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 documentseverything 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

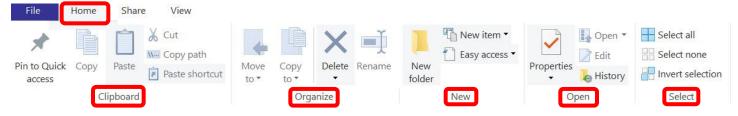
☆ Choose which folders appear on Start











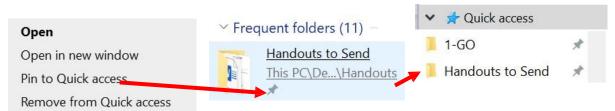
The **Home** tab is where you can Delete a file/folder, create a New folder, Create a New Item, check the Properties of a folder/file (can also right-click on file/folder to open Properties), Open (Windows Explorer), Edit, History, and Select all.

Quick Access Toolbar - Show it above or below the Ribbon

Above the	Rik	obon		Below	the	Ribbon
	-]		-	Clipboard
File Home	Cus	tomize Quick Access Toolbar			Cus	tomize Quick Access Toolbar
		Undo				Undo
		Redo				Redo
		Delete				Delete
	~	Properties			~	Properties
	~	New folder			~	New folder
	~	Rename			~	Rename
		Show below the Ribbon				<u>S</u> how above the Ribbon
		 Mi <u>n</u> imize the Ribbon				Minimize 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.

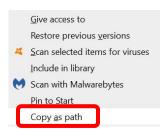
- Right-click the item (e.g. file, folder, etc.) you want to add to Quick access
- Choose Pin to Quick access on the menu.



OR

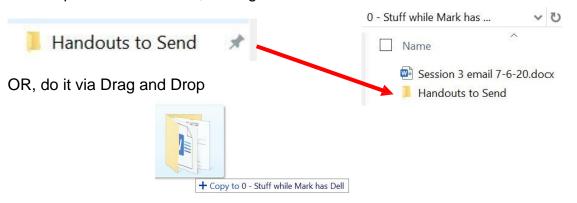
- Navigate to the folder that you want to pin to Quick Access.
- Select that folder by clicking on it.
- Click the Home tab on the Ribbon.
- The Home tab is shown.
- In the Clipboard section, click the Pin to Quick Access button.
- The selected folder is now listed in Quick Access.

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.

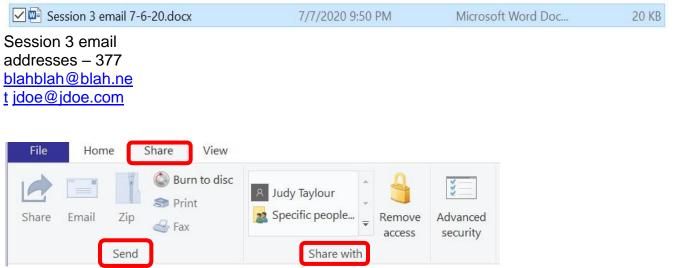


New item - The options under the New Item menu in File Explorer are usually the same ones you see in the right-click context menu. There are two ways to add and remove an option to this menu. Here's what you need to do.

Iew item Folder	Easy access	2	Edit Sele
Eolder Shortcut Microsoft Access Database Microsoft Word Document Microsoft Access Database OpenDocument Drawing Microsoft PowerPoint Presentation Microsoft Publisher Document	Include in library → Map as drive		Camera Roll Documents Music Pictures Saved Pictures Videos
Rich Text Format Text Document Microsoft Excel Worksheet Compressed (zipped) Folder			Create new library

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.



