

# Chapter 6

## Word Watch

- sorting
- folders
- navigation pane
- organize
- deleting
- Recycle bin
- compressing
- extracting

# Working with Files and Folders

## Learning Objectives

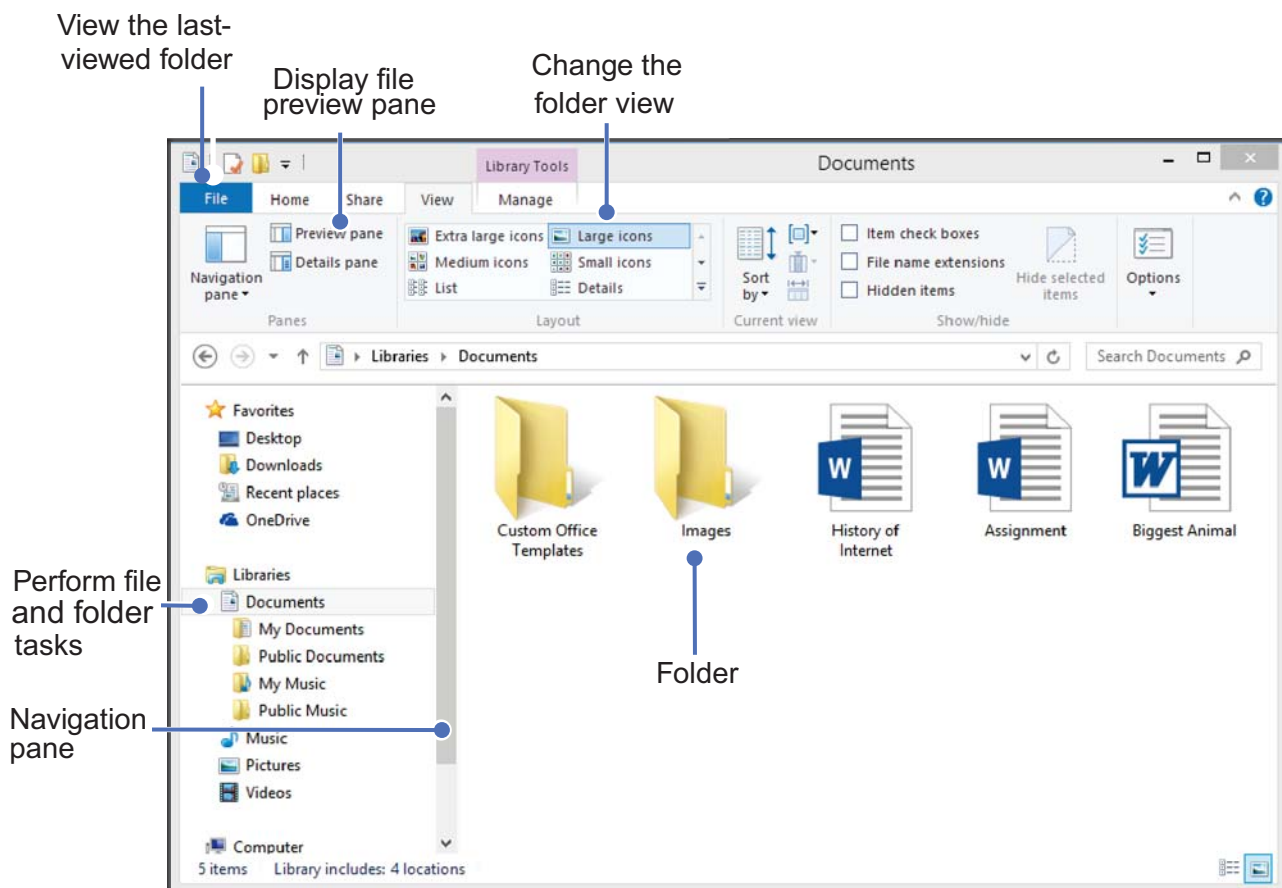
After completing this lesson, you should be able to:

- identify the different parts of Windows Explorer;
- work & navigate folder and subfolders;
- delete and restore files in Windows; and
- work with Libraries.

## The Windows File Explorer

All the data for documents and programs on your computer is stored in electronic files. These files are then arranged into a series of folders and subfolders just as you had arrange paper files in a series of file folders in a filing cabinet.

