

Files and folders

Storing data on your computer is very similar to storing documents in a filing cabinet: the more logically you file things away, the easier it is to find them again. Most computers come with a single hard drive for storage and by default Windows stores all your personal stuff (documents, videos, pictures and music – everything except programme files) in the C drive in a folder called Users and a sub-folder with your username. The other main folders are for programmes and for the actual operating system, Windows itself.

As an analogy, you can think of the hard drive as a 3-drawer filing cabinet with the operating system in the bottom (most stable) drawer, programme files in the middle drawer, and personal data in the “users” drawer at the top.



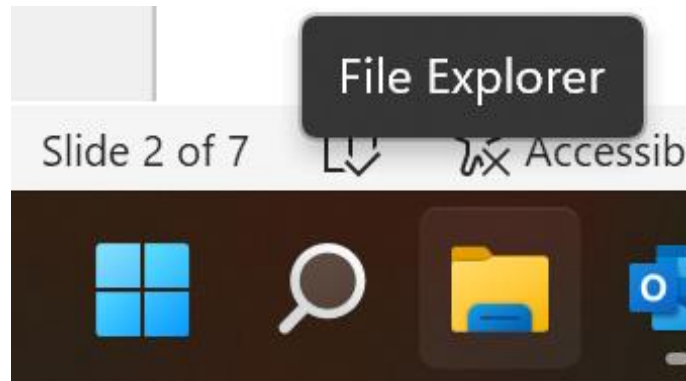
The data (Users) drawer can be sub-divided into as many compartments as necessary. If you have a single login then that user can separate the space into different areas for pictures, music, personal data, work data, videos or whatever, and if there is more than one user account then each user can do the same with his or her compartment.



File Explorer (previously called Windows Explorer) is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.

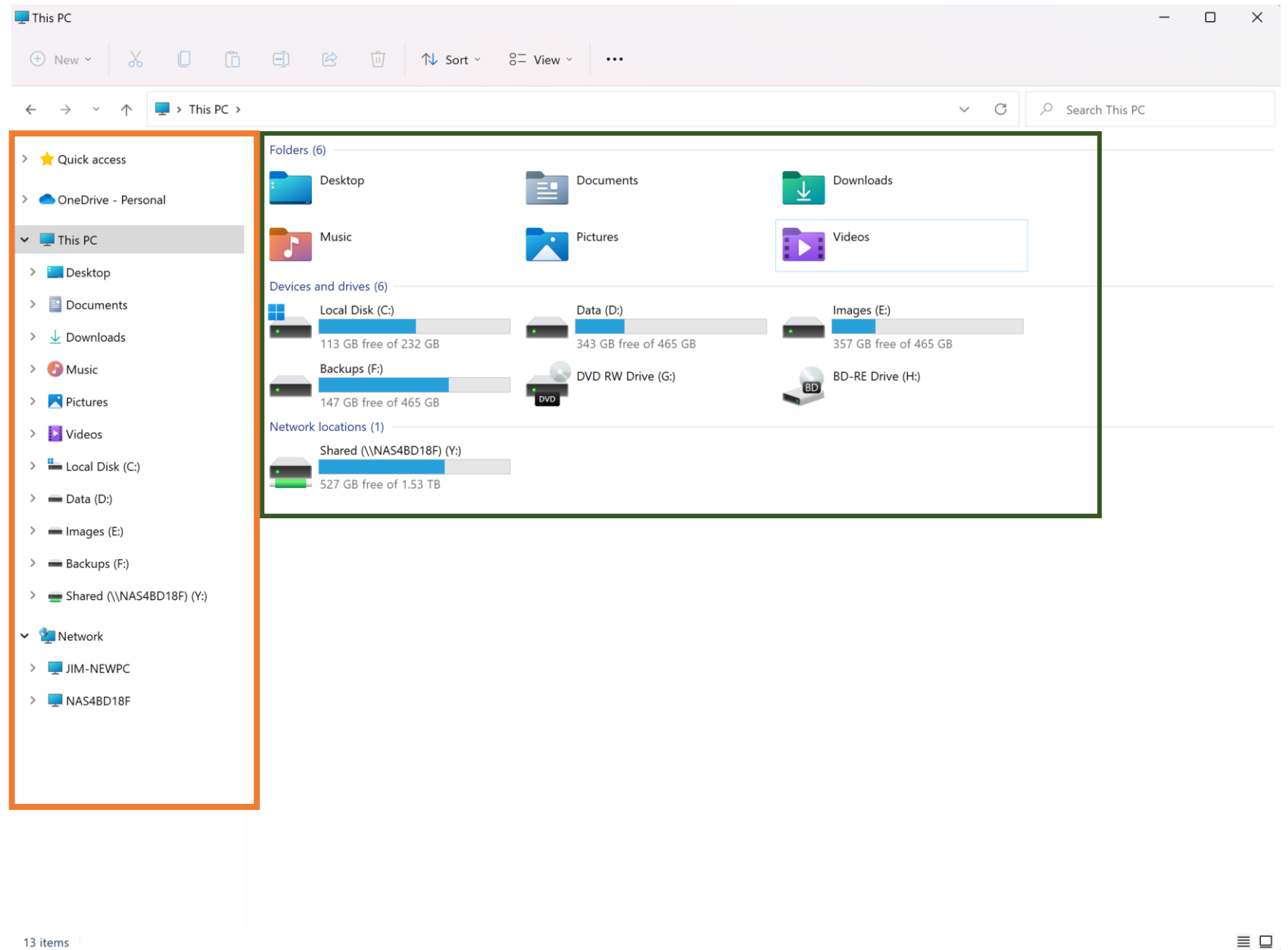
File Explorer

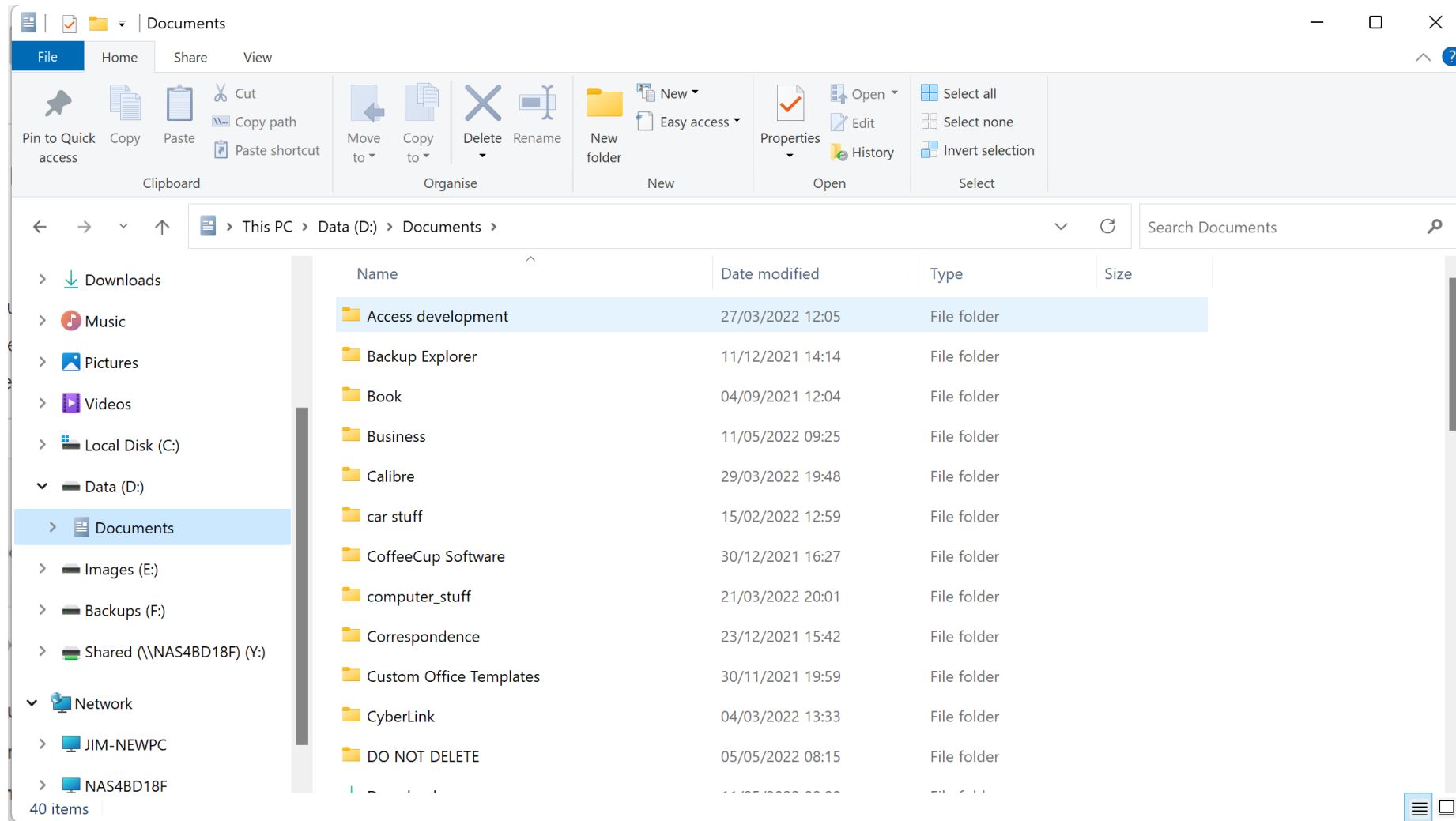
The main way to access the File Explorer is by clicking the folder icon in the Start Menu or on the Taskbar: if you hover over the folder on the taskbar you should see a pop-up window saying “File Explorer”.



