

## File Management

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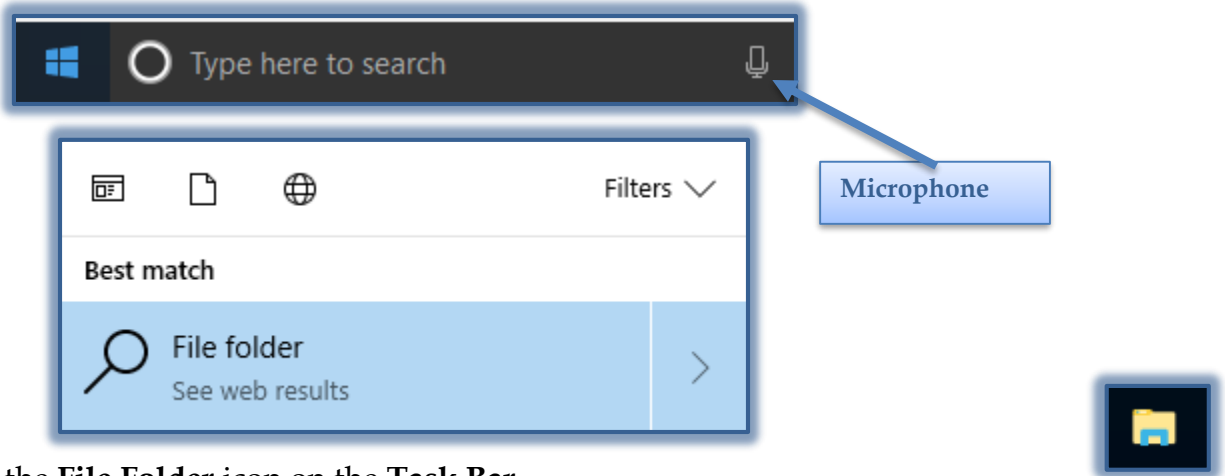
### File Management Can Help With The Following:

- † Organizing folders and files in a file hierarchy, or a logical order, so that information is easy to locate and use.
- † Saving files to the folder in which they will be stored for future use.
- † Creating a new folder in order to reorganize information.
- † Deleting files and folders that are no longer needed.
- † Finding a file when the name of the file is not remembered.
- † Creating shortcuts to files for easy access.

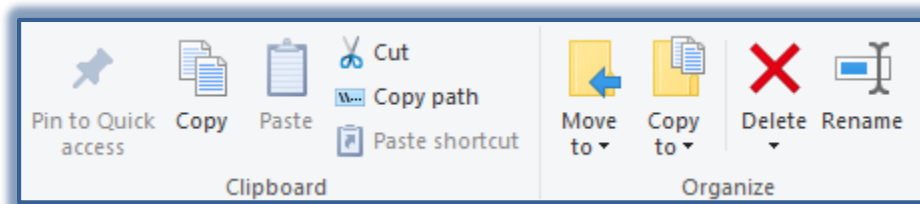
### Copy a File or Folder

There are occasions when a file or folder needs to be copied to another location in order for someone else to use it or for a backup copy to be made. To complete this task, complete the following steps.

- † Open **File Explorer**, by doing one of the following:
  - ✦ Input **File Explorer** into the **Search** box and then click the link at the top of the list.
  - ✦ Click the **Microphone** icon in the **Search** box, say **File Explorer**, and click the link at the top of the list.



- ✦ Click the **File Folder** icon on the **Task Bar**.
- † Click the folder in the left frame where the document(s) that are to be copied is located.
- † Select a file from the right frame to copy.
  - ✦ To select more than one document:
    - ▣ Select the first document.
    - ▣ Hold down the CTRL key while selecting each of the other documents.
  - ✦ To select documents that are all together in a list:
    - ▣ Click the first document.
    - ▣ Hold down the **Shift** key and click the last document.
    - ▣ All the documents in the list should be selected.
  - ✦ To select all the documents in a folder, use the key combination **Ctrl + A**.
- † Do one of the following:
  - ✦ Click the **Home Tab**, in the **Organize Group**, click the **Copy To** button. Select the folder to copy to from the list or select **Choose Location**.
  - ✦ Click the **Home Tab**, in the **Clipboard Group**, click **Copy**.

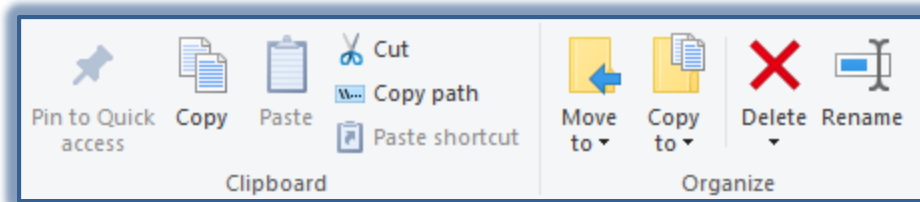


- ✦ Right-click on the folder and then click **Copy**.
- ✦ Use the key combination **Ctrl + C** to copy the files.
- † If the last three options are selected from the list above, open the folder into which the document(s) are to be copied.
- † Do one of the following:
  - ✦ On the **Home Tab** in the **Clipboard Group**, click **Paste**.
  - ✦ Right-click within the folder and then click **Paste**.
  - ✦ Use the key combination **Ctrl + V** to paste the files into the folder.
- † Close **File Explorer**.