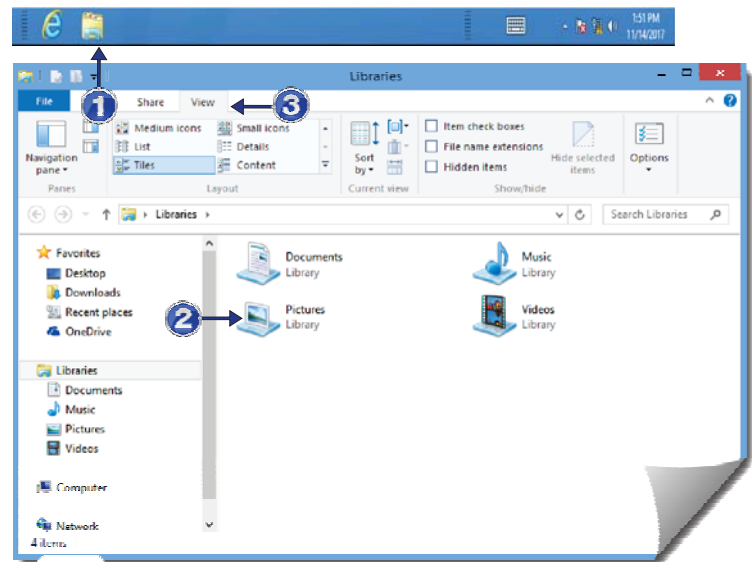
In Windows, you use Windows Explorer to view and manage the folders and files on your system. You open Windows Explorer by clicking the Windows Explorer button on the Windows taskbar.



## Changing the Way Files Are Displayed

You can choose to view the contents of a folder in a variety of ways. The icon views are nice in that they show a small thumbnail preview of any selected file.

- 1 Click the **File Explorer** folder on the Windows taskbar.
- 2 Your documents are organized into Documents, Music, Pictures, and Videos folders. Double-click any folder to view the folder's contents.
- 3 Click the down arrow next to the **Views** button on the toolbar, and then move the slider to select from the **Content**, **Tiles**, **Details**, **List**, **Small Icons**, **Medium Icons**, **Large Icons**, and **Extra Large Icons** views.



**Which View Is Best?** Any of the larger icon views are best for working with graphics files. Details view is best if you're looking for files by date or size.

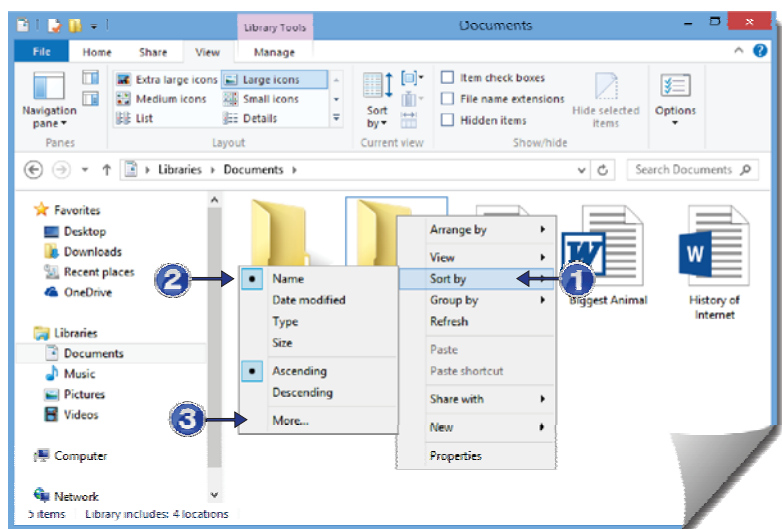
## Sorting Files and Folders

When viewing files in Windows Explorer, you can sort your files and folders in a number of ways. To view your files in alphabetical order, choose to sort by **Name**. To see all similar files grouped together, choose to sort by **Item Type**. To sort your files by the date and time they were last edited, select **Date modified**.

- 1 Right-click any open space within File Explorer and select **Sort By**.
- 2 Choose to sort by **Name**, **Date modified**, **Type**, or **Size**.
- 3 To view more sorting options, click **More**.



