

Windows 10 Workshop - File Explorer

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Windows 10, File Explorer (formerly known as Windows Explorer), is an essential app, which has been designed to provide a simple user interface (UI) to navigate, access, and help you organize your files, folders, and apps stored on your device, external drives, and anywhere in the network.

Ever thought you knew exactly where an item was, only to spend hours scouring your home for it? Folders and files in your computer can wreak the same havoc. File Explorer can help by putting you in charge of how you file your documents—everything from naming to deciding where to store them. Just like a filing cabinet, you determine your filing method. Unlike a filing cabinet, however, you can change how files are displayed, grouped, and shared.

The right side of Explorer is called the content area. The left side is called the navigation pane and contains folders.

How to open File Explorer



- Click the File Explorer icon in the taskbar
- Windows key + E keyboard shortcut
- Right-click the Start button and select the File Explorer option
- Click the File Explorer icon in the navigation pane of the Start menu

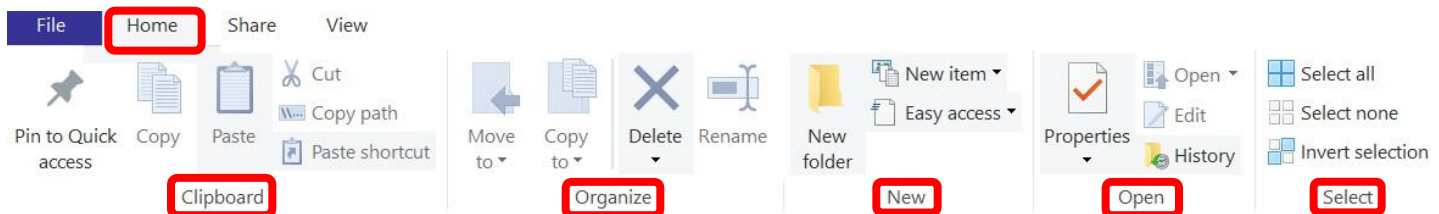
Add File Explorer to Start menu

Settings > Personalization > Choose which folders appear on Start

Choose which folders appear on Start

File Explorer
☒ On

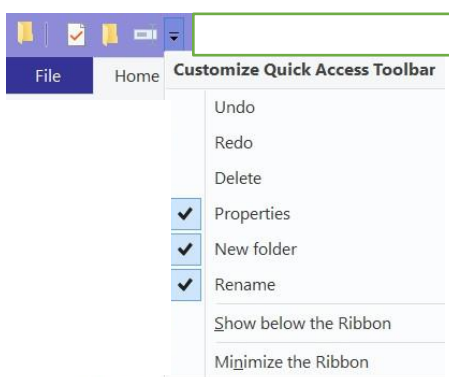




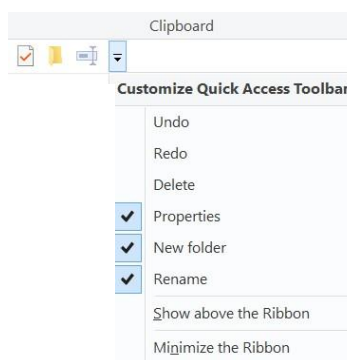
The **Home** tab is where you can Delete a file/folder, create a New folder, Create a New Item, check the Properties of a folder/file (can also right-click on file/folder to open Properties), Open (Windows Explorer), Edit, History, and Select all.

Quick Access Toolbar – Show it above or below the Ribbon

Above the Ribbon

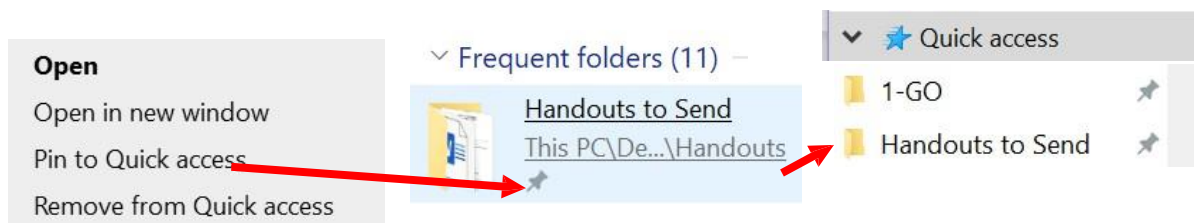


Below the Ribbon



Pin to Quick access - Pinning items to Quick access in File Explorer enables you to directly open them from the list, without wasting time to find them.

