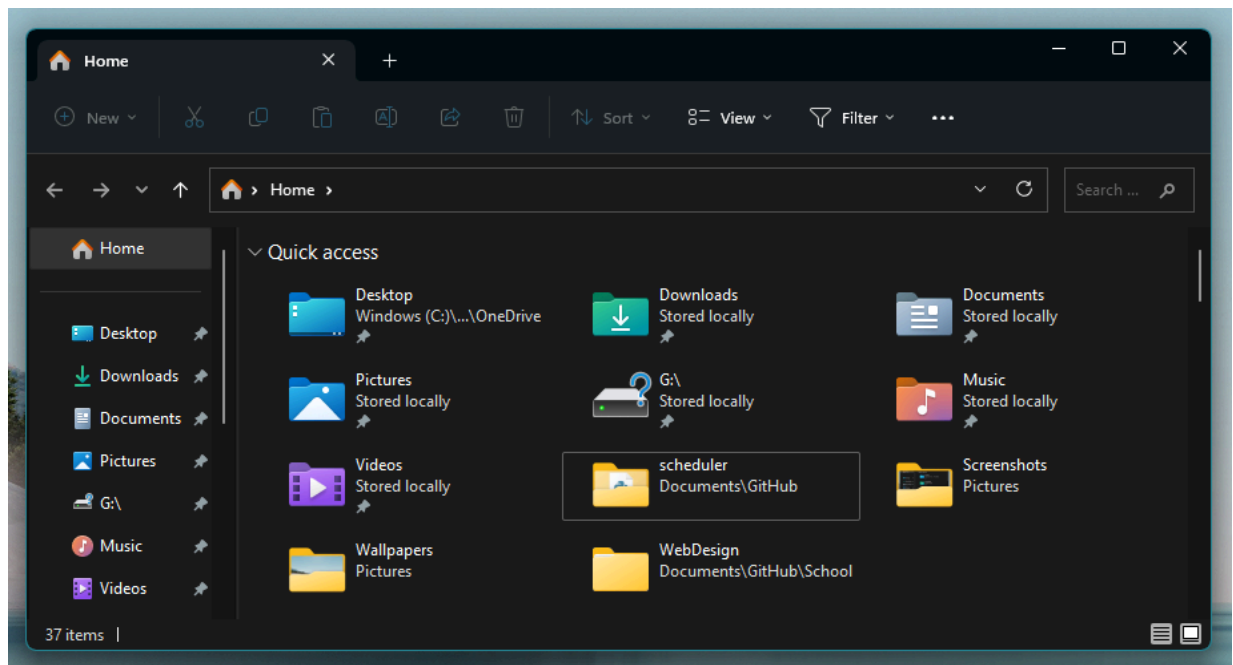


File Management

When you consider all the files you have on your computer - such as documents, pictures, music, videos, and more - it can sometimes be overwhelming to try and find what you need. That's why good file management is essential. Let's go over some basic file management tips and learn how to create, rename, move, copy, and delete files and folders.

File Explorer / Finder



File Explorer (Windows) and **Finder (macOS)** are the default file management programs. To open them you can click on their respective icons in the Taskbar or Dock, or use the keyboard shortcuts Win + E on **Windows** or Command + N on **macOS**. File Explorer and Finder are divided into sections or panes that display different information about your files and folders. These include:

- **Navigation Pane / Sidebar:** Located on the left side, this area shows the **hierarchy** of your computer's storage locations, including local drives, network drives, and connected devices. It also contains shortcuts to common folders like Documents, Pictures, Music, Videos, and Downloads.
- **Main Pane:** This is the main area where you can view and manage your files and folders. You can switch between different viewing modes, such as icons, lists, or columns. You can also sort items by name, date, size, or type.
- **Address Bar / Path Bar:** Located at the top, this bar displays the current location in the file system. You can click on any part of the **address** or **path** to navigate directly to that location. You can also type or paste a file path directly into the bar and press Enter to navigate there.
- **Search Bar:** Use this feature to search for files and folders within the current directory or your entire computer. Type your search query and press Enter. You can also use advanced search options and filters to refine your search results.