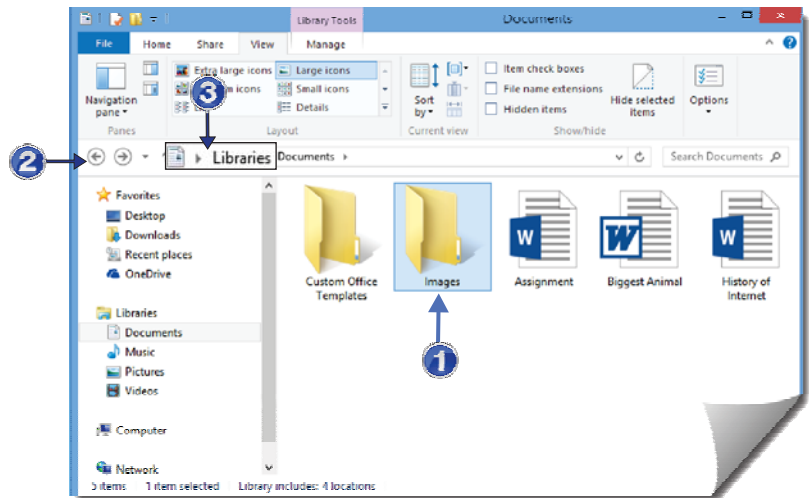
**More Sorting Options** When you opt to view More sorting options, you can sort by dozens of different parameters, all of which change based on what type of file you're viewing. For example, if you're viewing music files, you can sort by Album, Artists, Bit Rate, Composers, Genre, and the like.



## Navigating Folders

You can navigate through the folders and subfolders in Windows Explorer in several ways.

- 1 To view the contents of a disk or folder, double-click an icon.
- 2 To move back to the disk or folder previously selected, click the **Back** button on the toolbar
- 3 To move up the hierarchy of folders and subfolders to the next highest item, click that item in the address box at the top of the window.



**TIP** **Moving Forward** If you've moved back through multiple disks or folders, you can move forward to the next folder by clicking the Forward button.

**TIP** **Breadcrumbs** The list of folders and subfolders in Windows Explorer's address box presents a "breadcrumb" approach to navigation. You can view even earlier folders by clicking the left arrow next to the folder icon in the address box; this displays a pull-down menu of the recently visited and most popular items.

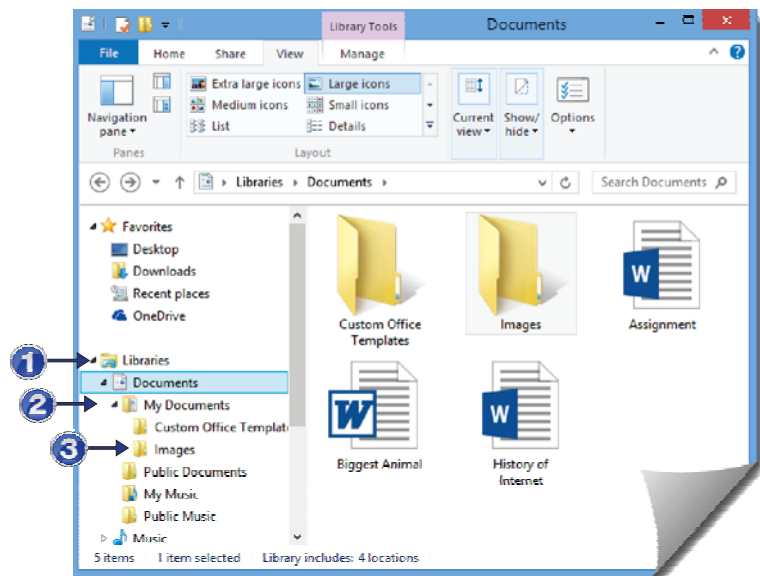
## Navigating with the Navigation Pane

Another way to navigate your files and folders is to use the Navigation pane. This pane, on the left side of the Windows Explorer window, displays both favorite links and a hierarchical folder tree.

- 1 Click an icon in the **Favorites** or **Libraries** section to open the contents of the selected item.
- 2 Click the arrow icon next to any folder to display all the subfolders it contains.
- 3 Click a folder to display its contents in the main Windows Explorer window

**TIP** **Favorites** Windows 7's Favorites include the following actual and virtual folders: Recently Changed, Public, Desktop, Downloads, Network, and Recent Places.

