

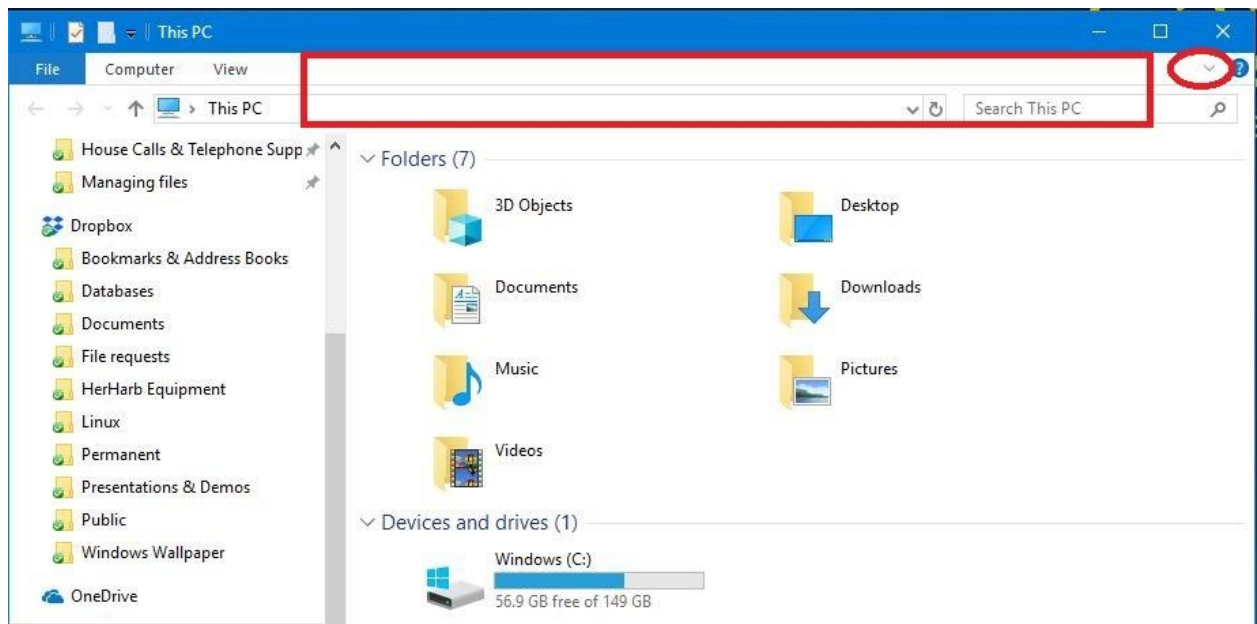
Managing Files in Windows 10 & 11

Preliminaries

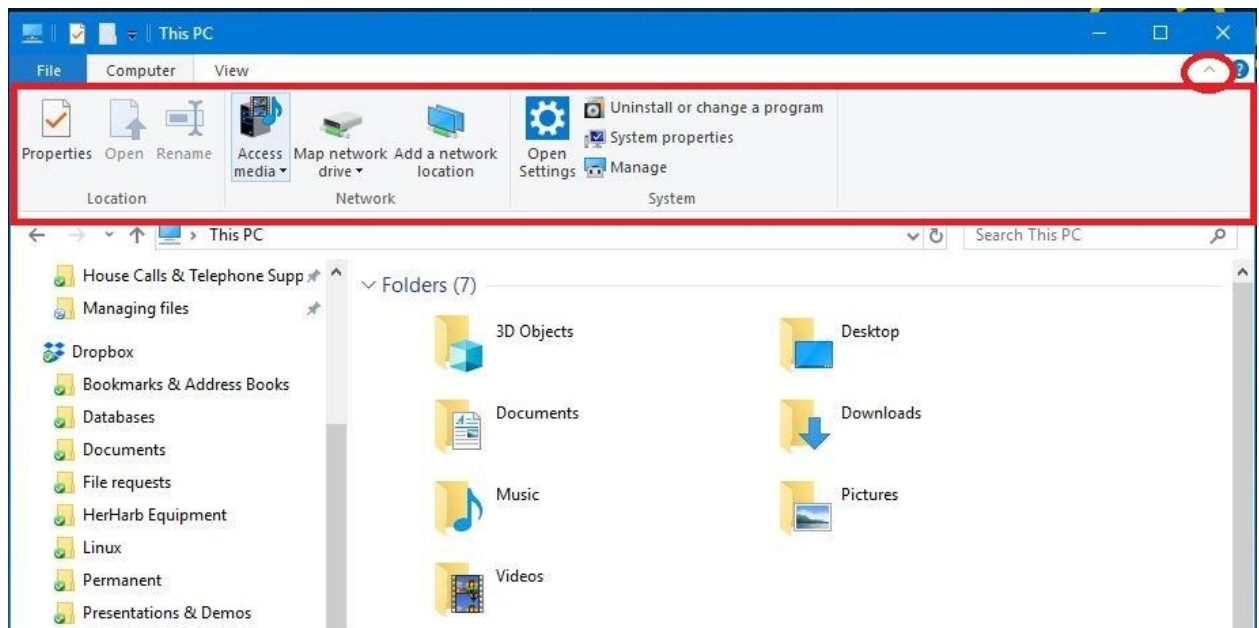
Locate the **File Explorer** icon on the taskbar.



