

# Managing Files & Folders

---

**Judy Engel**

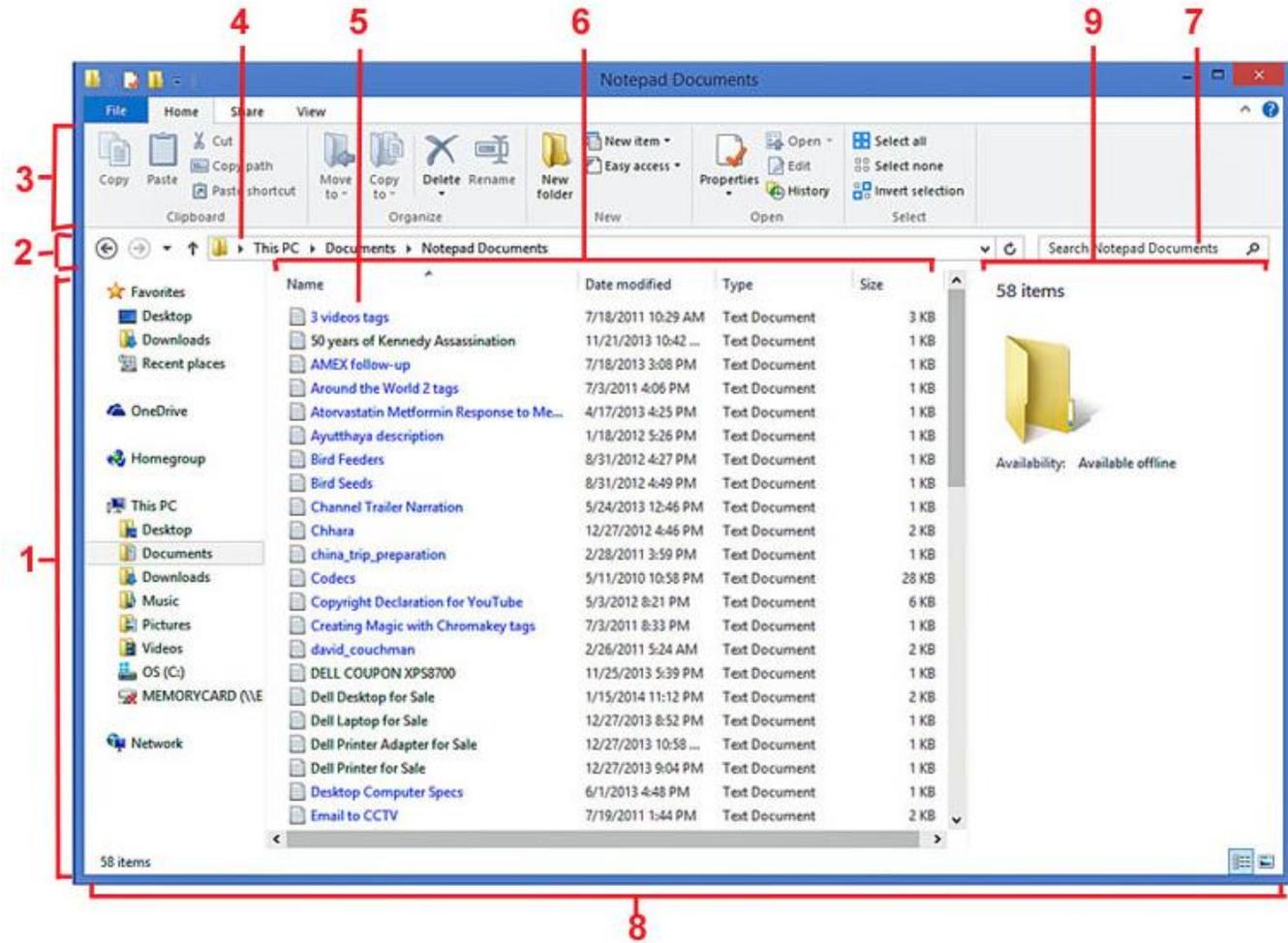
Personal Computer  
Tutoring in your home

Contact:  
541-476-9018



## Identify parts of the Windows 10 File Explorer

- 1 Navigation Pane
- 2 Back, Forward, and Up Buttons
- 3 Ribbon
- 4 Address Bar or Navigation Bar
- 5 File List
- 6 Column Headings
- 7 Search Box
- 8 Status Bar
- 9 Preview Pane



**1 Navigation Pane:** - Use the navigation pane to access all kinds of locations: folders you've added to your favorites list, your libraries, and the drives on your PC and other PCs on your network. Tap or click a location to view its contents in the file list, or tap or click an arrow to expand a location in the navigation pane. To browse your PC's drives and the folders in them, expand Computer.

**2 Back, Forward, and Up Buttons:** - Use the Back button to go back to the last location or search results you were viewing and the Forward button to return to the next location or search results. Use the Up button to open the location where the folder you're viewing is saved (sometimes called the parent folder).

