
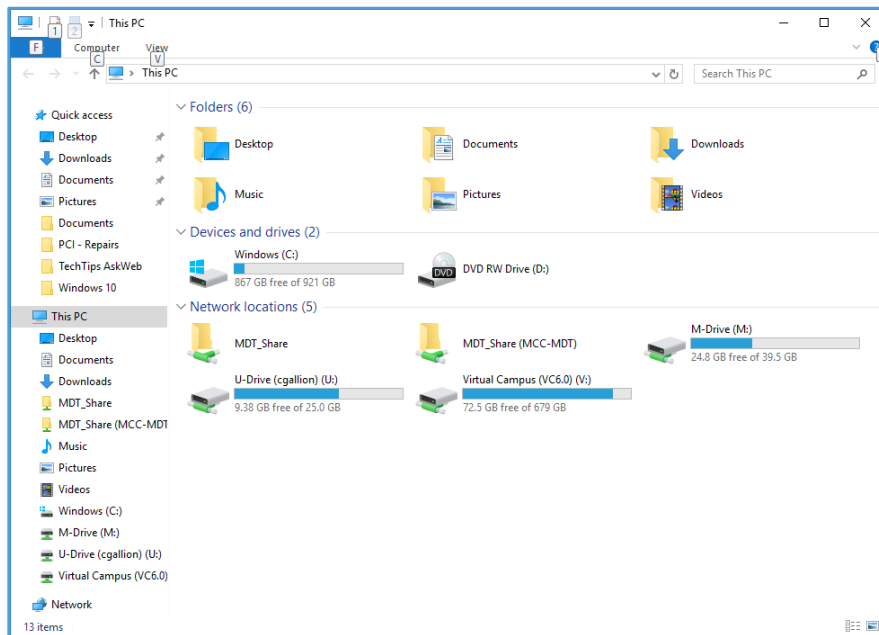


A Primer on File Management Windows 10

Where do I start?

Open File Explorer. The icon looks like a manila folder . It usually can be found in your taskbar at the bottom of your screen or as a tile in the start menu.

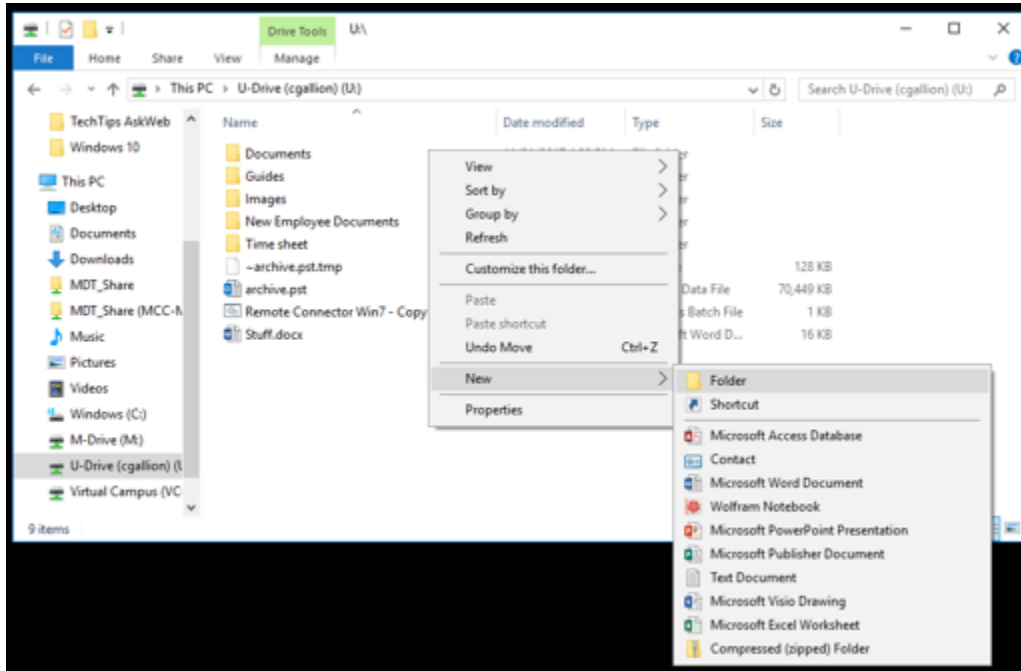
Next click on the words “This PC” on the left hand side of the screen. Below is an example of what it looks like. Every folder under the “Folders” heading is on your PC and not on the network. These folders may also be listed in the sidebar under the “Quick access” heading. Here they have pictures instead of folders next to the description. Do not store important files in these folders or on the “Windows (C:)” drive.