After you click the icon, the File Explorer window will open.

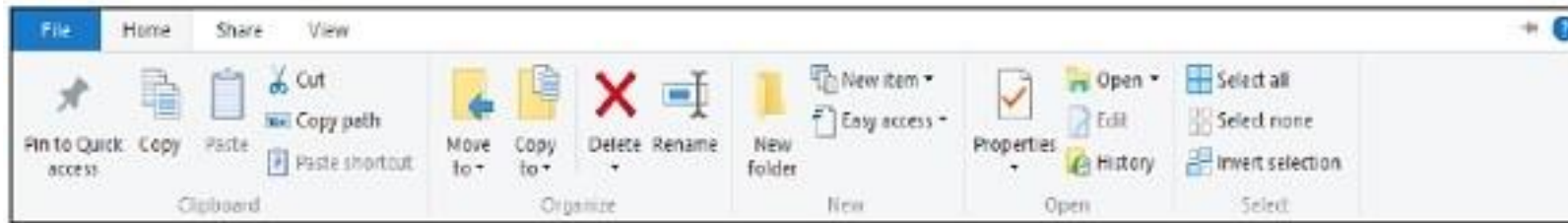
The most common view, which can be customised or changed, shows in the left-hand column (outlined in orange) all the main parts of your computer and anything connected to it. The right-hand portion of the screen (outlined in green) shows the contents of the part selected and highlighted on the left.





At the top of the screen you can see the File Explorer ribbon, which looks rather like the ribbon featured in Office applications like Word and Excel. The ribbon contains buttons for common tasks for dealing with your files and folders.

The Ribbon features four tabs, each with different commands. From the Home tab you can:



- Move files and folders to another location.
- Copy files and folders to another location.
- Delete a file or folder permanently or send it to the Recycle Bin.
- Rename a file or folder.
- Create a new folder or other new items.
- Verify or modify the Properties of a document or folder.
- Open a file or folder.
- Select one or more files and folders.

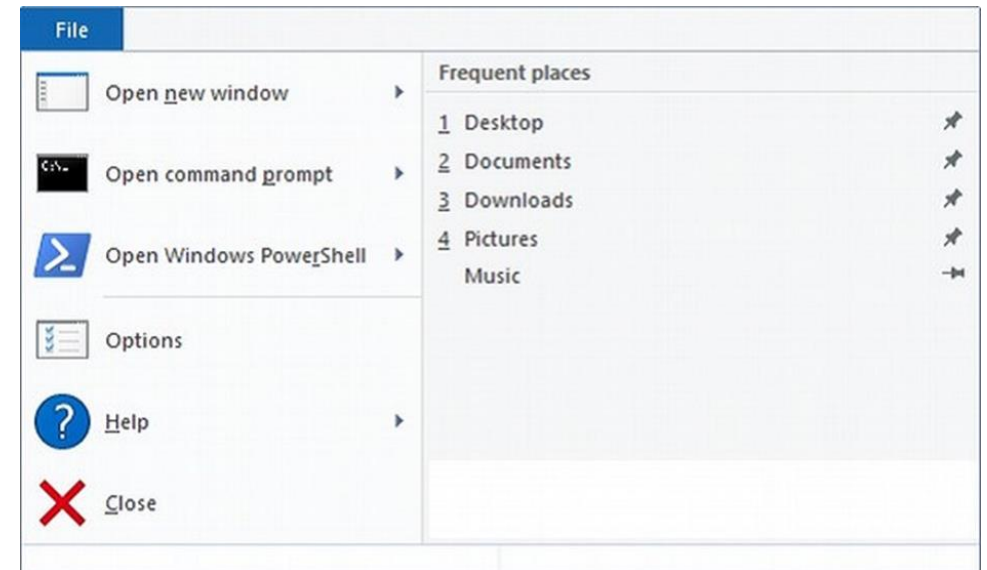


The Share tab on the ribbon gives you different options to share your files and folders, such as:

- E-mailing or messaging a file.
- Compressing (“Zipping”) a folder to take less space.
- Printing or faxing documents.
- Sharing with other users or networks.

The File tab opens a menu with different options including:

- Opening an additional File Explorer window.
- Opening command windows for advanced users.
- Changing or configuring options about how File Explorer behaves.





The View tab on the ribbon allows you to change the way Windows displays your files and folders. Some of the changes you can make here are –

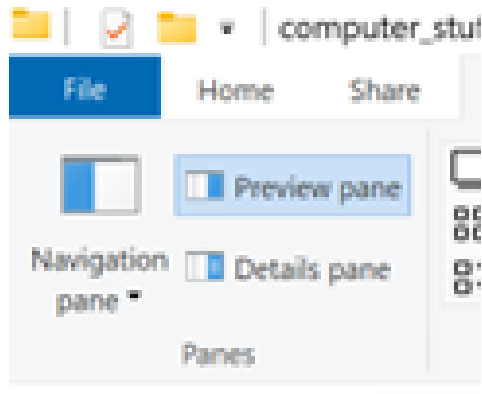
Adding additional panes to show a preview or details of your files.

Changing the layout of the files and folders from icons to list, and others.

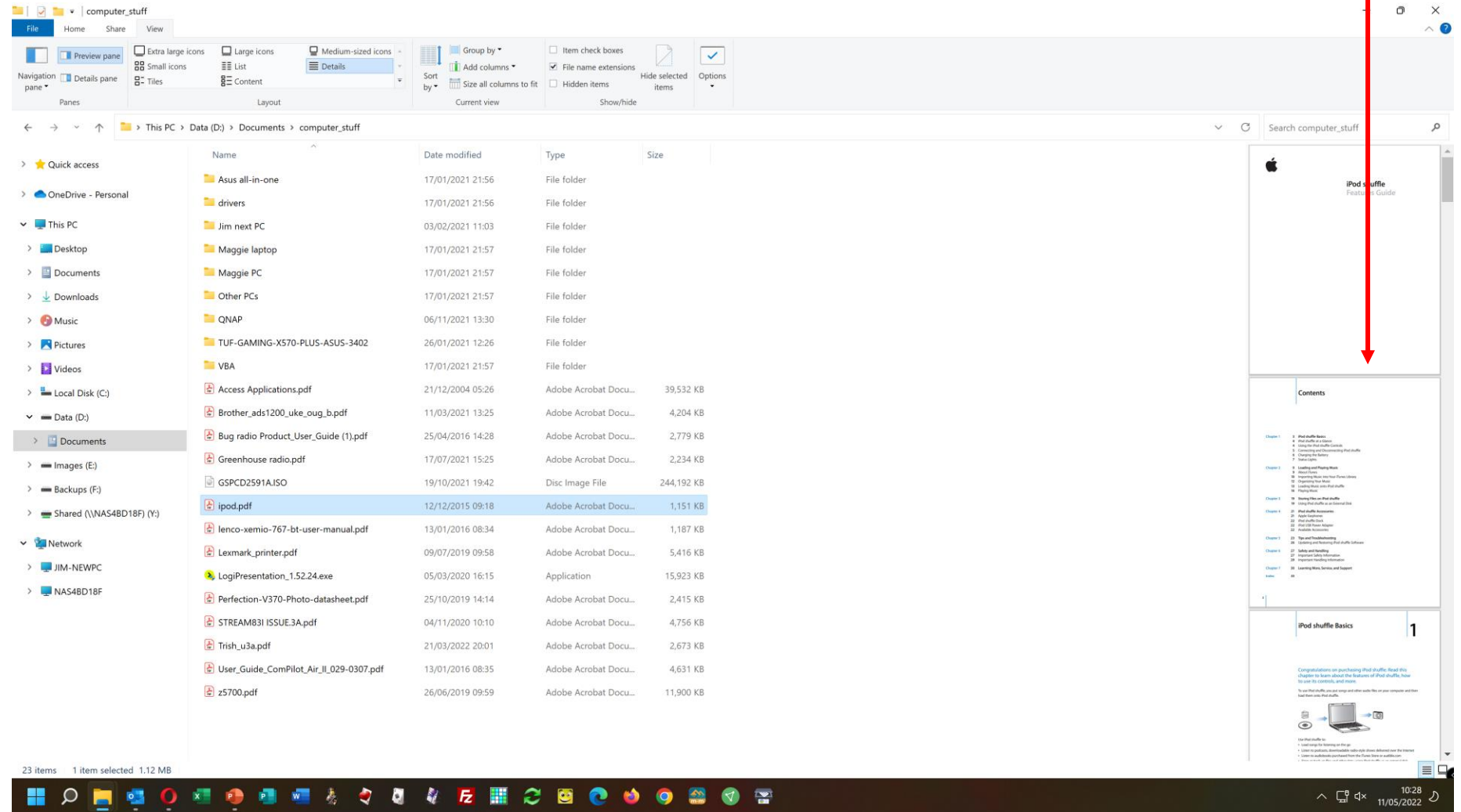
Sorting and arranging the contents of your folder.

Hiding selected folders or files.

