


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 (as pictured in Figure 1). 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. Do not store important files in these folders or on the “Windows (C:)” drive.

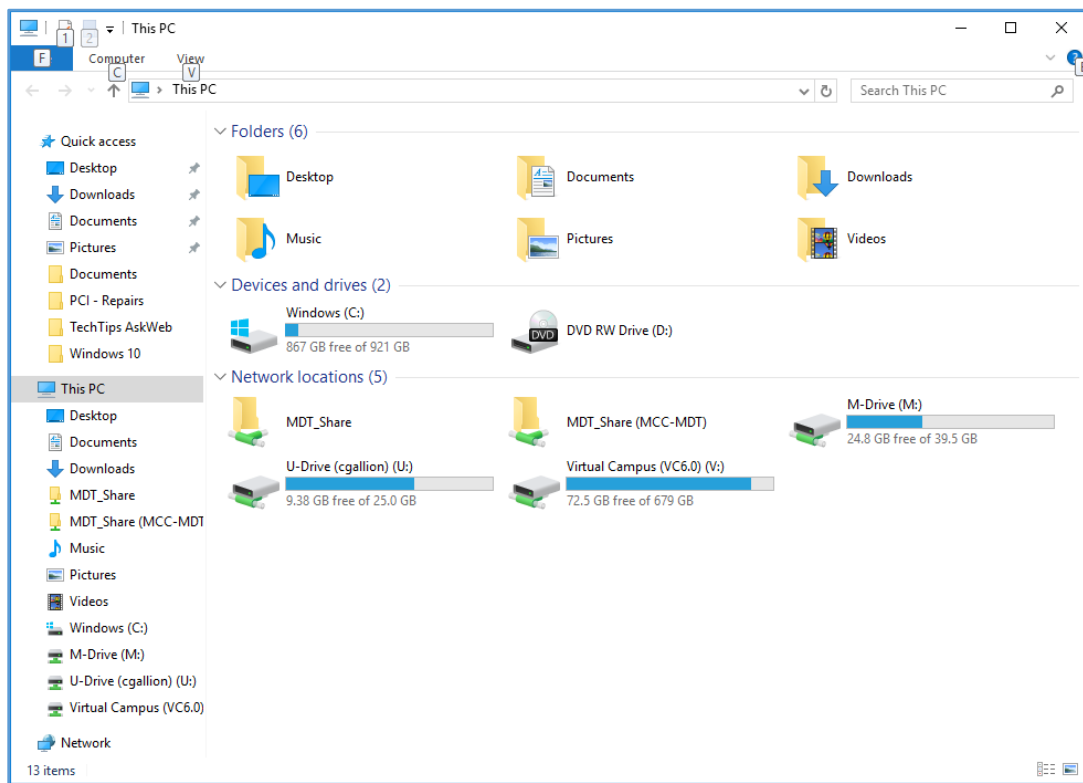


Figure 1

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 to find the correct folders 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 (as pictured in Figure 2). 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.”