**TIP** **Computer** To navigate all the drives and folders on your computer, click the Computer folder in the Navigation pane.



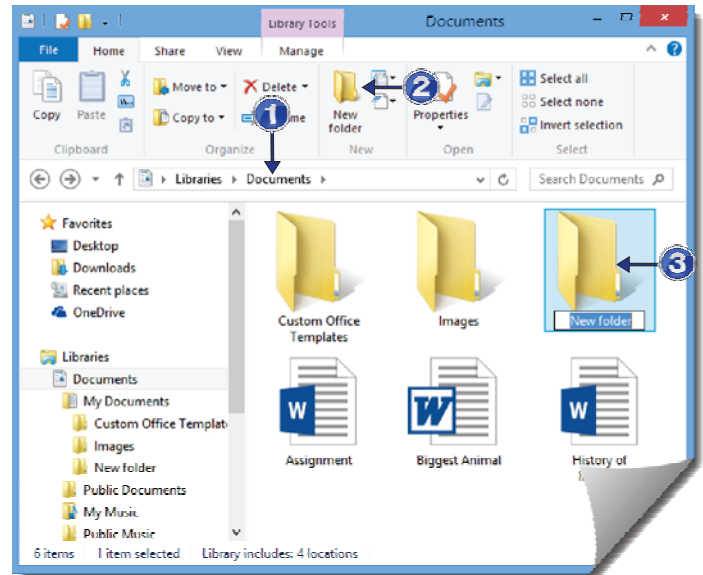
## Creating a New Folder

The more files you create, the harder it is to organize and find things on your hard disk. When the number of files you have becomes unmanageable, you need to create more folders—and subfolders—to better categorize your files.

- 1 Navigate to the drive or folder where you want to place the new folder.
- 2 Click the **New Folder** button on the Windows Explorer toolbar.
- 3 A new, empty folder now appears with the filename “New Folder” highlighted. Type a name for your folder and press **Enter**.



**CAUTION**  
**Illegal Characters** Folder names and filenames can include up to 255 characters—including many special characters. You *can't*, however, use the following “illegal” characters: \ / : \* ? " < > | .



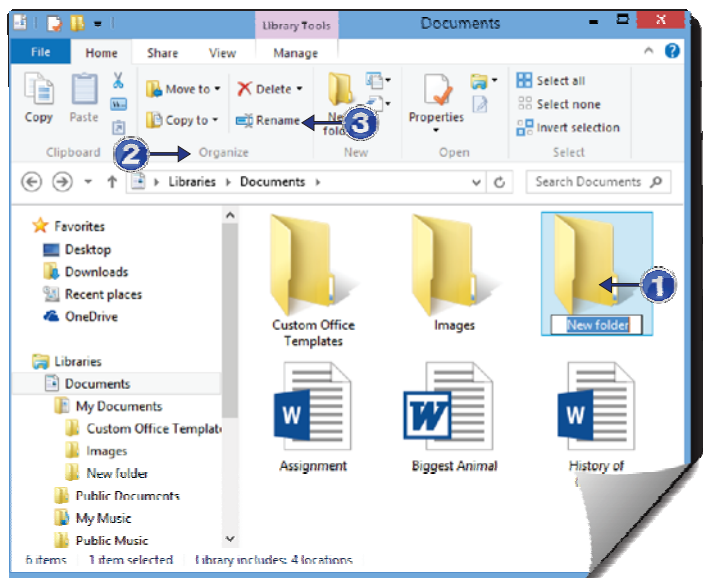
## Renaming a File or Folder

When you create a new file or folder, it helps to give it a name that describes its contents. Sometimes, however, you might need to change a file's name. Fortunately, Windows makes renaming an item relatively easy.

- 1 Click the file or folder you want to rename.
- 2 Click the **Organize** button.
- 3 Click **Rename**; this highlights the filename.
- 4 Type a new name for your folder (which overwrites the current name), and press **Enter**.



**CAUTION**  
**Don't Change the Extension** The one part of the filename you should never change is the extension the part that comes after the “dot” if you choose to show file extensions. Try to change the extension, and Windows will warn you that you're doing something wrong.