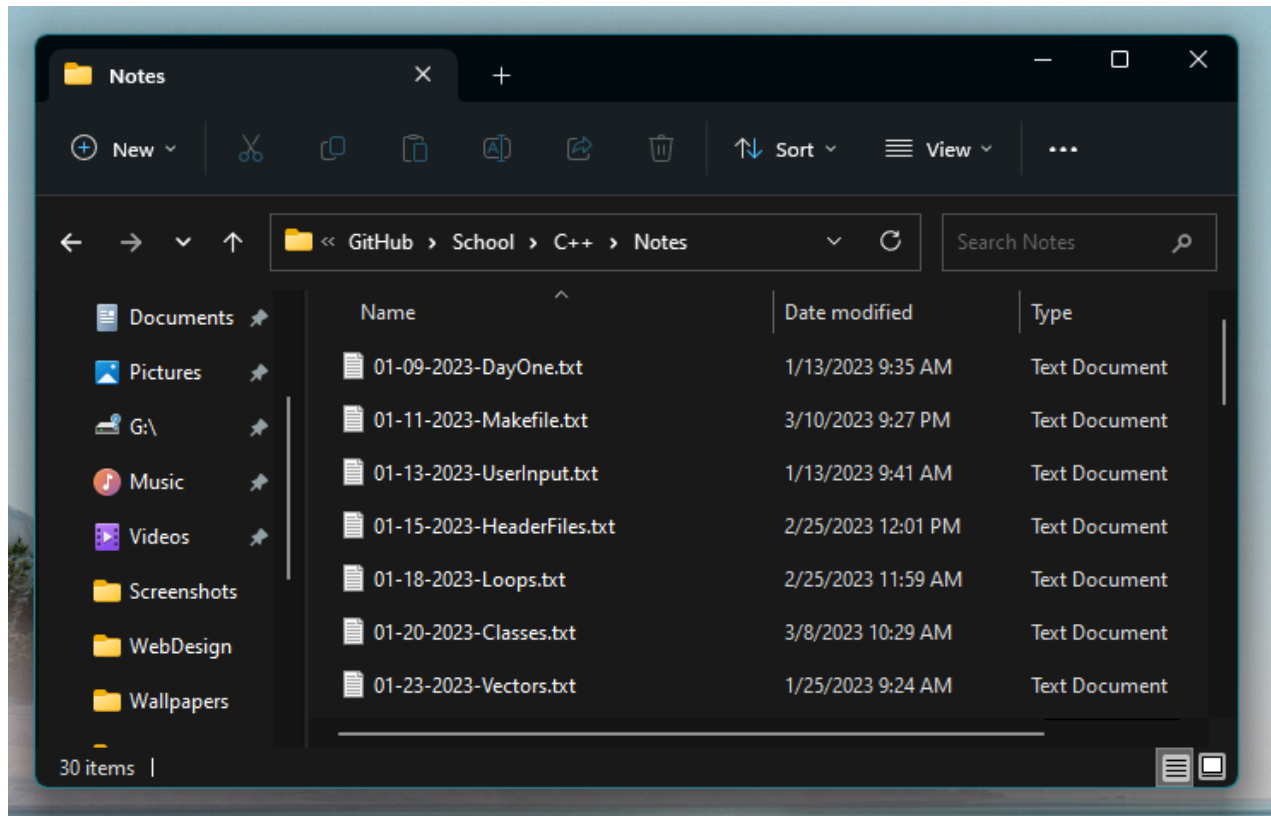
Creating Files and Folders

Files and folders can be created on the desktop or within other folders. Open File Explorer or Finder and navigate to where you want to create the file or folder. To create a new file or folder on **Windows**, right-click within the folder or on the desktop, select "New," and then choose the type of file you want to create. The shortcut Ctrl + Shift + N will also create a new folder. To create a new file on **macOS**, click on "File" in the menu bar, and then hover over "New" to see a list of file types. Choose the type of file you want to create. To create a new folder, use Command + Shift + N.

It's important to develop a system for organizing them that makes sense for you. This can include using descriptive file names, grouping related files together, and organizing them in subfolders. For example, within my Pictures folder I have subfolders for Wallpapers, Screenshots, etc.