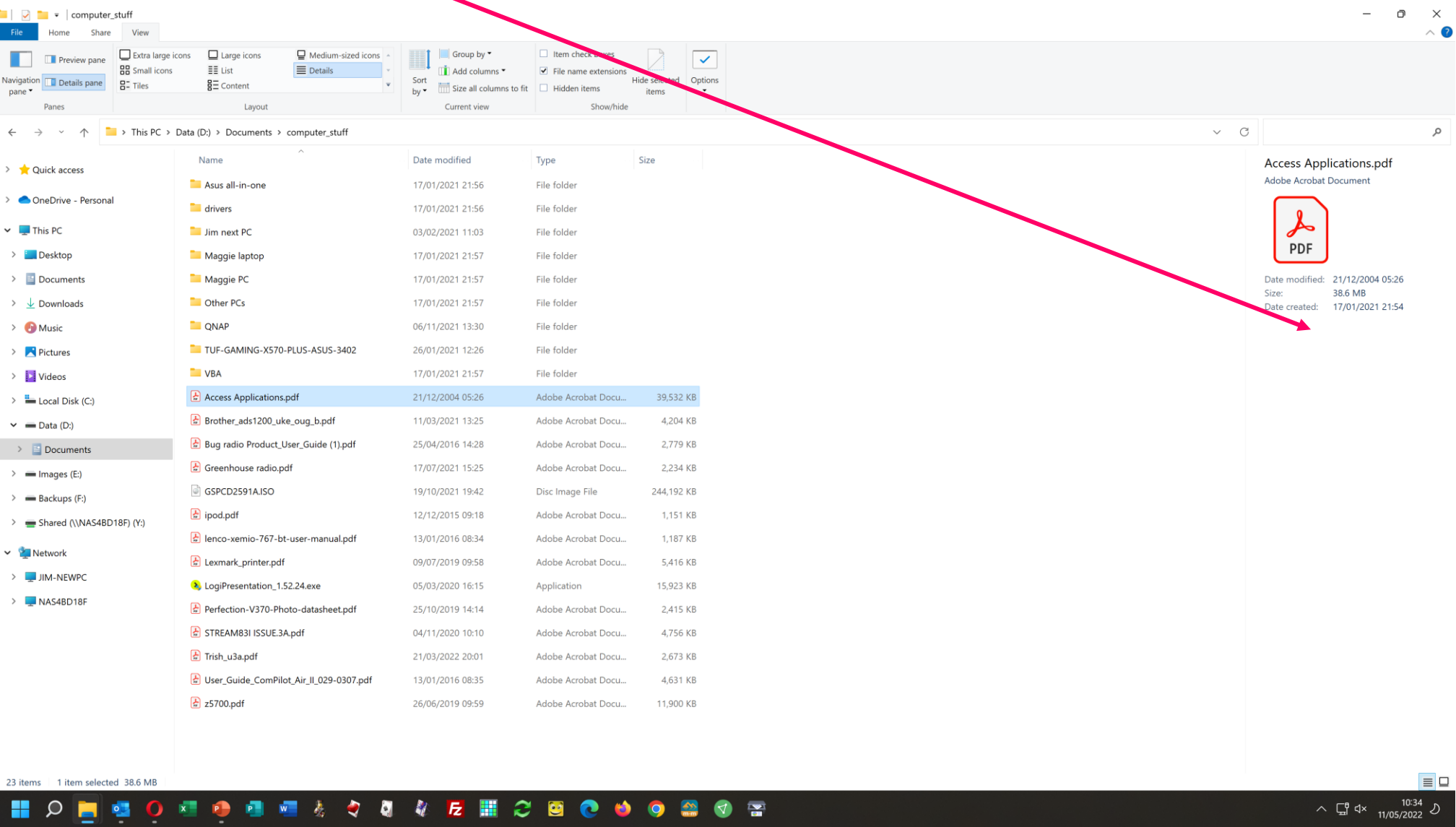
The next few slides show how you can add and remove panes.



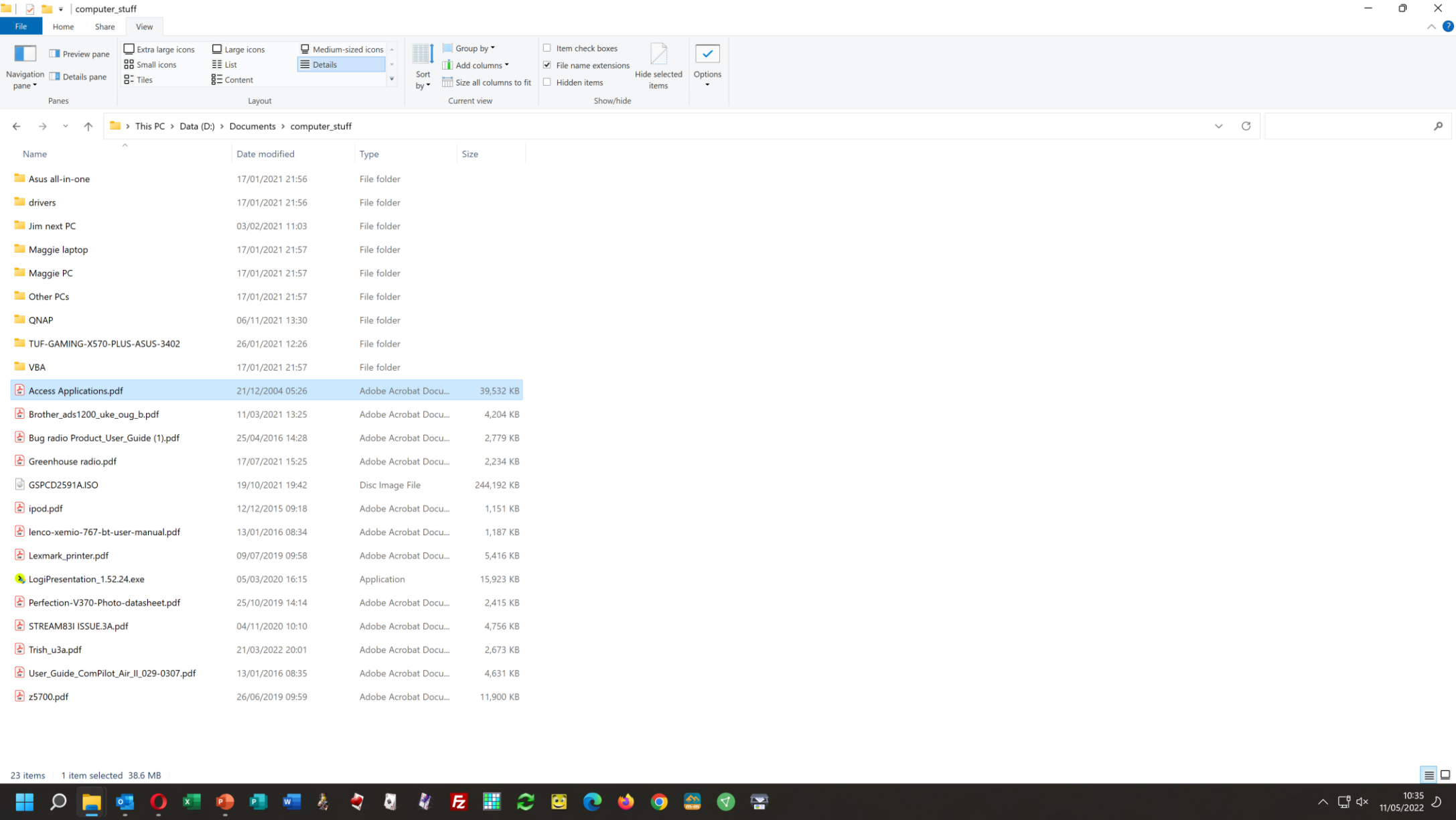
The left-hand end of the View tab has options for showing either a preview pane like this:



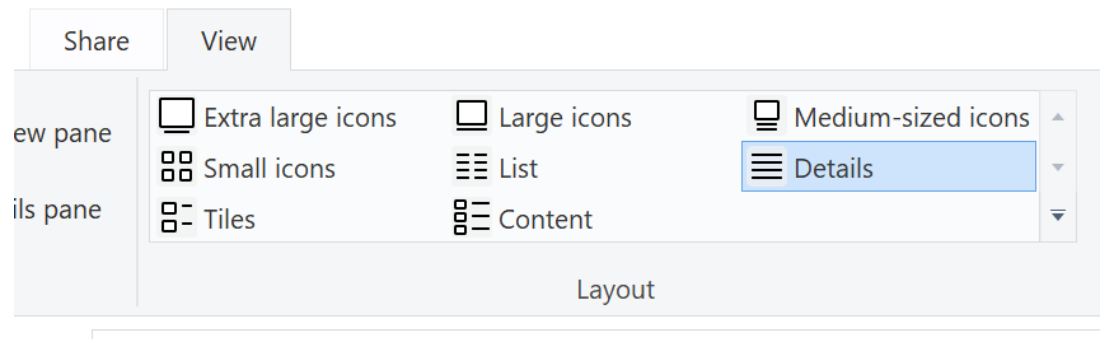
Or a Details pane like this:



You can even turn off the navigation pane (normally shown on the left):



