

WINDOWS EXPLORER BASICS

Open Windows Explorer

Method 1

- ✓ Open Windows Explorer by selecting the Taskbar icon.



Taskbar Icon

NOTE: A single selection is only needed with taskbar icons

Method 2

- ✓ Open Windows Explorer by holding the Windows Key down and pressing the E key.



The above methods result in the same thing, opening Windows Explorer.

When Windows Explorer is open, its window can have a variety of appearances, but will always have several common characteristics.

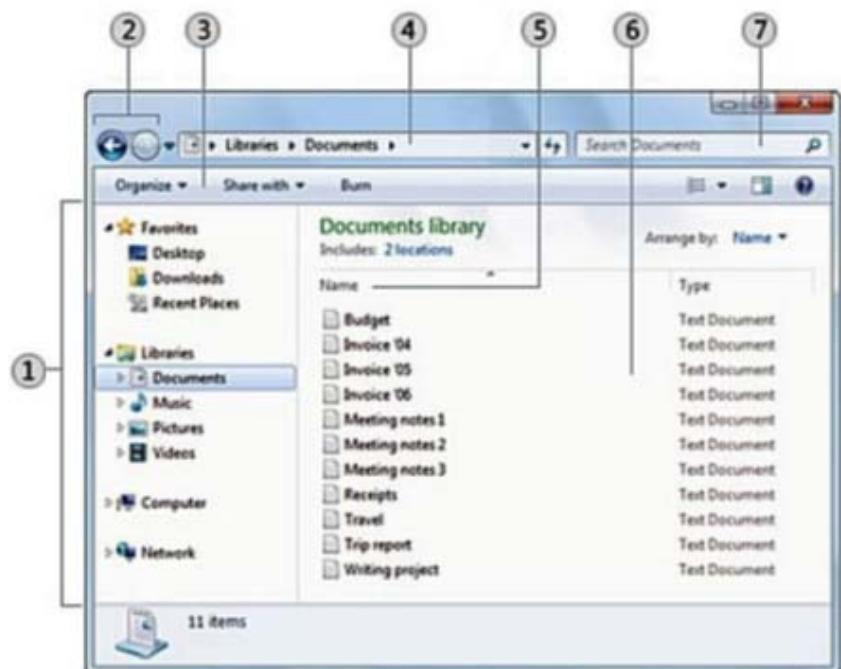
The **Navigation pane**, 1, shows the list available drives and folders. The arrow to the left of the drives and folders when selected will expand, displaying the folders and files within that selection. If you select the folder or file, the content will display in the **File List**, 6, area.

The **Back** and **Forward** buttons, 2, allow you to revisit previous displays. The **Toolbar**, 3, lists available options.

The **Address Bar**, 4, displays the path to the current location.

The **Column Headings**, 5, shows information about the content in the folder. The **File List**, 6, shows the contents of the current selection from the navigation pane. This list can show folders as well as files.

The **search box**, 7, provides a way to search for folders and files by entering key words.