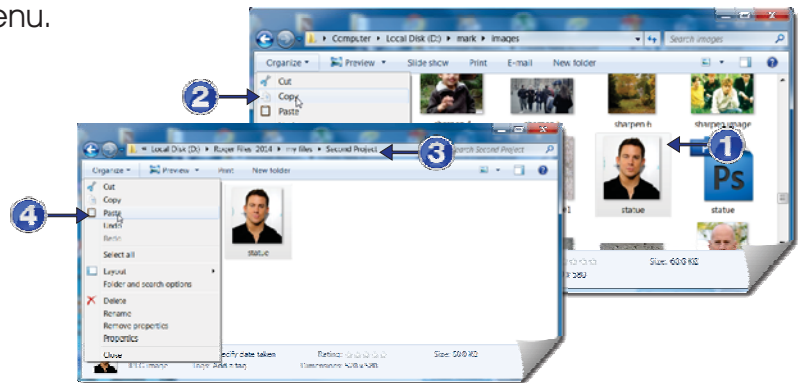
**Keyboard Shortcut** You can also rename a file by selecting the file and pressing F2 on your computer keyboard. This highlights the filename and readies it for editing.



## Copying a File or Folder

There are many ways to copy a file in Windows. The easiest method is to use the Copy and Paste commands on the Organize menu.

- 1 Click the item you want to copy.
- 2 Click the **Organize** button and then click **Copy**.
- 3 Navigate to and select the new location for the item.
- 4 Click the **Organize** button and then click **Paste**.



**Copy to a New Folder** If you want to copy the item to a new folder, navigate to the new location, pull down the Organize menu, and click New Folder before you click the Paste button.

## Moving a File or Folder

Moving a file (or folder) is different from copying it. Moving cuts the item from its previous location and pastes it into a new location. Copying leaves the original item where it was *and* creates a copy of the item elsewhere.

- 1 Click the item you want to move.
- 2 Click the **Organize** button and click **Cut**.
- 3 Navigate to and select the new location for the item.
- 4 Click the **Organize** button and click **Paste**.

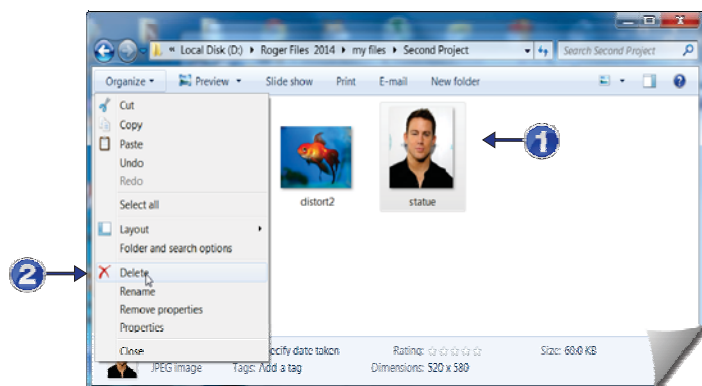


**Move to a New Folder** If you want to move the item to a new folder, navigate to the new location, pull down the Organize menu, and click New Folder before you click the Paste button.