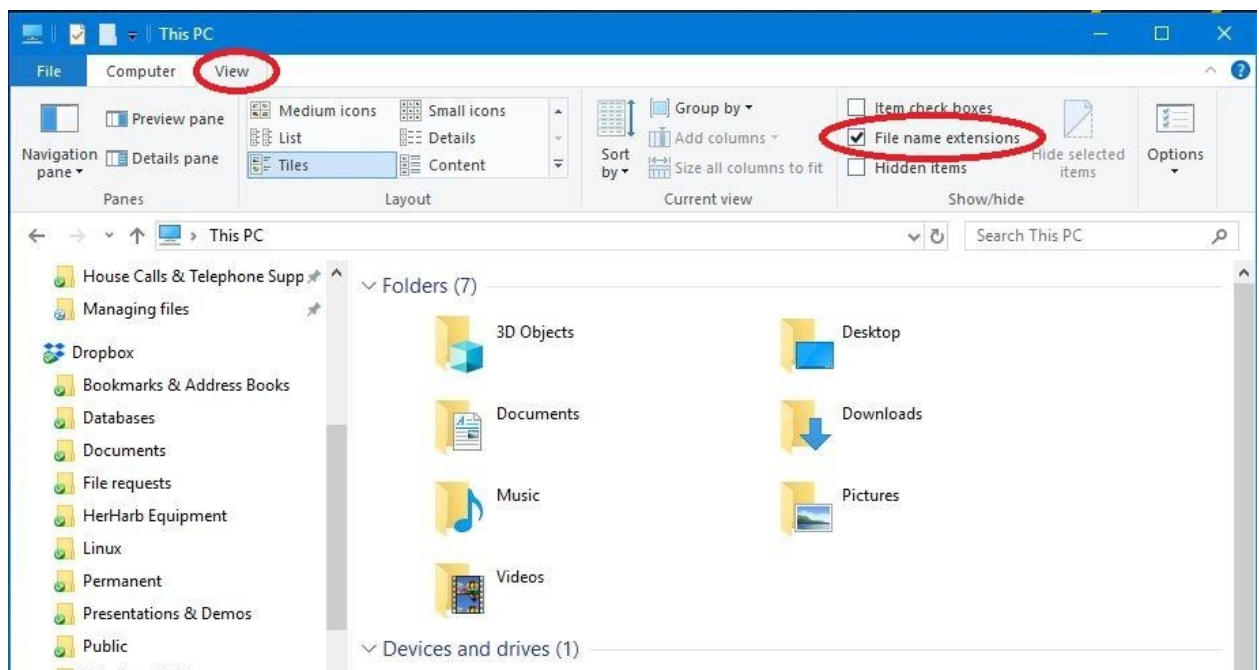
After clicking on the File Explorer icon, you will be in the File Explorer application. Note the initial layout. There is no ribbon menu. Note the circled down-arrow in the upper right corner.



Click on the **down-arrow** to bring up the **ribbon menu**.

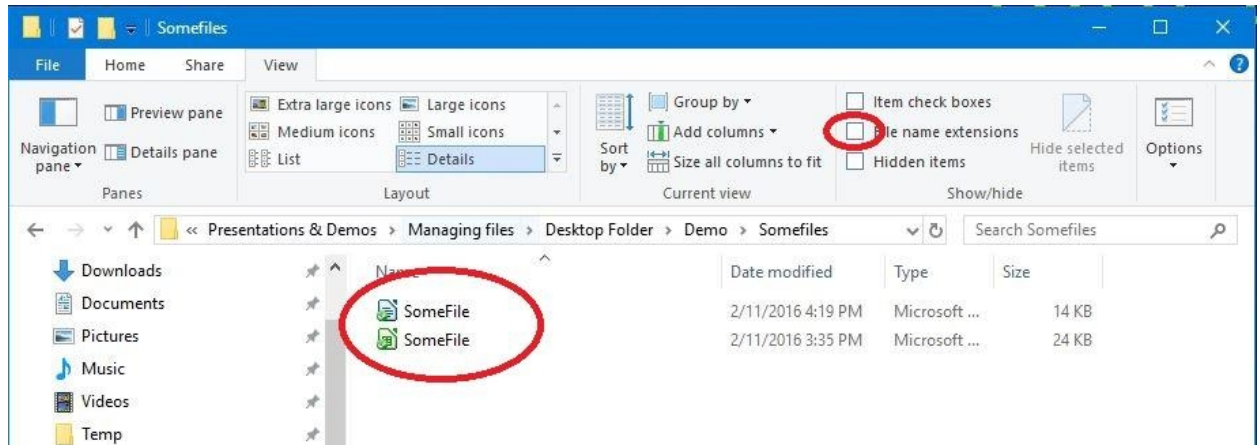


Set File Explorer to exhibit filename extensions. To do this, click on the **View** tab and click the checkbox for **File name extensions**.