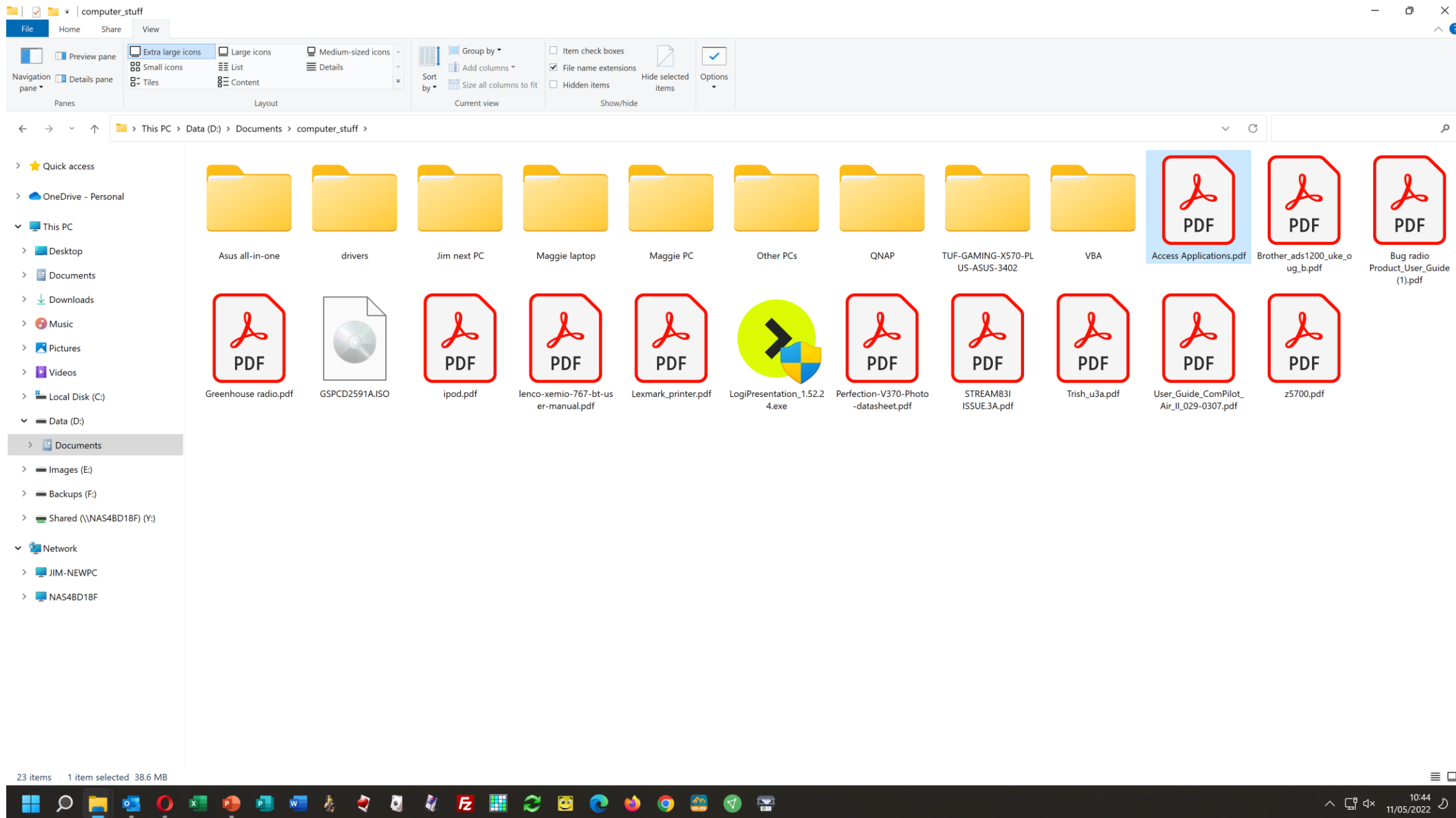
Once you have the number of panes you want, you can then choose how you want to display the contents of the main area of the window by choosing from the options in the Layout section of the tab.

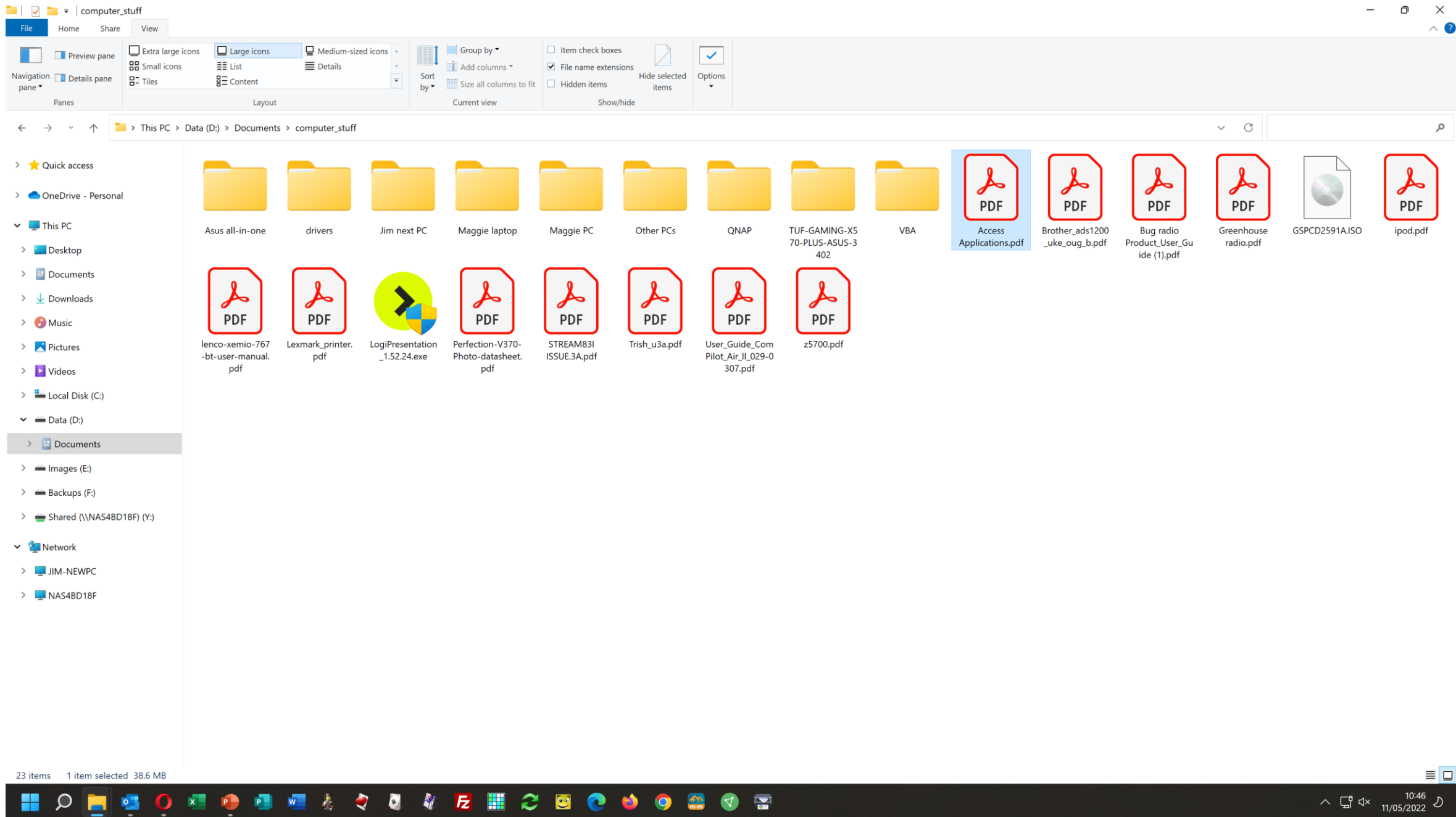


There are 8 options available, as follows:

- Icons, in one of 4 different sizes
- List
- Details
- Tiles
- Content

We'll have a look at these in the next few slides, and you can tell which view is shown by seeing which option is highlighted.





FileHomeShareView

Navigation pane

Preview paneDetails pane

Panes

Extra large iconsLarge iconsMedium-sized icons

Small iconsListDetails

Layout

Group by

Add columns

Current view

Item check boxesFile name extensionsHidden items

Hide selected itemsOptions

Show/hide

←→↕↑

This PC > Data (D:) > Documents > computer_stuff

↕↻

Quick access

OneDrive - Personal

This PC

- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)

Data (D:)Documents

Images (E:)

Backups (F:)

Shared (\\NAS4BD18F) (Y:)