### Move a File or Folder

It might become necessary to move a file, rather than copy it to another file or folder in order to have more space on a disk or to better organize the file system.

- † Open **File Explorer**, if necessary.
- † Click the file or folder you want to move.
- † Do one of the following:
  - ✦ Click the **Home Tab**, in the **Organize Group**, click **Move to**, and then select the folder where the files are to be moved.
  - ✦ Click the **Home Tab**, in the **Clipboard Group**, and then click **Copy**.

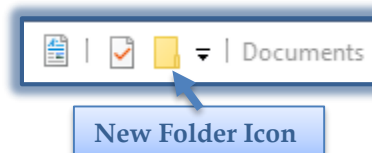


- ✦ Right-click on the folder and then click **Copy** or **Cut**.
- ✦ Use the key combination **Ctrl+C** or **Ctrl+X**.
- † If the last three options are chosen from the list above, open the folder where you want to put the file or folder.
- † Do one of the following:
  - ✦ Click the **Home Tab**, in the **Clipboard Group**, click **Paste**.
  - ✦ Right-click within the folder and then click **Paste**.
  - ✦ Use the key combination **Ctrl + V**.

### Create a Folder

Folders can be created using File Explorer.

- † Open **File Explorer**.
- † Click the **Folder** into which the **New Folder** is to be added.
- † Click the **New Folder** icon in the upper-right corner of the window.
- † The new folder appears with a temporary name, **New Folder**.

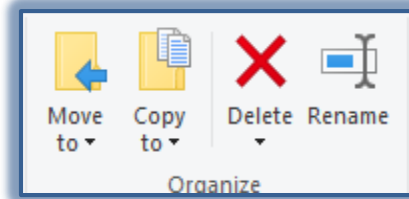


- † Type a name for the new folder.
- † Press **Enter**.

**NOTE:** It is also possible to create a new folder by right-clicking anywhere within the list of files and folders. In the shortcut menu, move the mouse pointer over **New** and then click **Folder**.

### Rename a File or Folder

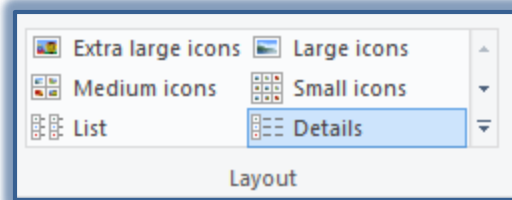
- † Open **File Explorer**.
- † A list of **Folders** will appear on the left side of the window.
- † Look for the folder where the file or folder is stored.
- † Do one of the following:
  - ✦ Click the **Home Tab**, in the **Organize Group**, click the **Rename** button.



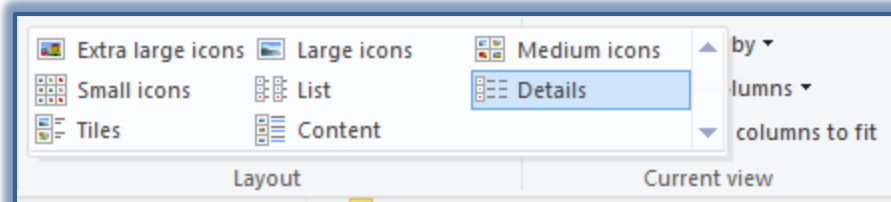
- ✦ Right-click the folder that is to be renamed and choose **Rename** from the **Shortcut** menu.
- † With the **File or Folder Name** selected, input a new name for the file or folder.
- † Press **Enter**.

### Change Views of Files and Folders

- † Click the **View Tab**, in the **Layout Group**, click the desired view option.



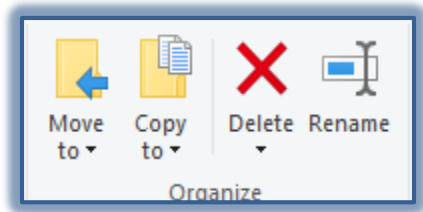
- † The most popular view options are:
  - ✦ **List** - This option displays a list of the documents without any detailed information.
  - ✦ **Details** - This option displays a detailed list of the documents including the size of the document, the type of document, and the date and time that the document was created.
- † Click the **More** button on the right side of the list to view additional options.



### Delete a File or Folder

This operation cannot be performed with a CD, but can be done with a flash drive or a network folder or file. However, with a RW CD, it is possible to erase all the files from a disk.

- † Click the folder that is to be deleted.
- † Do one of the following:
  - ✦ Click the **Home Tab**, in the **Organize Group**, click the **Delete** button.



- ✦ Right-click the file and then click **Delete**.
- ✦ Press the **Delete** key on the keyboard.
- † Close **File Explorer**.

### Locate a File or Folder

The Search feature can be used to locate a file, a computer, or other items in a Windows program. To locate a file or folder, complete the following steps:

- † Open **File Explorer**, if necessary.
- † In the upper-right corner of the window, click the **Search Documents** box.
- † Input the word or phrase that you want to search for.
- † A list of the items that match the word or phrase will appear in the right frame of the window.
- † Click the link for the item that is to be opened.