Renaming Files and Folders

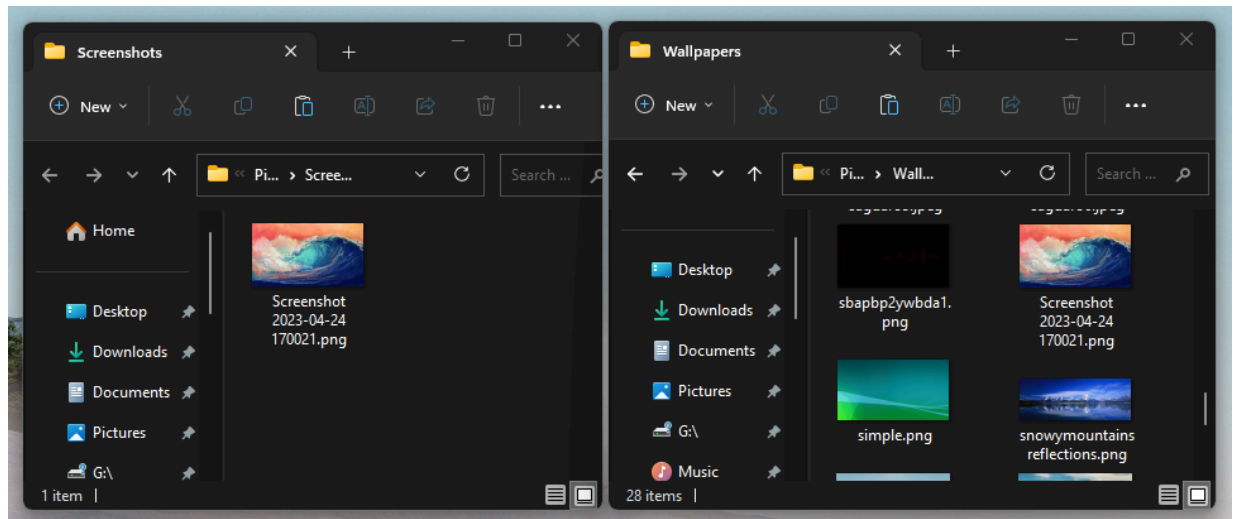
To rename a file or folder, left-click on it once and press F2. Alternatively, right-click on the item and select "Rename." Type in the new name and press Enter. You can also click on the file or folder once to select it, then click again on the name (not the icon) to make it editable.



When naming folders and files, it's best to use clear, descriptive names that are easy to understand and remember. Avoid using special characters, spaces, or long names that might cause issues with different operating systems. It's also helpful to use a consistent naming convention, such as starting with a date or a project name, to help keep everything organized.

If you try to save a file with the same name as another file in the same folder, it will overwrite the original. You can't have two files with the same name in the same place. To avoid losing important files, make sure to give each file a unique name or store them in separate folders.