**3 Ribbon:** - Use the ribbon for common tasks, such as copying and moving, creating new folders, emailing and zipping items, and changing the view. The tabs change to show extra tasks that apply to the selected item. For example, if you select Computer in the navigation pane, the ribbon shows different tabs than it would if you select a folder in your Music library. If you don't see the ribbon, tap or click the Expand the Ribbon button in the upper right or press Ctrl+F1.

**4 Address Bar:** - Use the address bar to enter or select a location. Tap or click a part of the path to go to that level, or tap or click at the end of the path to select the path for copying.

**5 File List:** - This is where the contents of the current folder or library are displayed. It's also where your search results appear when you enter a search term in the search box.

**6 Column Headings:** - In Details view, you can use the column headings to change how the files in the file list are organized. For example, you can tap or click the Date modified heading to sort by date (with the files you worked on most recently at the top). If you tap or click the column heading again, the files are sorted with the oldest ones at the top.

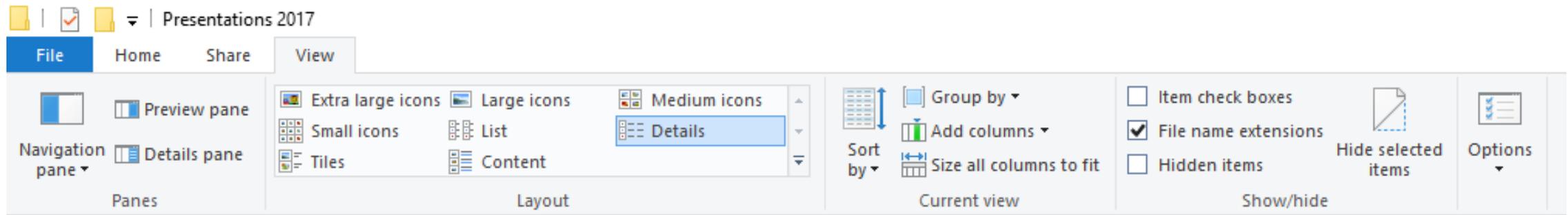
**7 Search Box:** - Enter a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you enter “B,” for example, all the files with names starting with the letter B will appear in the file list. For more info, see Searching for files in File Explorer.

**8 Status Bar:** - Use the status bar to quickly see the total number of items in a location, or the number of selected items and their total size.

**9 Preview Pane:** - Use the preview pane to see the contents of a file, such as an Office document, without opening it in an app. If you don't see the preview pane, tap or click the View tab, and then tap or click Preview pane.

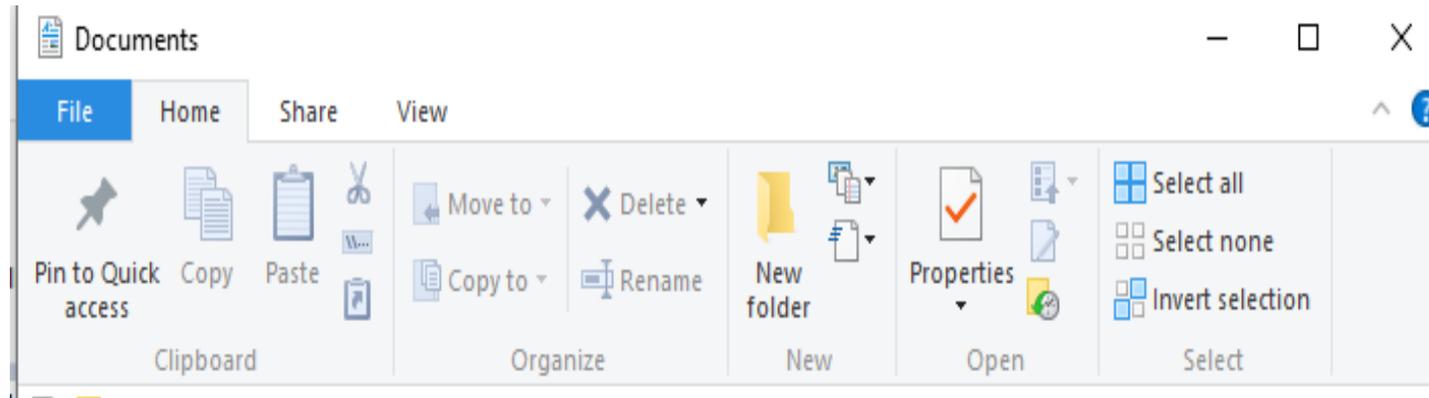
## Viewing your files in a folder

When you open a folder and see your files, you might prefer larger (or smaller) icons, or an arrangement that lets you see different kinds of information about each file. To make these kinds of changes, use the Views button in the Ribbon.



## Creating a new folder

In the Home tab, left click the icon for New Folder in the Ribbon



A New Folder icon will appear in your list of folders. You can give the folder a name by typing the name in the blue area provided, and then click Enter. The new folder will be added to the folders that are already listed and will be listed in alphabetical order.

### **Opening an existing file**

To open a file, double-click it. The file will open in the program that you used to create or edit it. If it's a text file, for example, it will open in your word-processing program.