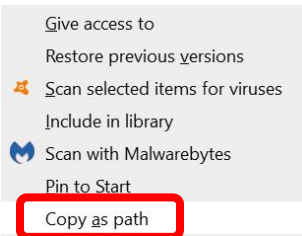
- Right-click the item (e.g. file, folder, etc.) you want to add to Quick access
- Choose Pin to Quick access on the menu.



OR

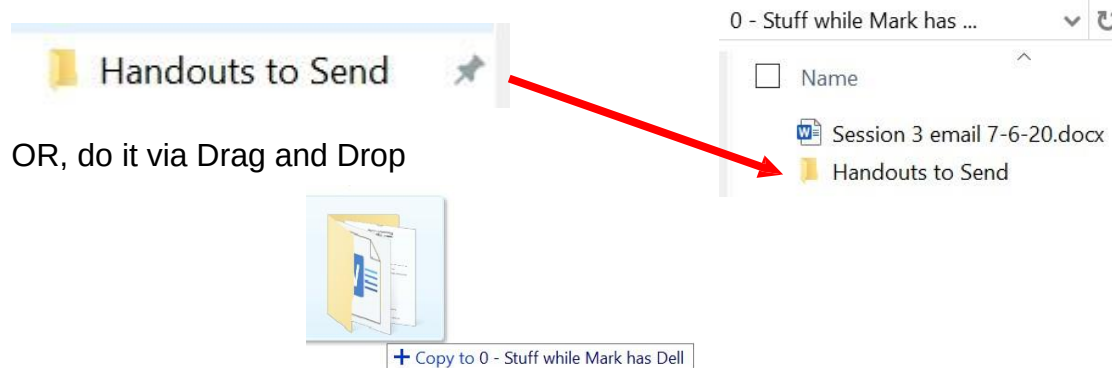
- Navigate to the folder that you want to pin to Quick Access.
- Select that folder by clicking on it.
- Click the Home tab on the Ribbon.
- The Home tab is shown.
- In the Clipboard section, click the Pin to Quick Access button.
- The selected folder is now listed in Quick Access.

Copy Full Path - Press and hold the Shift key, right-click on the selected file(s) and/or folder(s), release the Shift key, and click/tap on Copy as path to copy the full path(s) each wrapped in quotes to the Clipboard.

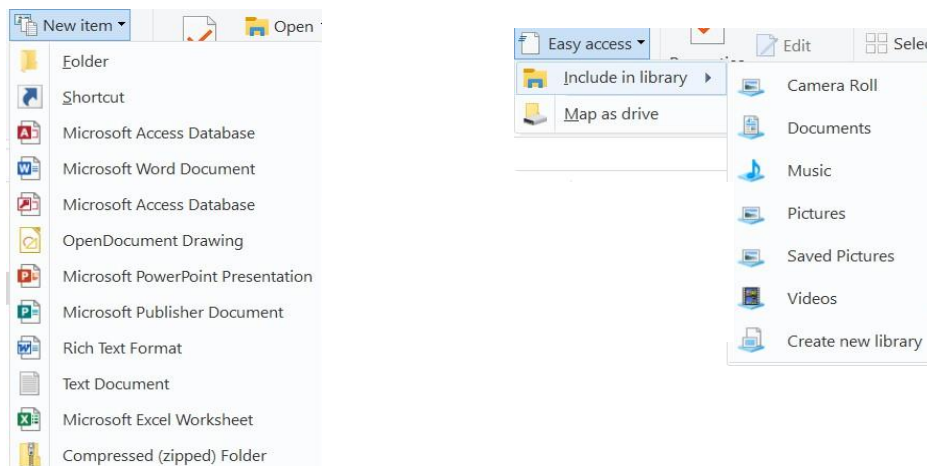


"C:\Users\JJT\ Documents\4 - APCUG\1 - Covid-19\Handouts\Handouts to Send"

Move to or Copy to using Drag and Drop - Windows has two default actions when you drag and drop a file or folder into a new destination: copy or move. Copying happens when you drop the file or folder into a directory on a different drive. Moving occurs when you drop it on the same drive. Navigate to the file/folder you want to move or copy. You can use either the Navigation pane on the left or open another instance of File Explorer (Win+E) and navigate to the destination folder. Right-click on a file/folder, go to File Explorer on the right, navigate to where you want to paste the file/folder, and right-click Paste.