Network

- JIM-NEWPC
- NAS4BD18F

Asus all-in-one

drivers

Jim next PC

Maggie laptop

Maggie PC

Other PCs

QNAP

TUF-GAMING-X570-P LUS-ASUS-3402

VBA

Access Application s.pdf

Brother_ad s1200_uke_oug_b.pdf

Bug radio Product_User_Guide (1).pdf

Greenhous e radio.pdf

GSPCD259 1A.ISO

ipod.pdf

lenco-xemio-767-bt-u ser-manual .pdf

Lexmark_pr inter.pdf

LogiPresen tation_1.52. 24.exe

Perfection-V370-Phot o-datashee t.pdf

STREAM83I ISSUE.3A.p df

Trish_u3a.p df

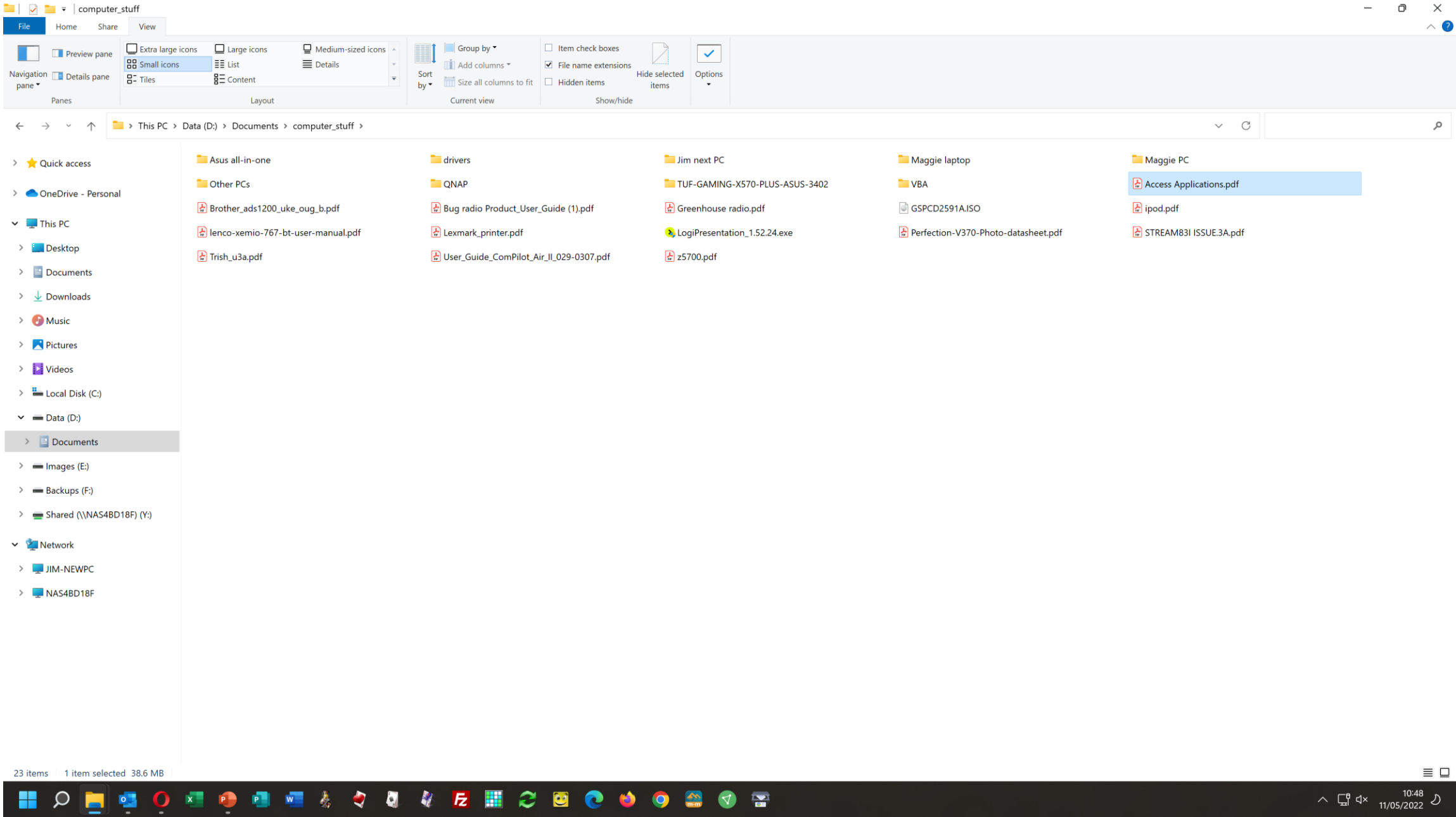
User_Guide _ComPilot_ Air_IL_029- 0307.pdf