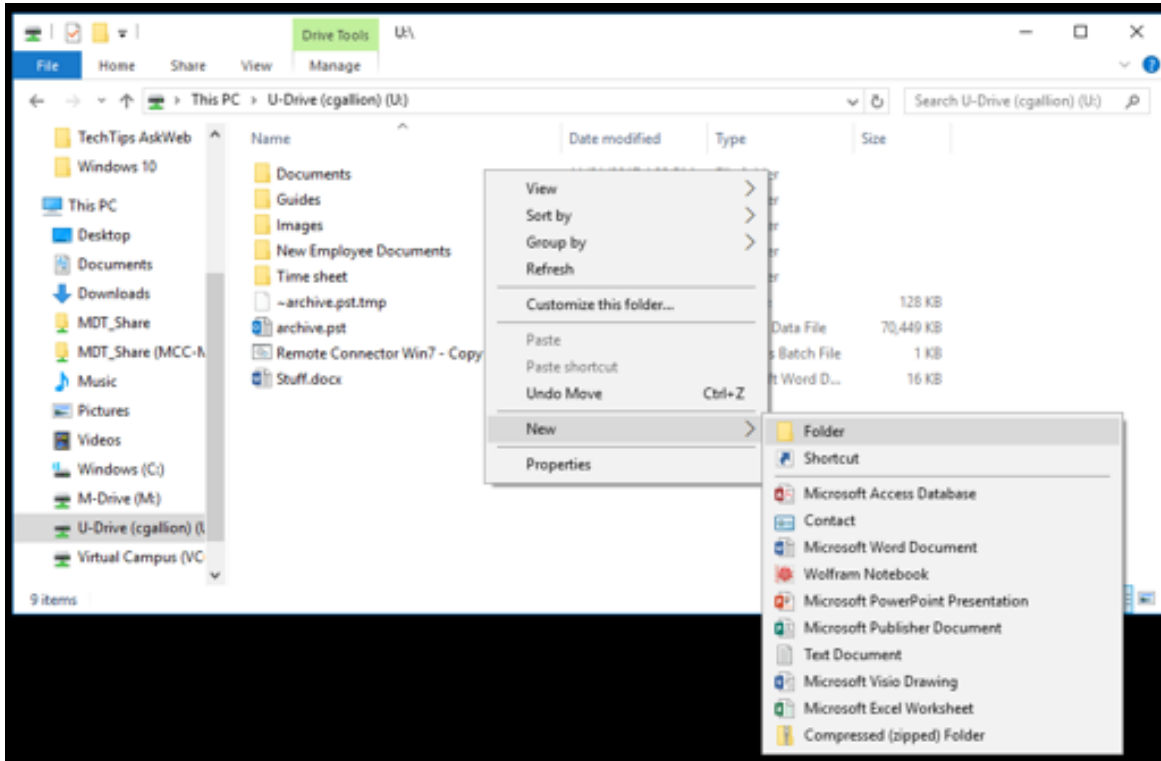


Figure 2

If you accidentally click off of “New Folder” a single click on the name will re-highlight it and it can be renamed (as pictured in Figure 3).

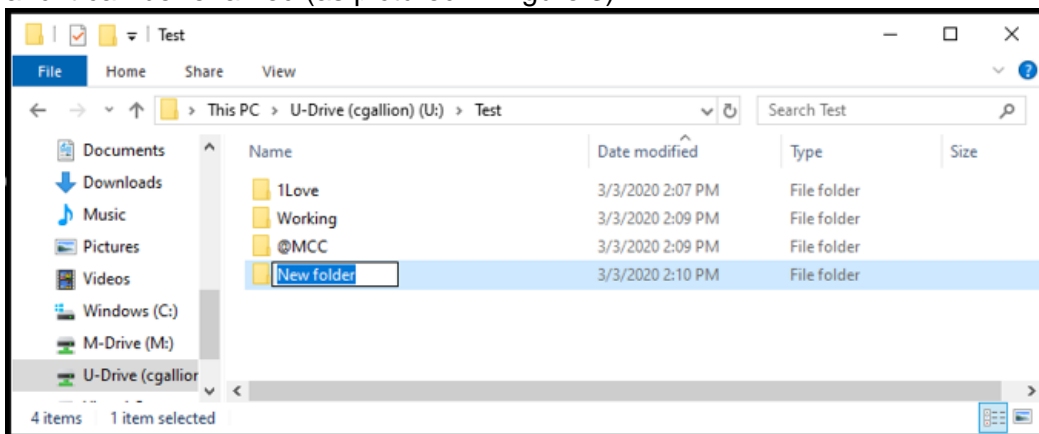


Figure 3

To make your screen look like these screenshots, click the highlighted icon in the lower right hand corner of File Explorer that depicts a list (as shown in Figure 3).

How do I move/copy something into a folder?

Right click on the folder or file you want and you will get a pop up menu (as pictured in Figure 4). 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.