Moving, Copying, Deleting



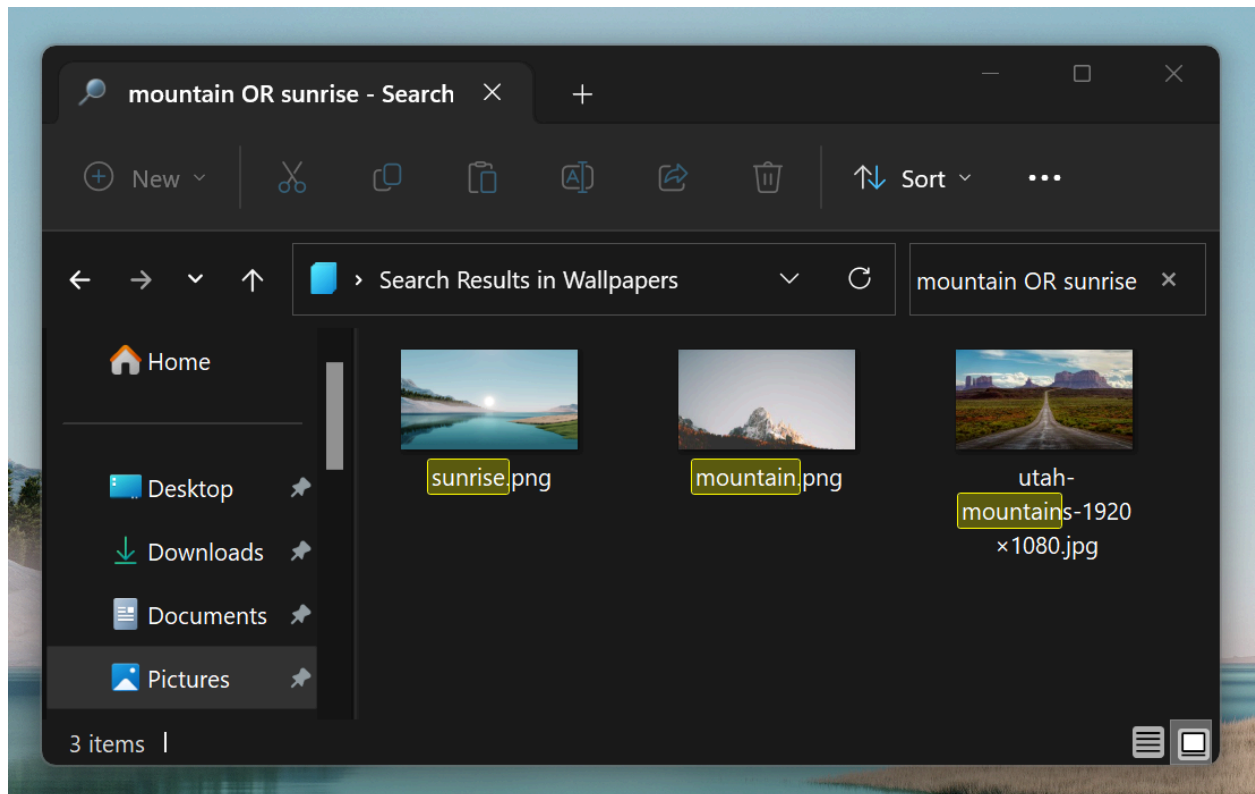
To move a file or folder, simply click and drag it to the desired location. On **Windows** you can right-click a file > Show more options > Send to > Desktop (create shortcut). Instead of moving the file, it will create a **shortcut** to the file on the desktop so that you can access it quickly, but keep it in the folder where it belongs. On **macOS** you can do this by right-clicking the file > Make Alias to create an **alias**, which is similar to a Windows shortcut.

To copy a file or folder, hold down the Ctrl key (**Windows**) or the Option key (**macOS**) while dragging the item to the destination. You can also right-click the folder and select "Copy," or use Ctrl + C or Command + C.

To delete a file or folder, right-click on the item and select "Delete" (**Windows**) or "Move to Trash" (**macOS**). Deleted files and folders will be moved to the Recycle Bin or Trash, where they can be recovered or permanently deleted. You can use the keyboard shortcuts Ctrl + X or Command + X to cut a file or folder and Ctrl + V or Command + V to paste it to a new location, just like you would with text.

Searching and Sorting

To search for a file, use the search bar in File Explorer (**Windows**) or Finder (**macOS**). You can refine your search by using special search operators like AND, OR, and NOT. For example, if you want to find all the files with "report" in the filename, but exclude any files that have "draft" in the filename, you can search for "report NOT draft".