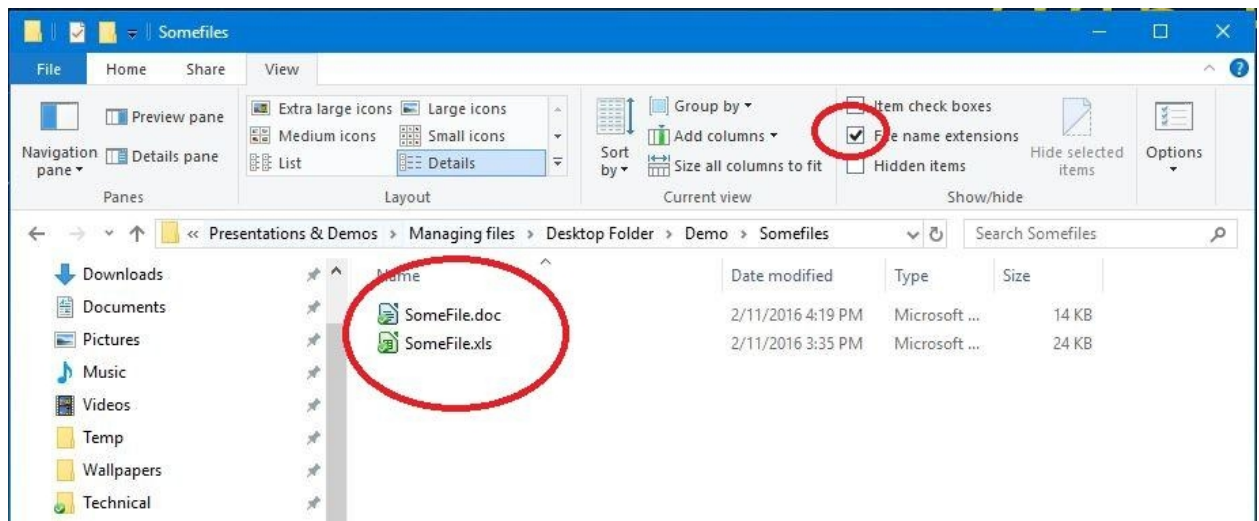


Note the effect of using the extensions on the files listed in File Explorer

Without extensions:



With extensions:

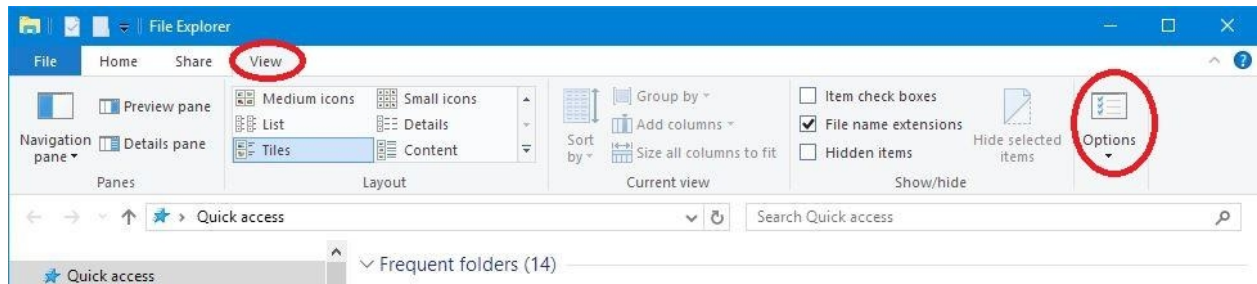


Thus, files with very different types of content are distinguished only by their filename extensions. Without knowing the extensions, we would not know where to put the files when organizing our computer.

