

Keeping track of files on a computer can be very difficult. Physical papers have a location you can touch. ~~Computer files are digitally stored in computers, so they don't have a location.~~ Nope, not true. Digital computer files have locations as well. The first step of being able to organize a computer and find files and folders is understanding file locations.

*there's a lot of repetition in this class. That's on purpose to help you practice.

Everything has a place

Every file and folder on your computer has a location. Many programs work in ways that hide these locations, but, to repeat: every file and folder on a computer has a location.

When you download a file or save a file for the first time, your computer forces you to pick a location and give the file a name. These locations can go by their names such as **Desktop**, **Downloads**, or **Documents**, or they can be called **folders**, or a more formal name is a **directory**.



1) File Explorer

To reveal these options and controls, you may need to double left click on **Home**, **Share**, or **View**

Single left click icons and buttons in this box

File Explorer when looking for files

Options and controls

Current location (single left click to see full path)

Search

Shortcuts to other locations

Greyed out buttons – buttons that are only available for you to use in certain circumstances. They'll be much **darker** when you can use them.

Where files, folders, and searches are displayed

Double left click icons in here to open – most everywhere else in File Explorer requires single clicks

Name	Date modified	Type	Size
document.docx	11/14/2014 9:40 A...	Microsoft Word D...	0 KB

1 item State: Offline (background sync) Sync status: Warning

Add more by dragging folders from the right side in between current shortcuts



File Management

Where did my files go?

File Explorer when saving files

Current location, where this file will save to, where this file will be later

Shortcuts to other locations

Try to remember this to find things easily later!

Files and folders to pick from...

Name of saved file

File type (or file extension)

...Before selecting an option here

Single left click icons and buttons in this box

2) Where are attachments and downloads saved?

Web browsers make downloading files so easy these days that it can sometimes be difficult to know where files you have downloaded went. You can change the default location to which files are saved, but for most people it's easier to leave it as the default.



Internet Explorer – default is the **Downloads** folder

Change this default in Internet Explorer by clicking on the circle gear **Tools** icon, and then click on **View Downloads**. In the lower left of the window that appears, click **Options**. In the **Download Options** window that appears, click **Browse**. Navigate to and click on a location in the **File Explorer** window that appears, and then click **Select Folder**.

- If you followed along as we demonstrated this, please close all of the open windows.



File Management

Where did my files go?

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Firefox – default is the **Downloads** folder

Change this default in Firefox by clicking on the upper right three line **Menu**. Then click on the circular **Options** gear. Then in the **Downloads** section, click the **Browse** button. Navigate to and click on a location in the File Explorer window that appears, and then click **Select Folder**. Or, if you would like to be asked where to put each and every file you download from the web, click the circle radio button to the left of the text **Always ask me where to save files**.



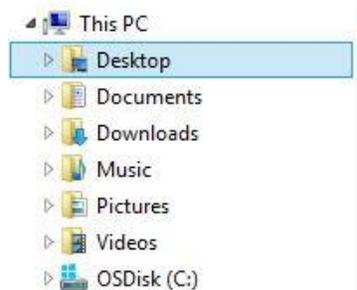
Chrome – default is the **Downloads** folder

Change this default in Chrome by clicking on the upper right three line **Settings** menu. Then scroll down and click **Show advanced settings...** then in the **Downloads** section, click **Change**, choose a desired location on your computer and then click **Select** on a Mac or **Ok** on a PC. Or, if you would like to be asked where to put each and every file you download from the web, click the checkbox to the left of the text **Ask where to save each file before downloading**.



3) Find and open a file whose location you know

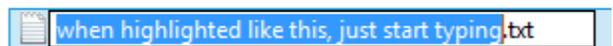
- Single left click the manila colored file folder icon to open **File Explorer**.
- Use the navigation links on the left or the middle right to navigate through folders. At the left, click/unclick arrows to reveal/hide more shortcuts.
- To open one of the left side navigation links, single click.
- To open a file or folder in the right side of **File Explorer**, double click.
- Typical locations of files include the **Desktop, Downloads, Documents**.
- Scroll through the lists of files and folders. Open **Documents > Example Files > open resume.docx**. Click the **x** in the corner to close it.



4) Rename a file or folder

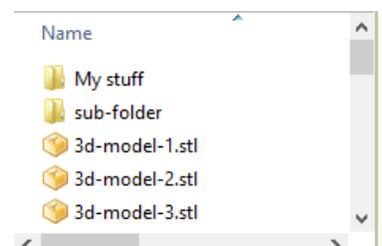
- Find a file or folder using **File Explorer**.
- Let's use one from **Documents > Example Files**. Single left click on a file.
- Now right click on it. (You can also use the keyboard shortcut **F2** and skip the next step.)
- From the list of options that appear in the context menu, click **Rename**.
- As soon as you click that, the existing file name will be highlighted.
- You can just start typing over it – this is easier than using the backspace or delete keys.
- Name files something you will remember. Downloaded files often have terrible names.

Name



5) Watch out for scroll bars!

