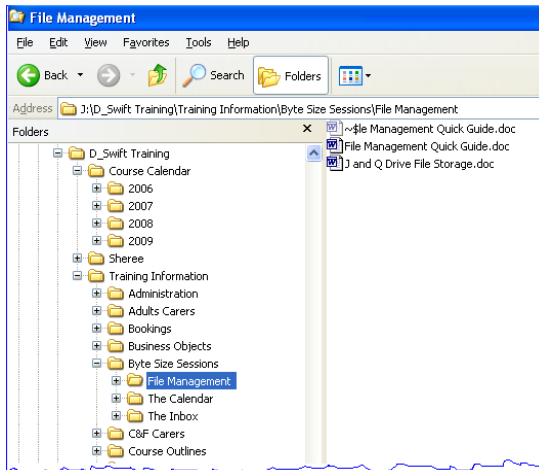


## Windows Explorer

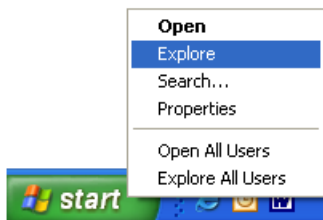
### Views


There are two basic formats or views for displaying information in Windows Explorer. One view format makes use of a single pane and the other view is a double pane – one showing the list of folders and the other showing the contents of folders as shown in the example below:



### Starting Windows Explorer

- Right click on the **Start** menu
- Select **Explore** as shown below:



- If the list of folders is not displaying, select the  icon on the toolbar to display the list in the left hand pane

## Organising Your Information

Information needs to be organised in a logical way in order to find it when you need it.

- Each item of information (letters, documents, financial information, spreadsheets etc.) is stored as a **FILE**
- Files are organized into **FOLDERS**
- Folders can contain **SUBFOLDERS**

It is useful to think of your J:\ or Q:\ drive as a filing cabinet.

- A filing cabinet has drawers which are the equivalent of **FOLDERS**
- Inside the drawers (folders) are **SUBFOLDERS**
- Inside the subfolders are your **FILES**

## Different Views in Windows Explorer

The contents of your folders or subfolders can be viewed in several different ways according to your needs and/or tastes:

<b>Thumbnails</b>	Displays a picture of the contents of the folder
<b>Tiles</b>	Displays large icons along with the file name
<b>Icons</b>	Displays small icons along with the file name
<b>List</b>	Displays just a list of the file names
<b>Details</b>	Displays file name, type, size, date created and other options information about each file

## To change the view:

- Click the drop down arrow to the right of the



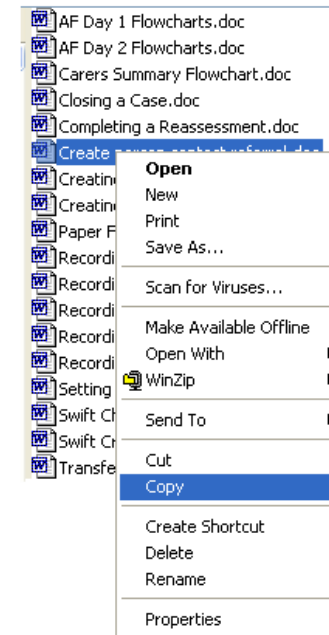
icon on the Toolbar

- Select the view required

## Copying Files or Folders

You can copy files, folders, subfolders. Remember that by copying, you are creating a duplicate of the original.

- Right-click on the file or folder you want to copy
- Select **Copy** from the context-sensitive menu



- Right-click on the folder to which you want to copy the chosen item to
- Select **Paste** from the context-sensitive menu

## Moving Files or Folders

The process of moving files or folders is the same as copying however, when you move a file or folder, you are changing its location.

- Right-click on the file or folder you want to copy
- Select **Cut** from the context-sensitive menu
- Right-click on the folder to which you want to move the chosen item to
- Select **Paste** from the context-sensitive menu



### Note:

Once you become confident with using the mouse, you are able to drag and drop files and folders

- click and drag files and folders to a new location to **move**
- hold down the **Ctrl** key and click and drag to **copy** a file or folder

## Renaming Files or Folders

You can change the name of a file or folder at any time but you must be careful **NOT TO CHANGE THE FILE EXTENSION**

- Right-click on the file or folder you want to rename
- Select **Rename** from the context-sensitive menu
- The name of the file will be highlighted in blue with a box around it
- Type in the new name for the file or folder (be sure not to change the extension for the file)
- Press **[ENTER]** to complete the process

### OR

- Left-click on the file or folder you want to rename

- Press the **F2** key
- The name of the file will be highlighted in blue with a box around it
- Type in the new name for the file or folder (be sure not to change the extension for the file)
- Press **[ENTER]** to complete the process

## Select all the files in the current directory

### Whenever you need to select everything:

- Press **[Ctrl]+[A]**

You can also follow the steps below to select all the files in the current directory:

- Open the folder or directory you wish to select all the files in Explorer or My Computer
- Click **Edit** on the Menu Bar
- Click "**Select All**"

## Select multiple files that are grouped together

### To select multiple files all grouped together:

- Select the first file and then press and hold the **[Shift]** key
- While holding the key down click the last file. This will select all the files in-between the first and last file.

## Select multiple files that are not grouped together

### To select multiple files which are not grouped together:

- Select the first file you want to copy and then press and hold the **[Ctrl]** key
- While holding down the **[Ctrl]** key, select each of the other files you wish to select



City of Westminster

## File Management

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