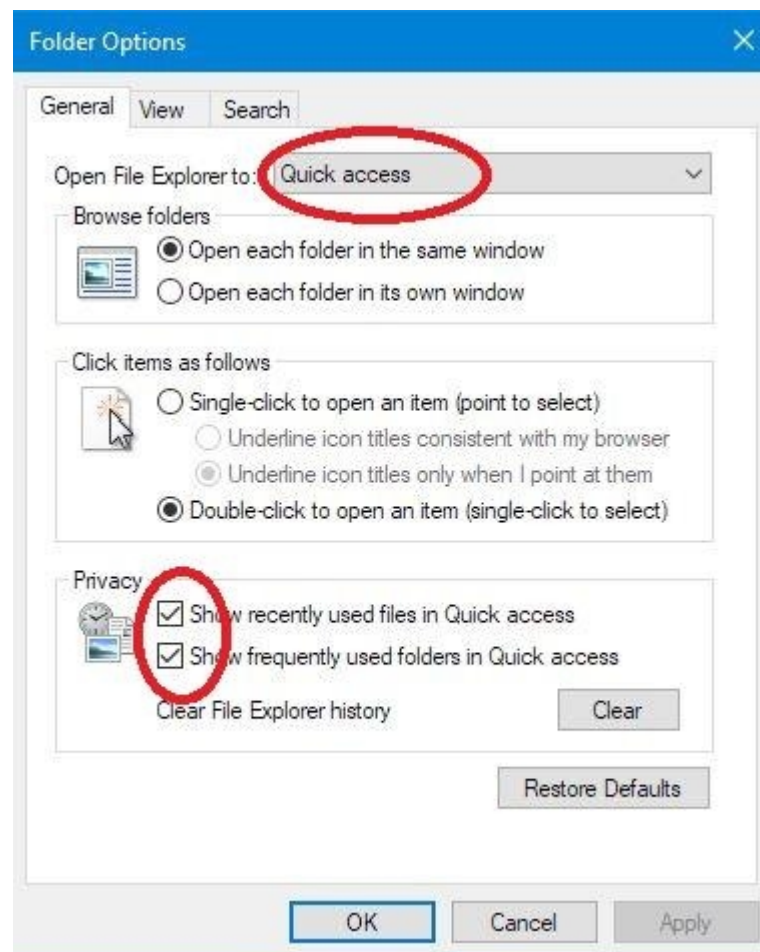
Recommended

The default arrangement of the opening screen of File Explorer is a bit cluttered. It opens in the “Quick Access” view. We can simplify it by setting it to open in the “This PC” view.

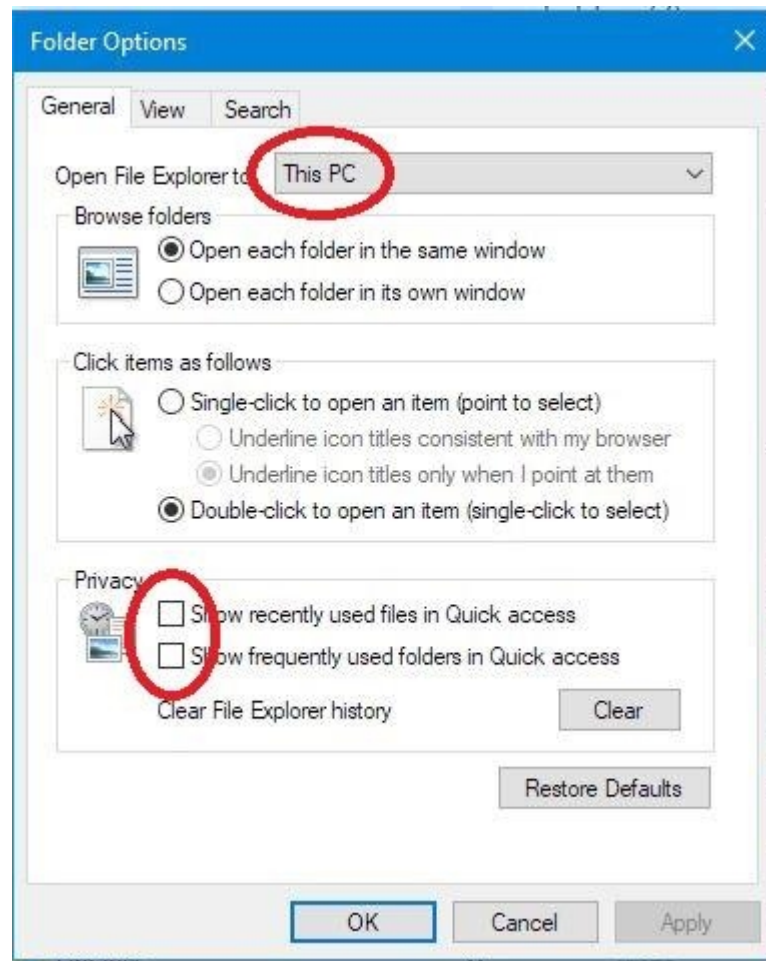
Click on the View tab. Then click on Options, on the far right.



By default, File Explorer opens to the “Quick Access” view and displays recently used files, as shown below.



Click on the drop-down arrow next to “Quick access” and select “This PC.” Also, uncheck the checkboxes in the Privacy section of the dialog box displaying recently used files and frequently used folders.



Then close File Explorer and re-open it. This will now display the uncluttered view typical of the “This PC” icon on the desktop (if you have chosen to display the This PC icon on the desktop).

It will display the **four principal folders** plus the Downloads folder.

Essentials of File Management

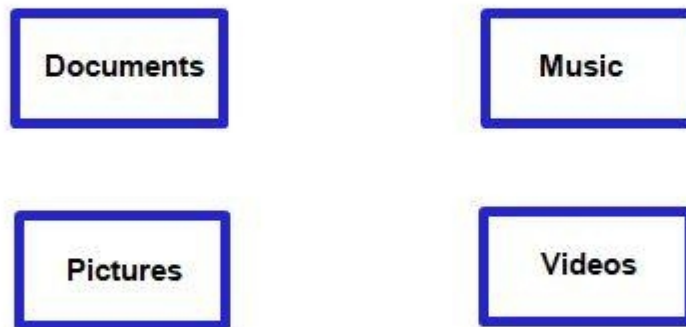
File management consists of assigning your files to one of the four principal folders, **Documents, Pictures, Music, and Videos**. It requires that the user redistribute the files collected in the **Downloads** folder to one of the aforementioned principal folders.

