

Windows® 8

onDemand

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FREE SAMPLE CHAPTER

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Windows® 8 on Demand

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Perspection

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Introduction

Welcome to *Windows 8 on Demand*, a visual quick reference book that shows you how to work efficiently with Windows 8. This book provides complete coverage of basic to advanced Windows skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in Windows 8, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in Windows 8. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

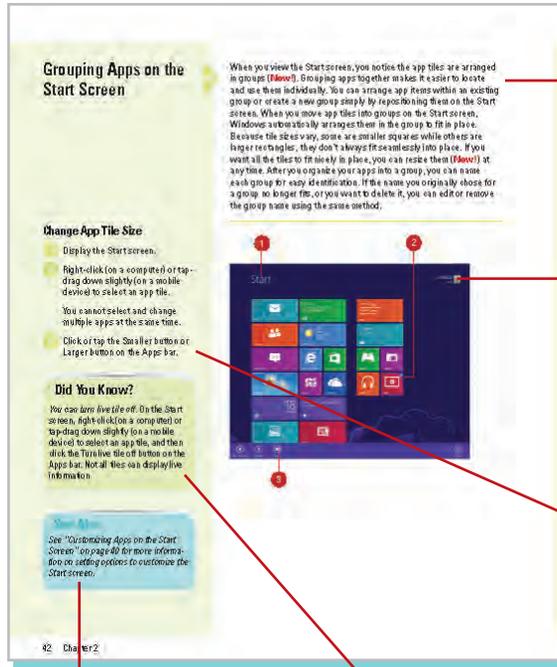
Real World Examples

Workshops

Get More on the Web

Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

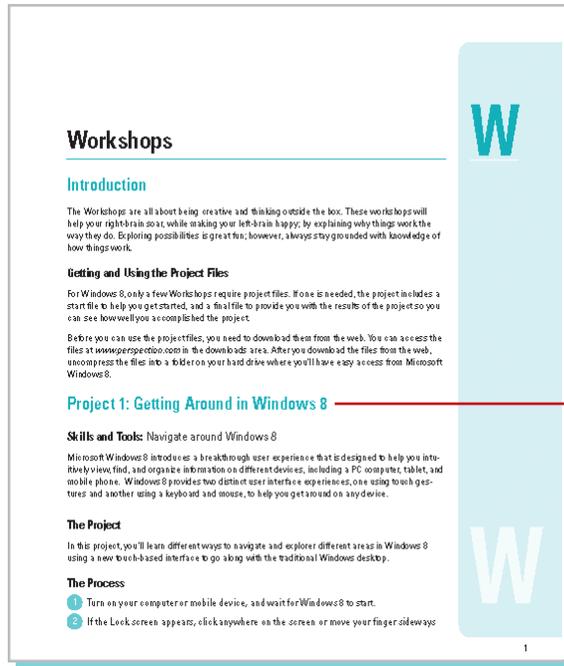
This book uses real world examples files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used through out the book. The example files that you need for project tasks along with a complete file list are available on the web at www.queondemand.com or www.perspection.com.



Real world examples help you apply what you've learned to other tasks.

Workshops

This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshop. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the web at www.queondemand.com or www.perspective.com.



The Workshops walks you through in-depth projects to help you put Windows 8 to work.

Get More on the Web

In addition to the information in this book, you can also get more information on the web to help you get up to speed faster with Windows 8. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.



Additional content is available on the web. You can download a document of keyboard shortcuts.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Office documents.
- ◆ **More Content.** Download new content developed after publication.

You can access these additional resources on the web at www.perspection.com.



Download and use **Photographs** to help you add impact to your documents.

Managing Files and Folders

Introduction

File management is organizing and keeping track of files and folders, helping you stay organized, so information is easily located. A **folder** is a container for storing programs and files, similar to a folder in a file cabinet. As with a file cabinet, working with poorly managed files is like looking for a needle in a haystack—it is frustrating and time-consuming to search through irrelevant, misnamed, and out-of-date files to find the one you want. Windows allows you to organize folders and files in a file hierarchy, imitating the way you store paper documents in real folders. Just as a file cabinet contains several folders, each containing related documents with dividers grouping related folders together, so the Windows file hierarchy allows you to organize your files in folders, and then place folders in other folders. File Explorer comes with four libraries: Documents, Music, Pictures, and Videos. Libraries are special folders that catalog folders and files in a central location. A library includes and displays folders that are stored in different locations on your PC computer, Homegroup, or network.

Using the file management tools, you can save files in folders with appropriate names for easy identification, quickly and easily create new folders so you can reorganize information and delete files and folders that you no longer need. You can also search for a file when you cannot remember where you stored it, create shortcuts to files and folders for quick and easy access, and even compress files and folders to save space.

A folder can hold different types of files, such as text, spreadsheets, and presentations. The Documents folder is the main location in File Explorer where you store your files. However, there are some special folders, such as Pictures and Music, designed with specialized features to store specific types of files.

What You'll Do

Use the Explorer Window

Change the Explorer Window View

Use the Ribbon and Choose Commands

Open and View the Computer

Work with Libraries

Navigate Between Folders

View the Folders List

Customize the Navigation Pane

Organize, Sort, and Group Files

Search for Files and Folders

Add Properties and Tags to Files

Create and Rename Files and Folders

Copy and Move Files and Folders

Delete and Restore Files and Folders

Create a Shortcut to a File or Folder

Change Folder Options

Change File and Folder List Views

Customize Personal Folders

Share Folders or Files with Others

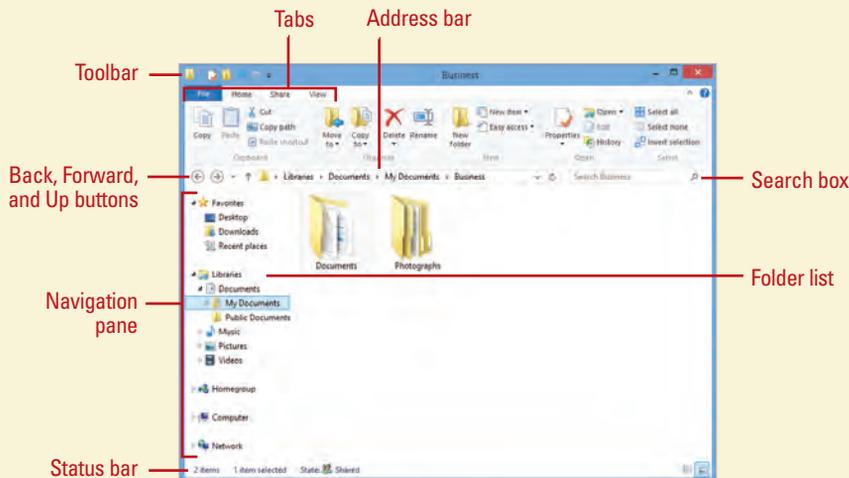
Compress Files and Folders

Manage Files Using a CD or DVD

Using the Explorer Window

Explorer windows, such as File Explorer, are powerful easy-to-use tools for working with files in the desktop in Windows 8. Explorers give you more information and control while simplifying how you work with your files. The experience is easy and consistent, whether you're browsing documents or photos or even using the Control Panel. Key elements of the Explorer windows in the desktop are designed to help you get to the information you need, when you need it. Each Explorer window includes the following elements:

- ◆ **Toolbar.** Use to access frequently used commands, known as the Quick Access Toolbar (**New!**).
- ◆ **Ribbon.** Use to access buttons or options organized in groups on tabs (**New!**).
- ◆ **Back, Forward, and Up buttons.** Use to navigate between previously viewed folders.
- ◆ **Address bar.** Use to navigate directly to a different location, including local and network disks, folders, and web locations.
- ◆ **Search box.** Use to perform instant searches, which show only those files that match what you typed in the Search box for the current folder and any of its subfolders.
- ◆ **Navigation pane.** Use to display common folders, such as Favorites, Libraries, Homegroup (a shared network), Computer, and Network, using a Folder list tree structure.
- ◆ **Libraries.** Use to access common folders, such as Documents, Music, Pictures, and Videos. A library is a collection of files and folders linked from different locations, including your PC computer, Homegroup, or network, into a central place. A file or folder can be stored in one location, yet linked to a library for easy access. For example, your My Documents folder located in your personal folder (the one with your account name) is linked to the Documents library.
- ◆ **Status bar.** Displays number of items and selected items in a folder, and Details and Icons view buttons (**New!**).



Changing the Explorer Window View

The Explorer window displays the contents of a drive or folder in different ways to help you find the information you are looking for about a file or folder. The available views on the View tab of an Explorer window include Extra Large, Large, Medium and Small Icons, List, Details, Tiles, and Content.

Icons view displays icons in different sizes (Extra Large, Large, Medium, and Small), sorted alphabetically in horizontal rows with the name of the file or folder below each icon. When you view files using one of the Icon views, Live icons—thumbnails—display the first page of documents, the image of a photo, or the album art for individual songs, making it easier to find exactly what you are looking for.

List view displays small icons, sorted alphabetically into vertical columns with the name of the file or folder next to each icon.

Details view displays small icons, sorted alphabetically in a vertical column with the name of the file or folder and additional infor-

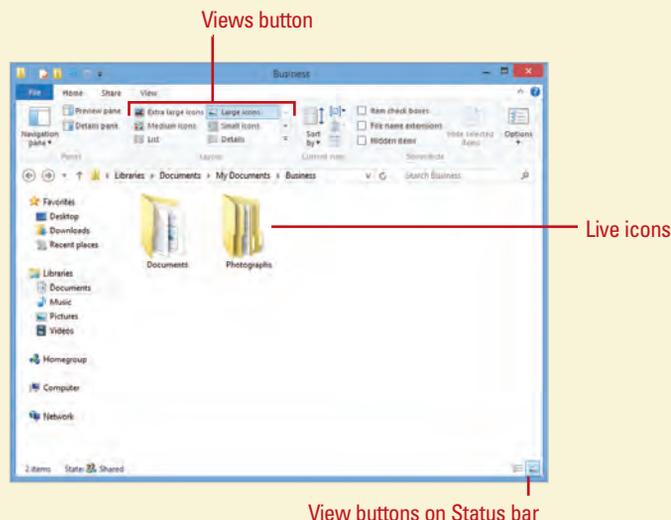
mation, such as file size, type, and date, in columns to the right.

Tiles view displays icons, sorted alphabetically into vertical columns, with information about the file next to each icon.

Content view displays medium icons in a vertical column with date modified information.

Switching Between Views

You use the Layout options on the View tab in an Explorer window to quickly switch between window views. When you point to a Layout option—such as Extra large icon, Large icon, Medium icons, Small icons, List, Details, Tiles or Content—on the View tab, File Explorer displays a live preview (**New!**) of the option change so that you can see exactly what your change will look like before committing to it. You can also quickly change between Details and the current icons view by using the Details View and Icons View buttons on the Status bar (**New!**).



Using the Ribbon

The **Ribbon** is a results oriented way of working in File Explorer (**New!**). The Ribbon is located at the top of the window and is comprised of **tabs** that are organized by task or objects. The controls on each tab are organized into **groups**, or subtasks. The controls, or **command buttons**, in each group execute a command, or display a menu of commands or a drop-down gallery. Controls in each group provide a visual way to quickly make document changes. The File tab on the left side of the Ribbon displays a menu of files related commands.

TIMESAVER *To minimize the Ribbon, click or tap the Minimize the Ribbon button (Ctrl+F1) (**New!**) or double-click or double-tap the current tab. Click or tap a tab to auto display it (Ribbon remains minimized). Click or tap the Expand the Ribbon button (Ctrl+F1) or double-click or double-tap a tab to maximize it.*

If you prefer using the keyboard instead of the mouse to access commands on the Ribbon, File Explorer provides easy to use shortcuts. Simply press and release the **[Alt]** or **[F10]** key to display **KeyTips** over each feature in the current view, and then continue to press the letter shown in the KeyTip until you press the one that you want to use. To cancel an action and hide the KeyTips, press and release the **[Alt]** or **[F10]** key again. If you prefer using the keyboard shortcuts found in previ-

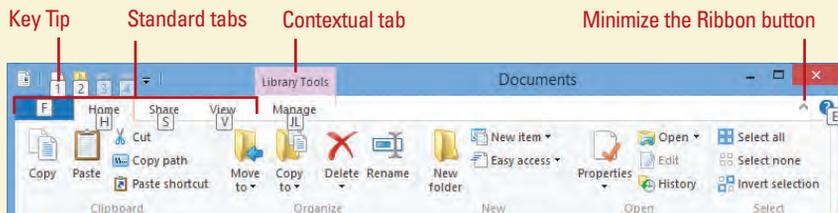
ous versions of Windows, such as Ctrl+C (for Copy) and Ctrl+V (for Paste), all the keyboard shortcuts and keyboard accelerators work exactly the same in File Explorer.

Tabs

File Explorer provides three types of tabs (**New!**) on the Ribbon. The first type is called a **standard** tab—such as File, Home, Share, and View—that you see whenever you use File Explorer. The second type is called a **contextual** tab—such as Library Tools, Picture Tools, or Video Tools—that appears only when they are needed based on the type of task you are doing. File Explorer recognizes what you're doing and provides the right set of tabs and tools to use when you need them. The third type is called a **program** tab that replaces the standard set of tabs when you switch to certain views or modes, such as Homegroup, Computer, or Network.

Live Preview

When you point to some options, such as a Layout option—Extra large icon, Large icon, Medium icons, Small icons, List, Details, Tiles or Content—on the View tab on the Ribbon, File Explorer displays a live preview (**New!**) of the option change so that you can see exactly what your change will look like before committing to it.



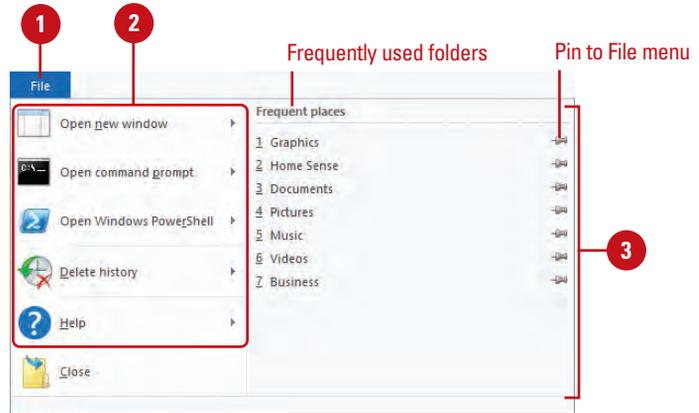
Choosing Commands

Choose a Menu Command Using the File Tab

- 1 In File Explorer, click or tap the **File** tab on the Ribbon.
- 2 If the command is followed by an arrow, point to the command to see a list of related options.
- 3 Click or tap a command.

TIMESAVER You can use a shortcut key to choose a command. Press and hold down the first key and then press the second key. For example, press and hold the **Ctrl** key and then press **W** (or **Ctrl+W**) to select the **Close** command.