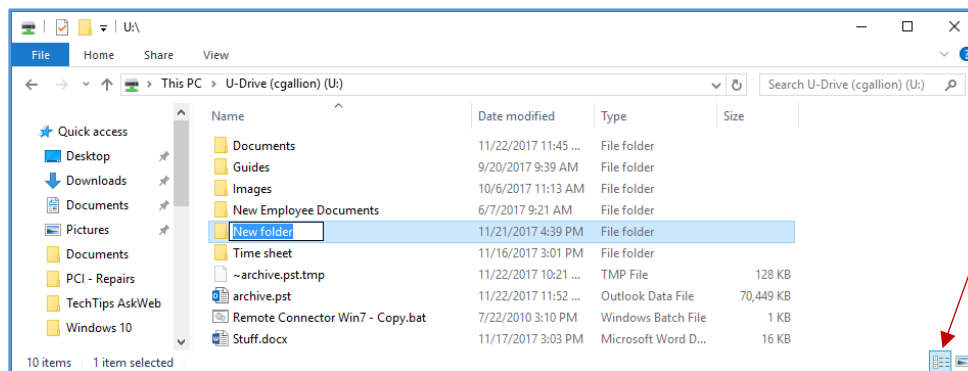
Double click on a drive to open it. If you want to share documents on the M drive and you don't know where to put them, talk to others in your office find the correct space to store your department's files. If you've never used your U drive before you may want to create folders to organize your documents.

How do I create a folder?

Right click in the white space in the drive or folder where you want to create a new folder. In the pop up menu hover over the word "New." Another pop up menu will appear. Click on "Folder." A new folder will appear with the name "New Folder" highlighted. Just start typing a new name to overwrite the words "New Folder."



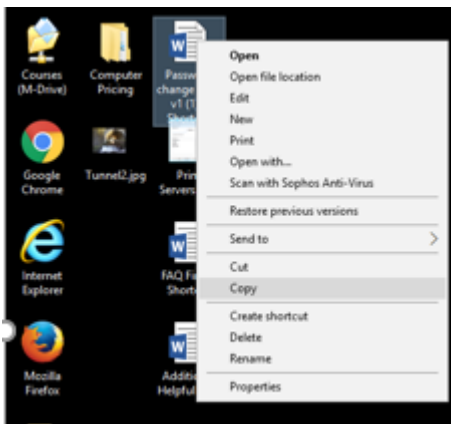
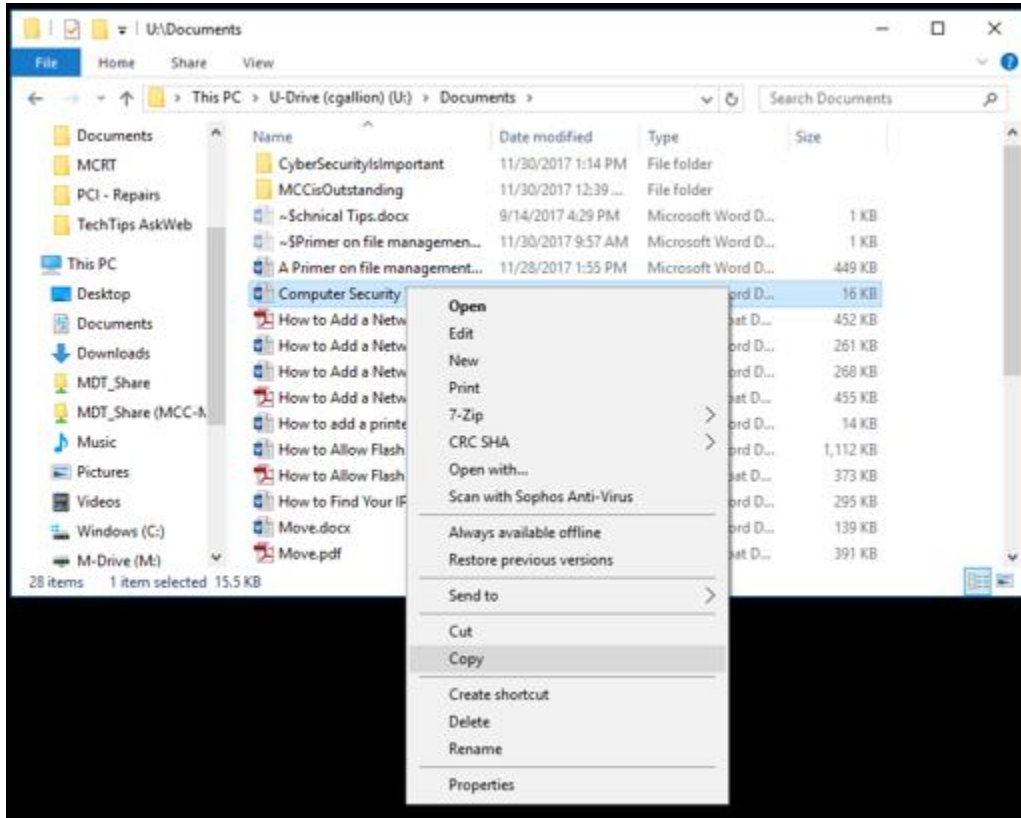
If you accidentally click off of "New Folder" a single click on the name will re-highlight it and it can be renamed.