- If a folder you're in has more files than can be shown in your File Explorer window, File Explorer reminds you with **scroll bars** at the right or bottom edges that you can scroll to see more files.
- Open up the folder **Documents > Example Files > tons of files in here** and scroll to see more files and folders.





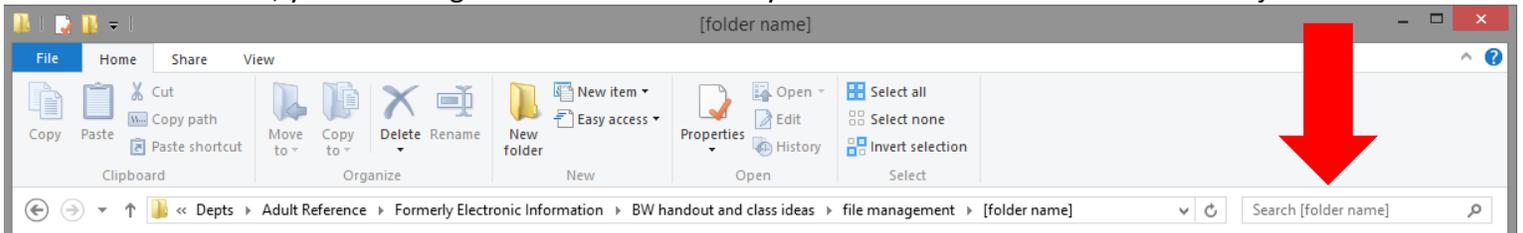
File Management

Where did my files go?

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6) Search for files you've misplaced by name

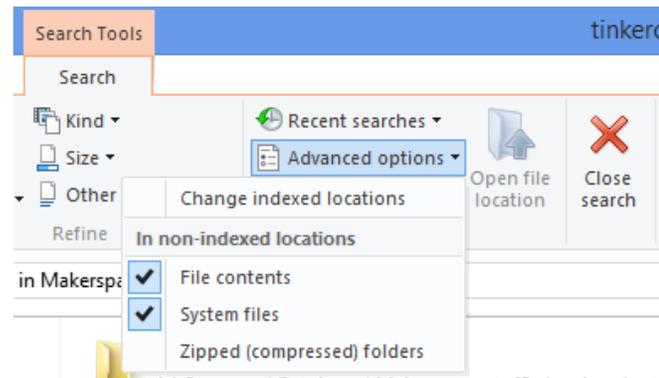
- Use **File Explorer** to navigate to a folder/directory you think the file is in.
- If you have folders within folders, such as **Documents > Example Files > My stuff > Project Folder**, you can navigate to Documents or My Stuff to search those folders and Project Folder.



- Type the name you think you gave the file, **ideas**, in the search box in the upper right search bar.
- Give the computer a few seconds to search.
- Once the search has been completed, double click any of the results to open them.
- If the search didn't turn up what you expected it to, you can simply delete what's in the search and type a different search in. Don't be afraid to search multiple times!

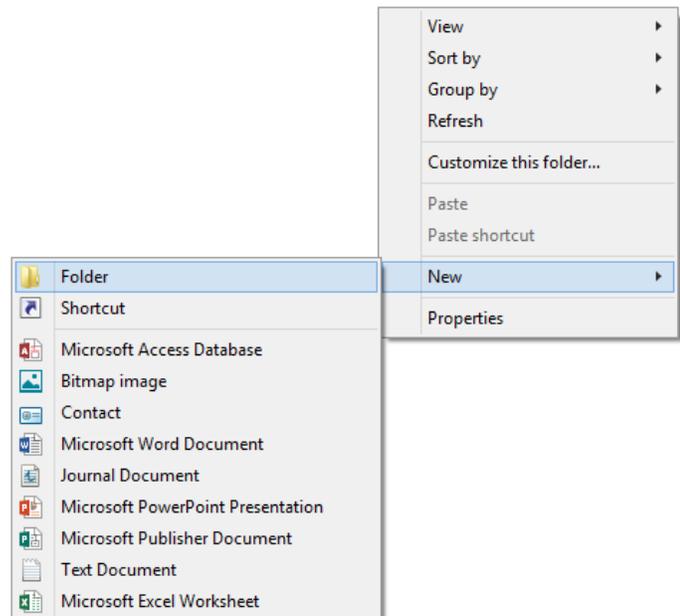
7) Search for files you've misplaced by keyword(s) in the file

- In the same folder, do exactly the same thing as searching files by name. Click the **Search** tab under the contextual **Search Tools** menu.
- Double check **Advanced Options** to make sure the search **File contents** option is checked.
- Use specific words that would be unique to only that document. Search for **big idea** and open the file.
- Click the **x** to close the document.



8) Create a folder

- Find the folder you want the new folder you're going to create to go in using **File Explorer**.
- Let's use **Documents > Example Files**.
- Right click in any blank space in the right side.
- From the list of options that appear in the context menu, hover over **New** and then click on the **Folder** option.
- The folder will appear with the default name **New folder**. It will be highlighted. You can just start typing over it – this is easier than using the backspace or delete keys.





