

WORKING WITH FOLDERS AND FILES IN 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 right-click on it.
2. When the dropdown menu appears, select CUT.
3. Browse to the folder where you want to move that file and right-click on it.
4. When the dropdown menu appears, select PASTE.
5. Verify that the target file or folder has been moved to the new location.
6. Close File Explorer.

As an alternative, press Ctrl+X on your keyboard instead of clicking the Cut button, and press Ctrl+V instead of clicking Paste.

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. Right-click on the target location and at the dropdown menu that appears, click New, then Folder.
3. Insert a name for the new folder and click <enter>.
4. 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.
5. Right-click on any one of the select items to access the dropdown menu. You can now apply commands like Cut, Copy, or Delete to all of the 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. The keyboard shortcut for the Select All command is Ctrl+A.
- ❖ **Select None:** Deselects every file and folder.

Sort Files and Folders

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria such as their name, type, size, authors, and more. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

1. Navigate to the folder that you want to sort.
2. Click the View tab on the Ribbon.
3. In the Current View section, click the Sort By button.
4. Click the sorting criteria that you want to use to apply it. The files and folders for your current location are now sorted using the criteria you selected.

Group Files and Folders

With File Explorer, you can group the files and folders that you're viewing based on criteria such as their name, type, size, authors, and more. To group the files within a folder, Open File Explorer (Windows +E) and follow these steps:

1. Navigate to the folder whose contents you want to group.
2. Click the View tab on the Ribbon. The View tab is shown.
3. In the Current View section, click the Group By button. The Group By menu appears.
4. Click the grouping criteria that you want to use to apply it. The files and folders for your current location are now grouped using the criteria you selected.

Customize File Explorer with Folder Options

You can reconfigure certain ways that File Explorer works. All the configuration settings are in a window named Folder Options. This window has three tabs filled with settings. Here's how to access the Folder Options window, browse its settings, change them, and apply your desired configuration:

1. Open File Explorer (Windows +E).
2. Click File. The File menu appears.
3. Click *Change Folder and Search Options*. The Folder Options window appears at the General tab. Here are settings for browsing folders in File Explorer, opening an item in File Explorer, and whether to show recently used files and folders in Quick Access.
4. In the General tab, change the settings that you are interested in.

5. Click the View tab. Here you will find settings for viewing files and folders in File Explorer. The list of settings is long. Browse through the list and read what they do. Each name is self-explanatory.
6. Change any advanced settings that you want.
7. Click the Search tab. Here you will find settings for using search in Windows 10 and in File Explorer.
8. Change how search works.
9. To apply your settings, click OK.

Clear File Explorer's History of Recently Used Files and Folders

By default, File Explorer remembers all the files and folders that you've accessed and displays them in different places, like in Quick Access. If you want to clear your history of accessed files and folders, Open File Explorer (Windows +E) and follow these steps:

1. Click File.
2. Click Change Folder and Search Options.
3. In the third panel from the top, click on the *Clear* button.
4. Click OK.