New item - The options under the New Item menu in File Explorer are usually the same ones you see in the right-click context menu. There are two ways to add and remove an option to this menu. Here's what you need to do.

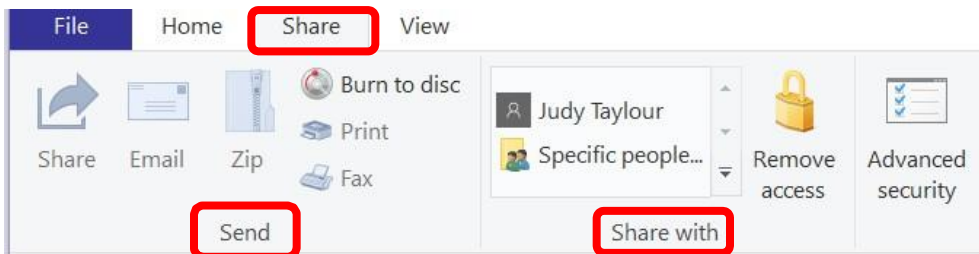


Easy access allows you to make a few useful changes — pinning files and folders to the Start menu, making them available offline, mapping a network drive, etc.

Open / Edit – Select a document to open and/or edit. The required app will open so you can edit the document.

☒ 	Session 3 email 7-6-20.docx	7/7/2020 9:50 PM	Microsoft Word Doc...	20 KB
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Session 3 email
addresses – 377
blahblah@blah.net
tjdoe@jdoe.com



Share tab -. Select a file/folder, go to the **Share** tab, and select Share. Choose how you want to send the file, then follow the process for that option.

Select a document:

Email – If you have a desktop mail app installed, select a file, then select Share > Email to open a new message with the file attached.

Zip – Zip the contents of a file to attach it to an email

Burn to disc – if you have a CD/DVD burner

Print the document

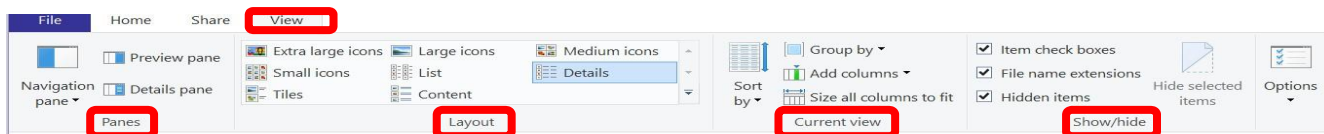
Fax the document

Share the document with others using your Network



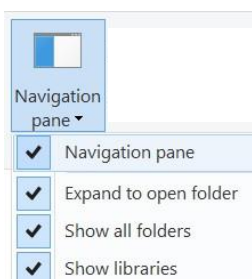
Remove access – Stop sharing file/folder

Advanced security – Use this option whenever you want to make changes for the people who can get access to certain files on your computer or even on your network



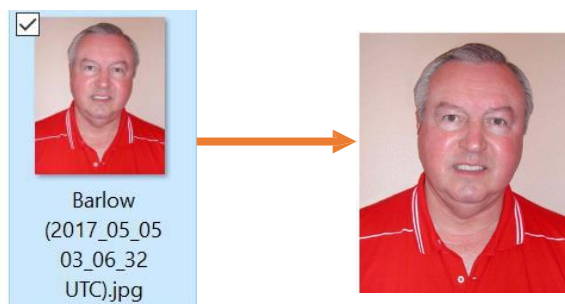
View tab - This tab has many commands you can use to configure the way you want File Explorer to display files.

Navigation pane - Click on the Navigation pane to toggle to show (checked) and hide (unchecked) the navigation pane. Select the other options you want to Show.



Preview Pane – Click (select) to show a preview of the document, picture, etc. that is selected.

