

Windows Explorer: Managing Your Files

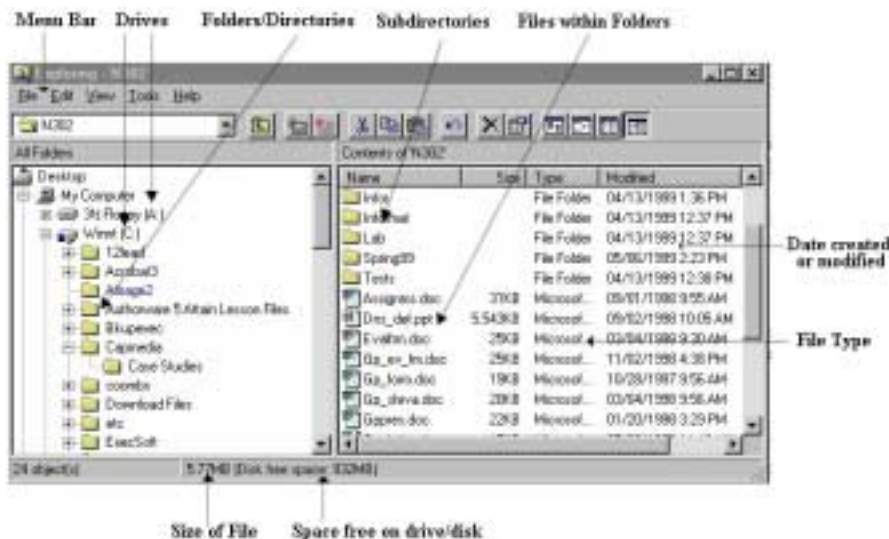
This tutorial will present "how to" information and practice exercises on the following operations in Windows Explorer:

- Searching for Files
- Creating Folder Directories
- Saving Files
- Copying Files
- Moving Files
- Deleting Files

Accessing Windows Explorer

To access your Windows Explorer:

1. Click on Start, Programs, Accessories, Windows Explorer; or right-click on the Start button and click Explore.
2. Size the window for your desired viewing. You can also size each of the vertical windows within the larger one to see all the information.



Parts of Windows Explorer

Think of the structure of this file management tool as a filing cabinet with folders inside of filing drawers, and files inside the folders. This concept is represented in Explorer with a "tree" -- directories come off main drives; files come off directories, etc.

On the left side of your Explorer window are the folders in your chosen drive. The Explorer view begins with Desktop, followed by My Computer, and lists all your drives, followed by other folders or programs contained within the Desktop and My Computer.

Your directory structure is indicated by the indentation levels in Explorer's left pane. On the right side are the files and folders that are contained within the folder you select at left. Your selected folder appears to be open, with its contents listed on the right panel.

A minus sign on a folder means that it is fully expanded. A plus sign on a folder means that more files are contained inside it than are visible. When you want to see details of your files (i.e. size, date created/modified), click on 'View', 'Details'. When you just want to see a list of files, click on 'View', 'List'.



Practice Exercise

Practice moving around in the Explorer window.

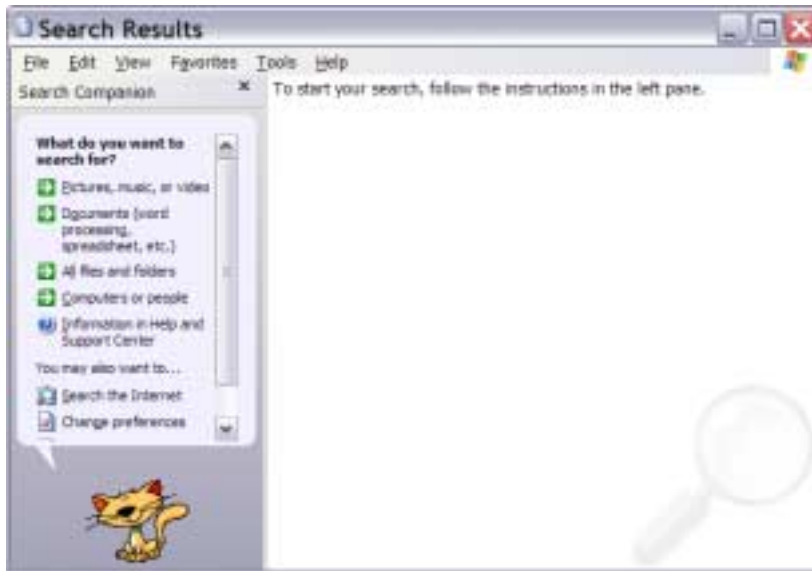
- Click on the folders on the left side to see how the subfolders and files are displayed on the right side of the window.
- Use the scroll bars in the windows to navigate.
- Click on the items on the menu bar to see the options provided.
- Identify in your Explorer all the items identified above.