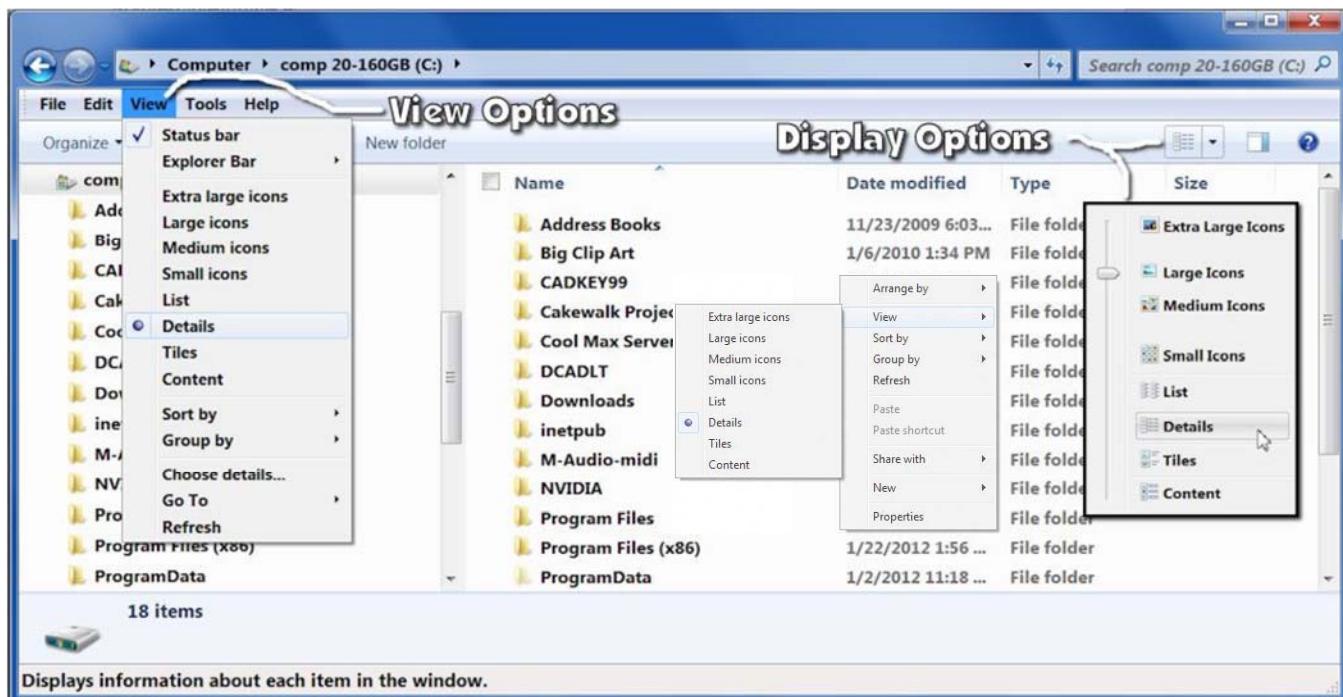
① Navigation pane	⑤ Column headings
② Back and Forward buttons	⑥ File list
③ Toolbar	⑦ The search box
④ Address bar	

WINDOWS EXPLORER BASICS

File/Folder Display Options

There are several ways to display the content shown in the **File List** area. How the files are displayed will depend on what type of file you are searching. If you are searching for a particular picture or image you may want the display to be different than when you are searching for a document file.

Display Options is on the right side of the **Toolbar**. Selecting the icon will toggle through the available options. Selecting the **Arrow** next to the icon will display a dropdown with available options to select from. You can also **Right Click** in the **File List** area; select **view** and your choice of file display.



These three file view options give you the same selections:

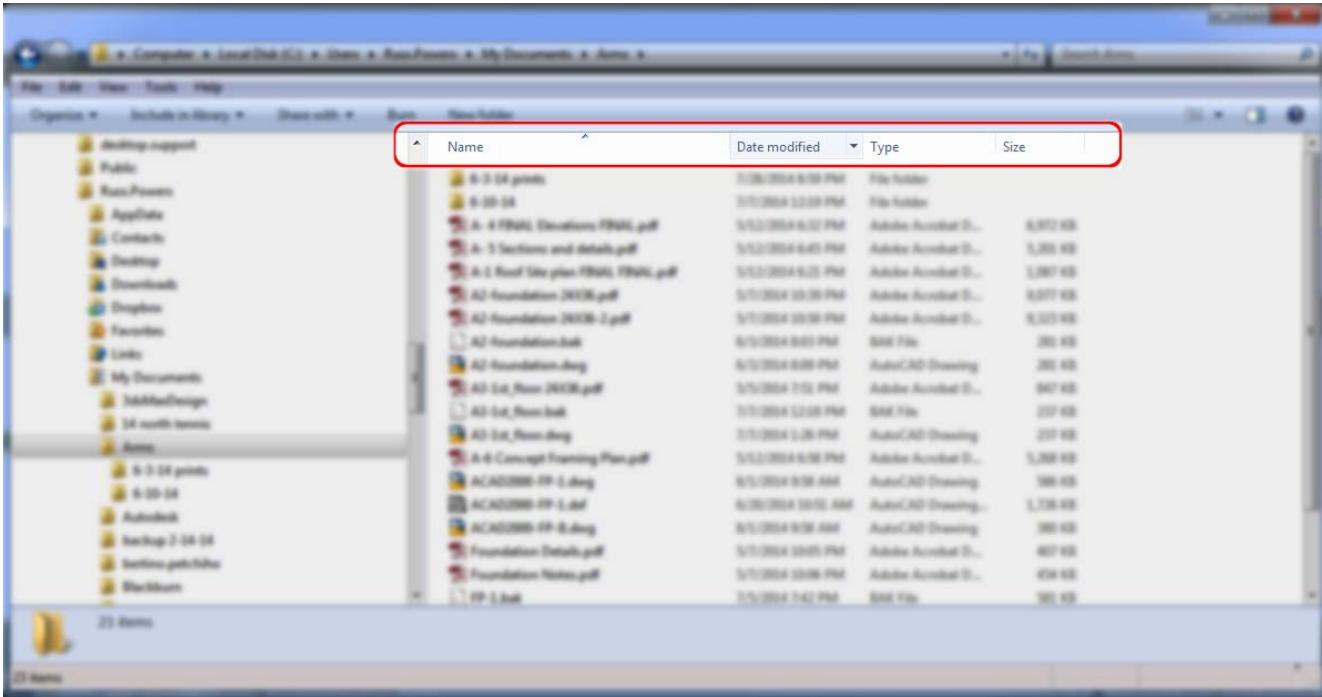
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content

Do: Explore each of these options to see how they display files differently.

WINDOWS EXPLORER BASICS

Arranging/Sorting/Grouping Folders and Files

Find the column headings in the **File list area**. The column headings are: **Name**, **Date Modified**, **Type**, and **Size**. This is common in many Windows applications. If you click on the **Name** column, the files will be sorted alphabetically A-Z, folders first, then other files. If you



click on the **Name** column again, the files will be sorted Z-A, with folders listed below the files. The other column headings function similarly.

Copying Files

When copying files you are making a duplicate of the original to the same file folder or a different file folder. It is always a good idea to give your copy a different name, possibly with a meaning linked to the need for the duplication.

For example: Creating a copy of **14001-detail3.dwg** and naming the copy **14001-detail3-rework1.dwg**

There are 3 ways to achieve a copy.

Method 1 – “Ctrl-C / Ctrl-V”

- Select the file(s) you want to copy.
- While holding down the **Ctrl** key, select “**C**” (for copy) and release both keys.



Note: This copies the selected file(s) to the **Clipboard**, the computers temporary file storage folder.

- Now select the folder where you want to place a copy of the file you selected.
- While holding down the **Ctrl** key, select “**V**” (for paste) and release both keys.



WINDOWS EXPLORER BASICS

This creates a copy of the selected file(s) into the desired folder.

TIP: Holding down the **Cntl** key allows you to select multiple individual files. Release the **Cntl** key when done selecting.

TIP: Using the **Shift** key allows you to select a group of files. Select the first file in the group, press and hold the **Shift** key while selecting the last file in the group. Release the **Shift** key when done selecting. This selects the two files and all the files in between them.

TIP: When selecting multiple files, using **Cntl** or **Shift**, you can deselect individual files by holding the **Cntl** key and deselecting individual files.