## Deleting a File or Folder

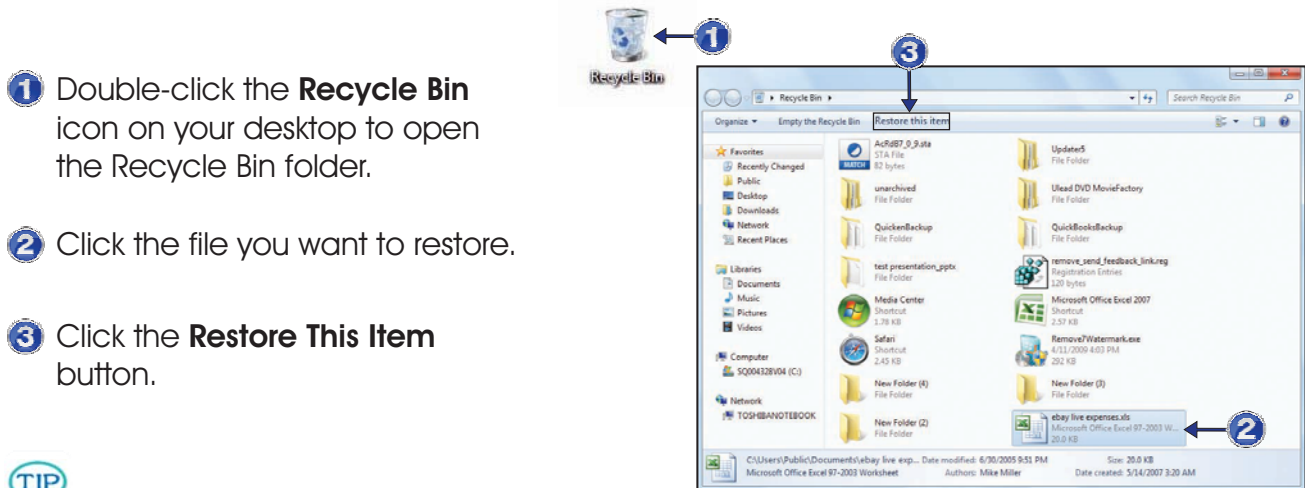
Keeping too many files eats up too much hard disk space—which is a bad thing. Because you don't want to waste disk space, you should periodically delete those files (and folders) you no longer need. When you delete a file, you send it to the Windows Recycle Bin, which is kind of a trash can for deleted files.

- 2 Click the file you want to delete.
- 3 Click the **Organize** button and click **Delete**.



## Restoring Deleted Files

Have you ever accidentally deleted the wrong file? If so, you're in luck. Windows stores the files you delete in the Recycle Bin, which is actually a special folder on your hard disk. For a short period of time, you can "undelete" files from the Recycle Bin back to their original locations.



1 Double-click the **Recycle Bin** icon on your desktop to open the Recycle Bin folder.

2 Click the file you want to restore.

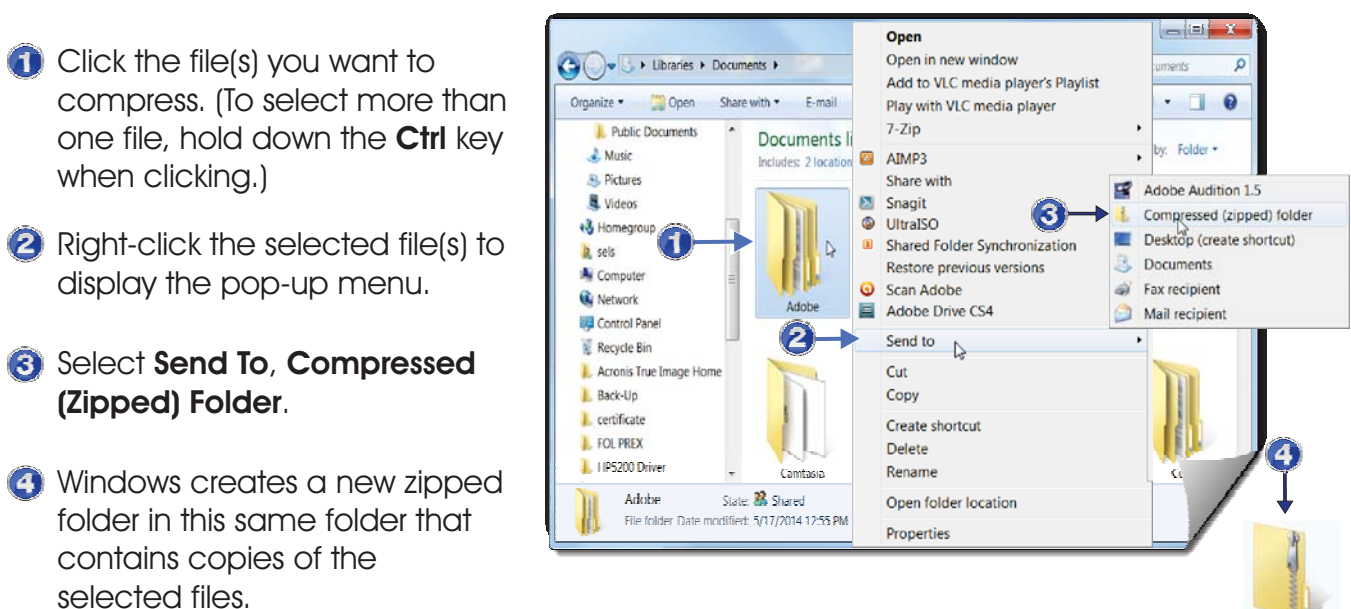
3 Click the **Restore This Item** button.