Select a file to preview. →



Details Pane

Name	Date modified	Type	71 items
0 - Stuff while Mark has Dell	7/7/2020 9:50 PM	File fol	
1-GO	7/4/2019 1:37 AM	File fol	
1-WORKING ON	7/6/2020 10:16 PM	File fol	
2 - Articles2Go	1/2/2020 11:32 PM	File fol	
3 - PCG	1/12/2020 11:36 PM	File fol	
4 - APCUG	5/4/2020 8:04 PM	File fol	

Extra Large Icons



6 bad habits that are destroying your PC.pdf



6 bad habits that are destroying your PC.pptx



8 Tiny Tweaks to Stay More Focused While Using Windows 10.docx



CCAC071818LACOFD.mp4

Large icons



Medium icons



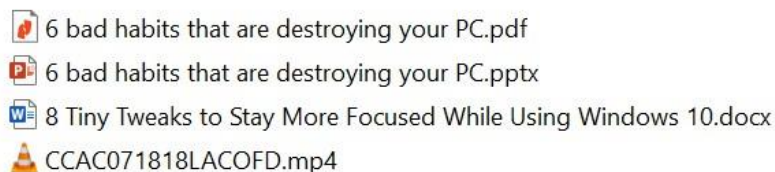
Small icons



Tiles



List



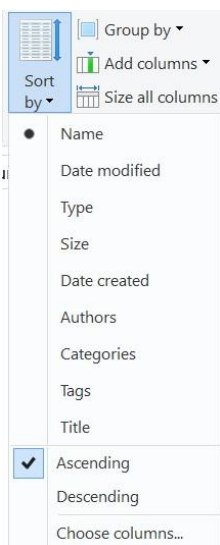
Content

	6 bad habits that are destroying your PC.pdf	Date modified: 8/9/2018 4:07 PM Size: 1.18 MB
	6 bad habits that are destroying your PC.pptx Authors: JJT	Date modified: 8/8/2018 3:59 PM Size: 6.17 MB
	8 Tiny Tweaks to Stay More Focused While Using Windows 10.d... Authors: JJT	Date modified: 8/8/2018 1:32 PM Size: 555 KB
	CCAC071818LACOFD.mp4 Length: 00:25:45	Frame height: 720 Frame width: 1280 Date modified: 8/8/2018 4:30 PM Size: 160 MB

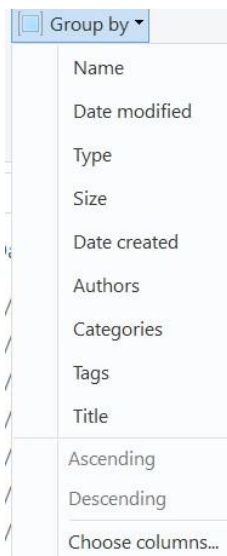
Details

 6 bad habits that are destroying your PC.pdf	8/9/2018 4:07 PM	PDF Document	1,211 KB
 6 bad habits that are destroying your PC.pptx	8/8/2018 3:59 PM	Microsoft PowerPoint...	6,325 KB
 8 Tiny Tweaks to Stay More Focused While U...	8/8/2018 1:32 PM	Microsoft Word Doc...	556 KB
 CCAC071818LACOFD.mp4	8/8/2018 4:30 PM	MP4 Video File (VLC)	163,951 KB

Sort by created



Group by



Add columns – added Date

Date created

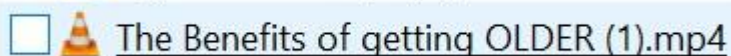
7/6/2020 11:33 PM

8/21/2017 2:35 AM

6/3/2018 7:00 AM

1/2/2020 11:28 PM

Item checkboxes – You don't have to stick with the default method of selecting multiple files: holding down Ctrl or Shift as you select each file. You can add checkboxes for easier file and folder selection.



Click **File name extensions** to see if a document is a PDF, PowerPoint, Word document, MP4 Video File (VLC), etc.

PDF Document

Microsoft PowerPoint...