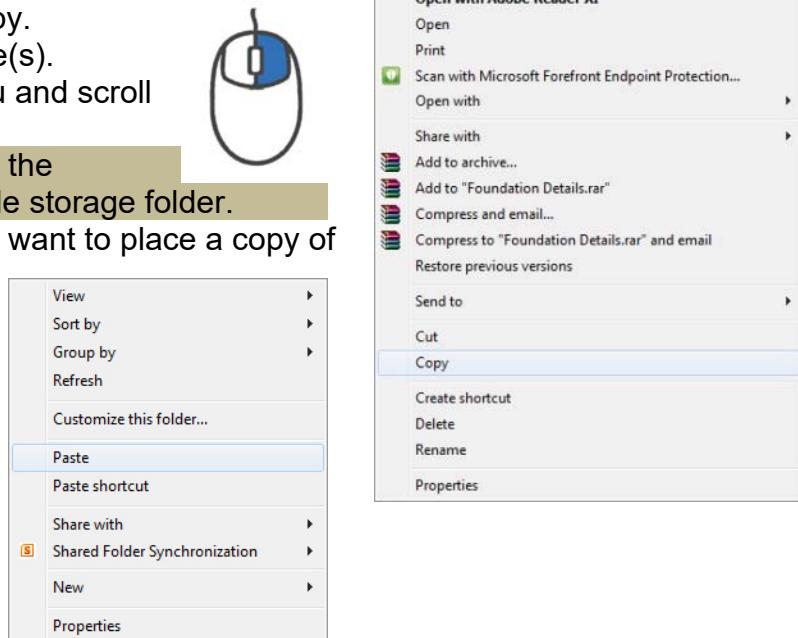
Method 2 – “Right click”

- Select the file(s) you want to copy.
- Right click** over the selected file(s).
- Scroll over into the pop-up menu and scroll down to and select **Copy**.

Note: This copies the selected file(s) to the **Clipboard**, the computers temporary file storage folder.

- Now select the folder where you want to place a copy of the file you selected.
- Right click** either over the desired folder or within the file area.
- Scroll over into the pop-up menu and scroll down to and select **Paste**.

This creates a copy of the selected file(s) into the desired folder.



Method 3 – Drag and Drop

- Select the file(s) you want to copy.
- Select and hold the selected file(s), press the **Cntl** key while **Dragging** it to and over the desired folder it is to be copied into.
- Release the selection over the folder or within the file list area of the desired folder.

This creates a copy of the selected file(s) into the desired folder.

Warning: Care must be taken when using this method as it is easy to accidentally “drop” your selected files into the wrong folder. Method 1 or 2 are suggested.

WINDOWS EXPLORER BASICS

Moving Files

When moving files you are relocating the original file to a different file folder.

For example: Creating a copy of **14001-detail3.dwg** and naming the copy **14001-detail3-rework1.dwg**

There are 3 ways to achieve a copy.

Method 1 – “Cntl-X / Cntl-V”

- Select the file(s) you want to copy.
- While holding down the **Cntl** key, select “**X**” (for cut) and release both keys.



Note: This sends the selected file(s) to the **Clipboard**, the computer's temporary file storage folder.

- Now select the folder where you want to place a copy of the file you selected.
- While holding down the **Cntl** key, select “**V**” (for paste) and release both keys.



This moves the selected file(s) into the desired folder.

TIP: Holding down the **Cntl** key allows you to select multiple individual files. Release the **Cntl** key when done selecting.

TIP: Using the **Shift** key allows you to select a group of files. Select the first file in the group, press and hold the **Shift** key while selecting the last file in the group. Release the **Shift** key when done selecting. This selects the two files and all the files in between them.

TIP: When selecting multiple files, using **Cntl** or **Shift**, you can deselect individual files by holding the **Cntl** key and deselecting individual files.

Method 2 – “Right click”

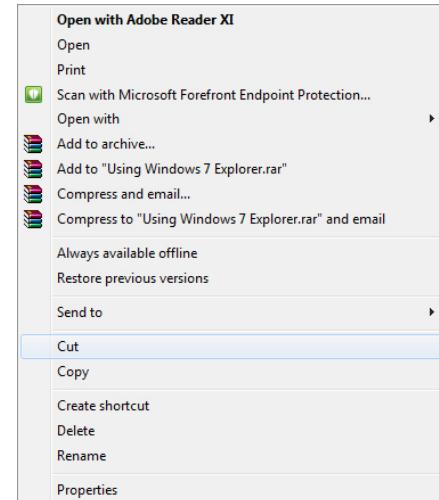
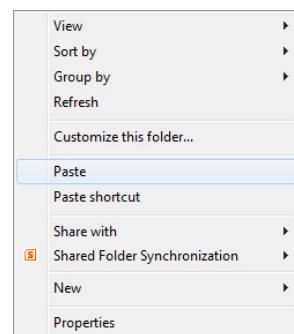
- Select the file(s) you want to move.
- Right click** over the selected file(s).
- Scroll over into the pop-up menu and scroll down to and select **Cut**.