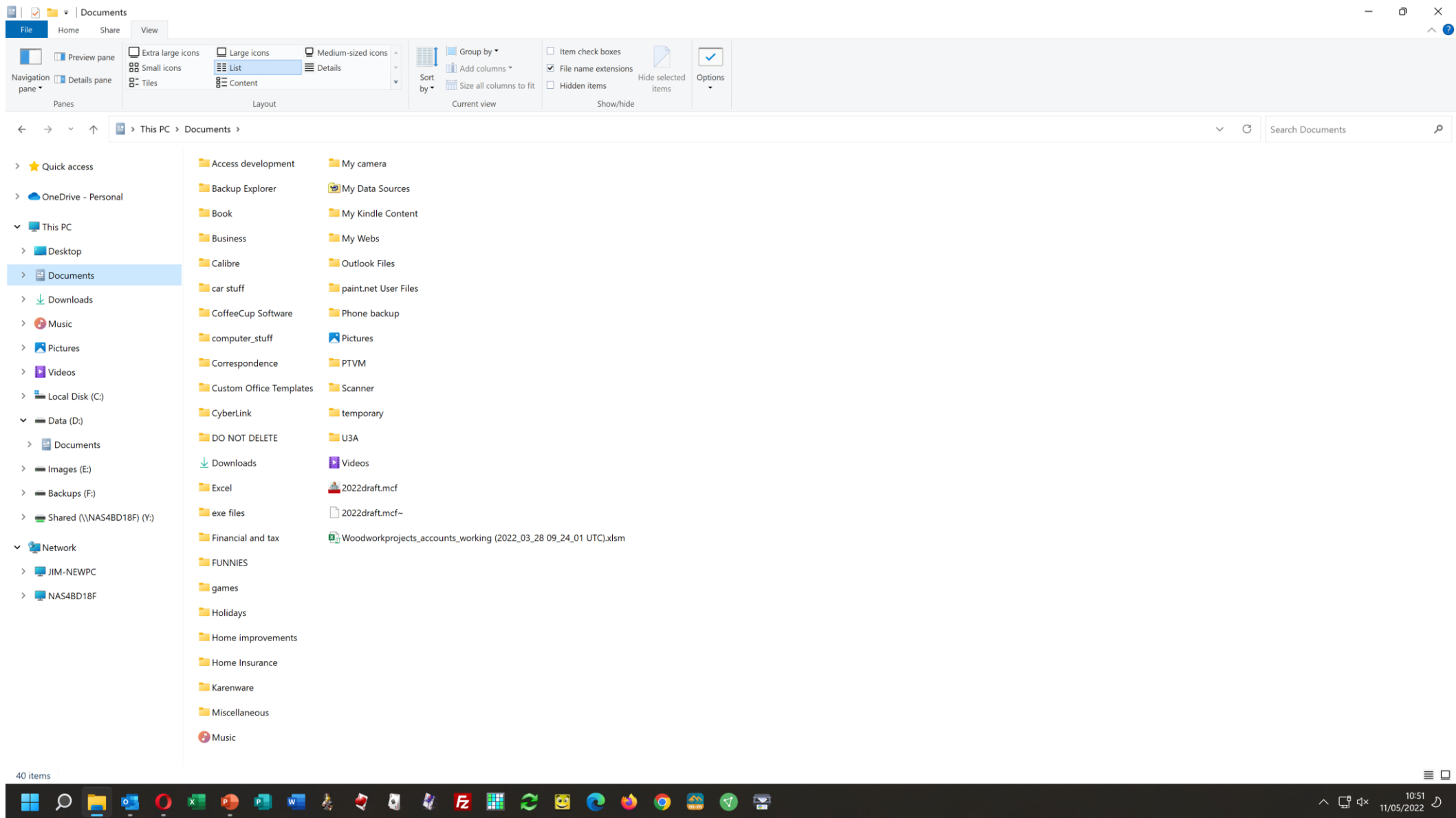
z5700.pdf

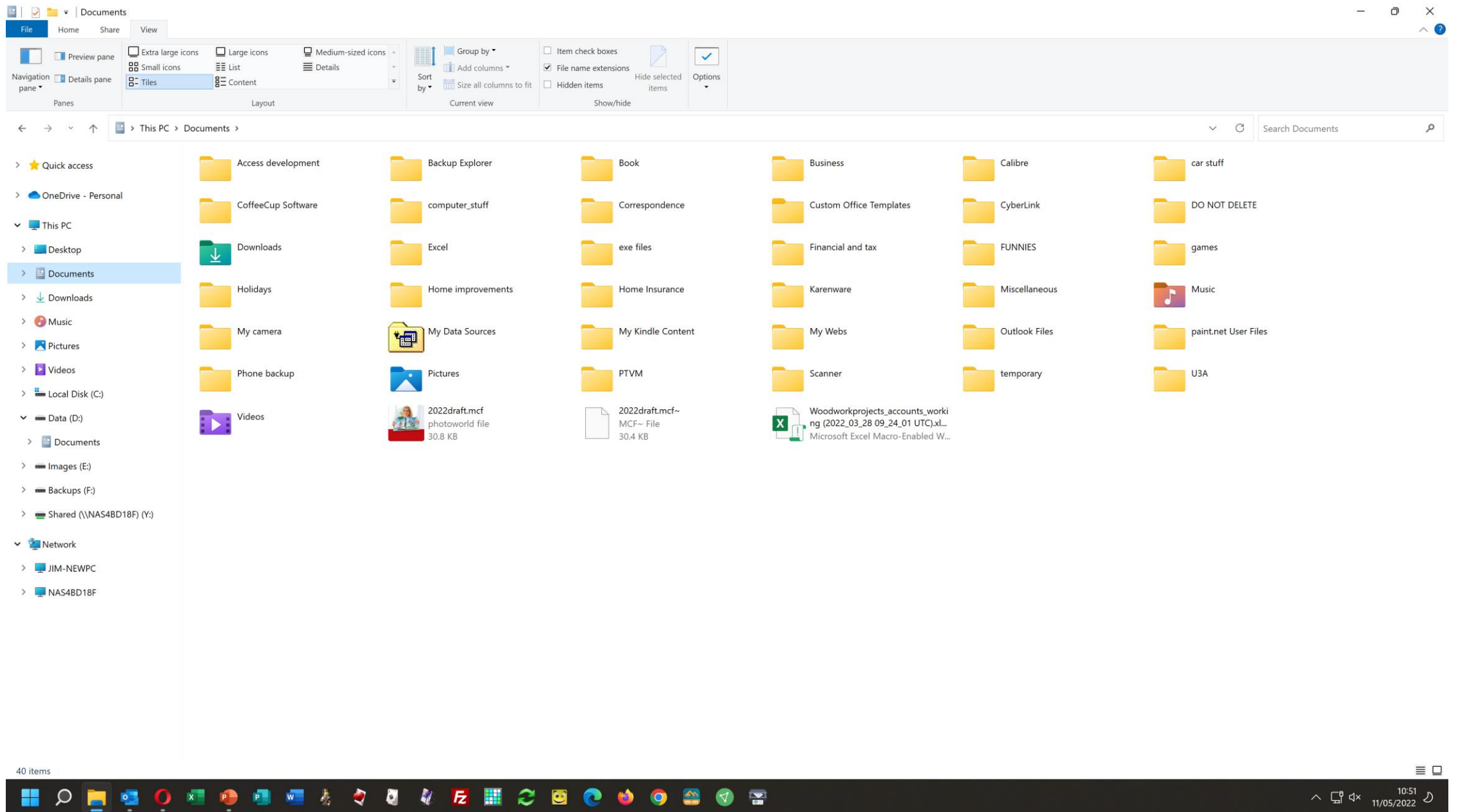
23 items1 item selected38.6 MB

Taskbar icons

System tray







computer_stuff

FileHomeShareView

Navigation pane

Preview paneDetails pane

Panes

Extra large iconsSmall iconsTiles

Large iconsListContent

Layout

Sort by

Group byAdd columnsSize all columns to fit

Current view

☐ Item check boxes☒ File name extensions☐ Hidden items

Hide selected items

Options

Show/hide

<>v^>This PC > Data (D:) > Documents > computer_stuff >

> ⭐ Quick access

> OneDrive - Personal

> This PC

> Desktop

> Documents

> Downloads

> Music

> Pictures

> Videos

> Local Disk (C:)

> Data (D:)

> Documents

> Images (E:)

> Backups (F:)

> Shared (\\NAS4BD18F) (Y:)

> Network

> JIM-NEWPC

> NAS4BD18F

Asus all-in-oneDate modified: 17/01/2021 21:56

driversDate modified: 17/01/2021 21:56

Jim next PCDate modified: 03/02/2021 11:03

Maggie laptopDate modified: 17/01/2021 21:57

Maggie PCDate modified: 17/01/2021 21:57

Other PCsDate modified: 17/01/2021 21:57

QNAPDate modified: 06/11/2021 13:30

TUF-GAMING-X570-PLUS-ASUS-3402Date modified: 26/01/2021 12:26

VBADate modified: 17/01/2021 21:57

Access Applications.pdfDate modified: 21/12/2004 05:26Size: 38.6 MB

Brother_ads1200_uke_oug_b.pdfDate modified: 11/03/2021 13:25Size: 4.10 MB

Bug radio Product_User_Guide (1).pdfDate modified: 25/04/2016 14:28Size: 2.71 MB

Greenhouse radio.pdfDate modified: 17/07/2021 15:25Size: 2.18 MB

GSPCD2591A.ISO
Type: Disc Image FileDate modified: 19/10/2021 19:42Size: 238 MB

ipod.pdfDate modified: 12/12/2015 09:18Size: 1.12 MB

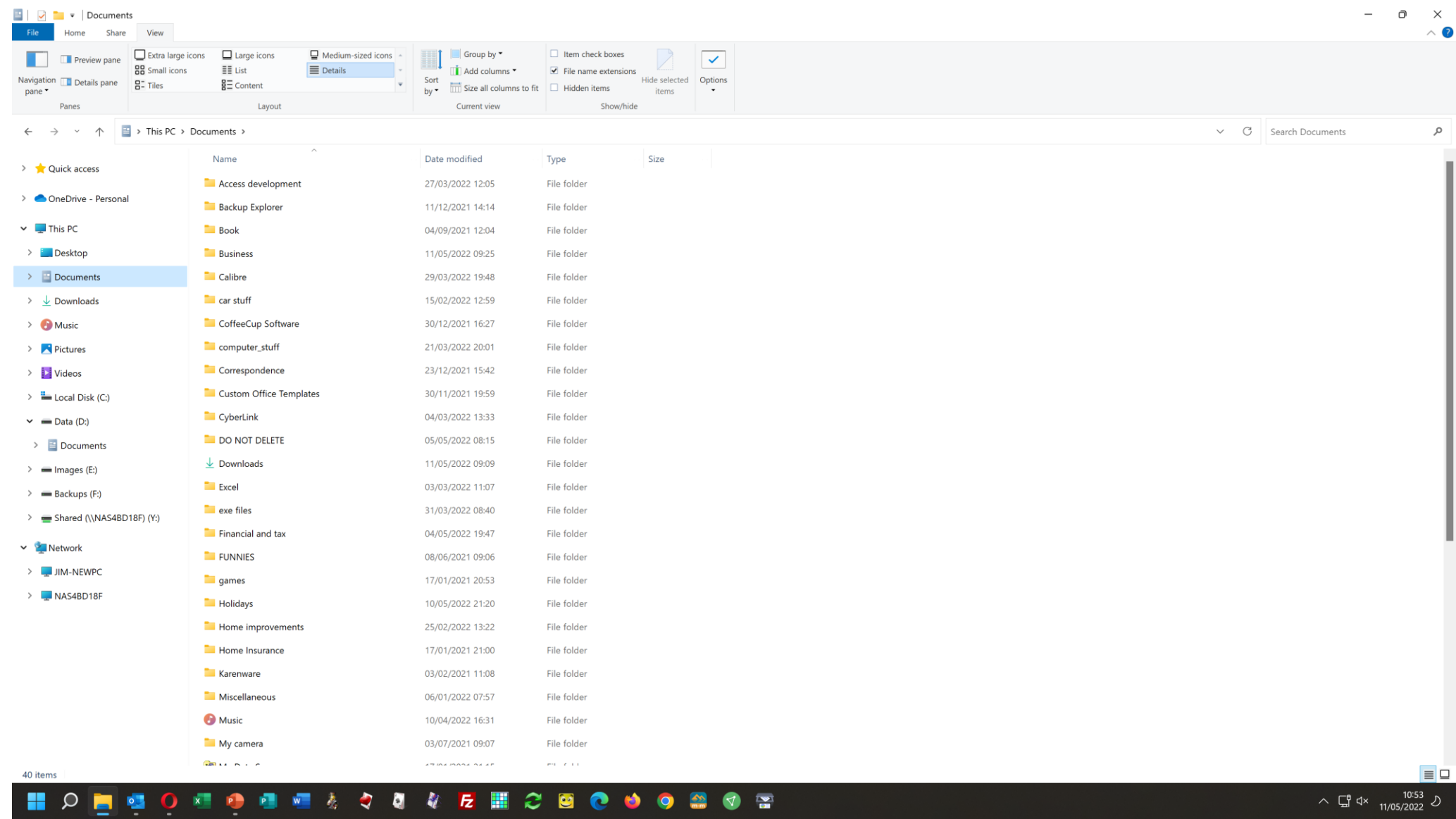
lenco-xemio-767-bt-user-manual.pdfDate modified: 13/01/2016 08:34Size: 1.15 MB