If you are concerned because your screen does not look like these screenshots, click here to see the "Details" view.

How do I move/copy something into a folder?

Right click on the folder or file you want. To move it click on “Cut.” To copy it click “Copy.” Next go to the folder where you want to store the document, open it and right click in the white space, then click “Paste” in the menu.

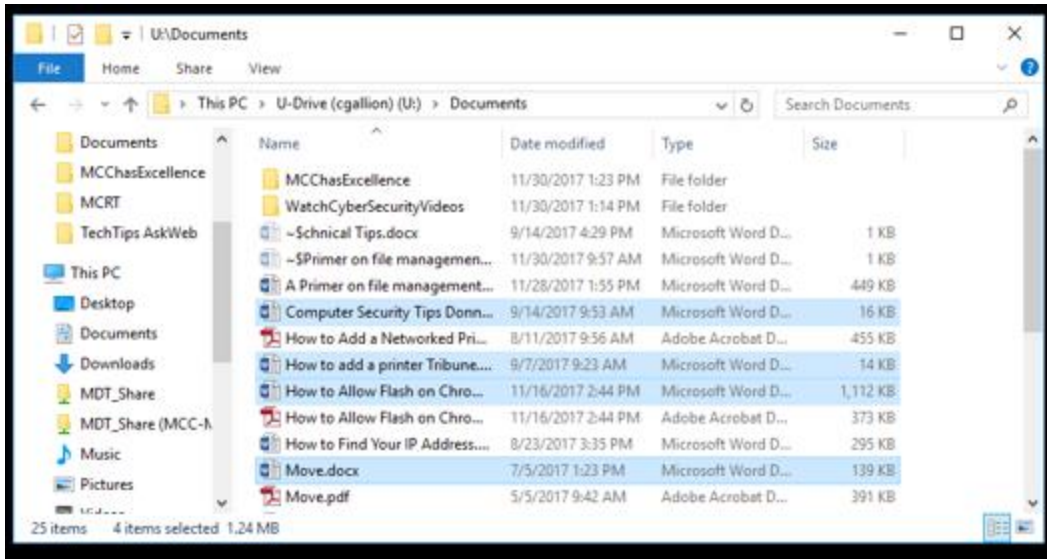


This same method is used for moving/copying something from the desktop.