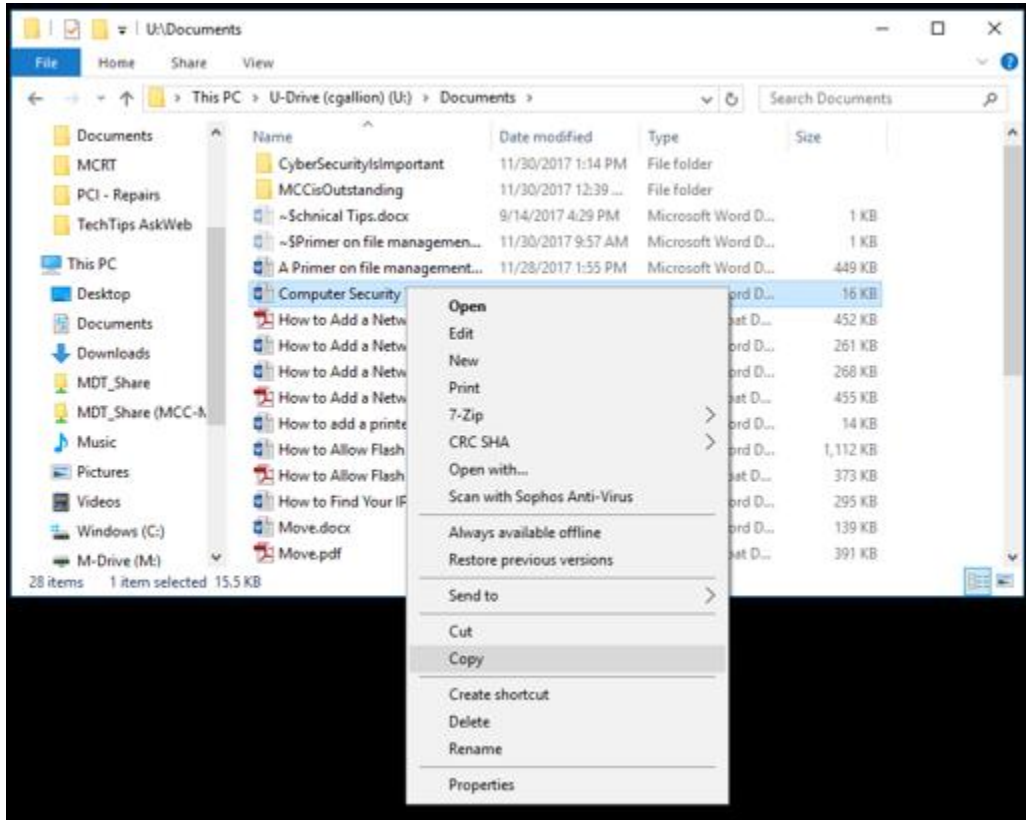


Figure 4

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

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

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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 (as pictured in Figure 5). Then move them the same way you move one file or folder.

