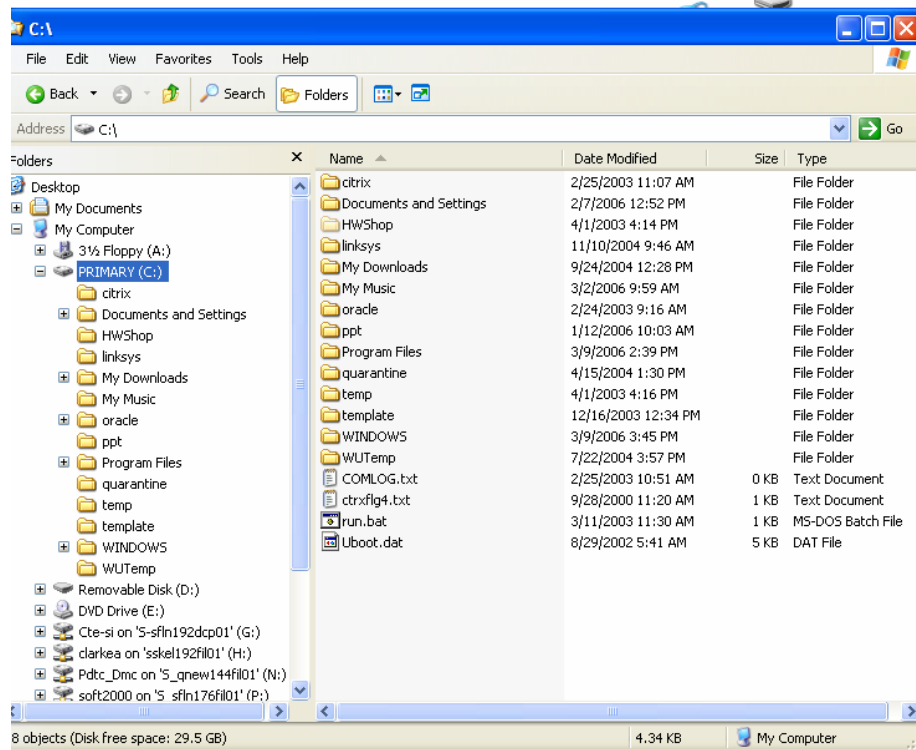
The **Windows Explorer** is a file management tool included with Microsoft Windows. You can use Explorer to create, view, copy, delete and move files and folders. You can also check the amount of space available on your disks or drives and various other file management tasks.

To Start the Windows Explorer

Right click the **START** button - bottom left hand corner of screen

Select **Explore**

When the Explorer opens you will notice that the window is divided into two panes or viewing areas. **Note:** depending on your version of Windows you will see a slightly different tool bar and view. You can view it as shown below by making the windows smaller. You use the back and forward buttons on the toolbar to view the previously viewed folders.



