

STRATEGIES FOR USING FILE EXPLORER

Maximize or Minimize the Ribbon in File Explorer

By default, the Ribbon is minimized in File Explorer. If you find it useful and you want to have it available, you may want to maximize it all the time.

Here's how to maximize and minimize the Ribbon in File Explorer:

1. Open File Explorer. (Winkey + E)
2. Double-click the Home tab on the Ribbon. The File Explorer window changes to make room for the maximized Ribbon.
3. Close File Explorer.
4. To minimize the Ribbon, open File Explorer again. From now on, the Ribbon is maximized each time you open File Explorer.
5. Double-click the Home tab on the Ribbon. The File Explorer window now minimizes the Ribbon.
6. Close File Explorer.
7. Open File Explorer again. Now the Ribbon is minimized when you open File Explorer. File Explorer remembers whether the Ribbon was minimized or maximized the last time you closed it and will open it that way the next time you open File Explorer.

Find Files in File Explorer using Search

The name of the search bar, which is located in the upper-right corner of the File Explorer window, always starts with "Search," followed by your current location in File Explorer. This search bar functions differently from the search bar found on the taskbar. First, you can use File Explorer's search bar only to search for files and folders. Also, the search is performed only in your current location. For example, if you're in Quick Access and you type the name of a file, Windows 10 searches for it only in the locations found in Quick Access. Similarly, if you go to the Pictures folder and you type the name of a file, Windows 10 searches for it only in the Pictures folder.

Here's an example of a search:

1. Click on This PC in File Explorer's left column.
2. Double-click the C drive, usually named Local Disk (C).

3. In the search bar at the top-right corner of the File Explorer window, type wordpad.
4. Press Enter. A progress bar appears at the top of the File Explorer window until the search finishes. The results returned are all from the C drive of your computer
5. Click the Documents folder in the Quick Access section.
6. In the search bar, type a different filename, one that's found in your documents.
7. Press Enter. The results returned are from the Documents folder, not from other locations on your computer. Also, because you're searching in a location that's indexed by Windows 10, you receive the results much faster than you did in the previous search.
8. Close File Explorer.

Move a File or Folder in File Explorer

You can move one or more files or folders to another location several ways. One way is to use the Cut and Paste commands. To do so, open File Explorer and follow these steps:

1. Browse to the file's or folder's location and select it by clicking on it.
2. Click the Home tab on the Ribbon. The Home tab is displayed.
3. In the Clipboard section, click the Cut button.
4. Browse to the folder where you want to move that file.
5. Click the Home tab on the Ribbon. The Home tab is displayed.
6. Click the Paste button in the Clipboard section. The selected file is now in the new folder.
7. Close File Explorer.

Instead of using the mouse, you can also use the keyboard. Follow the preceding procedure and press Ctrl+X on your keyboard instead of clicking the Cut button, and press Ctrl+V instead of clicking Paste.

Another way to move a file or folder also starts on the Home tab of the Ribbon. Click the Move To menu in the Organize section, then click on the name of the folder where you want to move the selected item.

Create a Folder in File Explorer

You can create as many folders as you want, either directly on a drive on your computer or within other folders. Using multiple folders enables you to better organize your files, so create as many as you need. To create a folder, open File Explorer and follow these steps:

1. Go to the location where you want to create the folder. It can be a drive on your computer or another folder.
2. Click the Home tab on the Ribbon. The Home tab is displayed.
3. In the New section, click the New Folder button. A new folder is created with the name New Folder.
4. Type the name that you want for the newly created folder.
5. Press Enter or click somewhere else in the File Explorer window. The newly created folder now has the name that you typed.
6. Close File Explorer.

Note: The keyboard shortcut for the New Folder command is Ctrl+Shift+N.

Create a Shortcut to a File or Folder in File Explorer

You may want to create a shortcut to a file or folder and place it on the Desktop for quick access or in some other location that you go to frequently. To create a shortcut, open File Explorer and follow these steps:

1. Locate the file for which you want to create a shortcut.
2. Right-click that file and, in the menu that appears, select one of these options):
 - Click Create Shortcut. This creates a shortcut in the folder where the file is found. You can then move the shortcut to another folder.
 - Click Send To; then click Desktop (Create Shortcut). This creates a shortcut to the file on the Desktop.

Shortcuts are references to the files and folders that they point to. When you delete a shortcut, the item it points to remains on your computer. On the other hand, if you delete or move the file or folder it points to, the shortcut doesn't work.

Select Multiple Files or Folders in File Explorer

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of

files and delete them or select multiple folders and move them to another folder. Here's the quickest way to select items in File Explorer:

1. Click the first file or folder that you want to select.
2. Press and hold the Ctrl key on your keyboard.
3. With the Ctrl key still pressed, click each file and folder that you want to select.
4. Release the Ctrl key after you select the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands like Cut, Copy, or Delete to all selected items.

Another way to select files or folders in File Explorer is to use the Ribbon. Click the Home tab for access to the Selection section. Several options in the Selection section of the Home tab let you select and deselect groups of files:

- ❖ **Invert Selection:** Selects the currently unselected files and folders, and deselects the currently selected files and folders. Every time you click Invert Selection, the selected and deselected files and folders switch.
- ❖ **Select All:** Selects every file and folder.
- ❖ **Select None:** Deselects every file and folder. The keyboard shortcut for the Select All command is Ctrl+A.