Files should not be permitted to accumulate in the Downloads folder. The Downloads folder should be thought of as a temporary holding tank for newly acquired files pending their redistribution to one of the four principal folders.

What Goes Where?

Files should be distributed from the Downloads folder to the four principal folders:

Primary Folders



The primary criterion for deciding where to place the files is the file type, as designated by the filename extension (i.e., the three or four letters after the dot – e.g., somefile.xls or somefile.xlsx).

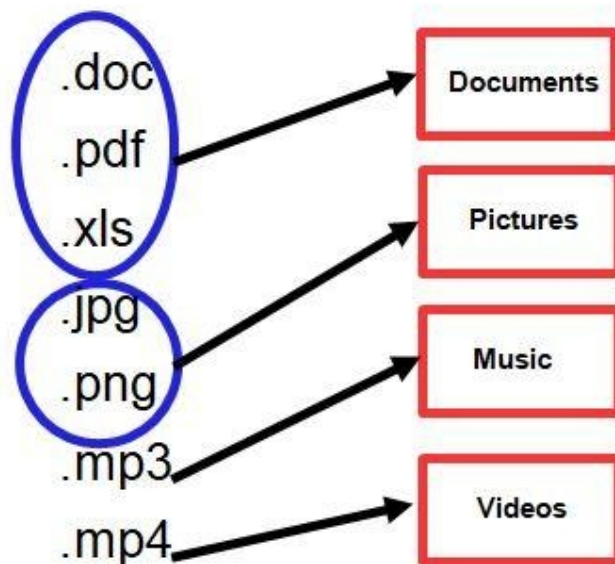
The most common file types are as follows:

File Types

Filename Extension	File Type	Normal Primary Folder
.doc, .docx	word processing file	Documents
.xls, .xlsx	spreadsheet	Documents
.pdf	portable document format	Documents
.jpg, .jpeg	image	Pictures
.png	image	Pictures
.gif	image	Pictures
.bmp	image	Pictures
.mp3	music	Music
.wav	music	Music
.mp4	video	Videos
.mov	video	Videos