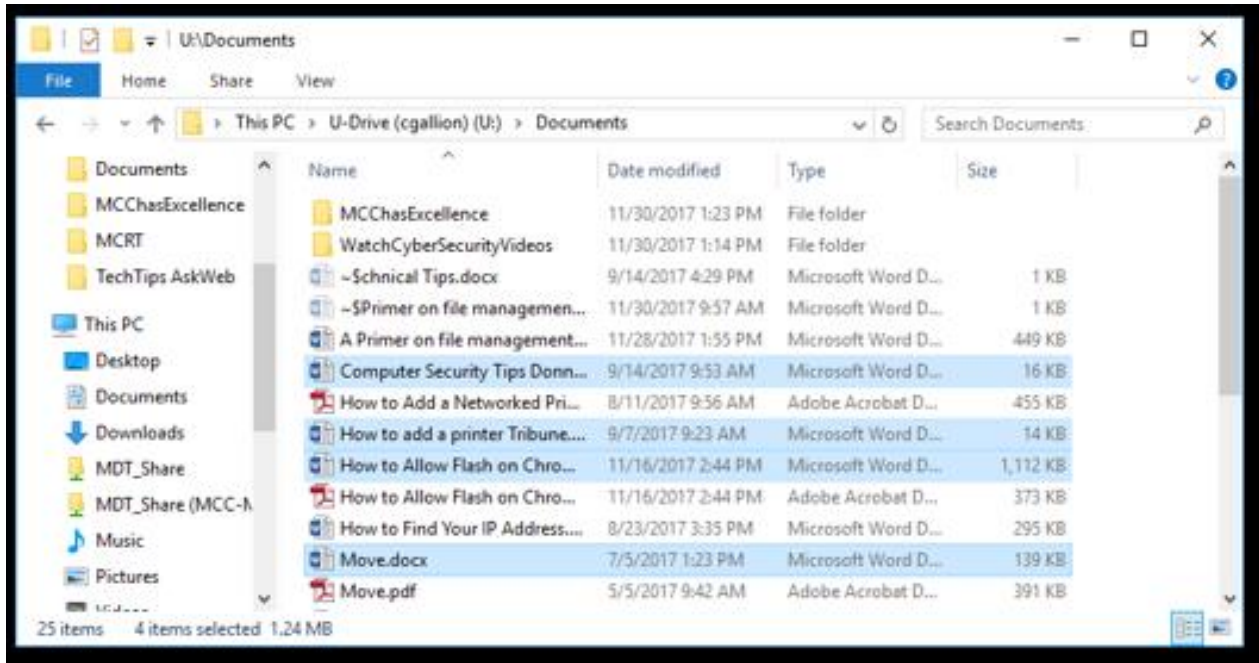


Figure 5

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 (as pictured in Figure 6).

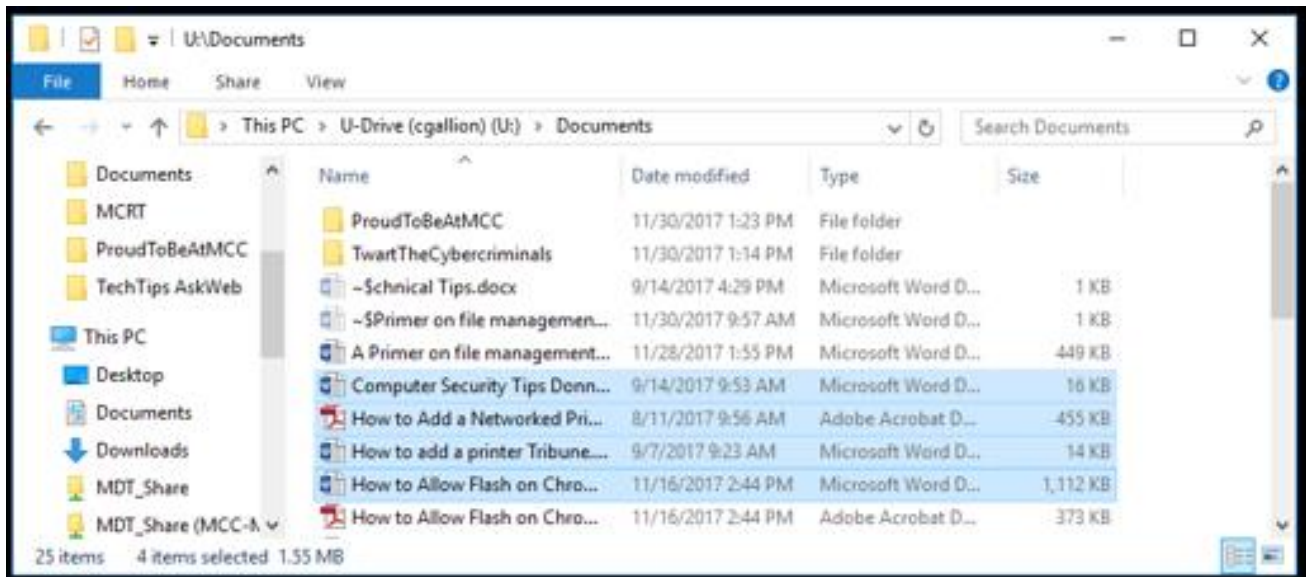


Figure 6

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

Navigate to the folder or document you want. 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)** (as pictured in Figure 7). The new shortcut will appear on your desktop.