## **Copying and moving files and folders**

Occasionally, you might want to change where files are stored on your computer. You might want to move files to a different folder, for example, or copy them to removable media (such as CDs or memory cards) to share with another person.

Most people copy and move files using a method called drag and drop. Start by opening the folder that contains the file or folder you want to move. Then open the folder where you want to move it to. Position the folder windows side by side so you can see the contents of both of them.

Next, drag the file or folder from the first folder to the second folder. That's all there is to it.

When using the drag-and-drop method, you might notice that sometimes the file or folder is copied, and at other times it is moved. Why is that? If you are dragging an item between folders that are on the same hard drive, then the items are moved so two copies of the same file or folder aren't created on the same hard drive. If you drag the item to a folder that's on a different hard drive or to removable media like a CD, then the item is copied. That way the file or folder isn't removed from its original location.

### **Copying files to external device (thumb drive)**

Insert a thumb drive into a USB port. A window should open showing the contents of the thumb drive.

Open My Documents window by right clicking the Documents folder in the Navigation Bar. Click "Open in New Window" from the list.

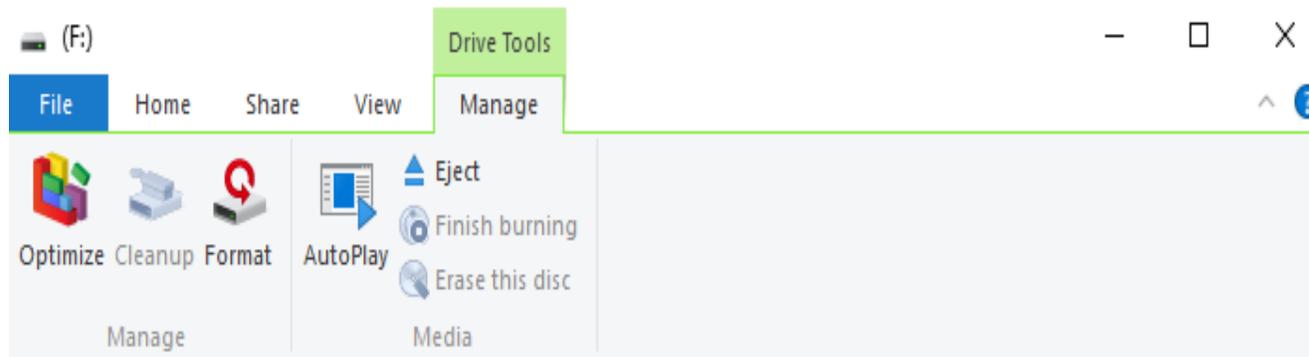
Now right click the Task Bar and choose "show windows side by side". This will now show the window for the thumb drive and the documents window side by side.

In the Documents window, left click on the file or folder you wish to copy.

While holding down the left mouse button, drag the file or folder to the thumb drive window, and then drop it.

**Note:** Before removing the thumb drive, you must be sure it is safe to do so. Should you remove the thumb drive without first checking, you may lose data. There are several ways to do this, depending on the operating system in your computer.

In Windows 10, click the Manage tab at the top of the thumb drive window, and then click Eject.



In Windows 7 or 8.1, click the Safely Remove Icon in the System Tray.



## **Saving Files**

Whenever you create a file containing information you want to keep, it is important to save it properly.

### **File Save vs. File Save As**

When you SAVE a file, the latest version replaces the previous one

When you SAVE AS, you are asked for a new file name and the latest version is saved in addition to the previous one

There are three characteristics of files that you must specify when saving a file:

The file location

The file name

The file extension (file type)

**The procedure for saving a file is as follows:**

On the File menu, choose Save (or Save As)

If you have previously saved a version of the file and you choose Save, the new version is saved, replacing the previous version

If you have not previously saved a version of the file the procedure for Save or Save As is identical. In the dialog box that opens

Select the FILE LOCATION (folder, subfolder, sub-subfolder, etc.) where you want to save the file

Just below the window displaying the locations, you'll see a section labeled File name. Type in the FILE NAME you want to give this file

## Renaming Files or Folders

You can change the name of a file or folder at any time  
But you must be careful NOT TO CHANGE THE FILE EXTENSION

Right-click on the file or folder you want to rename  
Chose Rename from the context-sensitive menu  
The name of the file will be highlighted in blue with a box around it  
Type in the new name for the file or folder (be sure to include the  
extension for the file)  
Press ENTER to complete the process

## Deleting Files or Folders

You can delete a file or folder at any time

Right-click on the file or folder you want to delete  
Choose Delete from the context-sensitive menu

When you delete a file, it's temporarily stored in the Recycle Bin. Think of the Recycle Bin as a safety folder that allows you to recover files or folders that you deleted accidentally. Occasionally, you should empty the Recycle Bin to reclaim all of the hard disk space being used by your unwanted files.

Compiled by: Judy Engel  
06/2017

Sources: © 2015 Microsoft Corporation  
Michael Crider 08/2015