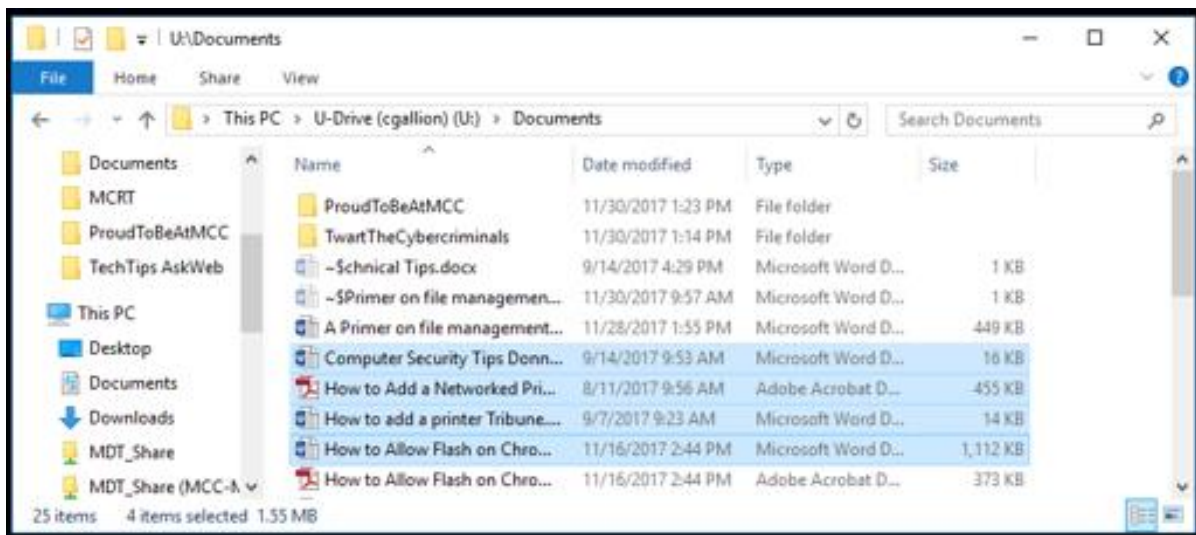
Remember if you are *copying* a file and then change something in the file, the changes will only be reflected in the copy you opened and altered.

I have a large number of files I want to move. Do I have to move each one separately?

No. You can select more than one file or folder at a time. To select specific folders and files hold down the Ctrl key and click on each file or folder you want. Then move them the same way you move one file or folder.



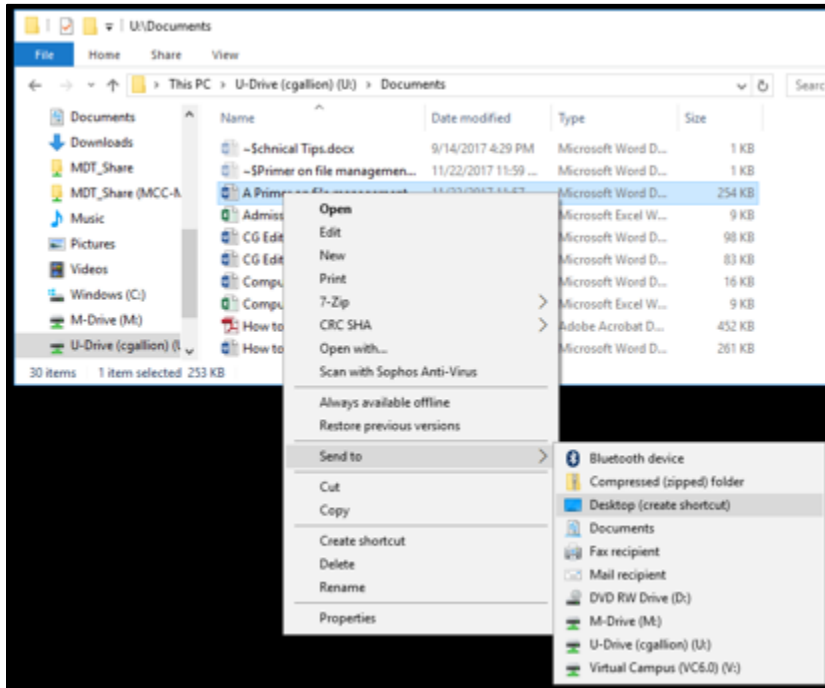
If the files you wish to move are all next to each other, click on the top one and then hold down the Shift key and click on the last one. The ones you clicked on and all the ones in between will be selected.



Now I've moved my document. How do I make a shortcut back to my desktop?

Navigate to the folder or document you want and right click on the folder or document. In the dropdown hover over the words "Send to" and another list will appear. In the new list click on "Desktop (create shortcut)."