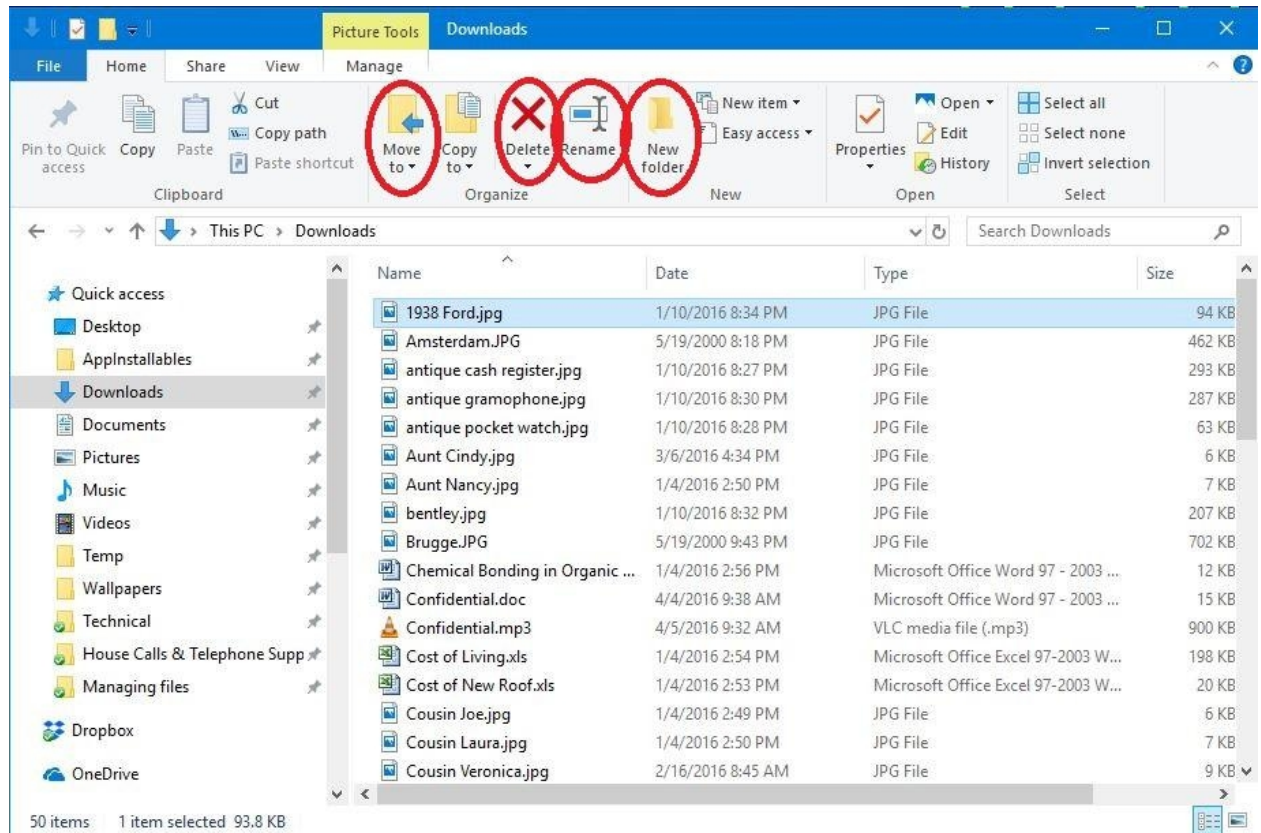
Destinations

Distribution of Files



How to Make the Move

Notice the action icons in the ribbon menu of File Explorer. These reflect the actions you can take on files and folders.



You can move files from one folder to another by **highlighting** them in the original folder, then clicking the “**Move to**” action icon on the **ribbon menu** and selecting the **destination folder** from the **dropdown menu**.

This action can be performed on one file at a time, but it is usually more convenient to move **groups of files** with each operation. There are several ways to group them, one way for files that are not directly above or below one another, and a second way for files that are contiguous. These methods are illustrated below.

Selection

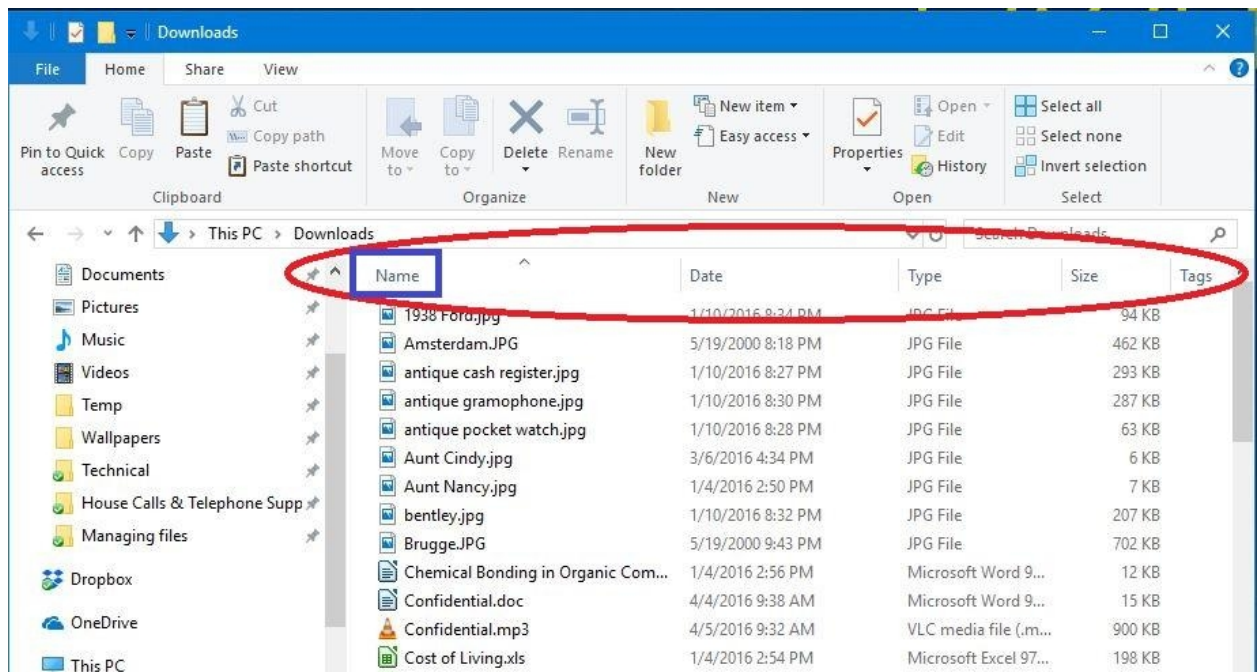
Name	Date modified	Type	Size
1938 Ford.jpg	1/10/2016 8:34 PM	JPG File	34 KB
Amsterdam.JPG	5/18/2000 10:08 AM	JPG File	462 KB
antique cash register.jpg	1/10/2016 8:27 PM	JPG File	293 KB
antique gramophone.jpg	1/10/2016 8:30 PM	JPG File	287 KB
antique pocket watch.jpg	1/10/2016 8:28 PM	JPG File	63 KB
Aunt Nancy.jpg	1/4/2016 2:50 PM	JPG File	7 KB
berkeley.jpg	1/10/2016 8:32 PM	JPG File	207 KB
Brugge.JPG	5/18/2000 12:47 PM	JPG File	702 KB
Chemical Bonding in Organic Compounds.doc	1/4/2016 2:56 PM	Microsoft Office Wor...	12 KB
Cost of Living.xls	1/4/2016 2:54 PM	Microsoft Office Exce...	198 KB
Cost of New Roofs.xls	1/4/2016 2:53 PM	Microsoft Office Exce...	20 KB
Cousin Joe.jpg	1/4/2016 2:49 PM	JPG File	6 KB
Cousin Laura.jpg	1/4/2016 2:50 PM	JPG File	7 KB
Crosley Radios.pdf	8/14/2006 6:52 PM	PDF File	1,742 KB
Cruise Itinerary.doc	1/5/2016 5:15 PM	Microsoft Office Wor...	13 KB
Disney World.MPG	8/1/2010 2:50 PM	Movie Clip	1,400 KB
Elit Tower.JPG	6/21/2012 7:26 PM	JPG File	1,564 KB
Energy of Higgs Boson.doc	1/4/2016 2:58 PM	Microsoft Office Wor...	25 KB