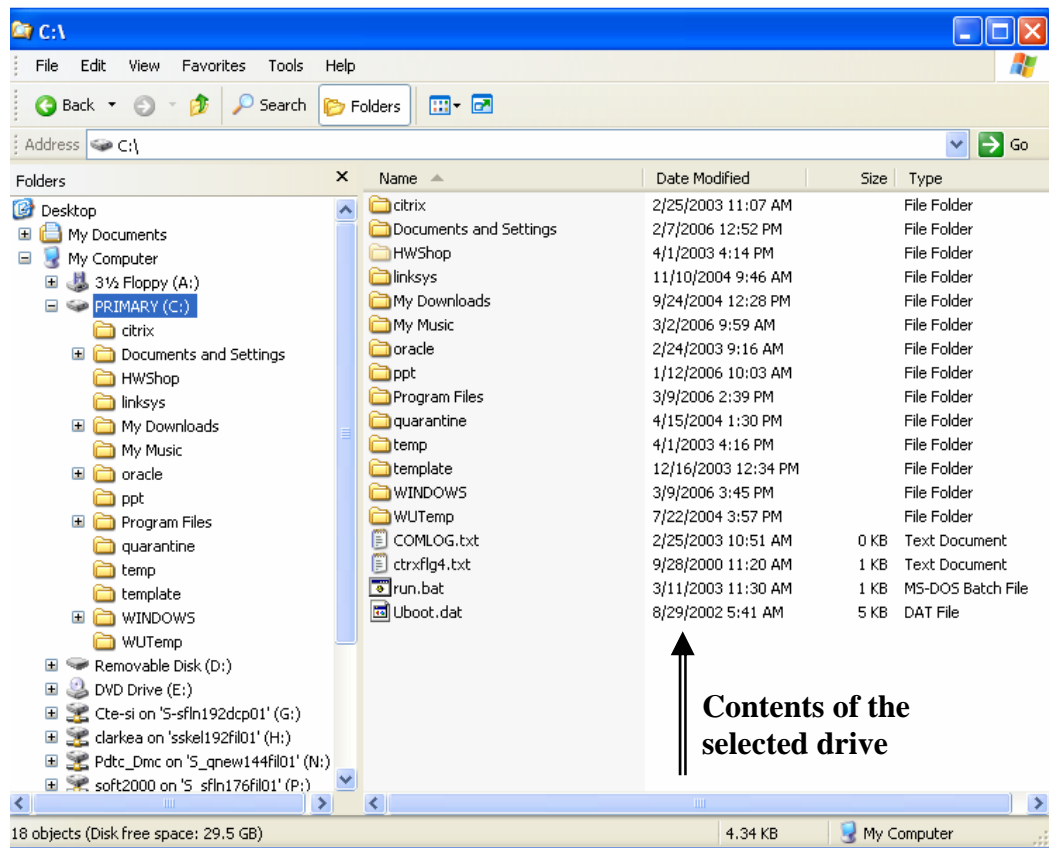
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Left Pane (Folders): This pane displays a hierarchy of files and folders with plus (+) and minus (-) signs which when clicked once, makes the hierarchy either expand or contract. This pane reveals all the drives and network connection.

Right Pane: When you click on any item in the left pane, the contents of that item are revealed in the right pane. So, the right pane reveals all the files and subfolders you have on a specific drive or disk.

You can view the files and folders various ways. By clicking on the View menu you can choose from a variety of views. You can sort your files by Name, Date Modified, Size and Type by choosing the Detail option. To sort just click on the word by which you want to sort. For example, to sort by Date Modified, click on Date Modified on the folder bar.

Drives & Network Connections



Contents of the selected drive

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Creating a Folder

1. Select the drive or folder in the tree in which you want to create the new folder.
2. Select the **File** pull-down menu.
3. Point to **New**
4. Select **Folder**. A new folder appears in the right pane of the Explorer window. The default folder name **NEW FOLDER** is selected, allowing you to rename it.
5. Type the new name

Creating Sub-Folders

Click once on one of your main folders, e.g. My Documents.

On the file menu, click **New**

Click **Folder**

Explorer will create a new folder

Type the name your new folder

Hit the ENTER key

Copying Files and Folders (Making Back-Ups)

As a file management tool, the Windows Explorer allows you to copy files and folders to different locations on your hard drive, network drive, or other storage device.

A copy of a file is equivalent to a back up of that file. Copies and back-ups should be kept in a separate location than the original.

There are a number of different ways to copy files and folders in Explorer. You can use the shortcut menu, the Edit pull-down menu, or *drag and drop*.