**TIP** **Other Ways to Delete** You can also delete a file by dragging it from the folder window onto the Recycle Bin icon on the desktop or by highlighting it and pressing the Delete key on your computer keyboard.



## Compressing a File

Really big files can be difficult to copy or share. Fortunately, Windows 7 lets you create *compressed* folders, which take big files and compress them in size (called a "zipped" file). After the file has been transferred, you can then uncompress the file back to its original state.



1 Click the file(s) you want to compress. (To select more than one file, hold down the **Ctrl** key when clicking.)

2 Right-click the selected file(s) to display the pop-up menu.

3 Select **Send To, Compressed (Zipped) Folder**.

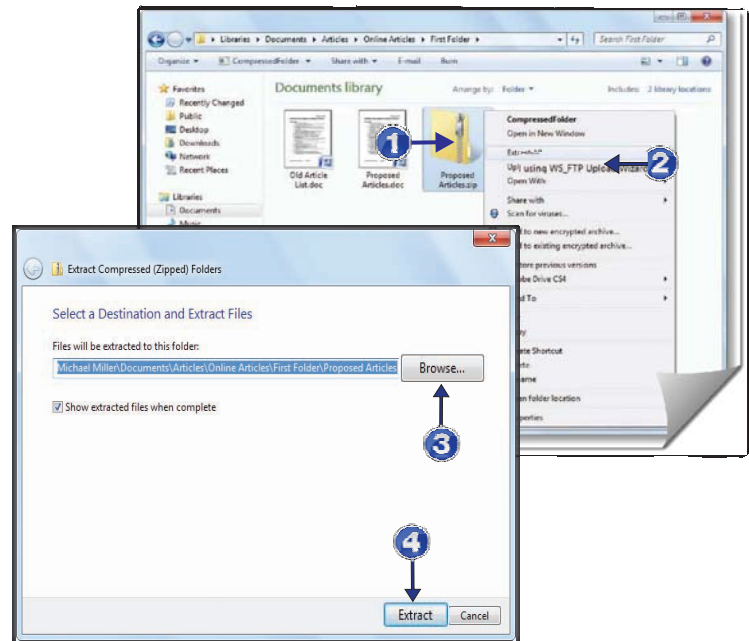
4 Windows creates a new zipped folder in this same folder that contains copies of the selected files.

Learn Visually.zip

## Extracting Files from a Compressed Folder

The process of decompressing a file is actually an *extraction* process. That's because you extract the original file(s) from the compressed folder. In Windows 7, this process is eased by the use of the Extraction Wizard.

- 1 Right-click the compressed folder to display the pop-up menu.
- 2 Click **Extract All**.
- 3 Click **Browse** to select the folder to which you want to extract the files.
- 4 Click the **Extract** button.  
Windows now extracts the files to the location you selected.



**TIP** **Extracted Folder** By default, compressed files are extracted to a new folder with the same name. You can change this, however, to extract to any folder you like.

**TIP** **Zipper Icon** Compressed folders are distinguished by the little zipper on the folder icon.

## Emptying the Recycle Bin

By default, the deleted files in the Recycle Bin can occupy 4GB plus 5% of your hard disk space. When you've deleted enough files to exceed this limit, the oldest files in the Recycle Bin are automatically and permanently deleted from your hard disk. You can also manually empty the Recycle Bin and thus free up some hard disk space.

- 1 Double-click the **Recycle Bin** icon on your desktop to open the Recycle Bin folder.
- 2 Click the **Empty the Recycle Bin** button.
- 3 When the Delete Multiple Items dialog box appears, click **Yes** to completely erase the files.

**TIP** **Fast Empty** You can also empty the Recycle Bin by right-clicking its icon on the Windows desktop and selecting Empty Recycle Bin from the pop-up menu.

