

File Management in Windows Explorer

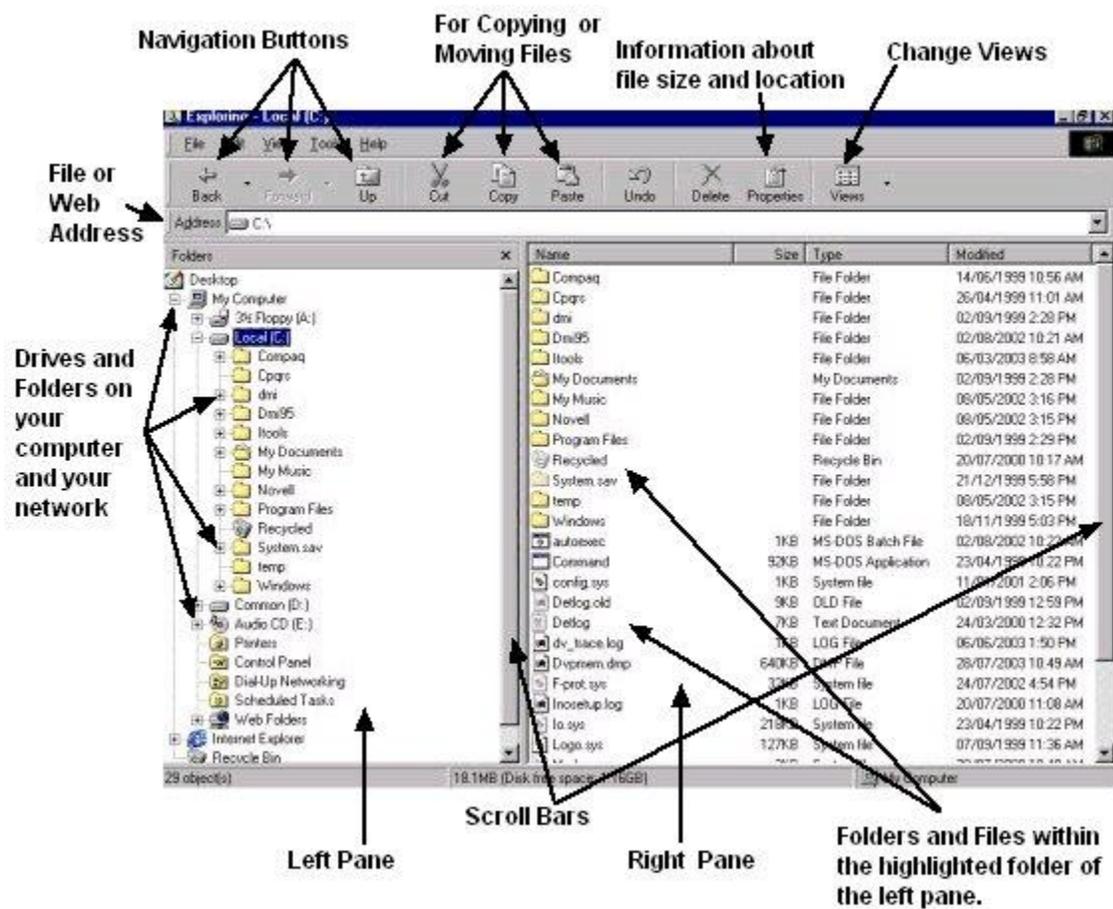
Introduction

Windows currently uses two programs to accomplish file management on your computer.

- Windows Explorer 
- My Computer 

Both programs can be used to accomplish, basically, the same tasks. As time goes by, Microsoft is combining the functionality of these two programs and eventually the two programs will be merged into one. **Windows Explorer will be used for the purposes of these instructions.**

Windows Explorer Window



Viewing Contents of Drives and Folders

Left Pane (used to navigate to a certain location)

Note: In the left pane you will never see actual files, only drives or folders.

- Click once on a drive or folder to see the contents appear in the right pane.
- To **expand a branch** of the tree structure, click on the plus sign  to the left of the desired drive or folder. (The right pane will not change)
 - Double clicking on a non expanded drive or folder in the left pane = both, expanding the branch and viewing contents of that drive or folder in the right pane.
- To **retract a branch** of the tree structure that is already expanded, click on the minus sign  to the left of the desired drive or folder.
 - Double clicking on an expanded drive or folder in the left pane = both, retracting the branch and viewing the contents of that drive or folder in the right pane.

Right Pane (provides various file management options).

In the right pane you will see any contents of the folder which is highlighted in the left pane.

Contents can be:

- sub folders of the highlighted drive or folder on the left
- any files contained in this specific folder.

- Double clicking (in the right hand pane) on a folder opens that folder's contents and re-adjusts the left pane window to reflect which folder is open.