Drag and Drop Method:

You must be able to see the following in Windows Explorer before you begin the back-up/copy method:

- The name of the file you wish to copy/backup
- The folder, drive or network you wish the copy/backup/copy to be placed

Follow the following steps:

1. Select the flash drive or external storage device in the left pane. All the files appear in the right pane
2. Select one of the files in the right pane by clicking on it once.
3. Make sure you can see the folder, drive or network connections to which you wish to copy the file.
4. Place your mouse pointer on the file you selected and hold down the **right** mouse button
5. Drag the mouse over to the folder where you want the file to be copied
6. When that folder is highlighted in blue, let go of the mouse button

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7. You will get a small menu with the options: **Copy Here, Move Here or Create Shortcut**
8. Select **Copy Here**
9. The file should now be placed in the folder
10. Click the folder to make sure the file is there
11. You have just copied and made a back-up of your file

Moving Files and Folders

The Windows Explorer is a useful tool for moving files and folders to different locations on your hard drive, network drive, or external storage device. When you move a file, you delete it from its current location and place it in a new location. Unlike Copy, if you move a file from your external storage device to the hard drive, it will no longer be on your disk.

To move a file, follow the same instructions for copying. When you release the right mouse button over a folder, choose **Move Here** instead of **Copy Here**

Deleting a Folder

As a file management tool, Explorer allows you to delete files and folders from your hard drive, external storage device or network drive(s). When you delete a file/folder from the hard drive (C:\ drive) it is not instantly or permanently deleted. That file/folder is stored in the **Recycle Bin**. When you delete a file from a disk or your network drive it is permanently deleted.

The Recycle Bin (visible on the Desktop and in Explorer) is a storage area for files/folders that have been deleted from your hard drive. Those items are not permanently deleted until you empty the Recycle Bin. When the Recycle Bin is full the oldest files will be deleted automatically

Deleting a File

1. Locate the file/folder you wish to delete
2. If you right click once on the file/folder you will get a drop down menu with the option to **Delete**
3. Click **Delete** option once on the selected file/folder

The file has now been sent to the Recycle Bin.

You may also hit the Delete key after you have highlighted a file.

Working With Your Network Drive

Your network drive can be used just like your hard-drive or external storage device. You can delete, move, save and copy files to and from your network drive. When you log on to a machine (type in your user name and password) the machine accesses your H:drive on the network. As long as you are the only person that knows your password, only you have access to your network drive. This insures the privacy and safety of your files.

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Every time you log on to the network you should be able to see your network drive in Windows Explorer. You should use your network drive to store your files or to back up your files.

Utilizing Your Desktop

The desktop is the first thing you see when you start up and log on to your computer. There are certain buttons and icons on your desktop that represents the most often used programs and folders.

It is very convenient to place the files you use most onto your desktop; however, it is also very risky. The desktop is only an extension of your hard drive (C:\). The desktop is not meant for the storage of files and it is not the safest place to keep your files.

The best way to get easy access to your files, through the desktop is by creating a shortcut. A shortcut is an icon that may look like other icons on your desktop, but a shortcut has a little black arrow in its lower left corner.

A **Shortcut** works like a doorbell. When your doorbell rings, it sends a signal that someone is waiting to see you. When you double click on a shortcut, it sends a message to the actual file (stored on a hard drive or network drive) that you would like to use that file.

The shortcut does not contain any files. It's just a quick link to a specific file or folder.

Creating a Shortcut

- 1) You can create a shortcut to a file or folder in the Windows Explorer.
- 2) Locate the file or folder for which you wish to create a shortcut.
- 3) Right click on that file/folder
- 4) Drag it (still using the right mouse button) to the Desktop icon in the left pane of the Exploring Window
- 5) When the Desktop icon is highlighted in blue you will see a menu with three familiar options: Copy Here, Move Here and Create Shortcut
- 6) Click the "**Create Shortcut**" option
- 7) Minimize your Exploring Window

On your desktop you should have a folder called "*Short cut to ...File or Folder name*". **You can delete shortcuts from your desktop. You will not be deleting the actual file but only the link to the file.**

Searching for Files

Right click on the Start menu. Choose Search or in Windows Explorer click on the Search button at the top of the Windows Explorer screen. In the right window you will see options to search for file names, types of files in certain file locations. Follow the prompts and click on Search.