Lexmark_printer.pdfDate modified: 09/07/2019 09:58

23 items1 item selected38.6 MB

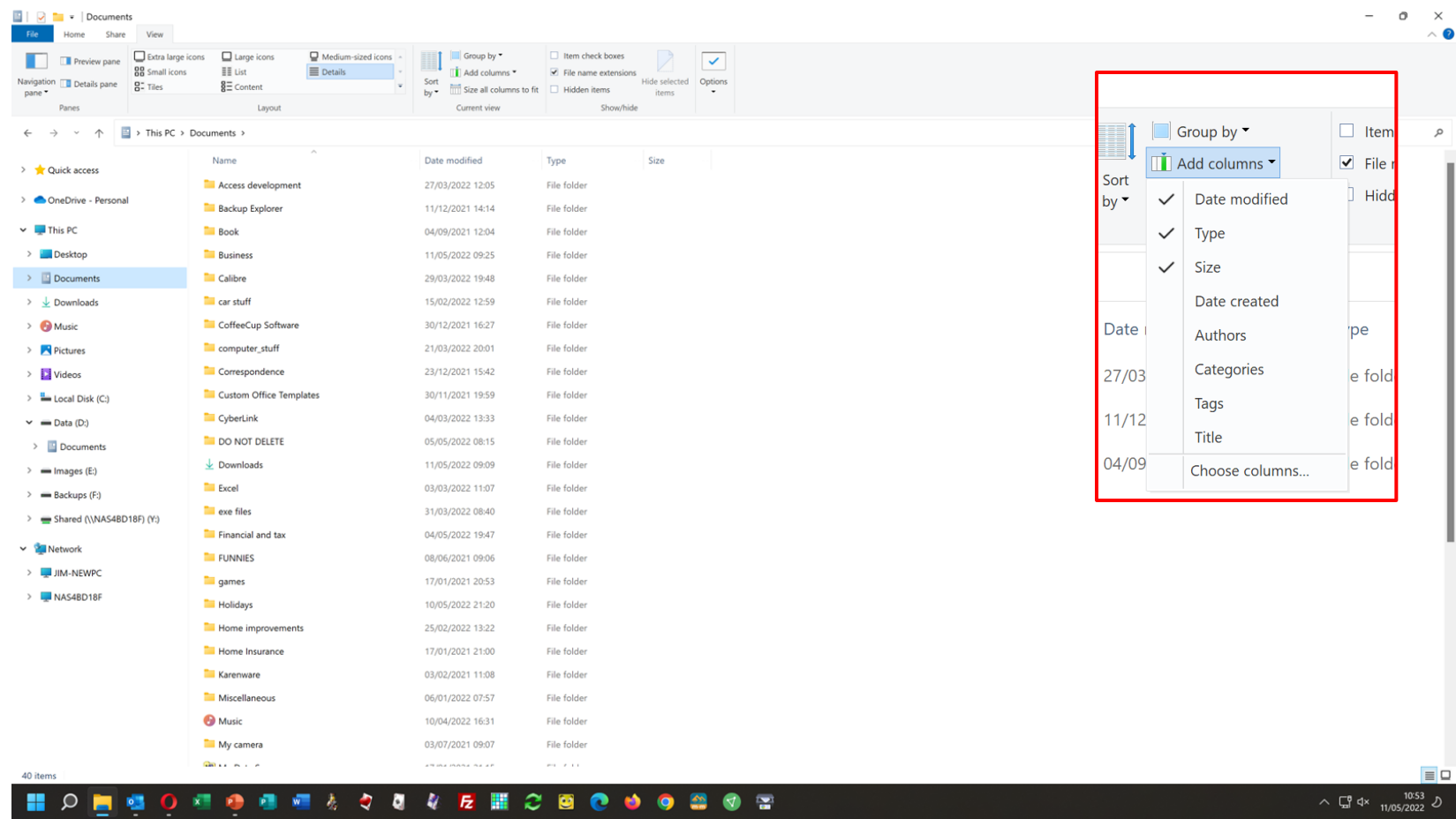
10:49
11/05/2022

The last (and in my view best) view is Details:

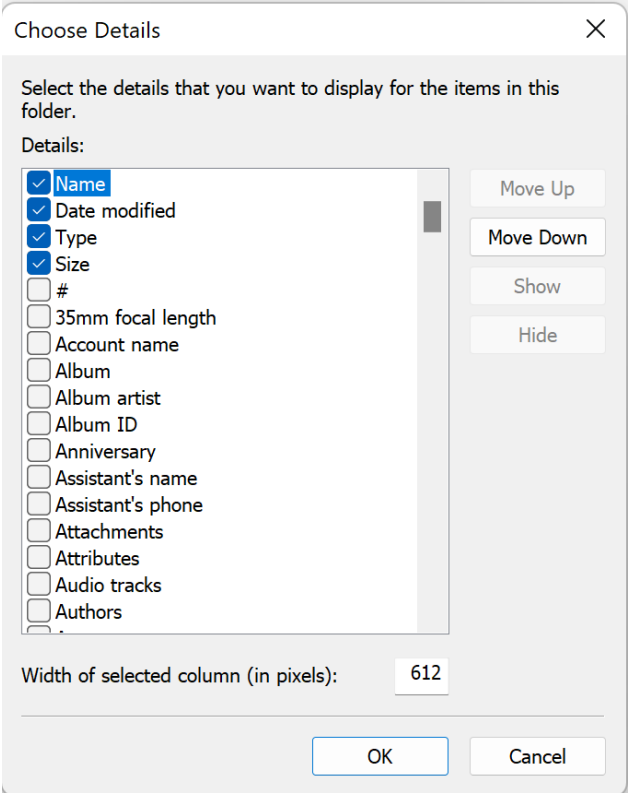


This view allows you to choose what details to display for the contents of the folder.

Clicking on “Add columns” in the Current View section of the ribbon opens a dropdown menu with a few columns to add if you want, and clicking on “Choose columns” opens another window showing all 299 (apparently: I haven’t counted them myself!) available column headers.



The screenshot shows the Windows File Explorer interface with the 'Add columns' dropdown menu open. The menu is highlighted with a red box. The options in the menu are: Date modified, Type, Size, Date created, Authors, Categories, Tags, Title, and Choose columns... The 'Add columns' button is highlighted with a blue background.



The 'Choose Details' dialog box is shown. It contains a list of details to select for display. The 'Name' column is selected. The 'Width of selected column (in pixels)' is 612. The 'OK' button is highlighted.

Details:	Move Up	Move Down	Show	Hide
<input checked="" type="checkbox"/> Name				
<input checked="" type="checkbox"/> Date modified				
<input checked="" type="checkbox"/> Type				
<input checked="" type="checkbox"/> Size				
<input type="checkbox"/> #				
<input type="checkbox"/> 35mm focal length				
<input type="checkbox"/> Account name				
<input type="checkbox"/> Album				
<input type="checkbox"/> Album artist				
<input type="checkbox"/> Album ID				
<input type="checkbox"/> Anniversary				
<input type="checkbox"/> Assistant's name				
<input type="checkbox"/> Assistant's phone				
<input type="checkbox"/> Attachments				
<input type="checkbox"/> Attributes				
<input type="checkbox"/> Audio tracks				
<input type="checkbox"/> Authors				

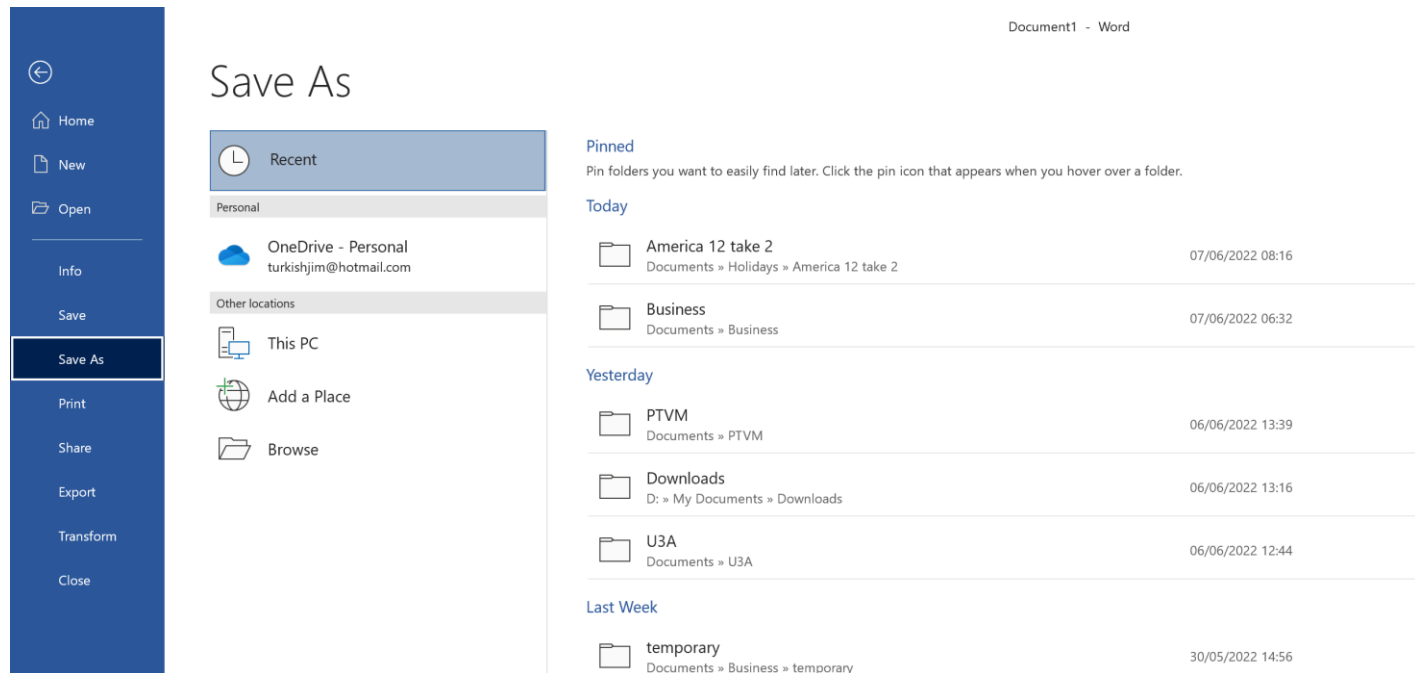
This means that for music tracks, for example, it is possible to display details from the metadata encapsulated within the track when it was created such as the length, the album from which it came, the artist and in some cases an image of the album cover.