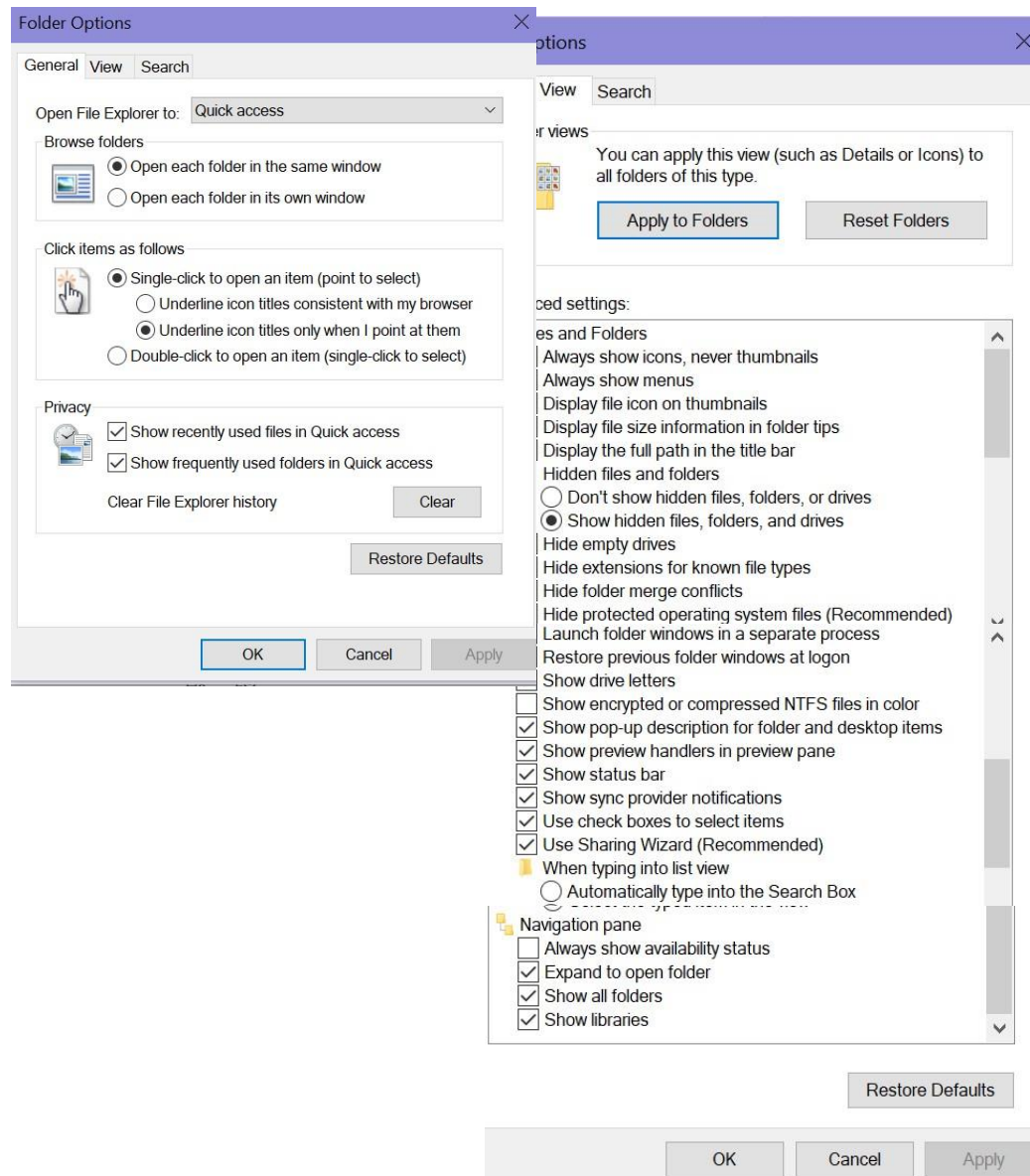
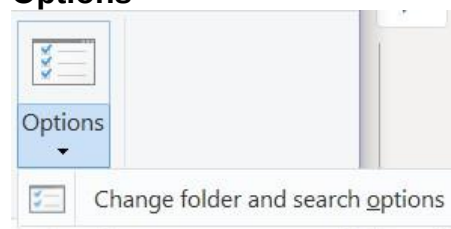
Microsoft Word Doc...

MP4 Video File (VLC)

Hidden items - Windows hides many files and folders by default, preventing users from deleting or modifying files they shouldn't touch. But you can make Windows show these hidden files by selecting Hidden items.