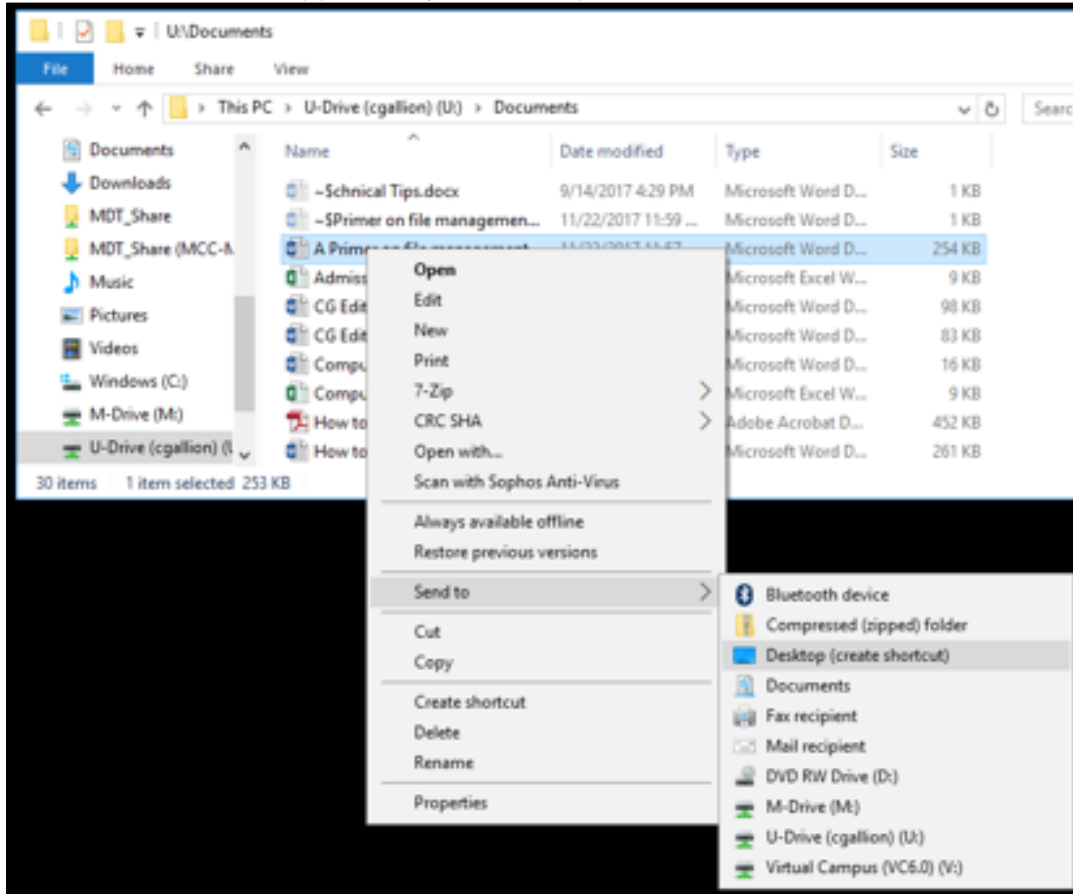


Figure 7

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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** (as pictured in figure 8).