File Explorer commands are organized in groups on the Ribbon (**New!**) and Quick Access Toolbar (**New!**). Commands are available as buttons or options on the Ribbon, or as menus on button or option arrows or the File tab. The Quick Access Toolbar displays frequently used buttons that you may be already familiar with from other Microsoft programs, while the File tab on the Ribbon displays file related menu commands. In addition to the File tab, you can also open a shortcut menu with a group of related commands by right-clicking or tap holding an element.

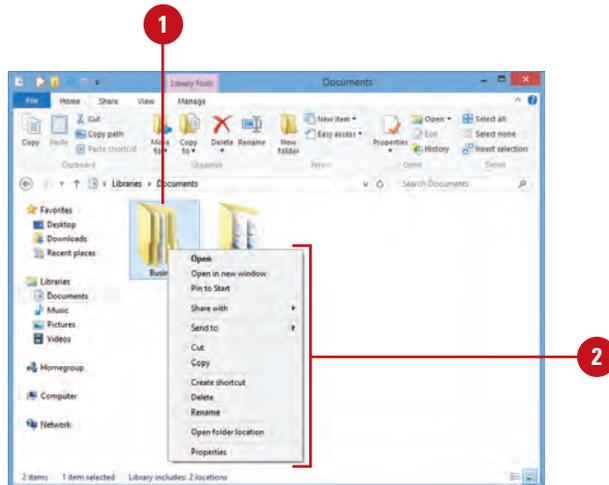


Choose a Menu Command from a Shortcut Menu

- 1 In the desktop or File Explorer, right-click or tap-hold an icon.

TIMESAVER Press **Shift+F10** to display the shortcut menu for a selected command.

- 2 Click or tap a command on the shortcut menu. If the command is followed by an arrow, point to the command to see a list of related options, and then click or tap the option you want.



Opening and Viewing the Computer

Open and View the Computer

- 1 In the desktop, click or tap the **File Explorer** icon on the taskbar.
- 2 Click or tap **Computer** in the Navigation pane.
 - ◆ In the Start screen, you can also click or tap **All apps** on the Apps bar, and then click or tap **Computer**.

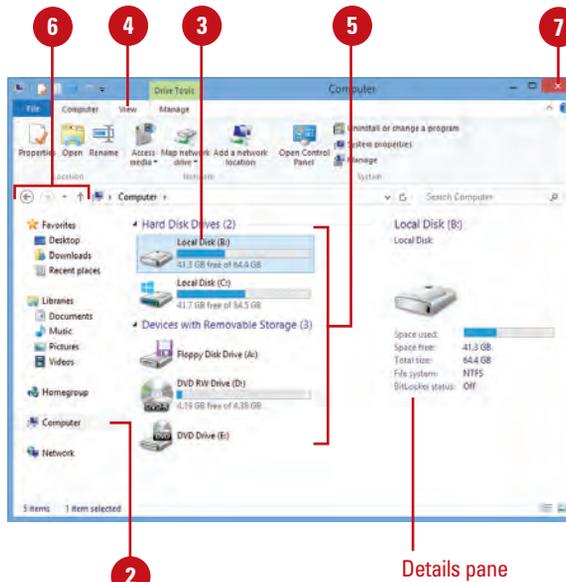
TIMESAVER Press **Win+E** to display the Computer window.

- 3 Click or tap a drive to select it.
- 4 To review the drive details, click or tap the **Details pane** button on the View tab.
- 5 Double-click or double-tap the drive to open it.
- 6 Click or tap the **Back** or **Forward** button or the **Up** button on the toolbar to return or move to a previously visited window.

TIMESAVER You can press the **Backspace** key to go back to a previous folder you visited.

- 7 When you're done, click or tap the **Close** button.

The Computer window is the starting point to access every disk, folder, and file on your PC computer. You can access the Computer window from File Explorer. The Computer window displays several types of local, removable, and network drives. Drives and folders are represented by icons. Each drive is assigned a drive letter, denoted with parentheses and a colon, such as Local Disk (C:), to make it easier to identify. Typically, the floppy is drive A, the hard (also known as local) disk is drive C, and the CD or DVD is drive D. If your PC computer includes additional drives, your PC computer assigns them letters in alphabetical order. Once you open more than one drive or folder, you can use buttons on the Ribbon to help you move quickly between folders.



Did You Know?

You can add the Computer icon to the desktop. In the desktop, right-click or tap-hold the desktop in a blank area, click or tap Personalize, click or tap Change Desktop Icons in the left pane, select the Computer check box, and then click or tap OK.

You can find Windows system information in Computer. In File Explorer, click or tap Computer in the Navigation pane, click or tap System Properties on the Computer tab. You can also right-click or tap-hold the lower-left corner, and then click or tap System.

You can find drive or device properties in Computer. In File Explorer, click or tap Computer, click or tap the drive or device, click or tap Properties on the Computer tab.

See Also

See “Changing the Explorer Window View” on page 49 for information on changing the display of a folder’s contents.

Typical Disk Drives on a Computer

Icon	Type Description
Local	A hard magnetic disk (or hard disk) on which you can store large amounts of data. The Local Disk (C:) stores all the files on your PC computer.
Floppy	A soft removable magnetic disk that comes in a 3½-inch size, which stores up to 1.44 MB of data. Floppy disks are slower to access than a hard disk, but are portable and much less expensive.
Removable	A removable magnetic disk on which you can store PC computer data, such as a Zip disk (requires software). Another is a Flash memory card the size of a large stamp that holds 128, 256, 512 MB or greater. Flash drives connect directly into a USB plug without software.
CD-ROM	Compact Disc-Read-Only Memory An optical disk on which you can stamp, or burn, up to 1 GB (typical size is 650 MB) of data in only one session. The disc cannot be erased or burned again with additional new data.
CD-R	Compact Disc-Recordable A type of CD-ROM on which you can burn up to 1 GB of data in multiple sessions. The disc can be burned again with new data, but cannot be erased.
CD-RW	Compact Disc-Rewritable A type of CD-ROM on which you can read, write, and erase data, just like a hard disk.
DVD	Digital Video Disc A type of DVD-ROM that holds a minimum of 4.7 GB, enough for a full-length movie.
DVD-R	Digital Video Disc-Recordable A type of DVD-ROM on which you can burn up to 4.7 GB of data in multiple sessions. The disc can be burned again with new data, but cannot be erased.
DVD-RW	Digital Video Disc-Rewritable A type of DVD-ROM on which you can read, write, and erase data, just like a hard disk.
HD-DVD DVD-ROM	High Density Digital Video Disc A type of high density on which you can read data; the disc appears as a high density drive.
Blu-ray	High Density Blu-ray Disc A type of high density DVD-ROM on which you can read data; the disc appears as a high density drive.

Viewing and Opening Documents

View and Open Documents

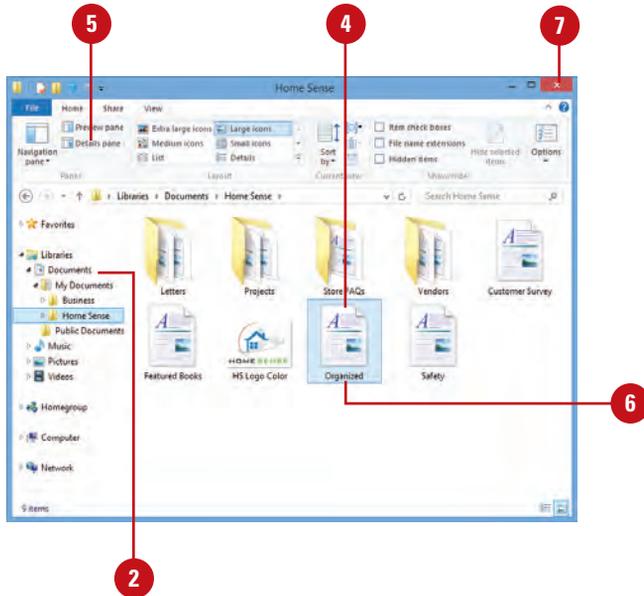
- 1 In the desktop, click or tap the **File Explorer** icon on the taskbar.
- 2 Click or tap **Document** in the Navigation pane.
- 3 Double-click or double-tap a folder to navigate to the document location.
- 4 Click or tap the document file to select it.
- 5 To review document details, click or tap the **Details pane** button on the View tab.
- 6 To open the document file, double-click or double-tap the file icon.
- 7 When you're done, click or tap the **Close** button.

Did You Know?

Windows creates a separate Documents folder for each user.

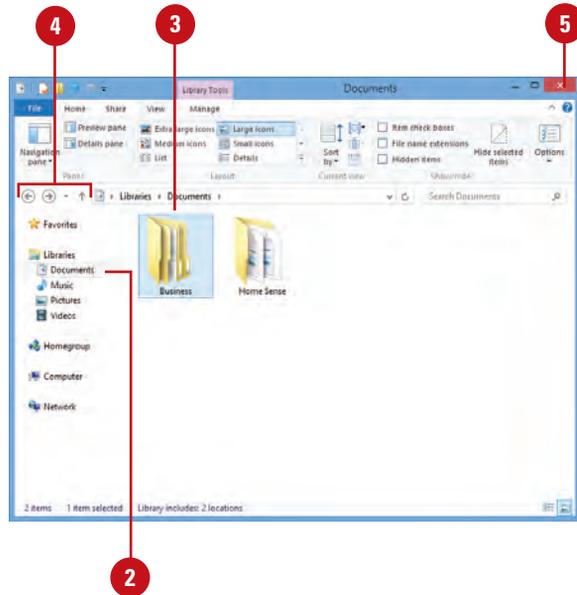
When you share a PC, Windows creates a separate Documents folder and stores personalized settings for each user. Each user's Documents folder is located in the Documents And Settings folder under the user's name on the local hard disk.

Windows makes it easy to manage the personal and business files and folders you work with every day. You can access your Documents folder from File Explorer, which displays the Documents library folder. The Documents library folder links and displays files and folders from different locations on your PC computer in a central place, which includes your My Documents folder located in your personal folder. In the folder, you can view file information, organize files and folders, and open files and folders. Once you open more than one folder, you can use buttons to help you move quickly between folders. Depending on previous installation, devices installed, or other users, your personal folders might differ.



Open Any Folder and Switch Between Folders

- 1 In the desktop, click or tap the **File Explorer** icon on the taskbar.
- 2 Click or tap any other Explorer window, such as **Documents**, **Videos**, **Pictures**, or **Music** in the Navigation pane.
- 3 Double-click or double-tap the folder to open it.
- 4 Click or tap the **Back** or **Forward** button or the **Up** button on the toolbar to return or move to a previously visited window.
- 5 When you're done, click or tap the **Close** button.



Did You Know?

Windows stores music and picture files in separate folders in your personal folder. Windows stores music files in the My Music folder and pictures in the My Pictures folder in your personal folder, which you can access from the Music and Pictures libraries.

See Also

See “Changing the Explorer Window View” on page 49 for information on changing the display of a folder’s contents.

See “Working with Libraries” on page 56 for information on using and creating libraries.

For Your Information

Opening a Document with a Different Program

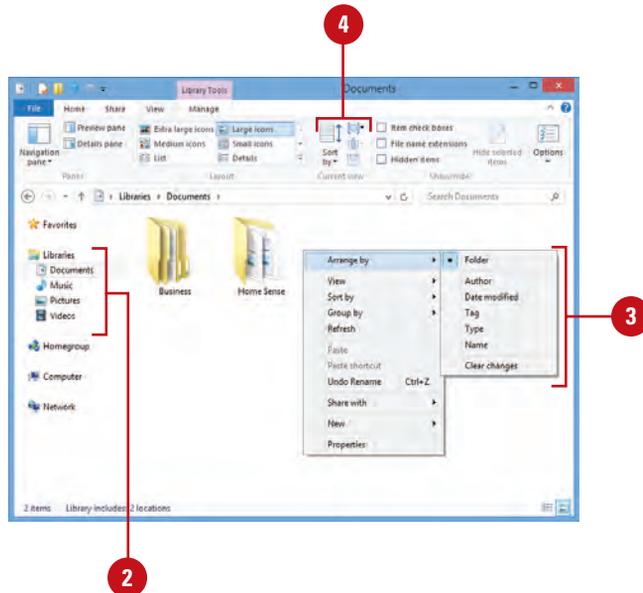
Most documents on your desktop are associated with a specific program. For example, if you double-click or double-tap a document whose file name ends with the three-letter extension “.txt,” Windows automatically opens the document with Notepad, a text-only editor. There are situations, though, when you need to open a document with a program other than the one Windows chooses, or when you want to choose a different default program. For example, you might want to open a text document in WordPad rather than Notepad so that you can add formatting and graphics. To do this, right-click or tap-hold the document icon you want to open, point to Open With, and then click or tap the application you want to use to open the document, or click or tap Choose Program to access more program options. Once you open a text file using WordPad, this option is automatically added to the Open With menu.

Working with Libraries

Libraries are special folders that catalog folders and files in a central location. A library includes and displays folders that are stored in different locations on your PC computer, Homegroup, or network. File Explorer comes with four libraries: Documents, Music, Pictures, and Videos. The Documents library, for example, includes files and folders from your My Documents and Public Documents folders, which are actually stored in your Users folder. Instead of navigating to separate folders, you can quickly navigate to one central place, the Documents library. You can create additional libraries at any time and include folders from different locations or remove them. After you open a library, you can quickly arrange all files and folders included in a library by folder (the default) or other properties based on the library type (General Items, Documents, Music, Pictures, or Videos). When you save a file to a library, you can specify which folder it actually gets stored in.

Open and View a Library

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap a library folder in the Navigation pane or double-click or double-tap a library folder.
- 3 To change the library display, right-click or tap-hold a blank area, point to **Arrange by**, and then click or tap an option.
 - ◆ **Folder.** File and folders.
 - ◆ **General Items.** Date modified, Tag, Type, or Name.
 - ◆ **Documents.** Author, Date modified, Tag, Type, or Name.
 - ◆ **Pictures.** Month, Day, Rating, or Tag.
 - ◆ **Music.** Album, Artist, Song, Genre, or Rating.
 - ◆ **Video.** Year, Type, Length, or Name.
 - ◆ **Clear changes.** Clears any arrange by modifications.
- 4 To sort or group items, click or tap the **Sort by** or **Group by** button on the View tab, and then click or tap an option.