- Double clicking on an actual file name will open that file (provided your computer contains the software necessary).

Exercise1:

Open the Windows Explorer and navigate in the left and right pane

1. Use the scroll bars to move around.
2. Single click on a drive in the left pane.
3. Single click on a folder in the left pane.
4. Click on a plus sign to the left of a drive or folder.
5. Click on a minus sign to the left of a drive or folder.
6. Double click on folders in the left window.

View Options

In the Right Pane, you can choose the way the folders and files are displayed

- In the menu bar, click on View and then on **Large Icons, Small Icons, List or Details**
- Optionally, you can click on the **Views** button  in the button bar. Clicking on the button simply

toggles through the options. Clicking on the down arrow to the right of the button shows the various options.

- Details is the view which gives the most information.

Selecting Files

Various methods can be used.

- **Clicking and Dragging**
 - In the left pane select the desired drive or folder.
 - Once the drive or folder is selected, in the right hand pane, click and drag the mouse around desired files to select them. Note: Changing the View sometimes makes this task easier.
- **Using the SHIFT and CTRL keys.**
- (Note: This option is best carried out in the **List** or **Details** View Also: In the following instruction **do not double click on a file** because in Windows Explorer, this has the effect of opening this file with the software that was used to create it).
 - To select an entire series of files.
 - In the left pane select the desired drive or folder by single clicking on it.
 - In the right pane, click on the first desired file or folder
 - Now hold down the SHIFT key and (continue holding the SHIFT key) click on the last desired file in the list. All files between the first and last files clicked will now be selected.
 - To select files at random
 - In the left pane select the desired drive or folder
 - In the right pane, click on the first desired file or folder
 - Now hold down the CTRL key and (continue holding the CTRL key) click on any other desired file at random. All clicked files will now be selected.

Creating New Folders

- Using the Left Pane, navigate to the drive or folder into which you want to place the sub folder. Click on that drive or folder to reveal its contents in the right pane.
- In the Right Pane, right click anywhere in an empty area. (not on an actual file or folder)
- From the menu that appears choose **New** and then **Folder**
- A folder will appear with the name "New Folder". New Folder will be highlighted and allows you to retype another name of your choosing.
- Once the new name for the folder is entered, click outside the folder.
 - If you make a mistake on the name, right click on the folder and choose **Rename** from the menu that appears. You will now be able to make corrections.

Copying, Moving, Renaming or Deleting Files/Folders

Copying or Moving Files or Folders: Various methods can be used to copy or move files or folders.

- **Copy or Cut and Paste**
 - In the right pane, make sure the desired files are selected. See Selecting Files
 - Once selected, right click anywhere on the selected files.

- Choose **Copy** (CTRL+C is a shortcut key) to **make a copy** in a new location or **Cut** (CTRL+X is a shortcut key) to **move** the files to a new location.
- Now using the left and right panes, navigate to the desired location where the files are to be placed.
- In the right pane of the desired location, **Right click** on an empty area of the pane, (not on file or folder) and choose **Paste** (CTRL+V is a shortcut key). The files and folders that you copied or cut will be pasted here.
- **Clicking and Dragging to Copy or Move files**
 - In the right pane, make sure the desired files are selected. See Selecting Files
 - In the left pane, navigate in such a way that the drive or folder, to which you wish to copy the files, is visible. Use the Plus  and Minus  signs to find folders you can't see.
 - In the right pane, **left click**, on the selected files and drag (hold the left mouse button and move the mouse) the files to the desired folder in the left pane.
- **Implications, (WHEN CLICKING AND DRAGGING), of Moving and Copying between folders on the same drive or between folders on different drives.**
 - By default, when clicking and dragging files between folders **on the same drive** the files are **moved**. **(Hold down the CTRL key to reverse this setting and actually copy the dragged files. Notice the plus sign that appears when you hold down the CTRL key).**
 - By default, when clicking and dragging files between folders **on different drives**, the files are **copied**. **(Hold down the SHIFT key to reverse this setting and actually move the dragged files. Notice the plus sign that disappears when you hold down the SHIFT key).**

Renaming Files/Folders

- Right click on the file or folder which is to be renamed
- Choose **Rename** from the menu
- Type a new name in the title area of the folder or file
- Click outside the file or folder area.

Deleting Files

- In the right pane, select the file(s)/folders to be deleted.
- There are several ways to delete, once the files/folders are selected.
 - Right click on the selected file(s)/folders and choose **Delete** from the menu that appears.
 - Click the **Delete** button  in the button bar.
 - Press the **Delete Key** on the keyboard
 - Drag and drop the files/folders into the Recycle Bin.
- These files go to the Trash Bin and could be restored from there if desired. Once the trash bin is emptied, the files are gone. Attention: *When you delete a folder, you delete all files in that folder. Before deleting a folder, be sure that it does not contain files you wish to keep!*

Exercise 2:

1. On the C: drive, create a new folder called **My Storage Space**
2. Within this new folder, create three sub folders called, **Notepad Files, JPG Files and AppleWorks Files**
3. From the folder called **File Management** or **File Management Session**
 1. **Copy** the three Notepad files to the new **Notepad** folder just created. Use the Click and drag

- method to select these files. Use the Copy and Paste method to Copy them to the new folder.
2. **Move** the three AppleWorks files to the new **AppleWorks** folder. Use the Shift or CTRL key select these files. Use the click and drag method to move these files to the new folder.
 3. **Delete** the three Image files. Use the **Right Click** method to delete these files.
 4. Go to the **Recycle Bin** and undelete these three files. Check in Windows Explorer that these three files have been deleted and then that they are restored.
 5. Now **Move** these three image files to the **JPG Files** folder.
 6. Rename one of the Notepad files. Use a name of your choice.

Refresh

At times when you manipulate files in a folder or drive, the file or folder list may not reflect or show the changes. The file you thought you copied does not show up in the list. At times such as these you can use refresh to have the computer update the window to properly reflect the changes. To refresh...

- right click on an empty area of the right pane or
- in the menu bar at the top of the window, click on **View/Refresh**

Other Right Clicking Options

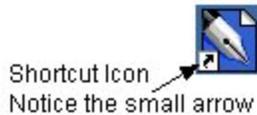
- Right pane, right click in an **empty area**
 - Change View
 - Arrange Icons
 - Create Shortcuts or New Folders
 - **Folder Properties:** Number of files in folder, size of files, attributes
- Right pane, right click on a **file or folder**
 - Open with...
 - Cut, Copy, Delete, Rename
 - **File Properties:** file name, size, location

Desktop

Windows was designed to mimic an office working environment. Normally in your office you have a desk and a filing cabinet. The desktop is used to contain the files and folders on which you are currently working or which you use often. This is the same for Windows. Normally the desktop contains Shortcuts to files and folders which are in use currently or which are often accessed. Putting them on the desktop gives easy access to these.

Shortcuts

- Shortcuts: pointers to other files or folders.
- Shortcuts are distinguished from actual files and folders by a small arrow on the icon.



- Shortcuts can be deleted without deleting the actual file or folder to which it points.
- When you delete an actual icon, the file or folder is deleted.
- To **create shortcuts** for a file or folder, in the right pane of Windows Explorer, right click on the desired file or folder and select **Create Shortcut**. The shortcut is created in the same folder as the icon from which the shortcut is created.
- To place the shortcut in another location, the Desktop for example, click and drag the shortcut to the desired location.

Exercise 3:

1. Create a shortcut for one of each of the test files in the three folders just created.
2. Drag each of these shortcuts to the Desktop
3. Delete each of these shortcuts from the Desktop.

Searching for Files or Folders

The Windows Explorer allows us to search for files or folders that we have lost.

- Depending on the version of Windows, this option appears in various places
 - Click on the **Search Button** in the button bar or click on **Edit/Search**
 - Specify the file name if known. * represents any character. ? represents one character. eg: ***.wpd** searches for all files with **wpd** as the extension.
 - Specify text which is contained in the file, if known. (This feature works well with Microsoft products but is less efficient with non-Microsoft products. Normally one word works better than a phrase.)
 - Specify where to search. Advance options allows you to choose whether to search sub folders or not.

Exercise 4 :

1. In the three sub folders just created search for all **Test** files
2. Search for all files which contain the text ???
3. Search for all files that have a .jpg extension

File Management Within a Specific Software Program

Basic file management tasks can be performed from within specific software programs

- When using **File/Save as...** and you want to create a new folder. In the Save as window, navigate to the drive or folder where you want to create the new folder.
- Right click on an empty area of the **Save as...** window and click on **New/Folder**
- Give the folder a name, click outside the name box to create the folder.
- To place the file you wish to save into this folder, double click on this folder to Open it and then save

the file there.

Exercise 5:

1. Create a file in Notepad or Windows Write. Save this file in a folder called Word Processing Files. Create this new folder from the **Save as...** window.
2. Verify, using Windows Explorer, that the file is actually saved where you placed

Using Windows Explorer as the Internet Explorer. 

- The path to a file is displayed in the address field
 - If you type a www address into this field, the Windows Explorer will change into a Browser and you on the Internet.
 - Depending on if you are using the Explorer to browse local files or the Internet, some of the options the button bar will change to reflect what you are doing.
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