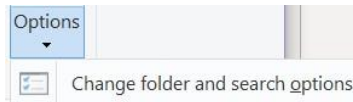
Options



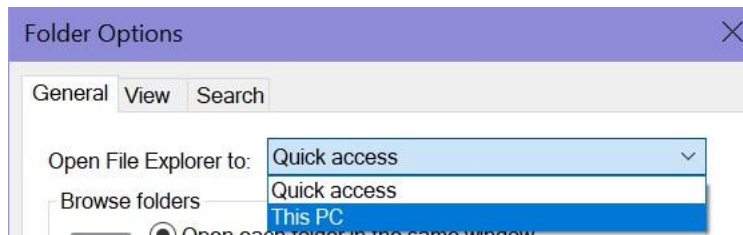
Open This PC instead of Quick access

Change the start location, click

- View tab
- Options



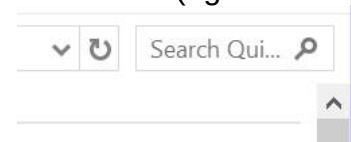
- Change folder and search options
- Open File Explorer to the drop-down menu
- Select the This PC option.
- Click the Apply / OK



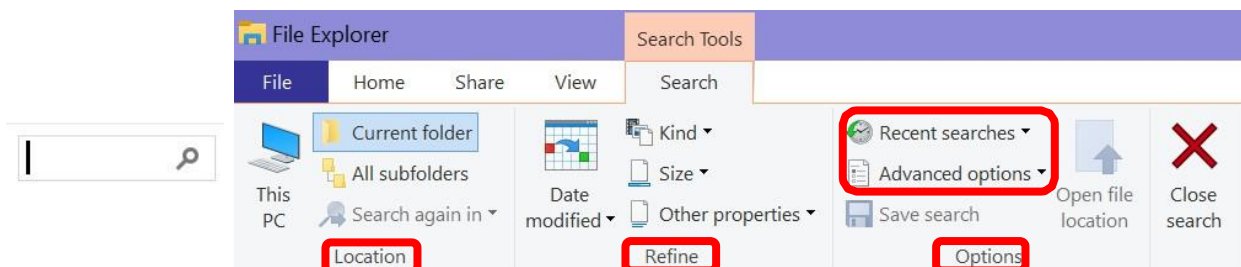
Search

Finding files and folders is as simple as typing the query in the search box (right side of the window).

- Type the query in the search box
- Press Enter

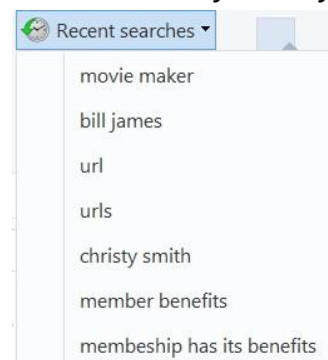


If the search doesn't include the result that you're expecting, you can use the **Search** tab to refine the result. Click in the Search box to open Search Tools. For example, you can click the Current folder to focus the search.

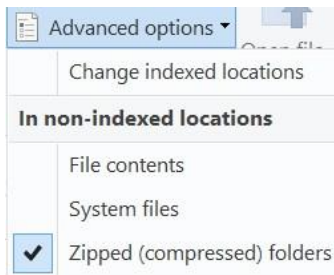


Recent Searches

Quickly access previous searches, which can come in handy to reuse customized searches that you may have used in the past,



Advanced Search Options



Resize search box

If the search box is too narrow to type a query, you can drag the left edge of the box to make it larger.

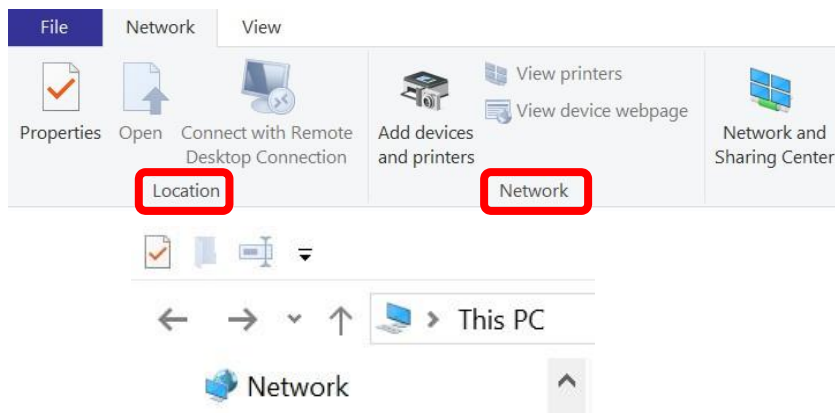


Access network drives

If you need to work with files located on another computer or server within the local network, File Explorer includes several ways to browse the data you need. For instance, you can use the "Network" tab to browse files, or if you want quicker access, you can always pin the location to "Quick access," or you can mount the network folder as a network drive to This PC.