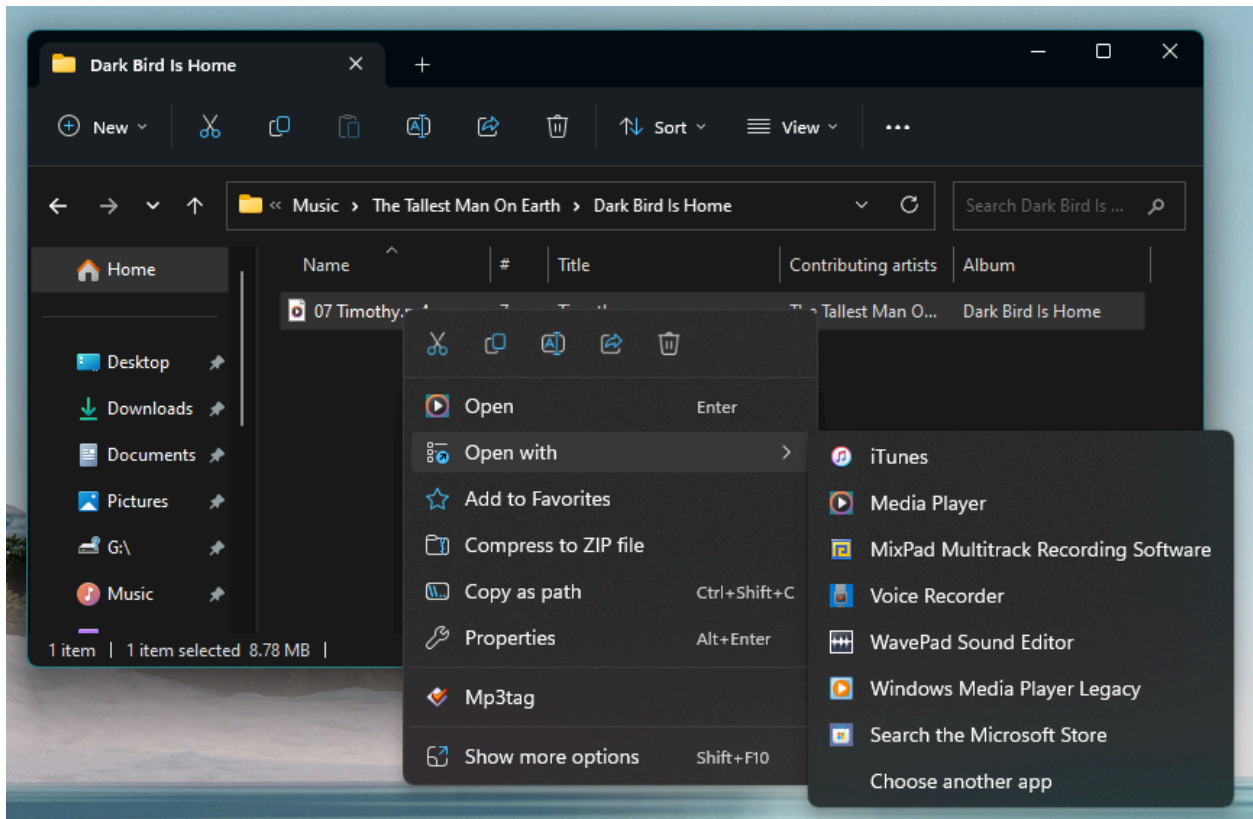
You can sort files and folders by type, name, size, or date by clicking the column headers in File Explorer (**Windows**) or Finder (**macOS**). You can also group files by type or other attributes by right-clicking within the folder and selecting "Group by" (**Windows**) or using the "Arrange" button in Finder (**macOS**).

Globbering

The **asterisk** (*) character is used as a “wild card” symbol that represents any combination of characters or an unknown portion of a filename or file extension. This is called a “globbering” expression. Here are some examples of what it can do:

1. **Match any characters:** When used at the beginning, middle, or end of a search pattern, the asterisk matches any sequence of characters, including none. For example:
 - ***.txt:** Matches any file with a .txt extension.
 - **file*.jpg:** Matches files starting with "file" and ending with ".jpg," such as "file1.jpg" or "file_image.jpg."
2. **Match a specific number of characters:** By placing multiple asterisks consecutively, you can specify the number of characters to match. Each asterisk represents a different number of characters. For example:
 - **file*.txt:** Matches files starting with "file" and ending with ".txt," such as "file1.txt" or "file_image.txt."
 - **file***.txt:** Matches files starting with "file" followed by any three characters and ending with ".txt," such as "file123.txt" or "fileABC.txt."
3. **Recursive matching:** In some file search utilities or commands, such as the find command in Unix/Linux systems, the asterisk can be used to match files in subdirectories recursively. For example:
 - **find /path/to/search/*:** Matches all files and directories within the specified directory and its subdirectories.