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

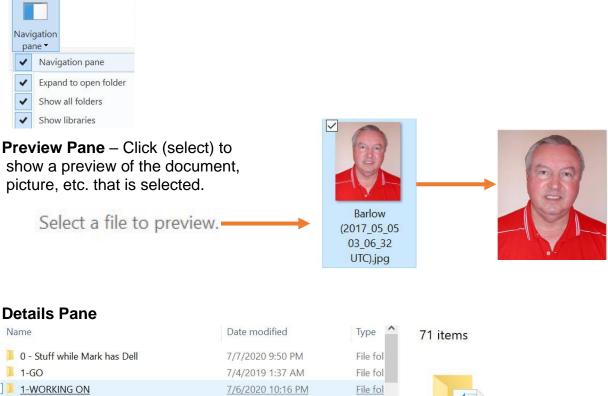
people who can get access to certain files on your computer or even on your network

File	Home Share	View								
pane 🕶	Preview pane Details pane	Extra large icons Small icons	List	Medium icons	* * *	Sort by •	 Group by ▼ Add columns ▼ Size all columns to fit 	 Item check boxes File name extensions Hidden items 	Hide selected items	Options
	Panes		Layout				Current view	Show/hide	2	

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.



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Extra Large Icons

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



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Large icons





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your PC.pptx



8 Tiny Tweaks to Stay More Focused While Using Window...

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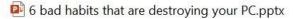
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Small icons

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List

- 6 bad habits that are destroying your PC.pdf
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Content

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Details

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 6 bad habits that are destroying your PC.pptx
 8/8/2018 3:59 PM
 8 Tiny Tweaks to Stay More Focused While U...
 8/8/2018 1:32 PM
 CCAC071818LACOFD.mp4
 8/8/2018 4:30 PM

PDF Document	1,211 KB
Microsoft PowerPoint	6,325 KB
Microsoft Word Doc	556 KB
MP4 Video File (VLC)	163,951 KB

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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.

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

PDF Document

Microsoft PowerPoint...

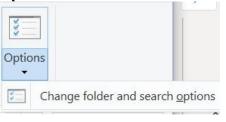
Microsoft Word Doc...

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.

✓ Hidden items

Options



Folder Options	×				\sim
General View Search		otions			~
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Open File Explorer to: Quick access	~	r views			
Browse folders Open each folder in the sam Open each folder in its own v			You can apply this view (such all folders of this type.		0
Click items as follows			Apply to Folders	Reset Folders	
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Open This PC instead of Quick access

Change the start location, click

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

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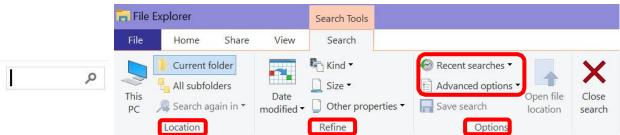
Search

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

Y	U	Search Qui 🔎

- 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.

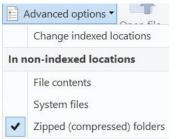


Recent Searches

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

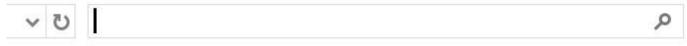
0	Recent searches *
	movie maker
	bill james
	url
	urls
	christy smith
	member benefits
	membeship has its benefits

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.



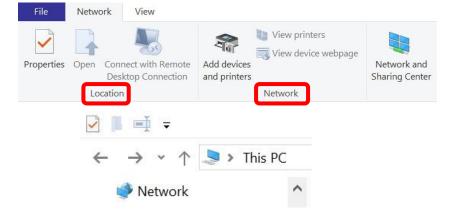
Access network drives

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
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+ Add Bluetooth or other device

Mouse, keyboard, & pen

Other devices

Always show availability status

Expand to open folder

Show all folders

Show libraries

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

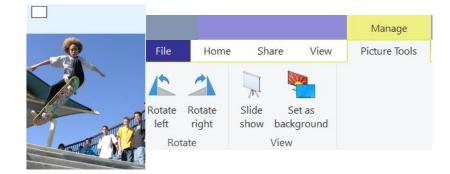
Pictures tab

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.

Folder Options

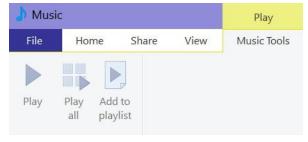
General View

Search



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 A	Date modified	Туре	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
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