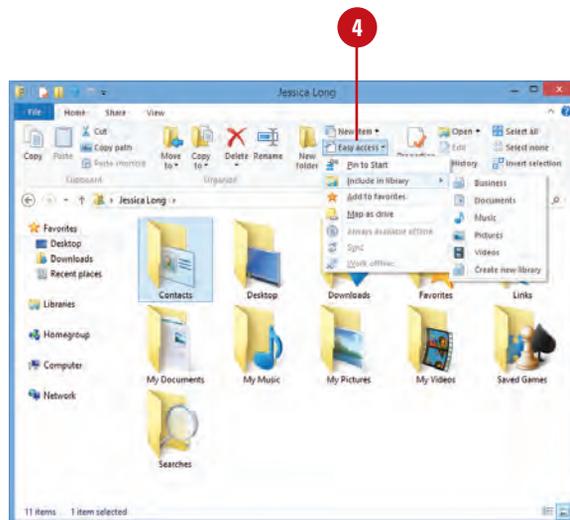
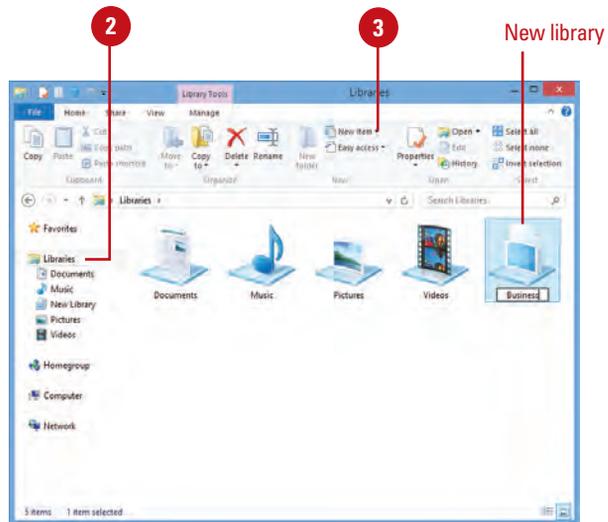


Create a New Library and Include or Remove Folders

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the **Libraries** in the Navigation pane.
- 3 Click or tap the **New item** button on the Home tab, click or tap **Library**, type a library name, and then press Enter.
 - ◆ To delete a library, select it, click or tap the **Delete** button on the Home tab, click or tap **Permanently delete**, and then click or tap **Yes**.
- 4 To include a folder in a library, navigate to the folder location, click or tap the **Easy access** button on the Home tab, point to **Include in library**, and then select the library you want.
- 5 To remove a folder from a library, open the library, click or tap the **Manage library** button on the Manage tab, select the folder you want to remove, click or tap **Remove**, and then click or tap **OK**.

Did You Know?

You can change the save location. Open the folder you want to change the save location, click or tap the Manage tab, click or tap the Set save location button, and then select a folder location. A check mark appears to the left of the selected folder location.

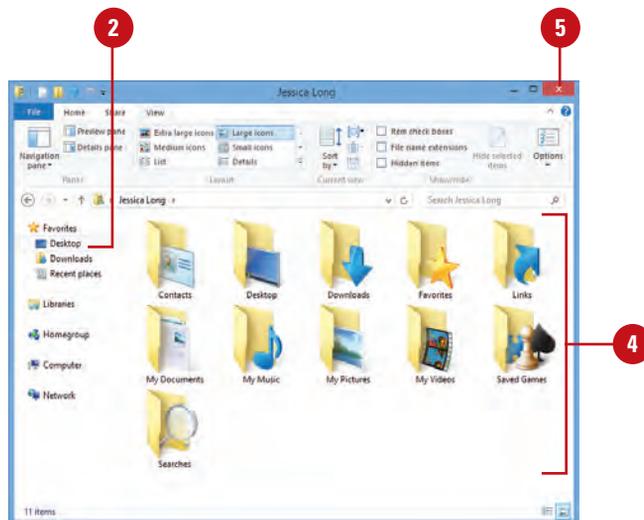


Working with Personal Folders

File Explorer comes with a personal folder that stores your most frequently used folders in one location. The personal folder appears in File Explorer with the name of the person logged on to the PC computer. The personal folder only contains files and folders associated with a user account and are unique for each user. The personal folder includes a variety of folders: Contacts, Desktop, Downloads, Favorites, Links, My Documents, My Music, My Pictures, My Videos, Saved Games, and Searches. You can access these folders using the personal folder from File Explorer under Desktop. The My Documents, My Pictures, My Music, and My Videos folders are included in the Documents, Pictures, Music, and Videos libraries respectively, so you can also access them by name in File Explorer.

View and Open a Personal Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the **Desktop** in the Navigation pane.
- 3 Double-click or double-tap the folder with the user account's name to open it.
- 4 Double-click or double-tap a folder to open it.
- 5 When you're done, click or tap the **Close** button.



Navigating Between Folders

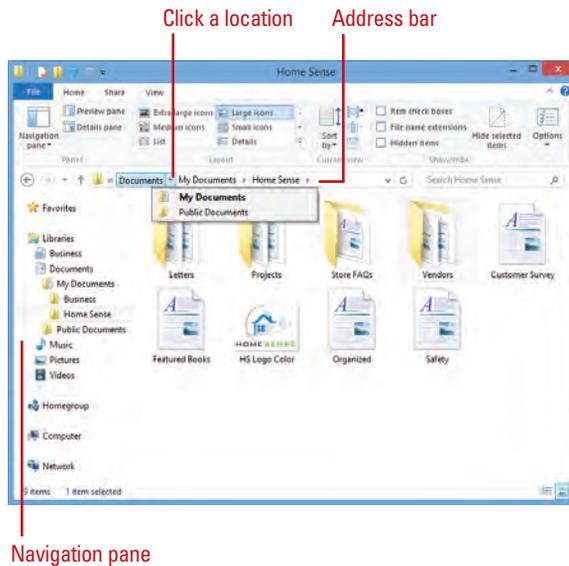
Navigate to a Location

- ◆ **Click or tap a location.** Use either of the following methods:
 - ◆ **Visible folder location.** To go directly to a location visible in the Address bar, click or tap the location name.
 - ◆ **Visible subfolder location.** To go to a subfolder of a location visible in the Address bar, click or tap the arrow to the right, and then click or tap the location name.
- ◆ **Type a location.** Click or tap a blank space (to the right of text) in the Address bar, and then type the complete folder name or path to the location, and then press Enter.

You can type common locations and then press Enter. The common locations include: Computer, Contacts, Control Panel, Documents, Favorites, Games, Music, Pictures, Recycle Bin, and Videos.

If you type a web address (URL) in the Address bar, the Explorer window switches to Internet Explorer.

The Address bar appears at the top of every Explorer window and displays the current location on your PC computer or network. The location appears as a series of links separated by arrows. You can change your current location by either typing a new location—even a web address on the Internet—or selecting one using the Address bar. You can also use the Back and Forward buttons to the left of the Address bar to switch between locations you have previously visited.



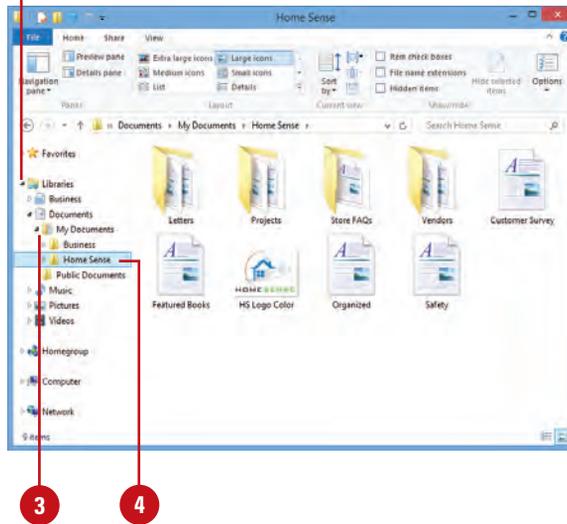
Viewing the Folders List

Windows offers a useful feature for managing files and folders, called the **Folders list**, which is integrated under categories—Favorites, Libraries, Homegroup, Computer, and Network—into the Navigation pane. The Folders list displays the window in two panes, or frames, which allows you to view information from two different locations. The Navigation pane displays the file hierarchy of all the drives and folders on the PC computer, and the right pane displays the contents of the selected drive or folder. This arrangement enables you to view the file hierarchy of your PC computer and the contents of a folder simultaneously making it easy to copy, move, delete, and rename files and folders. Using the non filled arrow and the filled arrow to the left of an icon in the Folders list allows you to display different levels of the drives and folders on your PC computer without opening and displaying the contents of each folder.

View the Folders List

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open any folder window.
- 3 In the Navigation pane, point to an item to display the navigation arrows.
- 4 Perform the commands you want to display folder structure and contents:
 - ◆ To show the file and folder structure, click or tap the non filled arrow.
 - ◆ To hide the file and folder structure, click or tap the filled arrow.
 - ◆ To display the contents of a folder, click or tap the folder icon.

Folder list tree structure



Did You Know?

You can quickly determine if a folder contains folders. When an arrow doesn't appear next to an icon in the Folders list, the item has no folders in it.

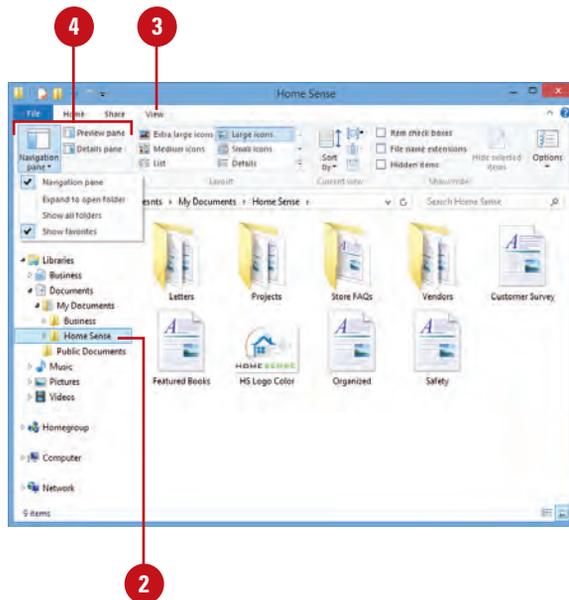
Changing the Explorer Layout

Change the Explorer Layout

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder window you want to change.
- 3 Click or tap the **View** tab.
- 4 Select the layout pane button you want to show or hide: **Preview Pane**, **Details Pane**, or **Navigation pane** (and then click or tap **Navigation pane**).

Layout options vary depending on the type of Explorer window.

File Explorer gives you the option to customize the layout for each Explorer window depending on the information the window contains. The layout for each Explorer window includes a Preview pane, Details pane, and Navigation pane. The Preview pane provides a preview of the selected item, such as a picture. The Details pane a thumbnail preview and information about the selected item, such as the file name, type, date modified, dimensions, size, and date created. The Navigation pane provides a tree structure to navigate folders and drives. The Details and Navigation panes appear by default. The Panes group on the View tab shows or hides the layout elements.

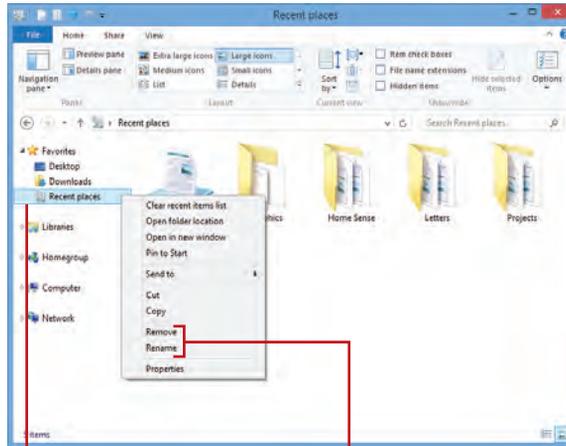


Customizing the Navigation Pane

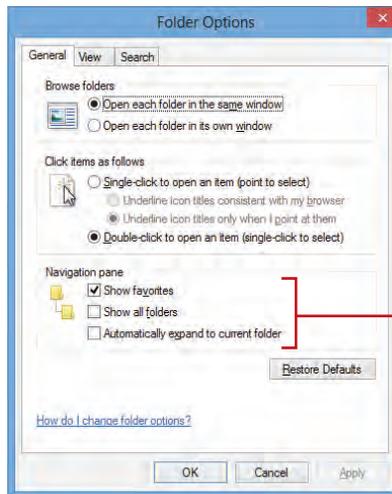
Customize the Navigation Pane

- ◆ **Move a link.** Drag an item in the Navigation pane to a higher or lower position in Favorites.
- ◆ **Add a link.** Drag an item from its original location to a position in the Navigation pane in Favorites.
- ◆ **Rename a link.** Right-click or tap-hold the link in Favorites, and then click or tap **Rename**. Type a new name, and then press Enter. The original folder or search is not renamed, only the Navigation link.
- ◆ **Remove a link.** Right-click or tap-hold the link in Favorites, and then click or tap **Remove**. The original folder or search is not removed, only the Navigation link.
- ◆ **Restore default links.** Right-click or tap-hold the Favorites link in the Navigation pane, and then click or tap **Restore favorite links**.
- ◆ **Show all folders like the folders list.** Click or tap the **Options** button on the **View** tab, click or tap **Change folder and search options**, select the **Show all folders** check box on the General tab, and then click or tap **OK**.
- ◆ **Automatically expand the folder list to the current folder.** Click or tap the **Options** button on the **View** tab, click or tap **Change folder and search options**, select the **Automatically expand to current folder** check box on the General tab, and then click or tap **OK**.

The Navigation pane provides links to commonly used drives and folders to reduce the number of clicks or taps it takes to locate a file or folder. File Explorer provides a default list of favorites, libraries, homegroups, and networks in the Navigation pane. You can customize the list of favorites for your own purposes. You can move current links, add or rename folders, or remove an item. If the Navigation pane gets cluttered, you can restore it back to the original default items. You can also set Navigation pane options to show all folders like the Folder list and automatically expand the folder list to the current folder.



Favorites in the Navigation pane Remove and Rename a link



Navigation pane folder options

Organizing Files by Headings

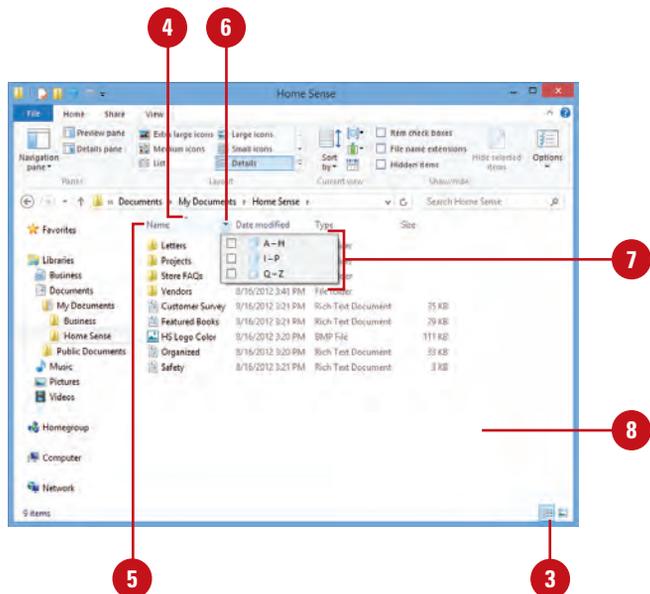
Organize Files Using Filtering or Sorting

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder that contains the files you want to sort or filter.
- 3 Click or tap **Details** on the View tab, or click or tap the **Details** button.
- 4 To sort files by headings, click or tap the heading title you want to sort by. An arrow in the middle of the heading indicates the sort direction, ascending and descending.
- 5 Point to the heading you want to filter by.
- 6 Click or tap the arrow to the right of the heading you want to filter by.
- 7 Select the property check boxes you want to filter by.
- 8 Click or tap in a blank area to close the search menu.