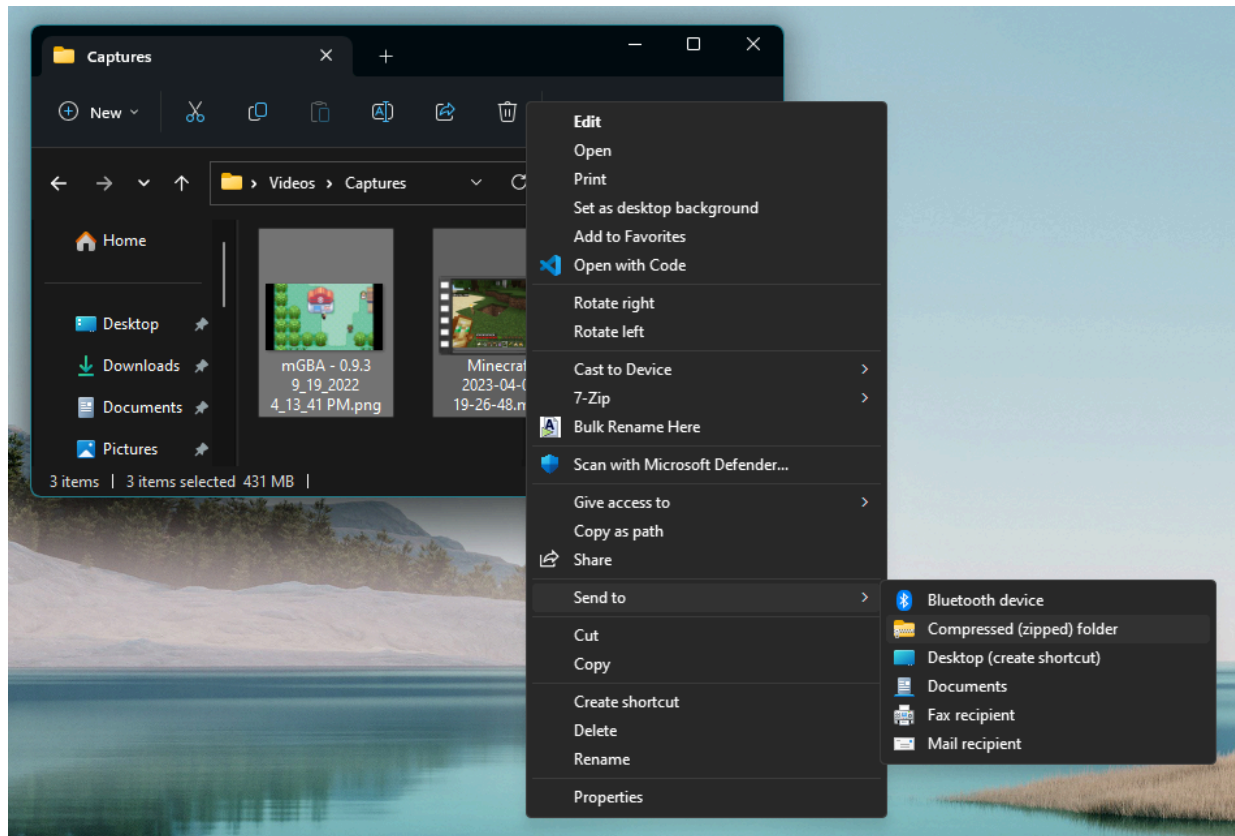
File Extensions and "Open with..."



File extensions indicate the type of file and determine which applications can open it. File extensions are typically shown at the end of a filename after a period, such as .txt for text files or .jpg for JPEG images. To change the default program for opening a particular file type on **Windows**, right-click on a file, select "Open with..." and choose a different application. For example, maybe you want to always open .jpg images with Microsoft Paint instead of with the default Photos app.

File extensions are typically hidden by default on **macOS**, but you can show them by going to Finder > Preferences > Advanced and checking the box next to "Show all filename extensions." To change the default application for opening a file type, right-click on a file and select "Get Info". Under the "Open with" section, you can select a different app to open that specific file or click "Change All" to apply the change to all files with the same extension.

Compressing and Extracting Files



Compressing files can be a useful way to reduce file size, combine multiple files into one, or share files more easily. To compress files, right-click on the file(s) or folder(s) and select "Send to" > "Compressed (zipped) folder" (**Windows**) or "Compress" (**macOS**). To extract files from a compressed folder, double-click the folder to open it and drag the files to a new location. Alternatively, right-click on the folder and select "Extract All" from the context menu (**Windows**) or double-click and select "Extract" from the toolbar (**macOS**) to extract all of the files at once. Third-party programs like 7-Zip or WinRAR can also be used to compress and extract files, offering additional features and customization options.

When compressing files, it's important to consider the type and size of the files, as well as the intended use. Some file types, such as images or videos, may already be compressed and may not benefit as much from

further compression. In addition, compressed files may take longer to open or extract, depending on their size and complexity.

It's also important to be cautious when receiving compressed files from unknown or untrusted sources, as they may contain malware or other harmful content. Always scan files with antivirus software before opening or extracting them, and be wary of unsolicited emails or downloads.