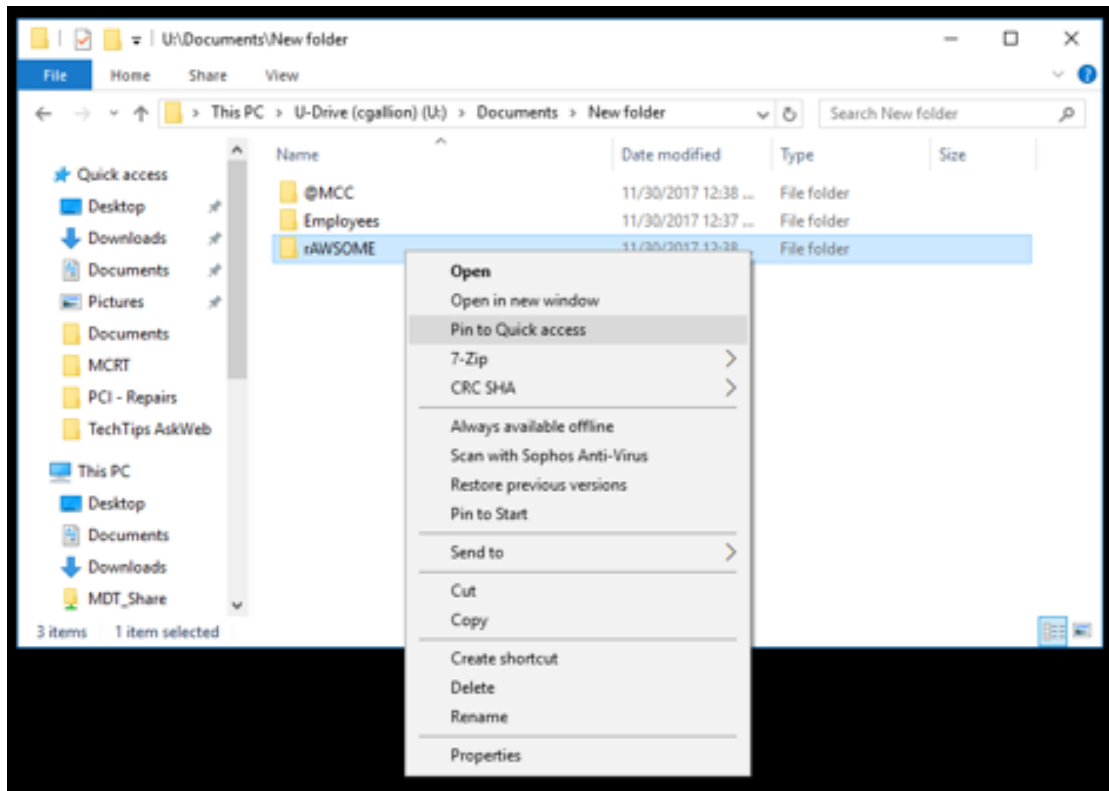


Figure 8

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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** (as pictured in figure 9).

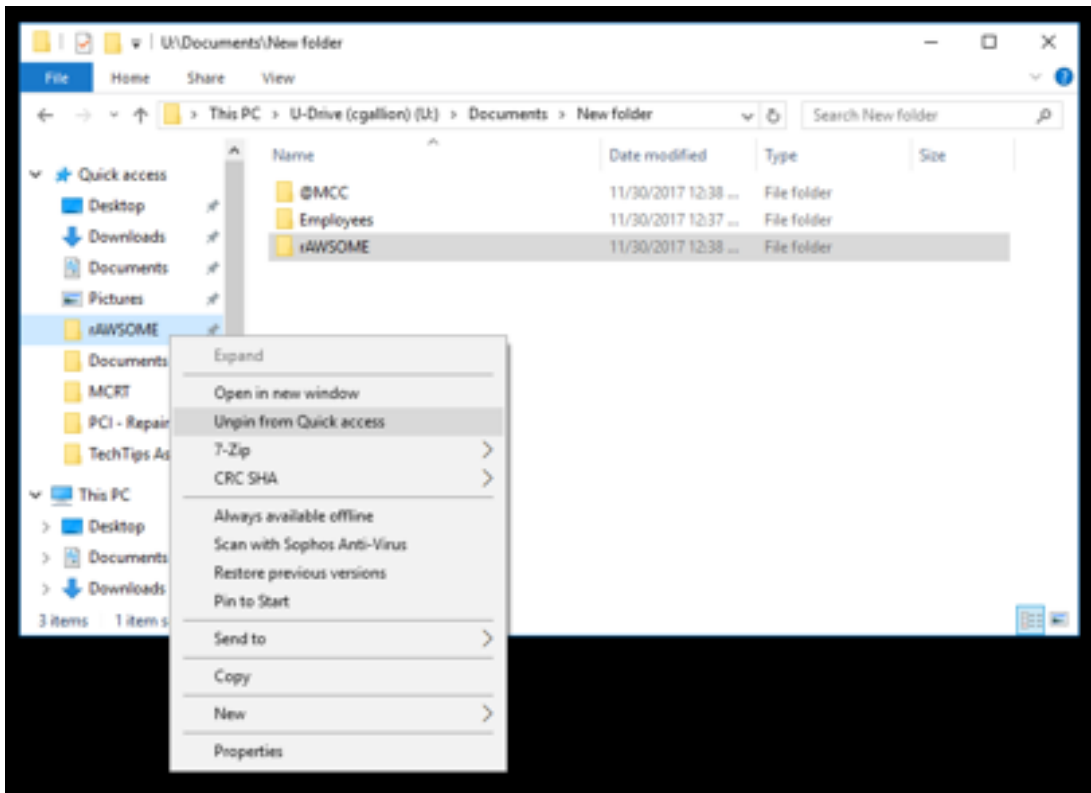


Figure 9

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