Managing Files and Folders in Windows 10

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at Mission Oaks Community Center for the
Computer Know How Series

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Also available online at
www.aehost.net/morpd

Terminology Overview

- Click (single left click) – Select an object.
- Double Click (double left click) – Execute/Open an object.
- Right Click (single right click) – Display context menu of options available for an object.
- Control + Click – Toggle selection of an object.
- Shift + Click – Create a contiguous selection.
- Selection – files, folders or objects chosen for a task.
- Drag – Selecting an object and holding a click while moving the mouse across the screen.
- Drop – releasing a click over the location you wish to leave an object.
- Icon – Picture the displays associated file type or application image.
- Attributes – Archive, Read-Only, Hidden, System, Compressed, Encrypted & Indexing.
- Storage Device – Hard Disk Drive, Solid State Drive, Flash/Jump Drive, etc.
- Browse – Navigate to desired location.
- Forward Slash – the character used to separate web folders (/).
- Back Slash – the character used to separate local folders (\ ).

What are we talking about?

- Files (Documents, Pictures, Music, Videos, etc)
  - Files are objects of any type on a storage device.
- Folders
  - Folders are a file with a special directory attribute that allows it to contain other files.
- Path
  - A path is the full descriptive location of drive and folders that contain a file on a storage device (ex: c:\folder1\folder2\folder3\file1.txt).
  - **Maximum path length is 256 characters (if exceeded data can be difficult to retrieve or can be lost).**
- Drive Root
  - A drive root is the shortest path allowed for any storage device (ie: C:\).
- Default Save Locations
  - Windows Vista and later – User Folders (Documents, Pictures, etc).
  - Most programs use the Windows default locations but not all.

File Explorer (previously Windows Explorer)

The most effective program to manage files on any Windows machine.

- Quick Access Toolbar
    - Shortcuts to complete common actions. (ie: Properties, New Folder, Undo, Redo, etc
- Ribbon and Tabs
    - File, Home, Share, View Tabs and sometimes others depending on selections.
    - Home Tab – Most common functions used to assist in organization of objects.
    - View Tab – Choose how you view objects.
- Navigation Buttons, Address Bar and Search Box
    - Navigation – Back, Forward, History, Up (to above directory).
    - Address Bar – Area to enter path of an object or Universal Resource Locator (URL).
    - Search Box – Find files via File/folder names, attributes, contents of files and more.
- Viewing Area – normally made up of a navigation panel (left) and display area.
- Sorting or Arrange Viewing Area by (View Tab)
    - Thumbnails, Tiles, Icons, Lists, Details
    - Ascending, Descending, Show in Groups, Auto Arrange, Align to Grid.
- Status Bar
    - Displays status of current location and/or selection.

File Explorer Display Area

- Columns can be modified to show what information you require.

- Column width can be adjusted to accommodate required lengths of data in a column.

  - Column Separator – the vertical line between column headers (note mouse cursor will change from an arrow to a vertical black line with arrows pointing both left and right).

  - Double click desired column separator (right side) to expand column to length of maximum value in column.

  - Drag (left click) desired columns separator (right side) to customize column width to your choosing.

- Add/Remove Columns by right clicking any column header and selecting which columns you want displayed (A check by any entry indicated column is already displayed).

Recommended Settings

- Folder View Selection options
  - Thumbnails/Icons – Displays icons like desktop icons and preview if pictures are present (compatible picture & video formats). Available in Small, Medium, Large and Extra Large.
  - Lists – Similar to Details but only shows file names.
  - Details – Displays the most information about any file in single row (**Recommended Setting for most folders**).
  - Tiles – Displays icons with text to it's right.
  - Content – Displays some file details in double row to the right of Icon

- Setting default folder view settings.
  - Locate the following settings in Folder Options dialog on the View tab.
  - Enable "Display the full path in the title bar" & "Expand to open folder".
  - Disable "Hide empty drives" & "Hide extensions for known file types".

- Where to set default folder options?
  - File Explorer > Ribbon View Tab > Options Button

Methods to Manage Files

- Drag and Drop
  - Left Click and Drag
    - System chooses if an object is Moved, Copied, or a Shortcut is created based on a preset logical process by evaluating the source and destination locations.
  - Right Click and Drag
    - User chooses if an object is Moved, Copied, or a Shortcut is created.