Name	Date modified	Type	Size
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**Click the first:
Control-Click the others**

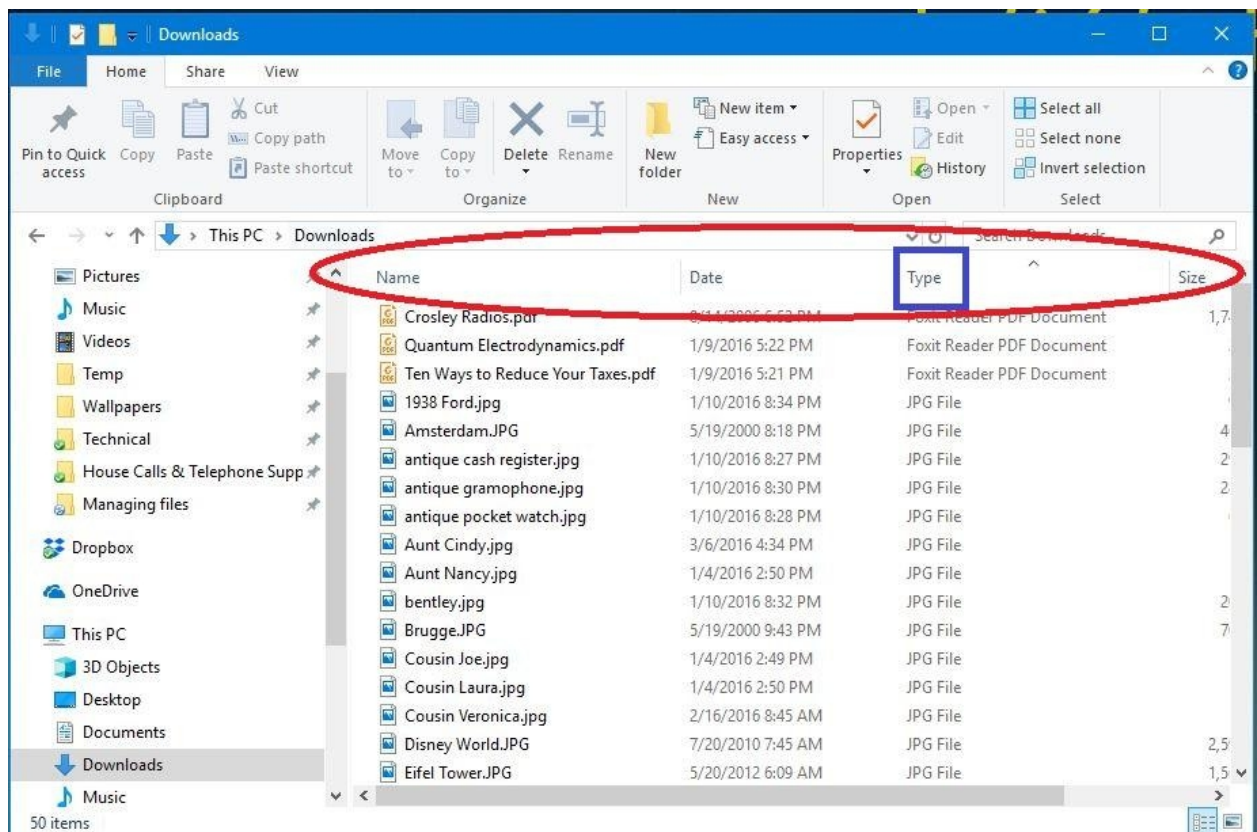
**Click the first:
Shift-Click the last**