Searching for Files

If you save a file and then can't remember what you named it or where it was saved, you can search for the file using the Windows **Search** feature. Windows allows you to locate files based on file name, a portion of a name, date, and/or the text included in a file. To conduct a search, you can

- use your START menu and choose Search, or
- right click My Computer, and choose Search.

The Search Results dialog box comes up which looks like the image below.



You can search for documents or multimedia, or even for another computer on your network. If you choose to search for documents, you will see this image:



If you can't remember the whole name of the document, you can enter the part you remember, and add an asterisk. Advanced search options (or choosing "All files and folders") will let you enter text from the document you are looking for, and select the drive or folder you want to search.

Here are some examples of ways of searching:

- You saved a Word document to your hard drive [C:] but you can't remember the name or where it was saved (but would recognize it). The syntax for entering into the Name box would be

- ***.doc** (this says show all files with a .doc extension)
- ***.ppt** (this says show all files with a .ppt extension)
- You want to find the file called 'budg-req. but you only remember part of the name -- 'budg'. The syntax would be budg* (this says show all files beginning with budg).
- Then click on the Search button to start the search.

Your search results screen will list the file or files which match your criteria. The screen functions like a window in Explorer or My Computer. Here you may open, delete, move, and copy files.



Practice Exercise

Practice using this tool by doing the following:

- Click on Start, Search, All Files and Folders.
- In the Name box, type *.doc
- In the 'Look in:' box click Browse and select C:
- Click on Search.

You should see all the documents with the .doc extension on your C: drive (hard drive).

When you find a file you are searching for, you can double click on the file name and it will launch the application and open your file.

Creating Folder Directories

Create folders by performing these steps:

1. Open Windows Explorer -- Start, Programs, Accessories, Windows Explorer
2. If your window is small you may need to enlarge it (maximize it or drag the right lower corner).
3. To create a folder (directory) on C: click one time on C: (on left) to highlight/select it.
4. Go up to the menu bar at the top and click on 'File', 'New', 'Folder'.
5. A folder box appears on the right. Type your desired folder name. and click Enter.
6. On the menu bar at the top, click 'View', 'Refresh' and now you will see your new folder on the left.

NOTE: Sub folders can be created under already established folders in the same manner. On the menu bar, click one time on the folder and click 'File', 'New', 'Folder'.



Practice Exercise

Practice creating folders by doing the following:

1. Open Windows Explorer.
2. Scroll the left side scroll bar up until you see [C:] and click once on [C:].
3. Scroll down to find MyFiles folder and click once on it.
4. Go up to 'File' on the menu bar and choose 'New', 'Folder.'
5. Replace 'New Folder' with 'My Training Documents' and hit Enter.

➤ **Create new folders inside the main folder that is backed up. On desktop computers, that main folder is MyFiles, which is automatically backed up once a week. Those who have laptops must do their own backups, and that should be done at least once a week. To find out which folder on your laptop is being backed up, go through the backup process up until the point of starting the backup. You will see that the box beside the C: drive has a check mark in it. Click on the plus sign to the left of C: and there will be a blue checkmark beside the folder that will be backed up. Note the folder name. You can either start the backup at this point, or close the Backup Utility window. Click [http://web1.lpts.edu/intranet/Departments/LibraryIT/BACKUP_IN_WINDOW S_XP.pdf](http://web1.lpts.edu/intranet/Departments/LibraryIT/BACKUP_IN_WINDOW_S_XP.pdf) for backup instructions.**

Saving Files

When saving any document, using any application, you will follow these steps:

1. When you are ready to save a file, click on 'File', 'Save As'
2. When the 'Save As' dialog box comes up, click on the little triangle button at the end of the 'Save in:' box to display your drives.
3. Scroll to the drive letter (C: or A:), then double click on the folder (directory) to which you wish to save the file. You will then see that folder pop into the 'Save in:' box.
4. In the 'File name:' box below, enter your choice of a filename.
5. In the 'Save as type:' box, you notice that the application being used is already in the box. If you wish to save the file as another file type (e.g. *text only, etc.*), click the little triangle button at the end of the box to select.
6. Lastly, click on the 'Save' button.