A check mark replaces the arrow to indicate a filter is in place.

- ◆ To cancel the search, you can also press Esc.

In Explorer windows, files and folders appear in lists with headings at the top in Details view. You can use the headings to change how files are displayed in the window. You can use filtering and sorting to display the files and folders you want. Filtering displays only files and folders with the properties you select by heading type. For example, the A - H filter for file and folder names displays only files and folder that start with A - H. Sorting displays the files and folders in ascending or descending order by heading type. For example, the sort by name displays files and folders from A to Z or Z to A. You can apply a filter and sort a column to achieve the results you want.



Sorting and Grouping Files

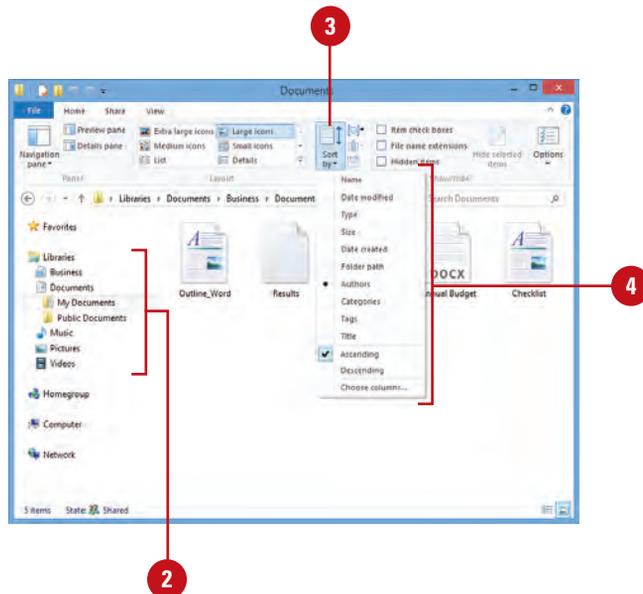
Sort Files and Folders

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder that contains the files you want to group.
- 3 Click or tap the **Sort by** button on the View tab.
- 4 Select a sort by option on the menu.
 - ◆ **Options.** Select an option, such as name, Date, Size, Type, Date modified, and Dimensions. The available options vary depending on the selected folder type.
 - ◆ **Ascending.** Select to sort items in ascending order A-Z.
 - ◆ **Descending.** Select to sort items in descending order Z-A.
 - ◆ **Choose columns.** Select to customize the columns shown in Details view.

See Also

See “Changing File and Folder List Views” on page 80 for more information on setting options for customizing the columns shown in Details view.

In Explorer windows, files and folders appear sorted or grouped by different attributes, such as name or type, in the different views, such as Icons (Extra large, Large, Medium, or Small), List, Details, Tiles, and Content. You can select the attributes you want to use and then select whether to display the files and folders in ascending (A-Z) or descending (Z-A) order. You can use the Sort by or Group by buttons on the View tab to specify the options you want to apply to the current folder. The Sort by and Group by options are the same. However, the available options vary depending on the selected folder type, such as a Documents or Pictures folder.

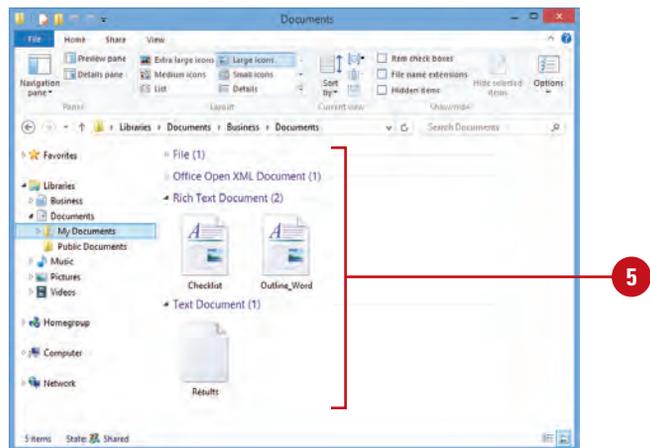
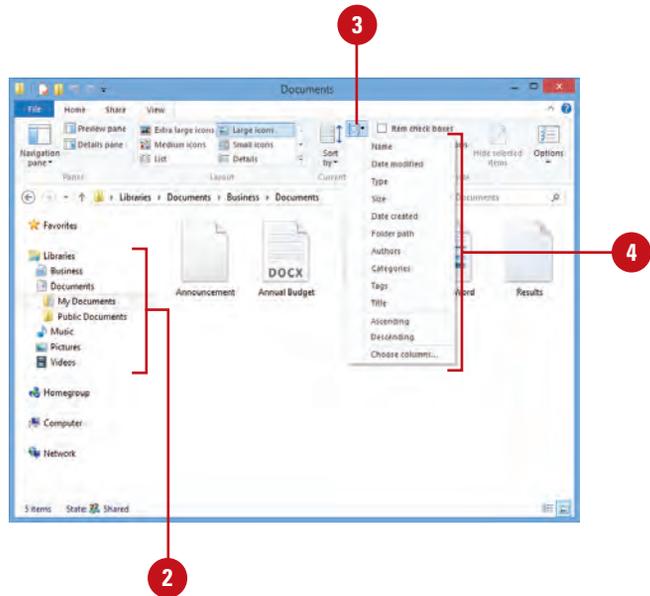


Group Files and Folders

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder that contains the files you want to group.
- 3 Click or tap the **Group by** button on the View tab.
- 4 Select a group by option on the menu.
 - ◆ **Options.** Select an option, such as name, Date, Size, Type, Date modified, and Dimensions. The available options vary depending on the selected folder type.
 - ◆ **(None).** Select to remove the group by option.
 - ◆ **Ascending.** Select to group items in ascending order A-Z.
 - ◆ **Descending.** Select to group items in descending order Z-A.
 - ◆ **Choose columns.** Select to customize the columns shown in Details view.
- 5 Click the **Collapse** or **Expand** arrow next to the heading to collapse or expand the grouping.

Did You Know?

You can size all columns to fit their contents in Details view. In File Explorer, open the folder you want to size columns, click or tap Details on the View tab, and then click or tap the Size All Columns To Fit button on the View tab.



Searching for Files and Folders

Create a Simple Search

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open an Explorer window in the location where you want to search.

- 3 Click or tap in the Search box.

A search tab appears. Disregard the tab for a simple search.

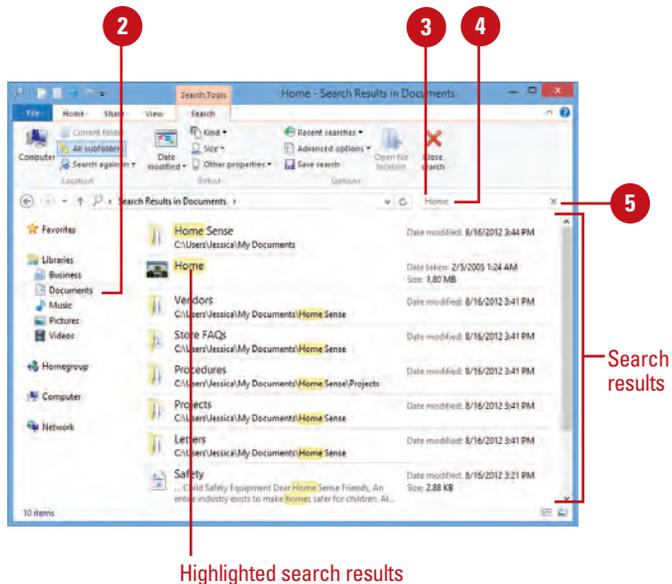
- 4 Type a word or part of a word.

As you type, programs and files that match your text appear highlighted in the Search Results window. You don't have to press Enter.

TROUBLE? *In the Search box, you must press Enter to start a search for non-indexed files.*

- 5 To clear and close the search, click or tap the **Close** button (x) on the Search tab or in the Search box.

Sometimes remembering precisely where you stored a file can be difficult. File Explorer allows you to use Windows Search Explorer (by default) to help you find and view all of your files or folders in one place. You start a search by using the Search box. As you type in a Search box, the search looks for matches in the file name, contents, and property tags, and displays the highlighted results in a Search Results folder. If you don't find the file or folders you're looking for, you can perform an advanced search using a menu from the Search box. An advanced search gives you the option to find files or folders by type, name, title, location, date (taken, modified, or created), size, or property tag. The search locates files and programs stored anywhere in indexed locations, which includes personal folders, e-mail, offline files, and web sites in your History list.



Create an Advanced Search

1 In the desktop, click or tap the **File Explorer** button on the taskbar.

2 Open an Explorer window in the location where you want to search.

3 Click or tap in the Search box.

A Search tab appears with advanced options.

4 Click or tap the **Computer**, **Current folder**, or **All subfolders** to specify a search location.

5 Click or tap the Refine buttons you want on the Search tab, and then select an option.

- ◆ **Date modified.** Searches by date modified.

- ◆ **Kind.** Searches by kind of file, such as Document, E-mail, Video, or Instant Message.

- ◆ **Size.** Searches by file size.

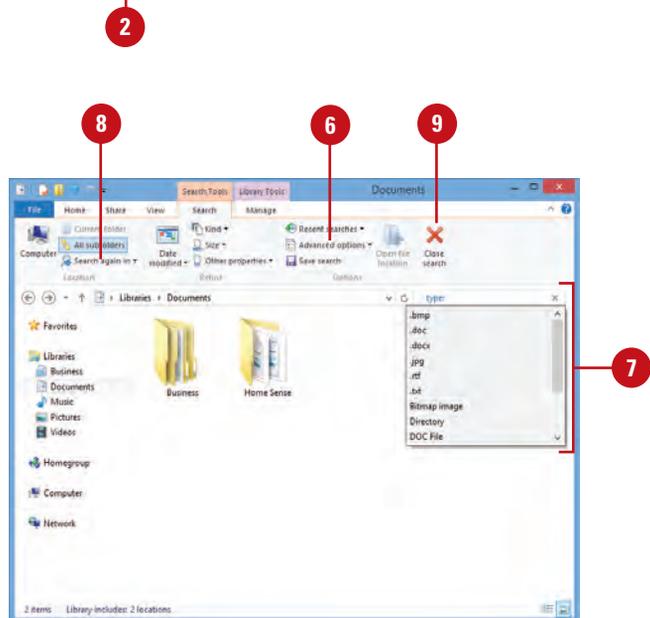
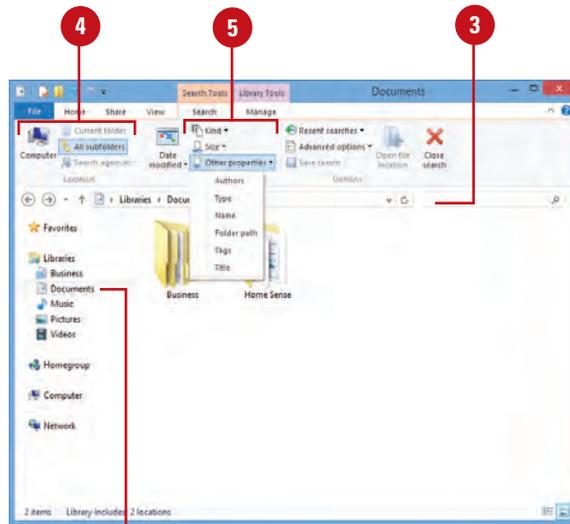
- ◆ **Other properties.** Searches by file type, name, folder path, or property tag.

6 To set additional options, click or tap the **Advanced options** button, and then click or tap **Partial matches**, **File contents**, **System files**, or **Zipped (compressed folders)** to enable or disable.

7 Type in search criteria in the Search box or select from the available criteria.

8 To search again in other locations, click or tap the **Search again in** button, and then click or tap **Homegroup**, **Libraries**, or **Internet**.

9 To clear and close the search, click or tap the **Close** button (x) on the Search tab or in the Search box.



Saving a Search

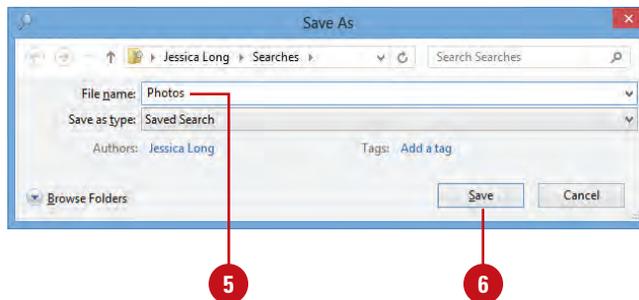
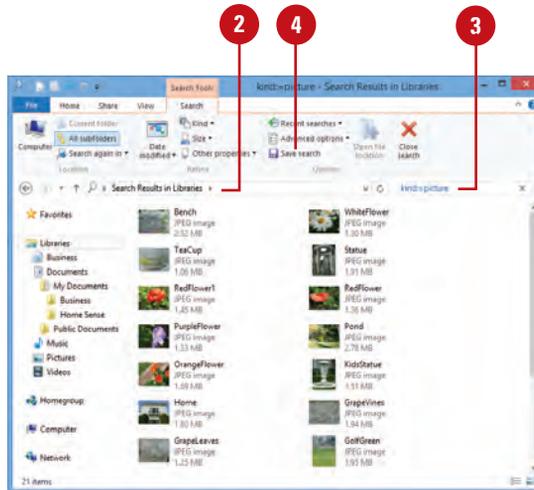
Save a Search

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open an Explorer window in the location where you want to search.
- 3 Click or tap in the Search box, specify the criteria you want, and then perform the search.
- 4 Click or tap the **Save search** button on the Search tab.
- 5 Type a name for the search.
- 6 Click or tap **Save**.
- 7 To use a saved search, click or tap the saved search link in Favorites in the Navigation pane or double-click or double-tap the saved search in the Searches folder in the personal folder.

Did You Know?

You can quickly perform a recent search. Click in the Search box to display the Search tab. Click or tap the Recent Searches button, and then select a recent search. If the list gets cluttered, you can clear items. Click or tap the Recent Searches button, and then click or tap Clear Search History.

If you frequently perform the same search, you can save your search results like any file and perform or modify the search again later. When you save a search, the search is saved by default with Windows Search Explorer in the Searches folder in your personal folder and added to the Favorites folder in the Navigation pane. Like any link, you can move a saved search from the Searches folder to the Favorites category in the Navigation pane to make it more accessible. To run a saved search, display the saved search link, and then click or tap it.