Note: This sends the selected file(s) to the **Clipboard**, the computer's temporary file storage folder.

- Now select the folder where you want to place a copy of the file you selected.
- Right click** either over the desired folder or within the file list area.
- Scroll over into the pop-up menu and scroll down to and select **Paste**.

This moves the selected file(s) into the desired folder.



WINDOWS EXPLORER BASICS

Method 3 – Drag and Drop

- a) Select the file(s) you want to move.
- b) Select and hold the selected file(s) while **Dragging** it to and over the desired folder it is to be moved into.
- c) Release the selection over the folder or within the file list area of the desired folder.

This moves the selected file(s) into the desired folder.

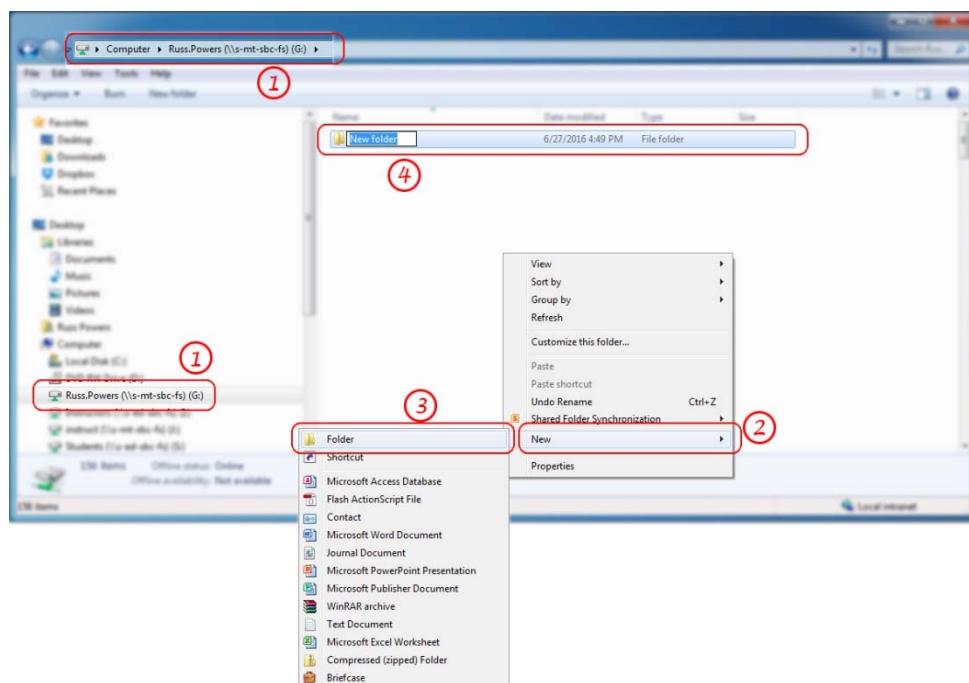
Warning: Care must be taken when using this method as it is easy to accidentally “drop” your selected files into the wrong folder. Method 1 or 2 are suggested.

Creating File Folders and Sub-folders

A folder is a location to organize and store your electronic working files, much like a file cabinet.

Create a Folder:

- 1) Within the navigation pane select the drive you wish to create a new folder within
- 2) Right click in the *file list* area and select **New** from the pop-up window
- 3) Select **Folder** from the secondary pop-up window
- 4) Name the folder as necessary



You can now save files within the newly created folder.

Create a Sub-folder

The process is the same as above, just select the folder you wish to create a sub-folder within.

Do: Create folders and sub-folders within your G: drive as needed for each course as follows:

