

## MANAGING YOUR FILES IN WINDOWS 11 FILE EXPLORER

File Explorer is the Windows 11 file management application and it looks and works much like its predecessors in Windows 10 and earlier Windows versions.

But there have been some changes in this release, too. In addition to its simpler new appearance, File Explorer now features a tabbed user interface similar to what's found in Microsoft Edge and other web browsers, an updated home page with new customization choices, and an updated navigation bar.

Let's take a look at the new features first.

**Tabs** The addition of a tabbed user interface is the most obvious change to File Explorer in Windows 11. As with the similar feature in web browsers and other apps, File Explorer tabs lets you manage multiple views, in this case of your PC's file system, at the same time in the same window.

**Create and close a tab:** To create a new tab, select the button (“+”) in File Explorer's title bar. The new tab will automatically display the File Explorer home page, which is the Home view, by default.

You can also type CTRL + T to create a new tab. To open a new tab to a specific location, right-click that location—in the navigation bar or elsewhere in File Explorer—and choose “Open in new tab.”

To close a tab, select its “Close tab” button (it resembles an “X”). You can also type CTRL + W to close the currently selected tab.

### Basic tab management

Each tab works like its own File Explorer window, so you can navigate to whatever file system location you like in each.

To navigate between tabs:

1. Simply select the tab you wish to display with the mouse.
2. Or, type CTRL + TAB to switch to the next tab in the row.
3. Or, type CTRL + SHIFT + TAB to switch to the previous tab.
4. To reorder the tabs, grab the tab you wish to move and then drag it left or right to a new location in the row of tabs. Release it when it's where you want it.