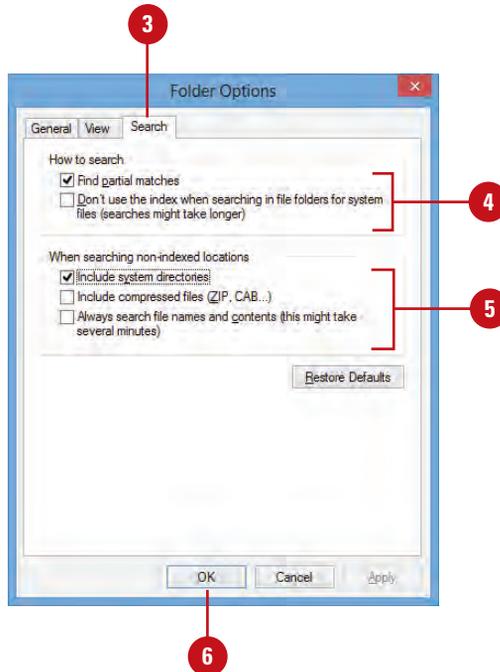


Changing Search Options

Change Search Options

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the **Options** button on the View tab, and then click or tap **Folder and search options**.
- 3 Click or tap the **Search** tab.
- 4 Select or clear the check boxes under **How to search**:
 - ◆ **Find partial matches.**
 - ◆ **Don't use the index when searching in file folders for system files (searches might take longer).**
- 5 Select or clear the check boxes under **When searching non-indexed locations**:
 - ◆ **Include system directories.**
 - ◆ **Include compressed files (ZIP, CAB, ...)**
 - ◆ **Always search file names and contents (this might take several minutes)**
- 6 Click or tap **OK**.

When you perform a search for files or folders, File Explorer uses the search options to help customize the search results. You can specify whether you want to search for file names and content or just for file names and whether to include subfolders or find partial matches. For non-indexed searches, you can set options to include system directories or compressed files (ZIP, CAB...), or always search file names and contents. The search options are available in the Folder Options dialog box under the Search tab.

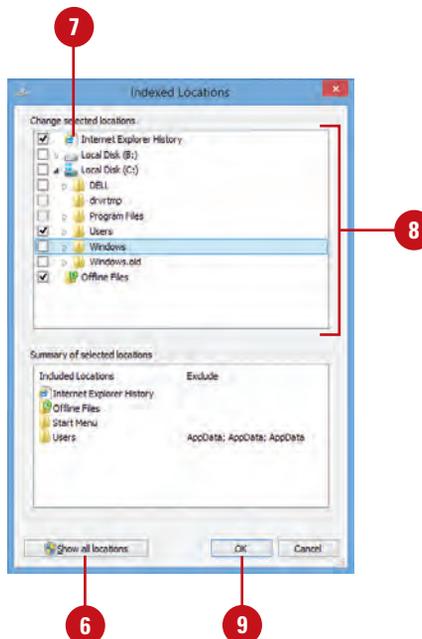
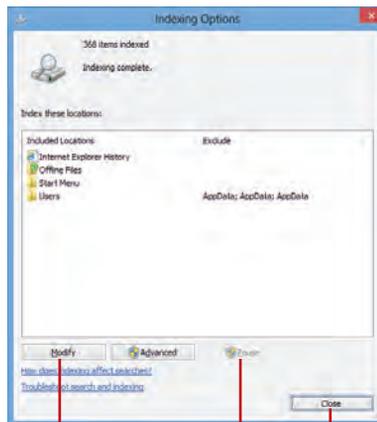


Modifying the Index to Improve Searches

View, Pause, Add, or Remove Indexed Locations

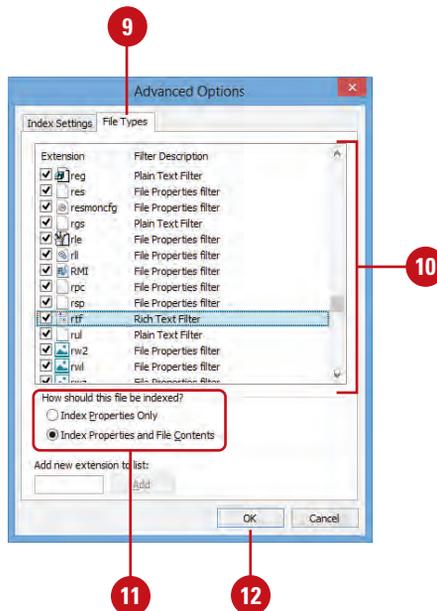
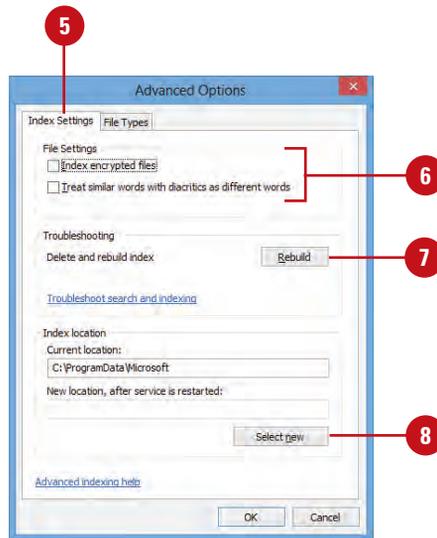
- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap **Computer** in the Navigation pane, and then click or tap the **Open Control Panel** button on the Computer tab.
 - ◆ In the Start screen, you can also click or tap **All apps** on the Apps bar, and then click or tap **Control Panel**.
- 3 Click or tap the **Indexing Options** icon in Small icons or Large icons view.
- 4 To pause new indexing for 15 minutes, click or tap **Pause**.
- 5 Click or tap **Modify**.
- 6 If you don't see all the locations, click or tap **Show all locations**.
- 7 If a folder location contains subfolders, click or tap the Expand arrow to expand it.
- 8 Select or clear the check box next to the folder locations you want to add or remove from the index.
- 9 Click or tap **OK**.
- 10 Click or tap **Close**.

Windows keeps track of files in indexed locations and stores information about them in the background using an index, like the one found in the back of this book, to make locating files faster and easier. You can use Indexing Options in the Control Panel to view, pause, add, remove, and modify indexed locations, indexed file types, and other advanced index settings. For example, if a file type is not recognized by the index, you can add it; if you want to stop indexing new content for 15 minutes to specify options, you can pause it; or if you're having problems with the search index, you can rebuild or restore it.



Set Advanced Indexing Options

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap **Computer** in the Navigation pane, and then click or tap the **Open Control Panel** button on the Computer tab.
- 3 Click or tap the **Indexing Options** icon in Small icons or Large icons view.
- 4 Click or tap **Advanced**.
- 5 Click or tap the **Index Settings** tab.
- 6 Select or clear the following check boxes:
 - ◆ **Index encrypted files.**
 - ◆ **Treat similar words with diacritics as different words.**
- 7 For index troubleshooting, use either of these buttons:
 - ◆ To re-index selected locations, click or tap **Rebuild**.
 - ◆ To restore your index to its original settings, click or tap **Restore Defaults**.
- 8 If you need to change the Index Location, specify a new location or click or tap **Select new**.
- 9 Click or tap the **File Types** tab.
- 10 Select or clear the check boxes with the file types you want to include or exclude in the index.
- 11 For each selected file type, click or tap the option to specify how the file should be indexed.
- 12 Click or tap **OK**.
- 13 Click or tap **Close**.

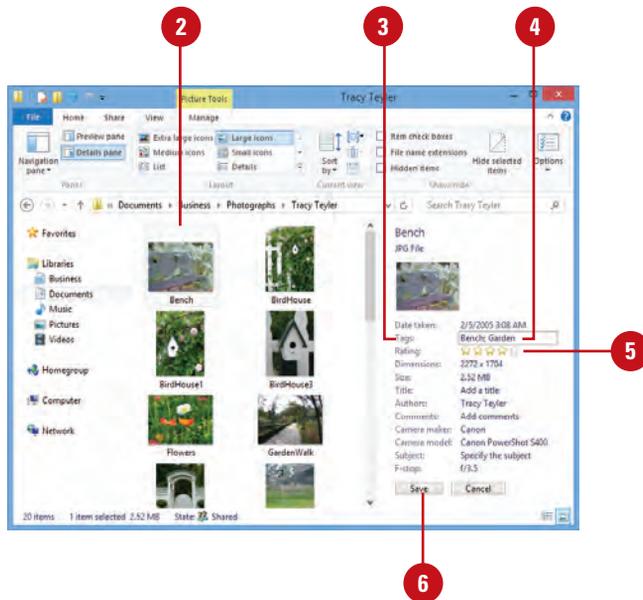


Adding Properties and Tags to Files

When you create a file, Windows automatically adds properties to the files, such as name, creation date, modified date, and size. These properties are important to Windows, however, they may not be useful when you are searching for a file. You can add or modify common file properties and create or modify custom tag properties to make it faster and easier to locate files in the future. You can add or modify properties for most files. However, there are some exceptions, such as plain text (.txt) or rich text format (.rtf) files. You can add or modify properties using the Details pane in an Explorer window, the Details tab in the Properties dialog box, or in some Save As dialog boxes. If you want to remove some or all of the property information in a file, you can quickly remove it using the Properties dialog box.

Add or Modify Properties

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the file you want to add or modify properties.
- 3 In the Details pane, click or tap the tag you want to change, and then type the new tag.
 - ◆ To display the Details pane, click or tap the **Details pane** on the View tab.
 - ◆ If you want to work with more properties and tags, right-click or tap-hold the file, click or tap **Properties**, and then click or tap the **Details** tab. When you're done, click or tap **Apply**.
- 4 To add more than one tag, separate each entry with a semicolon.
- 5 To rate a file using the rating property, click or tap the star that represents the rating you want to give the file.
- 6 Click or tap **Save**.

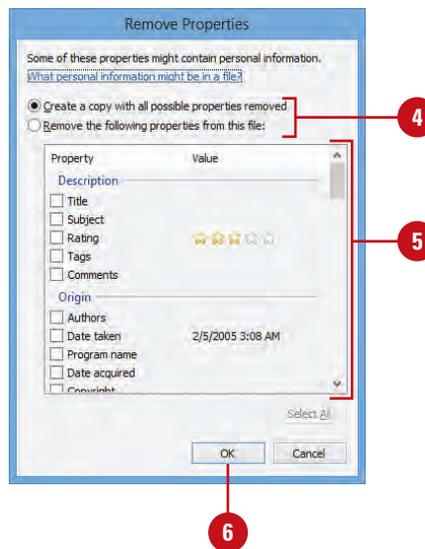
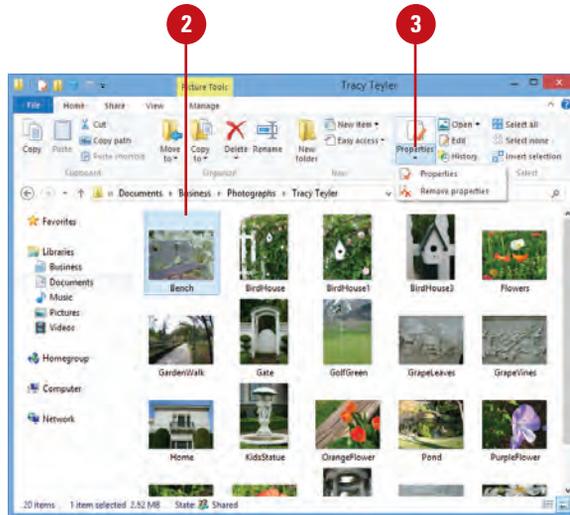


Remove Properties

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar, and then locate the file in which you want to change.
- 2 Select the file you want to remove properties.
- 3 Click or tap the **Properties** button on the Home tab, and then click or tap **Remove properties**.
- 4 Click or tap the **Create a copy with all possible properties removed** option or click or tap the **Remove the following properties from this file:** option.
- 5 Select or clear the check boxes for each property.
- 6 Click or tap **OK**.

Did You Know?

You can add properties while you save a file. In some Save As dialog boxes, such as Microsoft Word, you can specify properties, such as Author and Tags.



Creating and Renaming Files and Folders

Create a Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the drive or folder where you want to create a folder.
- 3 Click or tap the **New Folder** button on the Home tab.

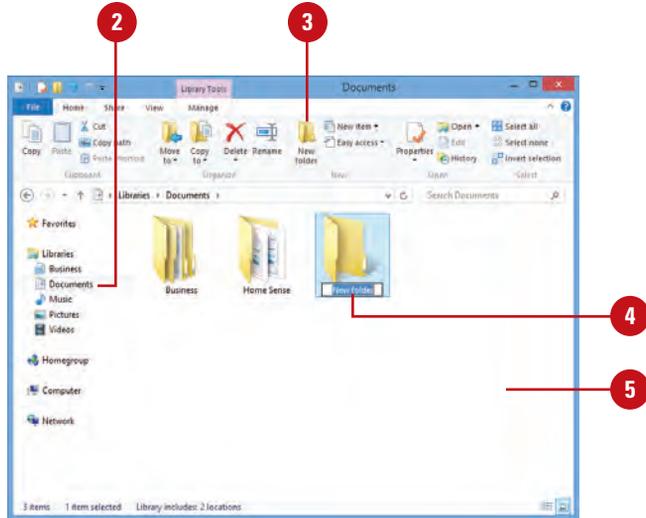
TIMESAVER Right-click or tap-hold a blank area of the window, point to **New**, and then click or tap **New folder**.

- 4 With the New Folder name selected, type a new name.
- 5 Press Enter or tap in a blank area.

Did You Know?

File names can be up to 255 characters. You can use spaces and underscores in names, but you can't use the following characters: @ * : < > | ? " \ or /. Remember the best way to keep your files organized is with a consistent naming convention.

The keys to organizing files and folders effectively within a hierarchy are to store related items together and to name folders informatively. Creating a new folder can help you organize and keep track of files and other folders. In order to create a folder, you select the location where you want the new folder, create the folder, and then lastly, name the folder. You should name each folder meaningfully so that just by reading the folder's name you know its contents. After you name a folder or file, you can rename it at any time.



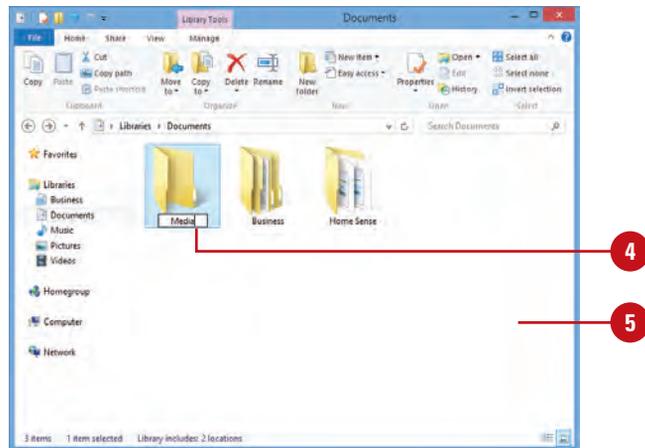
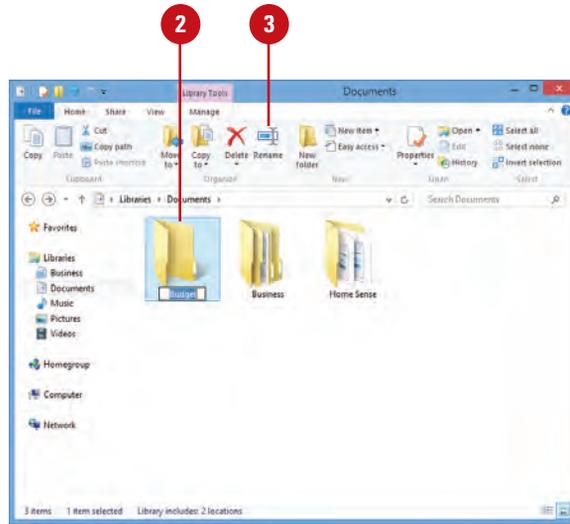
Rename a File or Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the file or folder you want to rename.
- 3 Click or tap the **Rename** button on the Home tab.
- 4 With the name selected, type a new name, or click or tap to position the insertion point, and then edit the name.
- 5 Press Enter or tap in a blank area.

TIMESAVER Right-click or tap-hold the file or folder you want to rename, click or tap **Rename**, type a name, and then press Enter or tap in a blank area. You can also select the file, click or tap the file name, type a name, and then press Enter or tap in a blank area.

Did You Know?

You can rename a group of files. In File Explorer, select all the files you want to rename, right-click or tap-hold one of the selected files, click or tap **Rename** from the shortcut menu, type a name, and then press Enter or tap in a blank area. The group name appears with numbers in consecutive order.



Copying and Moving Files and Folders

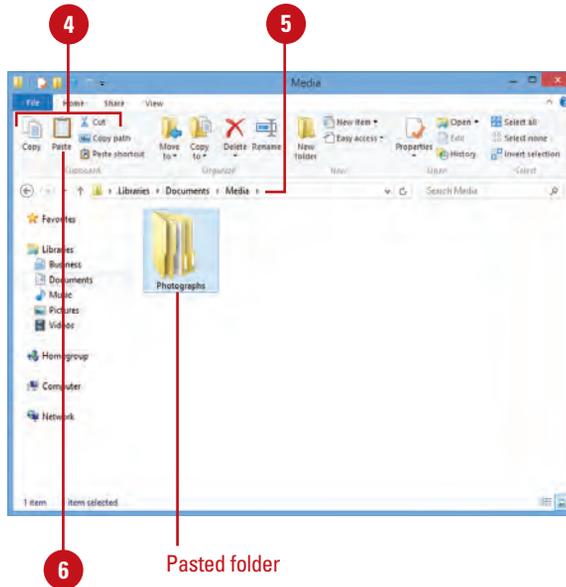
Copy or Move a File or Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the drive or folder containing the file or folder you want to copy.
- 3 Select the files or folders you want to copy or move.
- 4 Click or tap the **Copy** or **Cut** (to move) button on the Home tab.
- 5 Display the destination folder where you want to copy or move the files or folder.
- 6 Click or tap the **Paste** button on the Home tab.

Did You Know?

You can copy or move directly to a folder or drive. In File Explorer, select the files or folder you want to copy or move, click or tap the Copy to or Move to button on the Home tab, and then select a destination or click or tap Choose location to select the one you want.

Sometimes you will need to move a file from one folder to another, or copy a file from one folder to another, leaving the file in the first location and placing a copy of it in the second. You can move or copy a file or folder using a variety of methods. If the file or folder and the location where you want to move it are visible in a window or on the desktop, you can simply drag the item from one location to the other. Moving a file or folder on the same disk relocates it whereas dragging it from one disk to another copies it so that it appears in both locations. When the destination folder or drive is not visible, you can use the Move to or Copy to commands or the Cut (to move), Copy, and Paste commands on the Home tab to move or copy the items.



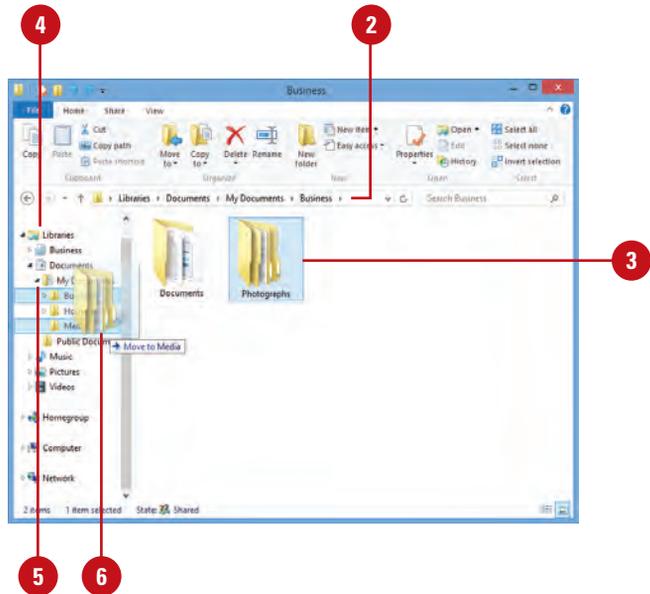
Copy or Move a File or Folder Using Drag and Drop

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the drive or folder containing the file or folder you want to copy or move.
- 3 Select the files or folders you want to copy or move.
- 4 In the Navigation pane, point to a folder list to display the expand and collapse arrows.
- 5 Click or tap the arrows to display the destination folder.
- 6 Right-click or tap-hold the selected files or folders, drag to the destination folder, and then click or tap **Copy Here** or **Move Here**.

TIMESAVER To move the selected items, drag them to the destination folder. To copy the items, hold down the **Ctrl** key while you drag.

Did You Know?

You can transfer files using a disk. You can copy files from your PC computer to a disk if you need to either transfer files from one stand-alone PC computer to another. You can also save a copy of important files to prevent losing them in the event of a power failure or a problem. You can use several methods: copy and paste, drag and drop, and the Send To command.



For Your Information

Sending Files and Folders

When you right-click or tap-hold most objects on the desktop or in Computer or File Explorer, the Send To command, located on the shortcut menu, lets you send, or move, a file or folder to a new location on your PC computer. For example, you can send a file or folder to a removable disk to make a quick backup copy of the file or folder, to a mail recipient as an electronic message, or to the desktop to create a shortcut. You can also use the Send To command to move a file or folder from one folder to another. To send a file or folder, right-click or tap-hold the file or folder you want to send, point to Send To on the shortcut menu, and then click or tap the destination you want.

Deleting and Restoring Files and Folders

Delete Files and Folders

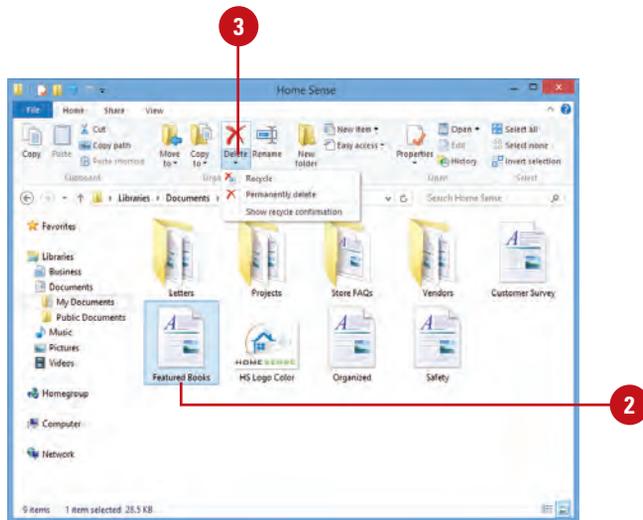
- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the files and folders you want to delete.
- 3 Click or tap the **Delete** button arrow on the Home tab, and then click **Recycle** or **Permanently delete**.

TIMESAVER Press the **Delete** key to recycle the items or press **Shift+Delete** to permanently delete the items.

- 4 If prompted, click or tap **Yes** to confirm the deletion and place the items in the Recycle Bin.
- 5 In the desktop, right-click or tap-hold the **Recycle Bin** icon, and then click or tap **Empty Recycle Bin**.

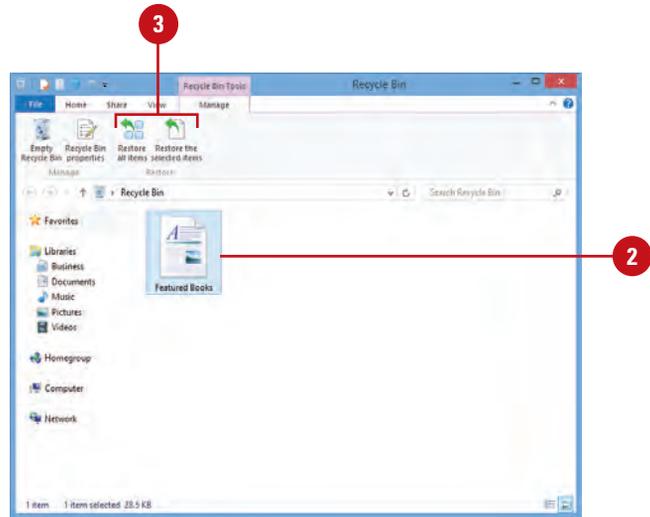
Your device permanently removes the items.

When you organize the contents of a folder, disk, or the desktop, you might find files and folders that you no longer need. You can delete these items or remove them permanently. If you delete a file or folder from the desktop or from the hard disk, it goes into the Recycle Bin. The **Recycle Bin**, located on your desktop, is a temporary storage area for deleted files. The Recycle Bin stores all the items you delete from your hard disk so that if you accidentally delete an item, you can remove it from the Recycle Bin to restore it. Be aware that if you delete a file from a removable disk or use the Permanently delete command, it is permanently deleted, not stored in the Recycle Bin. The files in the Recycle Bin do occupy room on your PC computer, so you need to empty it to free up space.



Restore Files and Folders

- 1 In the desktop, double-click or double-tap the **Recycle Bin** icon on the desktop.
- 2 Select the item or items you want to restore.
- 3 Click or tap the **Restore this item** or **Restore all items** button on the Manage tab.
 - ◆ **Empty Recycle Bin.** Click or tap the **Empty Recycle Bin** button on the Manage tab, and then click or tap **Yes** to confirm.
- 4 If prompted, click or tap **Yes** to confirm the restore or click or tap **No** to cancel it.



Did You Know?

You can undo a deletion. If you accidentally delete a file, click or tap the Undo button on the Quick Access toolbar. Windows remembers your last three actions.

You can't open a deleted folder and restore selected items. When you've deleted a folder, you have to restore the entire folder.

For Your Information

Changing Recycle Bin Properties

You can adjust several Recycle Bin settings by using the Properties option on the Recycle Bin shortcut menu or the Recycle Bin properties button on the Manage tab in the Recycle Bin window. For example, if you want to delete files immediately rather than place them in the Recycle Bin, right-click or tap-hold the Recycle Bin, click or tap Properties, and then select the Don't Move Files To The Recycle Bin check box. Also, if you find that the Recycle Bin is full and cannot accept any more files, you can increase the amount of disk space allotted to the Recycle Bin by increasing the Maximum size (MB) amount.

Changing File and Folder List Views

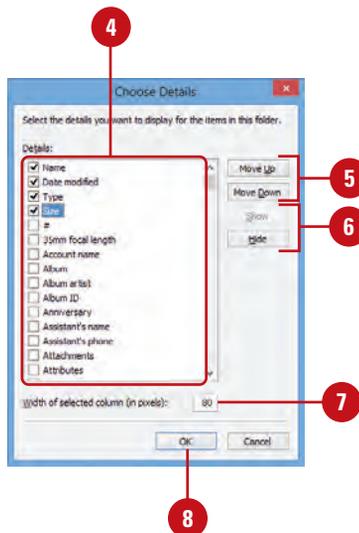
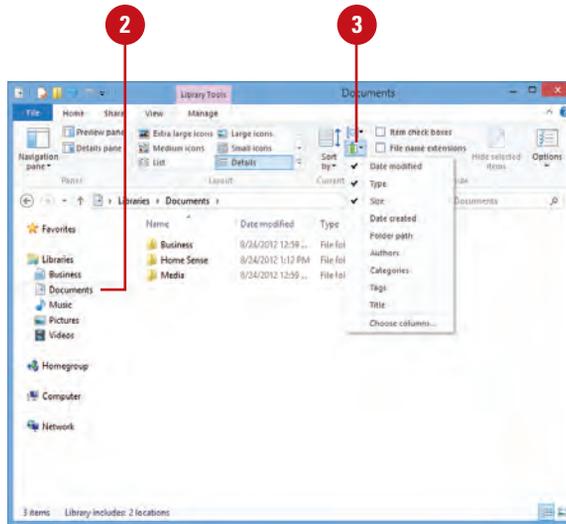
Change File Details to List

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder you want to change in Details view.
- 3 Click or tap the **Add column** button on the View tab, and then click or tap a column (select or clear check mark) or click or tap **Choose columns**.
- 4 Select the check boxes with the details you want to include and clear the ones you don't.
- 5 Click or tap the **Move Up** or **Move Down** buttons to change the order of the selected items.
- 6 Click or tap the **Show** or **Hide** buttons to show or hide the selected items.
- 7 Specify the width in pixels of the column for the selected items.
- 8 Click or tap **OK**.

Did You Know?

An ellipsis indicates information is hidden. To show the information, drag the edge of the column indicator button to resize the column.

You can display files and folders in a variety of different ways, depending on what you want to see and do. When you view files and folders in Details view, a default list of file and folder information appears, which consists of Name, Size, Type, and Date Modified. If the default list of file and folder details doesn't provide you with the information you need, you can add and remove any file and folder information from the Details view. If you need to change the way Windows sorts your files and folders, you can use the column indicator buttons in the right pane of Details view. Clicking or tapping one of the column indicator buttons, such as Name, Size, Type, or Date Modified, in Details view sorts the files and folders by the type of information listed in the column.



Hiding Files and Folders

Show or Hide Hidden Files and Folders

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the files or folders you want to hide or unhide.
- 3 Click or tap the **Hide selected items** button on the View tab.
- 4 Select the **Hidden items** check box on the View tab to show hidden files or folders. To hide hidden items, clear the check box.

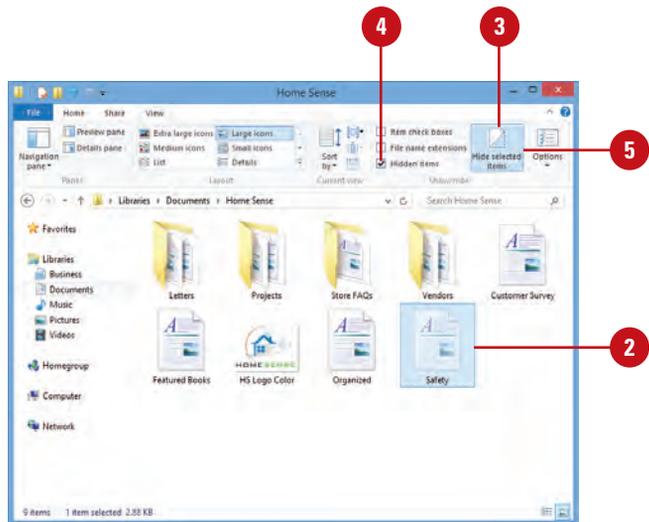
The hidden files or folders appear transparent.