- Cut, Copy and Paste
  - Cut – Select an object to be **moved** to a new location when pasted.
  - Copy – Select object to be **duplicated** in a new location when pasted.
  - Paste – Completes Cut or Copy action selected.

- Clipboard
  - Temporary location where a command (Cut or Copy) is stored until it is pasted in its new location.
  - The Windows Clipboard only stores **one entry** at a time.

Creating Folders

- Quick Access Toolbar or Ribbon Home Tab
  - Browse to the location you wish to create a new folder, then Click the New Folder button.

- Right Click
  - Browse to the location you wish to create a new folder, Right Click the background of the location to place new folder, then Click New, then Folder. You an also Right Click the Parent Folder where you want a Sub Folder to be created.

- Copy a current folder (contents included)
  - Copy and Paste or Right Click and Drag as described before.
  - Maintains original folder name if copied to new location.
  - Appends " - Copy" if copied into same location/path as original folder.

Object Properties

- File Properties
  - Type of file: - document description and (extension).
  - Opens with: - associated program or application.
  - Location: - path where file is located.
  - Size: & Size on disk: - actual file size and size used on storage device.
  - Created:, Modified: & Accessed: - date and time of described action.
  - Attributes: - Read Only, Hidden, Advanced (archiving, indexed, compress & encrypt).
- Folder Properties
  - Type: - File Folder (a file with the directory attribute set).
  - Location: - path where folder/directory is located.
  - Size: & Size on disk: - actual folder/contents size and size used on storage.
  - Contains: - number of files and folder contained within.
  - Created: - date folder was created.
  - Attributes: - Read Only, Hidden, Advanced.
- Drive Properties
  - Drive Label – Descriptive title for drive (not required and is editable).
  - Type: - Local Disk, Removable Disk, CD Drive.
  - File System: - NTFS (needed for security attributes), FAT32.
  - Used:, Free: & Capacity: - Space allocations and total size of drive type.
  - Compression and Indexing select as required.

Search

- Windows XP
  - Search Companion – original integrated search program in all version of Windows from Windows 95 to Windows XP.
  - Windows Search Add-on – Indexed search program that allow for faster file searching of indexed areas.
- Windows Vista & 7
  - Windows Search is provided in every Windows Explorer window for users to easily search the current folder (Box in upper right corner).
- Windows 8, 8.1 and 10 (all versions)
  - Windows Search is integrated in every File Explorer window and located below the Ribbon and to the right of the Address Bar.
  - This is a keyword search and various operators can be used to refine the results.
  - See http://www.aehost.net/morpd for Searching Tips handout presented on March 8, 2018.

Reference Materials

- Originally created April 2009 and updated October 2018 for Windows 10 by Adam Lacey of Applications Etc.
  - Although some names have changed and features have been improved, most items and functionality haven't changed in the various versions of Windows.
  - Original version is available on http://www.aehost.net/morpd under the reference materials section.
- Essential File Management Tips For Windows 10/8/7
  - https://www.thewindowsclub.com/file-management-tips-windows
- Windows Help.
  - http://support.microsoft.com/kb/308895
- Others found by Google
  - Windows 10 Tip: Manage Files and Folders with File Explorer - https://www.groovypost.com/howto/windows-10-files-folders-file-explorer/
  - 10 Tips: How to Manage Your Files With Windows 10's File Explorer - https://www.pcmag.com/article/355399/10-tips-how-to-manage-your-files-with-windows-10s-file-exp
  - Apple Users - https://support.apple.com/guide/mac-help/finder-mchlp2605/mac
  - Apple macOS Finder - https://support.apple.com/en-us/HT201732

Conclusion

- Managing files and folder can be a daunting task but when done correctly it can greatly improve your productivity.

- Managing files doesn't have to be daunting if done as you go about your daily tasks.

- If you're unsure whether to Click, Double Click or Right Click, then Right Click to see the available options (The option shown in **bold** is the action taken when you Double Click/Execute an object).

- PowerPoint Presentation will be available online.
  - http://www.aehost.net/morpd