Practice Exercise

Perform the following steps to save a file:

1. Open Microsoft Word.
2. Open example document.
3. Click on 'File', 'Save As'.

4. In the 'Save in:' box, click on the triangle and go to (C:).
5. Find the My Training Documents folder and double click on it. It will pop into the box.
6. Click on the 'Save' button
7. Now close the program and open it up again.
8. Click on 'File', 'Open', and follow the same procedure as above to locate the file.
9. When you locate it, double click on the file to open it into your word processing program.

NOTE: When retrieving files with extensions other than the application's extension, you will need to click on 'All Files' in the 'Files of type:' box to see and select your files. For example, WORD automatically puts the file extension .doc after the filename. If, for example, you are using WORD and you saved a file with the name 'smith.let'. When you click on File, Open you will need to select 'All Files' in the 'Files of type:' box to see that file because just the files with the .doc extension will be showing in the file list.

Copying Files

You can use several methods for copying (and moving) files:

- right clicking,
- clicking a toolbar icon,
- clicking edit, copy on the menu bar,
- pressing 'control c' on your keyboard, or
- dragging your files to another location.

When copying files from one directory or drive to another, you are going to select the file, then use one of these methods to copy it to another location.



Practice Exercises

Try the following ways to copy files using the different methods:

RIGHT CLICKING

- Open Windows Explorer
- Navigate to the file you want to copy.
- Right click on the file and choose **copy** (left click).
- On the left side click on C: and navigate down to the folder you want to copy the file to.
- Right click on that folder and choose **Paste** (left click).

MENU BAR

- Navigate to the file you want to copy.
- On the menu bar choose edit, copy.
- Navigate to the directory folder where you wish to place your file and select it by clicking on it once.
- On the menu bar choose edit, paste.

KEYBOARD

- Select the file to copy by clicking on it once.
- Press Ctrl C (hold down control while you press the letter c). Then release it--you have just copied the file.
- Navigate to the directory where you wish to place your file and select it by left clicking on it once.
- Press Ctrl V (hold down control while your press v).

TIP: You can copy several files at a time by

- **Left clicking on one file and holding down the 'Ctrl' key while you select the other files.**
- **If the files you want to select are listed sequentially with no others in between, click on the first file in the list, hold down the 'Shift' key, and click on the last file in the list.**



Practice Exercise

1. Navigate to the "My Training Documents" folder you created.
2. Right click on the example file and choose **Copy**.
3. On the left, scroll to the Desktop folder, right click on it, choose **Paste**.

Moving Files

The process of moving files from one place to another is essentially the same as copying. When right clicking, or choosing Edit from the menu,

- Select your file.
- Choose **cut** instead of copy
- Then go to the drive or directory where you want to move the file and select **paste**.



Practice Exercise

1. In Windows Explorer, find the copy of the example file on the Desktop.
2. Right click on the file and choose **Cut**.
3. Then scroll to MyFiles folder on the left, right click, and choose **Paste**.

Deleting Files

You have several options for deleting files or folders:

- select the file or folder and click the *delete* icon on your toolbar
- select the file or folder and press the *delete* key (del)
- right click the file or folder and choose *delete*.

Unless you have indicated in the *recycle bin* that you wish all files that you delete to be permanently deleted, and unless you are on a floppy drive, deleting will merely send your files to the *recycle bin*, from where you can permanently delete them later.

WARNING: 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!



Practice Exercise

Try deleting files by doing the following:

1. Navigate to the example file on the C: drive.
2. Left click on the file to select it
3. Press your **Delete** key on the keyboard.
4. Click "Yes."

*Remember, **only files deleted from your hard drive can be retrieved from the Recycle Bin.***

This tutorial was adapted from

<http://www.duke.edu/~dhewitt/tutorials/explorer/explor.html>