- 5 To unhide hidden files or folders, select them, and then click or tap the **Hide selected items** button on the View tab.

Did You Know?

You can set options to show or hide files and folders. In File Explorer, click or tap the Options button on the View tab, click or tap Change folder and search options, click or tap the Do Not Show Hidden Files And Folders or Show Hidden Files And Folders option, click or tap Apply to Folders, and then click or tap OK.

If you want to hide files and folders for added privacy purposes, you can do it by setting two separate options: one to set the option to hide specific files and folders, and the other to set a general folder option to show or hide files and folders. If you set the option to hide specific files and folders and the Show hidden files and folders option is set, the hidden files and folders appear transparent. If the general option is set to Do not show hidden files and folders, the hidden files and folders are actually hidden. The only way to view them again is to set the general option to Show hidden files and folders again. Anyone can show hidden files and folders, so it shouldn't be used for security purposes.



Changing Folder Options

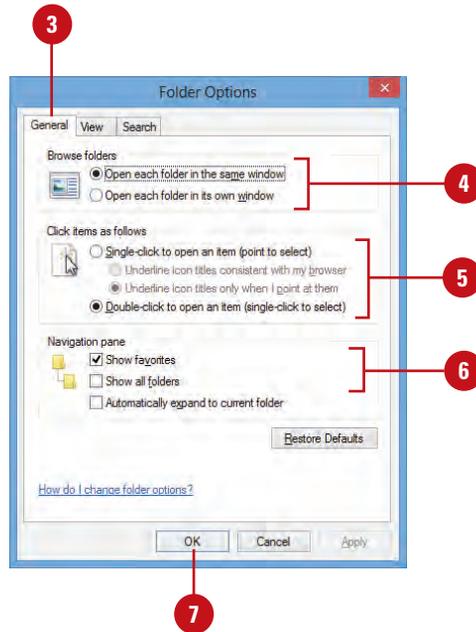
Change Folder Options

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the **Options** button on the View tab, and then click or tap **Change folder and search options**.
- 3 Click or tap the **General** tab.
- 4 Select a Browse folders option to display each folder in the same window or its own window.
- 5 Select a Click items as follows option to single-click or double-click items.
- 6 Select the Navigation pane check boxes option to **Show all folders** or **Automatically expand to current folder**.
- 7 Click or tap **OK**.

Did You Know?

You can restore all folder options to default Windows settings. On the General tab in the Folder Options dialog box, click or tap Restore Defaults.

When you work with files and folders, Windows displays folder contents in a standard way, known as the **default**. The default folder view settings are as follows: Tiles view displays files and folders as icons; common task links appear in the left pane; folders open in the same window; and items open when you double-click or double-tap them. Depending on previous installation or users, your folder view settings might differ. Instead of changing the folder view to your preferred view—Icons, List, or Details—each time you open a folder, you can change the view permanently to the one you prefer. In addition to the defaults, you can change options such as folder settings to show or hide file extensions for known file types, show or hide hidden files and folders, show or hide protected operating system files, and show pop-up descriptions of folders and desktop items. You can also set Navigation pane options to show all folders like the Folder list and automatically expand the folder list to the current folder.

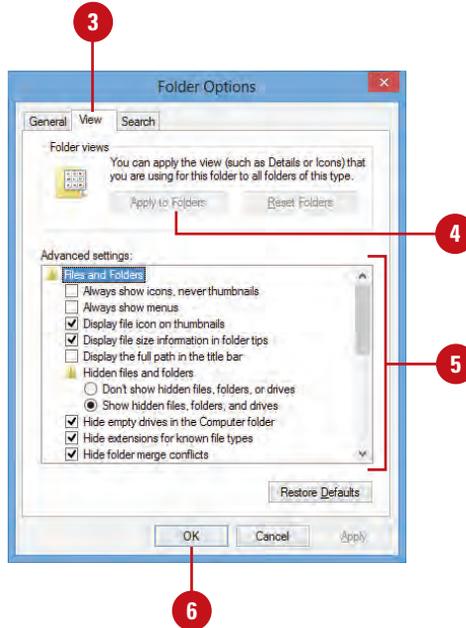


Change the Folder View

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Click or tap the **Options** button on the View, and then click **Change folder and search options**.
- 3 Click or tap the **View** tab.
- 4 To set the current view to all folders, click or tap **Apply to Folders**.
- 5 Select the check boxes for the options you want, and clear the check boxes for the ones you don't. Some common options include:
 - ◆ **Always show menus.**
 - ◆ **Hidden files and folders.**
 - ◆ **Hide extensions for known file types.**
 - ◆ **Hide protected operating system files (Recommended).**
 - ◆ **Show encrypted or compressed NTFS files in color.**
 - ◆ **Show pop-up description for folder and desktop items.**
- 6 Click or tap **OK**.

Did You Know?

You can reset folder views to original Windows settings. On the View tab in the Folder Options dialog box, click or tap Reset Folders.



For Your Information

Understanding File Extensions

The program Windows uses to open a document depends on a three-letter extension to the document's file name, called a **file extension**. You might have never seen a document's file extension because your system might be set up to hide it. The file extension for simple text files is ".txt" (pronounced "dot t-x-t"), and many graphic files have the extension ".bmp". This means that the full name for a text file named Memo is Memo.txt. If you double-click or double-tap a document whose file name ends with the three-letter extension ".txt," Windows automatically opens the document with Notepad, a text-only editor. If you want to display file extensions in dialog boxes and windows, select or clear the File Name Extensions check box on the View tab in File Explorer. If you want to change the program Windows automatically starts with a given file extension, open the Control Panel (click or tap Computer in File Explorer, and then click or tap the Open Control Panel button on the Computer tab), click or tap Default Programs in Small or Large icons view, click or tap Default Programs, click or tap Associate A File Type Or Protocol With A Program, select the file type, and then click or tap Change Program to see the list of the file extensions Windows recognizes and the programs associated with each of them, and then make changes as appropriate.

Customizing Library Folders

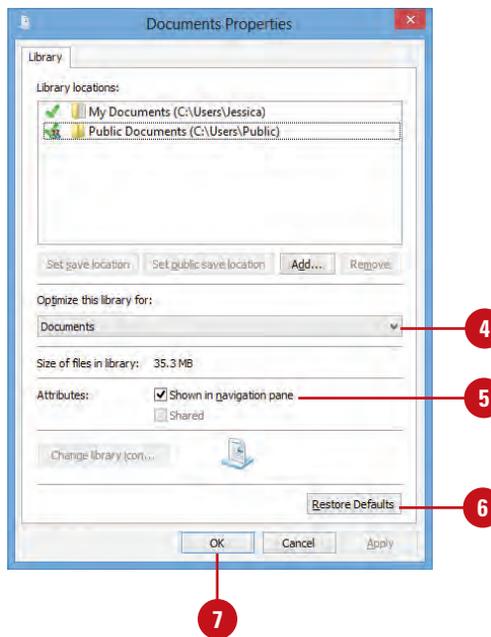
Customize a Library Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the library folder you want to change.
- 3 Click or tap the **Properties** button on the Home tab.
- 4 Click or tap the **Optimize this library for** list arrow, and then select the type of folder you want: **General Items**, **Documents**, **Music Pictures**, or **Videos**.

TIMESAVER Click or tap the *Optimize library for* button on the *Manage* tab, and then select an option.

- 5 To show or hide the library in the Navigation pane, select or clear the **Shown in navigation pane** check box.
- 6 To restore library default settings for this folder, click or tap **Restore Defaults**.
- 7 Click or tap **OK**.

In your library folders, you can customize view options based on the contents. In the tab of the Pictures and Music library folders, Windows provides buttons with file management activities specifically related to the contents of the folder, such as Slide Show in the Pictures library, or Play All in the Music library. The Arrange by options are also related to the folder contents, such as Rating in the Pictures library, or Artist in the Music library. When you create a new library folder, you can customize it for documents, pictures, music, and videos by applying a folder template, which is a collection of folder tasks and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized tasks and viewing options for working with documents, pictures, music, and videos.

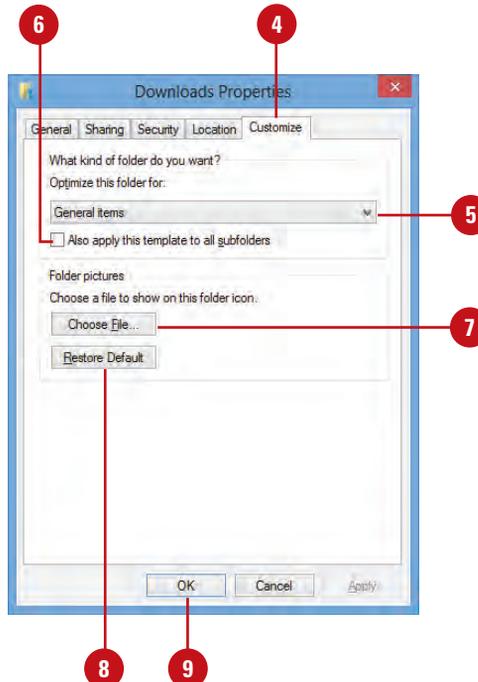


Customizing Personal Folders

Customize a Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the folder you want to change.
- 3 Click or tap the **Properties** button on the Home tab.
- 4 Click or tap the **Customize** tab for a folder.
- 5 Click or tap the **Optimize this folder for** list arrow, and then select the type of folder you want: **General Items**, **Documents**, **Pictures**, **Videos**, or **Music**.
- 6 Select the **Also apply this template to all subfolders** check box to apply the option.
- 7 To select a picture for display on the folder icon, click or tap **Choose File**.
- 8 To restore the default picture for the folder, click or tap **Restore Default**.
- 9 Click or tap **OK**.

In your personal folders, you can create your own folders and customize view options based on the contents. In the toolbar of the Pictures and Music folders, Windows provides buttons with file management activities specifically related to the contents of the folder, such as Slide Show in the Pictures folder, or Play All in the Music folders. When you create a new folder, you can customize it for documents, pictures, music, and videos by applying a folder template, which is a collection of folder tasks and viewing options. When you apply a template to a folder, you apply specific features to the folder, such as specialized tasks and viewing options for working with documents, pictures, music, and videos.



Sharing Folders or Files with Others

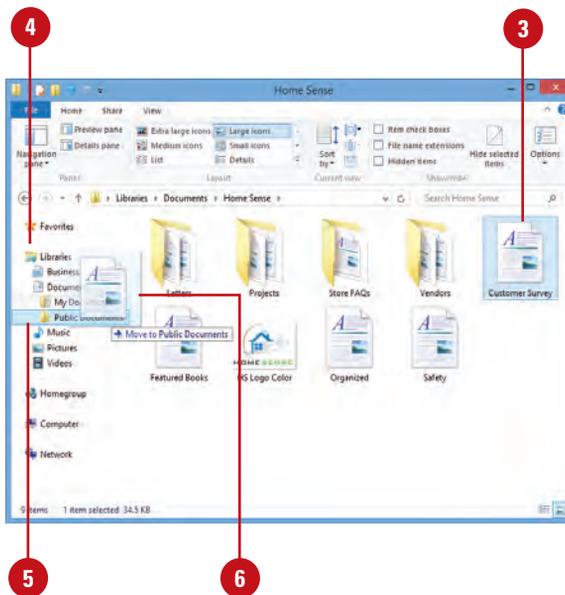
Share a File or Folders from the Public Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Open the drive or folder containing the files or folders you want to share.
- 3 Select the files or folders you want to share.
- 4 In the Navigation pane, point to a folder list to display the expand and collapse arrows.
- 5 Click or tap the arrow next to the Public folder (Public Documents, Public Pictures, etc.) in a library to display the Public subfolders.
- 6 Drag the selected items onto the Public folder or subfolder where you want to share files.

See Also

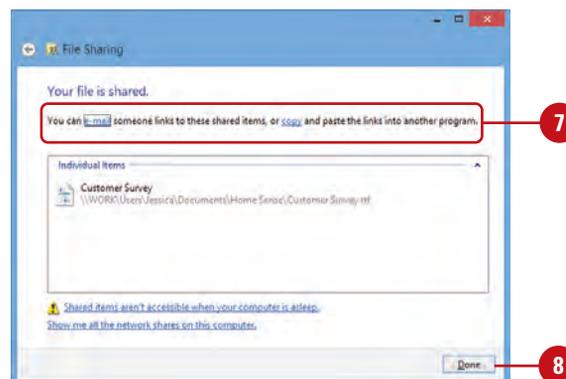
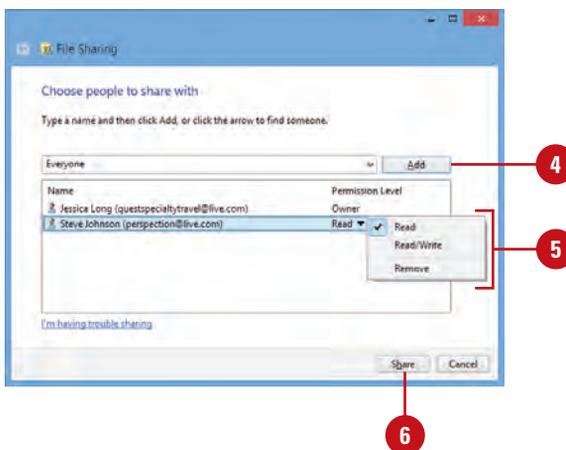
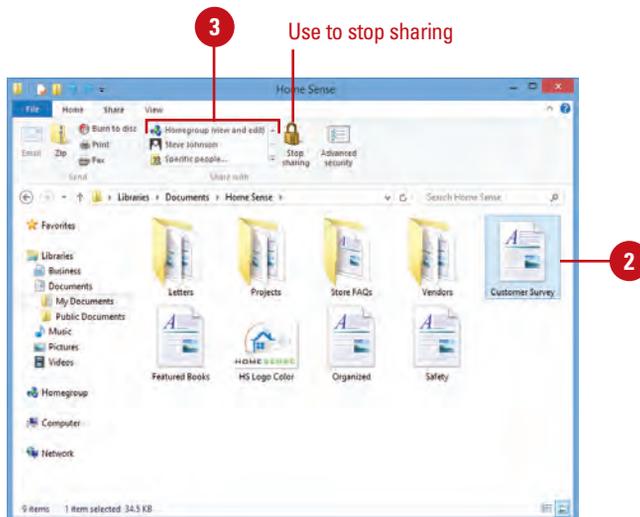
See “Setting Network Sharing Options” on page 403 for information on controlling access to a public folder over a network

File Explorer maintains a set of personal folders and options for everyone on your PC computer to make sure the contents of each user’s personal folders remain private. The contents of your personal folders are private, unless you decide to share the contents with others who use your PC computer. If you want the other users on your PC computer to have access to files, you can place those files in a shared folder called the Public folder that each user can access. If you’re connected to a network, the files in the public folder are available to network users. You can also share files from any folder on your PC computer that you want to designate as a shared folder to those connected to your network or Homegroup, a shared network. When you specify a shared folder, you can also set access permission levels for a person or group. If you no longer want to share a folder, you can stop sharing.