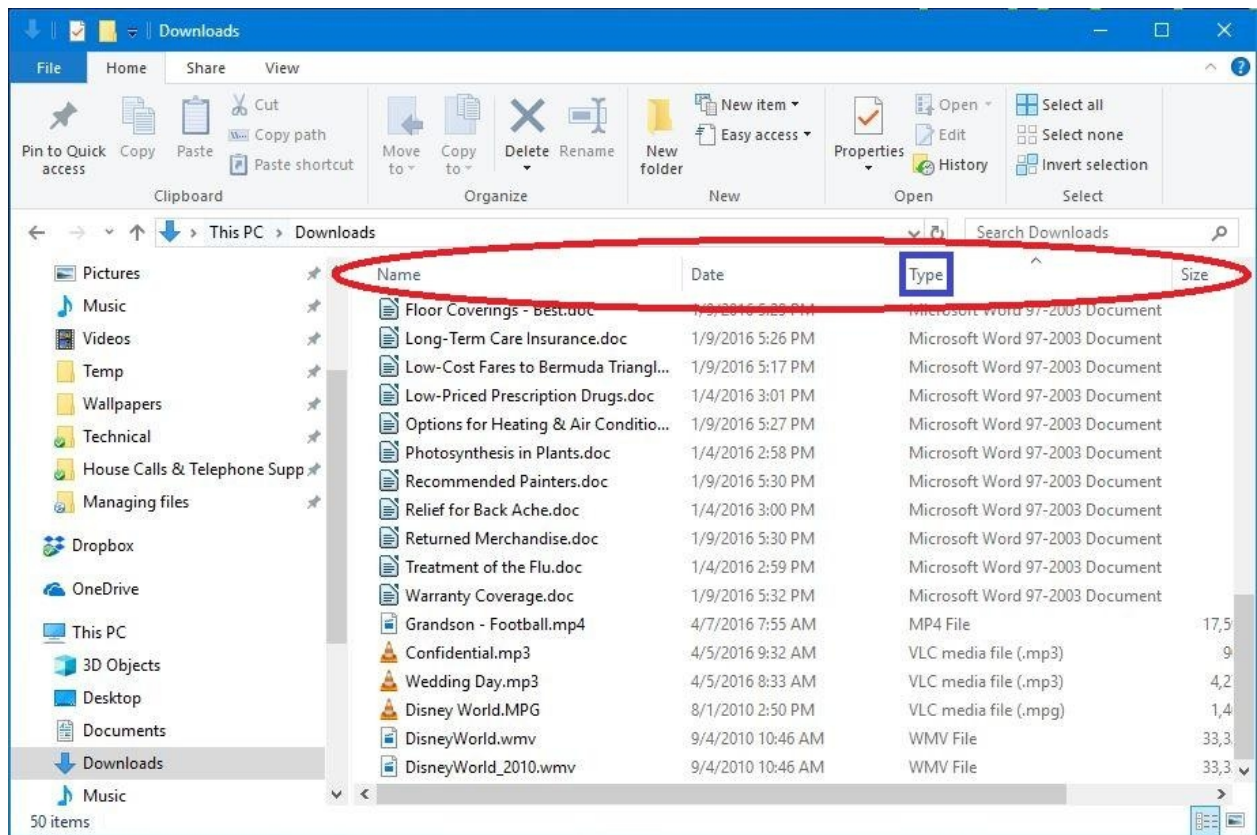
To save even more time, you can **group the files by file type** – i.e., all word processing documents together, all pictures together, all music together. You sort them into groups in the source folder (e.g., Downloads), then move the group to the destination folder (Documents, Pictures, Music, Videos). To do this, note the names of the **column headings** in File Explorer.



By default, files are sorted **alphabetically by name**. Clicking the name header will reverse the order from descending to ascending.

To **sort files by type** – the way you need to view them to distribute them to more convenient folders, click the “Type” header at the top of the Type column. This is shown in the following two images:





You can now group contiguous file together by type of file, then click the **Move to** icon in the ribbon menu and select the appropriate destination folder (Documents, Pictures, etc) from the dropdown menu.

What to Do with the Files Once They are in One of the Principal Folders

You may be satisfied just having the files in one of the four principal folders, rather than in the Downloads folder, but that is of only limited usefulness. You should consider creating subfolders within the principal folders, with the subfolders named as categories you frequently use. Some common subfolders might include the following:

Categories = Subfolders



To create a subfolder, click the **New Folder** icon on the ribbon menu. To assign a name to the new folder, highlight the folder and click the **Rename** icon on the ribbon. On the highlighted name ("New Folder"), type the name you want to assign to the new subfolder.

After you have created the new subfolder, use the previously described techniques to move the appropriate files to the new folder. You can use the "**Move to**" icon or the "Cut" and "Paste" icons from the ribbon menu or just drag the files to the subfolder.

Still Can't Find the File You are Looking For?

Consider downloading and installing a free utility call **Everything Search**, usually referred to as **Everything**.

It can be downloaded from www.voidtools.com

Safeguarding Your Data Files

Minimal document creation: copy your files to portable USB hard drive periodically (approximately \$70 for portable USB hard drive). Create **same folders as on hard drive**.

Frequent document creation: Recommend EaseUS Todo Backup Free

www.easeus.com/download/backup.html

(Note: do not accept additional software offered during installation procedure!)