	Name	Title	Contributing artists	Album	Length
> ⭐ Quick access	📁 Add				
> ☁ OneDrive - Personal	🎵 (Everything I Do) I Do It for You.mp3	(Everything I Do) I Do It for You	Bryan Adams	Anthology (disc 1)	00:06:35
▼ 💻 This PC	🎵 5-15.mp3	5:15	The Who	Quadrophenia (2 of 2)	00:05:01
> 🖥 Desktop	🎵 17 Again.mp3	17 Again	Tide Lines	Eye of the Storm	00:03:28
> 📁 Documents	🎵 40 Yil- 1998 (enstrümental).mp3	40 Yil	Baris Manco	Mancoloji CD2	00:06:23
> ⬇ Downloads	🎵 A Dali-Esque Sleep Fuse.mp3	A Dali-Esque Sleep Fuse	Edgar Froese	Stuntman	00:08:33
> 🎵 Music	🎵 A Spaceman Came Travelling.mp3	A Spaceman Came Travelling	Chris de Burgh		00:05:10
> 🖼 Pictures	🎵 A Whiter Shade Of Pale.mp3	A Whiter Shade Of Pale	Procol Harum		00:03:59
> 📺 Videos	🎵 Abraham, Martin And John.mp3	Abraham, Martin And John	Marvin Gaye	Motown Chartbusters V...	00:04:17
> 🖥 Local Disk (C:)	🎵 After the Gold Rush.mp3	After the Gold Rush	Neil Young	After the Gold Rush	00:03:46
▼ 🖥 Data (D:)	🎵 Alba.mp3	Alba	Runrig	Cutter and the Clan	00:04:01
> 📁 Documents	🎵 Albatross.mp3	Albatross	Fleetwood Mac	The Pious Bird Of Good ...	00:03:13
> 🖥 Images (E:)	🎵 Alexander MacAskill of Bernera, Harris.mp3	Alexander MacAskill of Bernera, Harris	Peatbog Faeries	Faerie Stories	00:07:29
> 🖥 Backups (F:)	🎵 All Along The Watchtower.mp3	All Along The Watchtower	Hendrix, Jimi	Electric Ladyland	00:04:01
> 🖥 Shared (\\NAS4BD18F) (Y:)	🎵 All The Roadrunning.Mp3	All The Roadrunning	Mark Knopfler And E...	All The Roadrunning	00:04:49
	🎵 all_or_nothing.mp3	All or Nothing	The Small Faces	Das Poparchiv 1966	00:03:04
▼ 🌐 Network	🎵 America.mp3	America	Paul Simon & Art Gar...	Bookends	00:03:35
> 💻 JIM-NEWPC	🎵 An Ubhal as Airde.mp3	An Ubhal as Airde	Runrig	Cutter and the Clan	00:03:46
> 🖥 NAS4BD18F					

For photographs it is possible to display aperture and exposure data, as shown below:

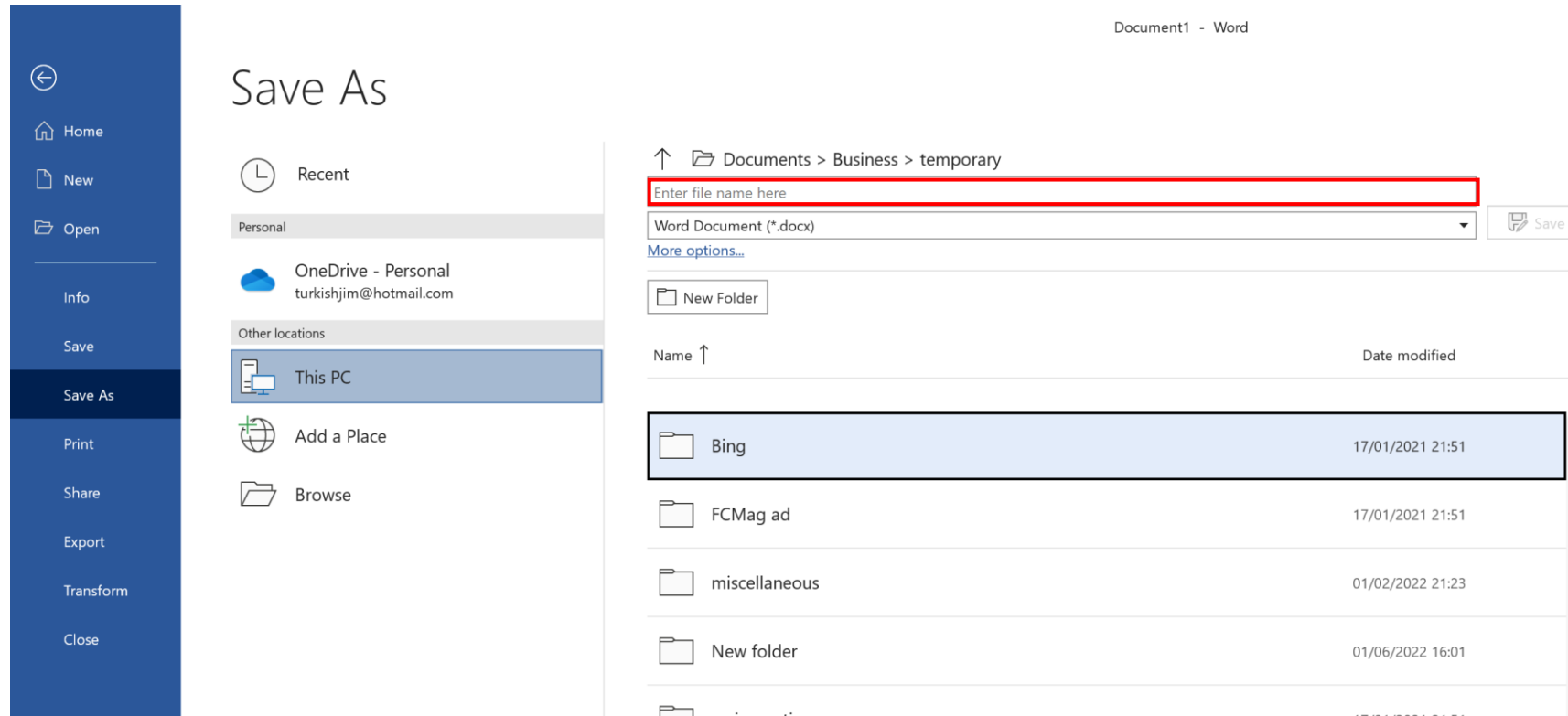
<div><div>Quick access</div><div>OneDrive - Personal</div><div>This PC</div><div>Desktop</div><div>Documents</div><div>Downloads</div><div>Music</div><div>Pictures</div><div>Videos</div><div>Local Disk (C:)</div><div>Data (D:)</div><div>Documents</div><div>Images (E:)</div><div>Backups (F:)</div><div>Shared (\\NAS4BD18F) (Y:)</div><div>Network</div><div>JIM-NEWPC</div><div>NAS4BD18F</div></div>	Name	Date modified	Type	Size	Exposure time	Focal length	F-stop
	IMG_0774.JPG	14/04/2022 15:03	JPG File	7,096 KB	1/60 sec.	18 mm	f/5
	IMG_0775.JPG	14/04/2022 15:24	JPG File	10,658 KB	1/40 sec.	18 mm	f/4
	IMG_0776.JPG	14/04/2022 15:24	JPG File	9,654 KB	1/50 sec.	18 mm	f/4.5
	IMG_0777.JPG	14/04/2022 15:26	JPG File	7,863 KB	1/160 sec.	18 mm	f/7.1
	IMG_0778.JPG	14/04/2022 15:26	JPG File	8,534 KB	1/30 sec.	21 mm	f/3.5
	IMG_0779.JPG	14/04/2022 15:26	JPG File	8,371 KB	1/60 sec.	37 mm	f/4.5
	IMG_0780.JPG	14/04/2022 15:27	JPG File	10,875 KB	1/40 sec.	25 mm	f/4
	IMG_0781.JPG	14/04/2022 15:27	JPG File	10,343 KB	1/80 sec.	55 mm	f/5.6
	IMG_0782.JPG	14/04/2022 15:29	JPG File	9,068 KB	1/80 sec.	18 mm	f/5
	IMG_0783.JPG	14/04/2022 15:29	JPG File	11,923 KB	1/60 sec.	18 mm	f/5
	IMG_0784.JPG	14/04/2022 15:31	JPG File	9,348 KB	1/80 sec.	18 mm	f/5.6
	IMG_0785.JPG	14/04/2022 15:31	JPG File	12,802 KB	1/100 sec.	18 mm	f/6.3
	IMG_0786.JPG	14/04/2022 15:31	JPG File	8,008 KB	1/60 sec.	37 mm	f/4.5
	IMG_0787.JPG	14/04/2022 15:32	JPG File	9,290 KB	1/50 sec.	24 mm	f/5
	IMG_0788.JPG	14/04/2022 15:33	JPG File	11,500 KB	1/80 sec.	18 mm	f/5.6
	IMG_0789.JPG	14/04/2022 15:35	JPG File	9,064 KB	1/40 sec.	18 mm	f/3.5
	IMG_0790.JPG	14/04/2022 15:35	JPG File	9,936 KB	1/60 sec.	40 mm	f/5
	IMG_0791.JPG	14/04/2022 15:36	JPG File	9,763 KB	1/30 sec.	18 mm	f/3.5
	IMG_0792.JPG	14/04/2022 15:36	JPG File	7,155 KB	1/60 sec.	32 mm	f/4.5
	IMG_0793.JPG	14/04/2022 15:38	JPG File	10,516 KB	1/40 sec.	18 mm	f/3.5
	IMG_0794.JPG	14/04/2022 15:57	JPG File	10,459 KB	1/160 sec.	34 mm	f/8
	IMG_0795.JPG	14/04/2022 15:57	JPG File	9,834 KB	1/125 sec.	24 mm	f/8

Clearly when we save a document or other file, it is better to save it in a location whence we can easily retrieve it when we need it. Unfortunately Windows and other programmes often have their own views on where to store a file and care needs to be taken when first saving any file. Ensure that you have given the file an appropriate name and checked that the file location is correct BEFORE clicking “Save”. The screenshot below shows how Word reacts when you click on “Save” for a brand new document.



The second column from the left lists high level options, while the third column shows a few folders you have used recently. If you want to save the document in a folder which is not listed, you should click on “Browse” to navigate to the desired location.

When you have selected the appropriate location, the screen will look like this:



You need to enter the name of your document in the field near the top of the screen (outlined in red above). Note that Office applications, in particular Word, sometimes decide that the first few words in the document are also the title. In that case the field will be pre-populated and you may need to change the name.

THE END