Share or Unshare a Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the folders you want to share or unshare.
- 3 Click or tap **Specific people** on the Share tab to set multiple options.
 - ◆ **Share with options.** Click or tap Homegroup (view) or Homegroup (view and edit) or a contact.
 - ◆ **Unshare a folder.** Click or tap the **Stop sharing** button.
- 4 Do any of the following:
 - ◆ Type the name of the person with whom you want to share files, and then click or tap **Add**.
 - ◆ Click or tap the arrow to the right of the text box, click or tap the person's name, and then click or tap **Add**.
- 5 Click or tap the arrow next to the permission level for the person or group, and then select a sharing permission:
 - ◆ **Read.** Allows viewing only.
 - ◆ **Read/Write.** Allows viewing, adding, changing, and deleting all files.
 - ◆ **Remove.** Deletes the current permission setting.
- 6 Click or tap **Share**, and then wait while Windows sets up sharing.
- 7 If you want, click or tap the e-mail or copy link to notify people you have shared this folder and files.
- 8 Otherwise, click or tap **Done**.

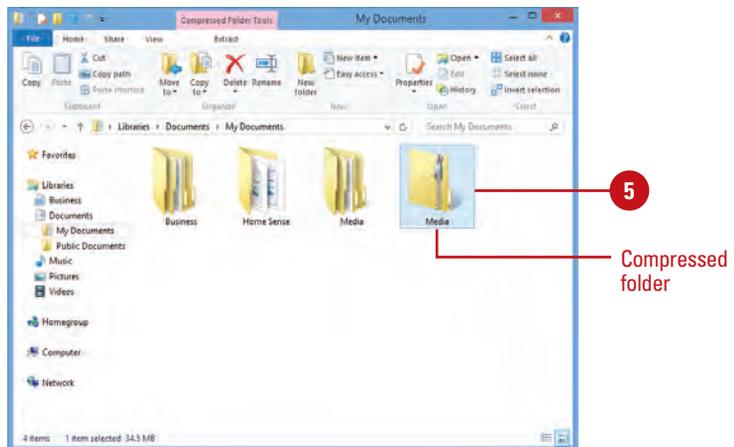
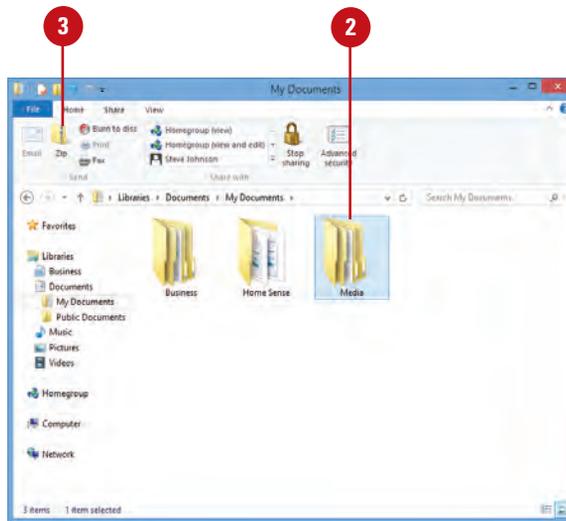


Compressing Files and Folders

You can compress files in special folders that use compressing software to decrease the size of the files they contain. Compressed folders are useful for reducing the file size of one or more large files, thus freeing disk space and reducing the time it takes to transfer files to another PC computer over the Internet or network. A compressed folder is denoted by a zippered folder icon. You can compress one or more files in a compressed folder by simply dragging them onto the compressed folder icon. When a file is compressed, a copy is used in the compression, and the original remains intact. You can uncompress, or extract, a file from the compressed folder and open it as you normally would, or you can open a file directly from the compressed folder by double-clicking or double-tapping it. When you open a file directly, Windows extracts the file when it opens and compresses it again when it closes.

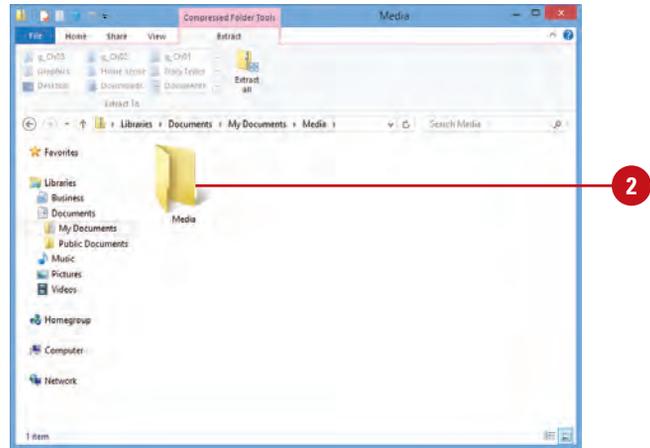
Compress Files and Folders

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the files and folders you want to copy to a compressed folder.
- 3 Click or tap the **Zip** button on the Share tab.
 - ◆ Right-click or tap-hold one of the selected items, point to **Send to**, and then click or tap **Compressed (zipped) folder**.
- 4 If you want, rename the compressed folder, and then press Enter or tap a blank area.
- 5 To copy additional files or folders to the compressed folder, drag the files onto the compressed folder.



View Compressed Files

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Double-click or double-tap the compressed folder to open it.
- 3 Double-click or double-tap an item in the folder to open it using its associated program.

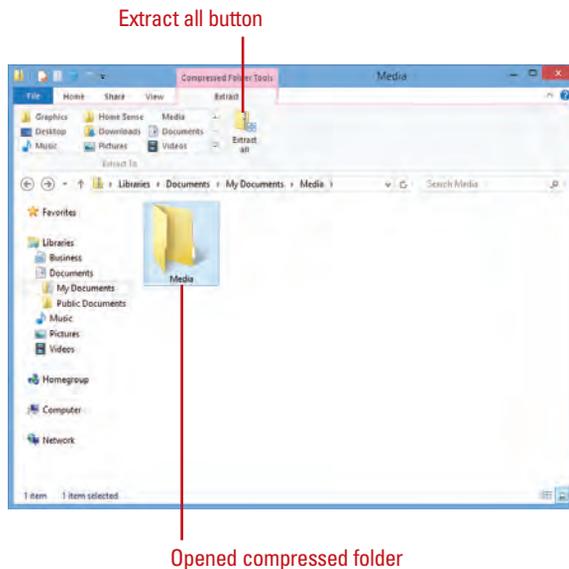


Uncompress Files and Folders

- ◆ **Individual files or folders.** In File Explorer, double-click or double-tap the compressed folder to open it, select the files and folders you want to uncompress, and then drag the selection from the compressed folder to a new location in an uncompressed folder.
- ◆ **All files.** In File Explorer, double-click or double-tap the compressed folder, and then click or tap the **Extract all** button on the Extract tab, and then step through the Extraction Wizard.

Did You Know?

You can also compress file attributes in a folder. Select the folder, click or tap the Properties button on the Home tab, click or tap Properties, click or tap the General tab, click or tap Advanced, select the Compress Contents To Save Disk Space check box, and then click or tap OK twice.



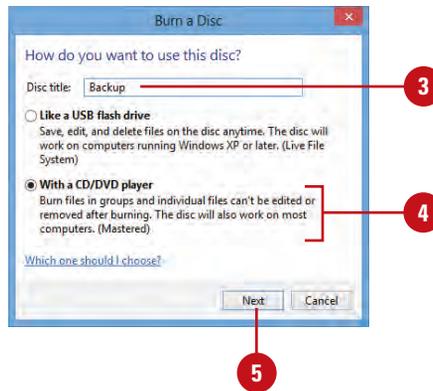
Managing Files

Using a CD or DVD

The low cost and large storage size of discs, either CD or DVD, makes creating and using CDs or DVDs an effective way to back up information or transfer large amounts of information to another PC computer without a network. Before you can create a CD or DVD, you must have a blank writable disc and a recorder (also known as a writer or burner) installed on your PC computer. You can copy, or write, files and folders to either a writable disc (CD-R or DVD-R) or a rewriteable disc (CD-RW or DVD-RW). With writable discs, you can read and write files and folders many times, but you can't erase them. With rewriteable discs, you can read, write, and erase files and folders many times, just like a hard disk. When you burn a disc, Windows needs disk space on your hard disk equal to the capacity of the disc. For a typical CD, this is between 650 and 740 megabytes (MB) and for a DVD, this is about 4.7 gigabytes (GB). Do not copy more files and folders to the CD or DVD than it will hold; anything beyond the limit will not copy. You can burn a disc using one of two formats: Live File System or Mastered. The **Live File System** format (*Like a USB flash drive* option) allows you to copy files to a disc at any time, while the **Mastered** format (*With a CD/DVD player* option) needs to copy them all at once. If you need a disc and want the convenience of copying files at any time, the Live File System is the best choice. When you need a compatible disc for older PC computers, the Mastered format is the better choice.

Burn a Disc Using the Mastered Format

- 1 Insert a writable CD or DVD into your CD or DVD recorder.
- 2 Click or tap **Burn files to disc** in the notification or click or tap the **Burn to disc** button on the Share tab in File Explorer.
- 3 Type a name for the disc.
- 4 Click or tap the **With a CD/DVD player** option.
- 5 Click or tap **Next** to continue.
- 6 Open the folder that contains the files you want to burn, and then drag the files onto the empty disc folder.
- 7 Click or tap **Finish burning** button on the Manage tab, and then follow the wizard steps.
The disc recorder tray opens when the disc is complete.



Burn a Disc Using the Live System Format

- 1 Insert a writable CD or DVD into your CD or DVD recorder.
- 2 Click or tap **Burn files to disc** or click or tap the **Burn to disc** button on the Share tab in File Explorer.
- 3 Type a name for the disc.
- 4 Click or tap the **Like a USB flash drive** option.

- 5 Click or tap **Next** to continue.

Windows names, formats, and prepares the disc for use.

- 6 Upon completion, open the folder with the files you want to burn.

- 7 Drag the files into the disc folder.

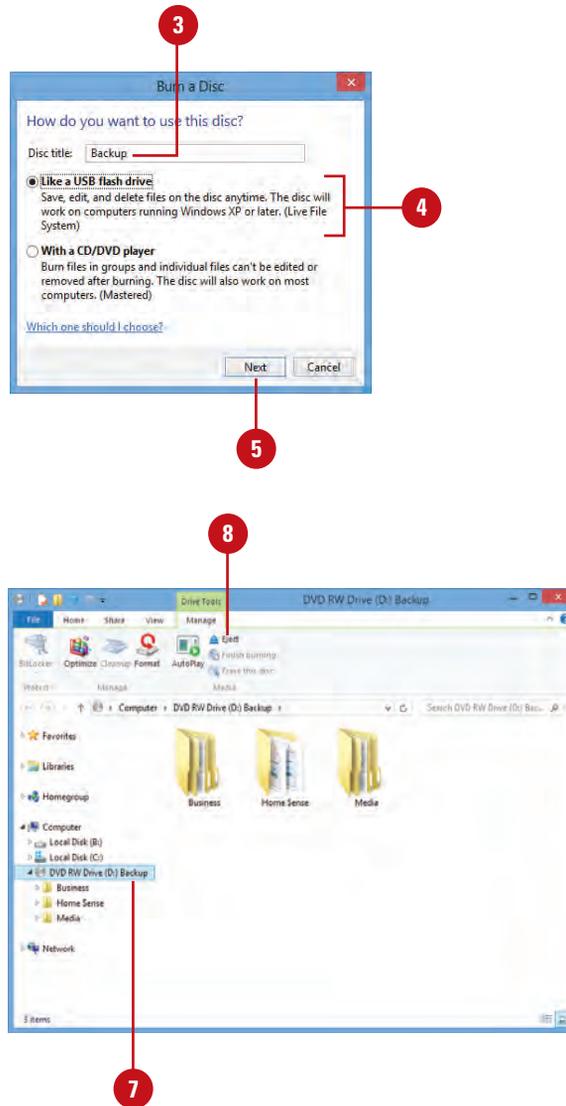
As you drag files, they are copied automatically to the disc.

- 8 To close the session and prepare the disc for use, display the disc folder, click or tap the **Eject** button on the Manage tab.

After you close a session, you can still add files to the disc. However, you need to close the session.

Did You Know?

You can erase some or all of the files on a disc. Insert the writable disc with the Live File System format, click or tap Computer in File Explorer, click or tap the writable drive, and then click or tap Erase This Disc on the Manage tab to erase all the files. Double-click or double-tap the writable drive, select the files you want to delete, and then click or tap the Delete button on the Home tab.



Creating a Shortcut to a File or Folder

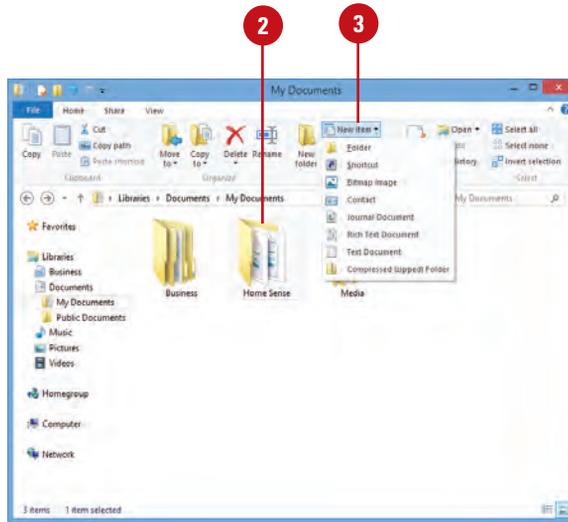
Create a Shortcut to a File or Folder

- 1 In the desktop, click or tap the **File Explorer** button on the taskbar.
- 2 Select the file or folder in which you want to create a shortcut.
- 3 Click or tap the **New item** button on the Home tab, and then click or tap **Shortcut**.
- 4 To change the shortcut's name, select it, click or tap the **Rename** button on the Home tab, type a new name, and then press Enter or tap in a blank area.
- 5 Drag the shortcut to the desired location.

Did You Know?

You can pin a folder or file to the Start screen. In File Explorer, select the folder or file you want to pin, click or tap the Easy access button on the Home tab, and then click or tap Pin to Start.

It could take you a while to access a file or folder buried several levels down in a file hierarchy. To save some time, you can create shortcuts to the items you use frequently. A **shortcut** is a link that you can place in any location to gain instant access to a particular file, folder, or program on your hard disk or on a network just by double-clicking or double-tapping. The actual file, folder, or program remains stored in its original location, and you place an icon representing the shortcut in a convenient location, such as in a folder or on the desktop.



For Your Information

Placing Shortcuts on the Desktop or Taskbar

You can place shortcuts to frequently used files, folders, and programs on the desktop or toolbar on the taskbar. To do this, simply drag the shortcut file, folder, or program to the desktop. You can also drag a shortcut to a toolbar on the taskbar using the same method. When you release the mouse or finger, the item appears on the desktop or toolbar.

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