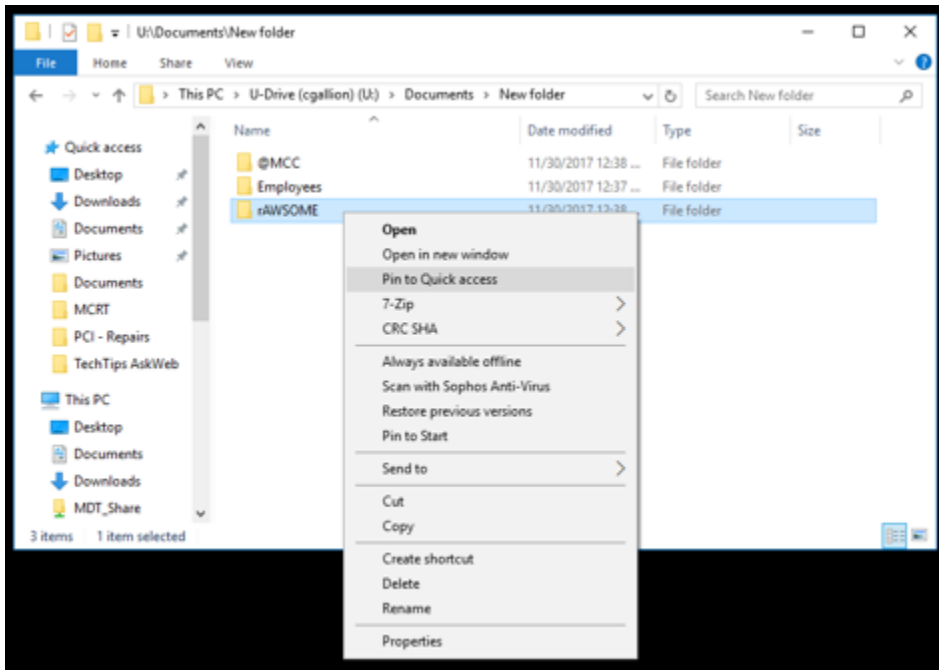
The new shortcut will appear on your desktop.



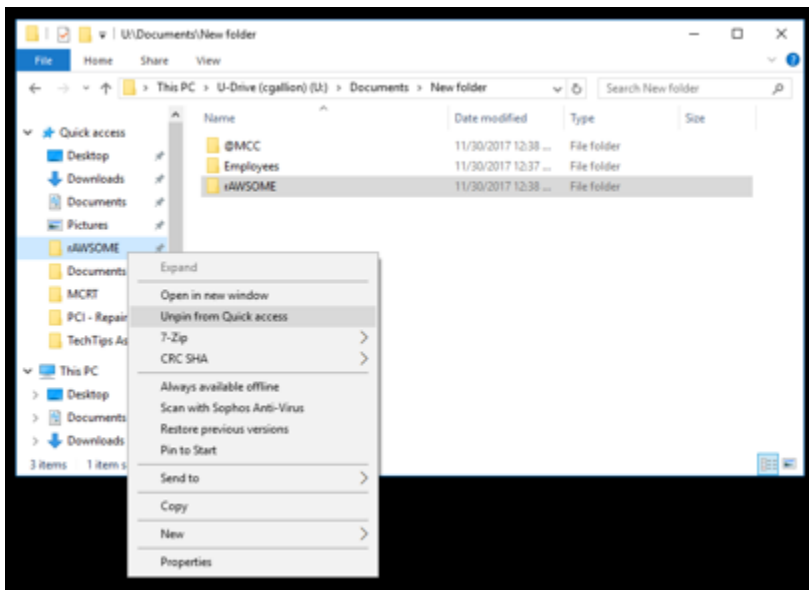
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I use one of my folders all the time. How do I pin it to the sidebar on the left?

Right click on the folder you would like to pin to the sidebar and click on “Pin to Quick access.”



The folder will appear under “Quick access” in the sidebar. To unpin it right click on the folder in the “Quick access” menu in the sidebar and then click on “Unpin from Quick access.”



Remember if you run into trouble or need assistance, please call Technical Support at 292-TECH (8324), option 3.