Browsing network file - To access network drives from File Explorer, use these steps:

- Click the Network item from the navigation pane
- Click Add devices and printers to show your network



If your networked devices don't appear

- Click **Add devices and printers** to show your network
 - Settings > Internet and Network > Add your networked devices > Devices

Bluetooth & other devices

+ Add Bluetooth or other device

Mouse, keyboard, & pen

Logitech® Unifying Receiver

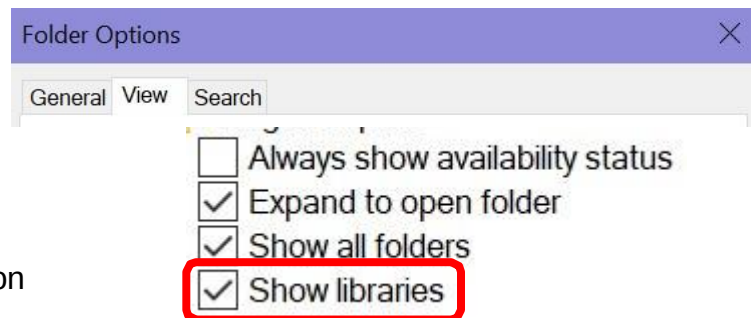
Other devices

Device

Show libraries in Navigation pane

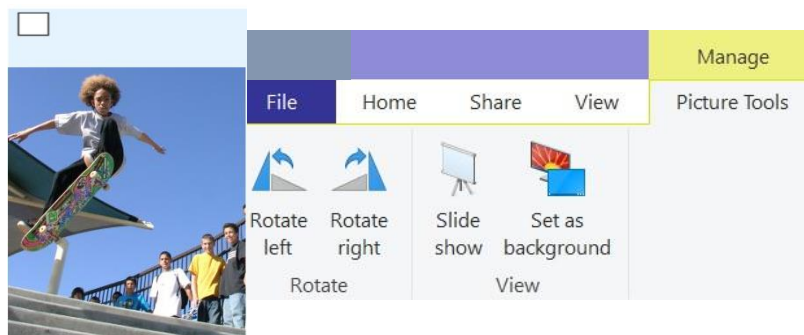
Libraries are no longer available by default on Windows 10.

- View tab
- Options
- Change folders and search options
- Click Show libraries option



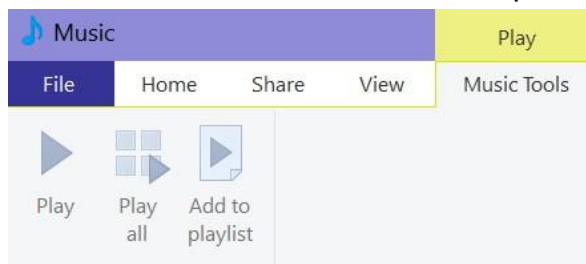
Pictures tab

The Pictures tab isn't visible until the options are needed. For instance, if you select a supported image file, you can use this tab to rotate the image without needing to open the file. Also, you can start a slide show or set as background.



Music tab

The Music tab isn't visible until the options are needed



Videos tab

The Videos tab isn't visible until the options are needed

☐	Name	Date modified	Type	Size
	audio_only.m4a	4/18/2020 1:15 PM	M4A File	66,866 KB
	chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
	meeting_saved_chat.txt	4/18/2020 12:44 PM	Text Document	1 KB
	playback.m3u	4/18/2020 1:15 PM	M3U File	1 KB
☒ 	zoom_0.mp4	4/18/2020 1:15 PM	MP4 Video File (VLC)	1,189,912 KB

 2020-04-18 09:56:59 SCRUGS 848... Play

File

Home

Share

View

Video Tools

 Play

 Play all

 Add to playlist