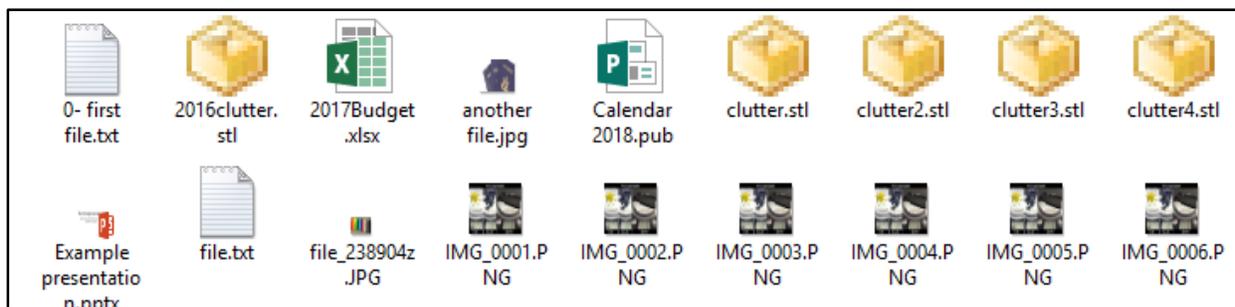
File Management

Where did my files go?

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9) Change views in File Explorer

- Scanning lists of files visually can help us locate what we're looking for.
- File Explorer allows us to change our views of files.
- Let's use **Documents > Example Files > My stuff > Project Folder** as an example.
- Once you're there, click on the **View** tab at the top of **File Explorer**.
- In the **Layout** group, notice the default view that's highlighted in blue (often the **Details** view, but this varies).
- Click the **Medium icons** option and watch what happens.
- To practice, go back into the **View** tab **Layout** group and change the view back to **Details**.



Name	Date modified	Type	Size
0- first file.txt	2/25/2016 3:00 PM	Text Document	1 KB
2016clutter.stl	2/24/2016 3:19 PM	STL File	150 KB
2017Budget.xlsx	3/5/2015 3:31 PM	Microsoft Excel W...	12 KB
another file.jpg	2/25/2016 3:02 PM	JPEG image	45 KB
Calendar 2018.pub	7/8/2016 10:48 AM	Microsoft Publish...	467 KB
clutter.stl	2/9/2016 4:15 PM	STL File	33 KB
clutter2.stl	2/11/2016 11:33 AM	STL File	3 KB
clutter3.stl	12/29/2015 2:38 PM	STL File	5.489 KB

10) Sorting in the "Details" view in File Explorer

- Now that we're back in the **Details** view, let's do some sorting to find files easily.
- We'll stay in **Documents > Example Files > My stuff > Project Folder** as an example.
- Single left click the column labels **Name**, **Date modified**, **Type**, or **Size** to sort by those options. Click one of these options twice to sort by it but in the reverse order.
- (In other words, if you click **Date modified** once, it will sort most recent to least recent. Click **Date modified** again, it will sort the files least recent to most recent.)
- Maybe you're looking for a high resolution picture. Try sorting by **Size**.
- Or maybe you're looking for a **Misplaced PDF**. Sort by **Type** to look at all **PDFs** to find it.
- Single right click any of the column labels **Name**, **Date modified**, **Type**, or **Size** to see options and to add other fields you can add to use to sort your files.



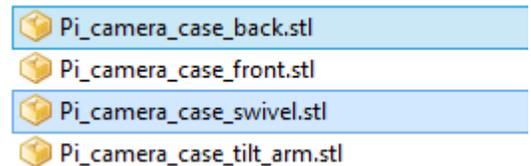
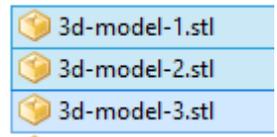
File Management

Where did my files go?

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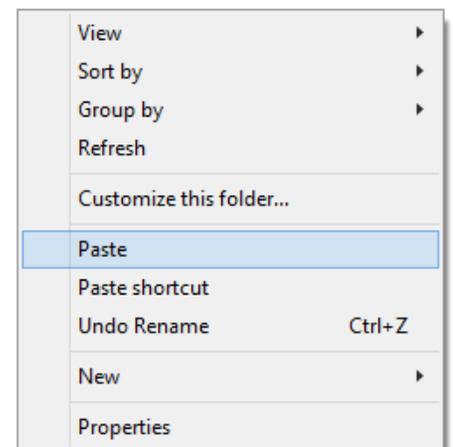
11) Select multiple consecutive files or multiple random files and cut or copy

- Navigate to the folder where the file(s) are using **File Explorer**.
- Let's use **Documents > Example Files > My Stuff > Project Folder**.
- To select multiple consecutive files, single left click on the first one, then hold the **Shift** key, then single left click on the last one.
- To select multiple random files that aren't necessarily next to each other, single left click on the first one, then, while holding the **Ctrl** key, single left click on all of the other files you want to select.
- After you've selected the files you want, you can either use a keyboard shortcut (**ctrl+x** to **cut**, **ctrl+c** to **copy**) or right click one of the selected files to bring up a context menu with options which will include **Cut** and **Copy**.



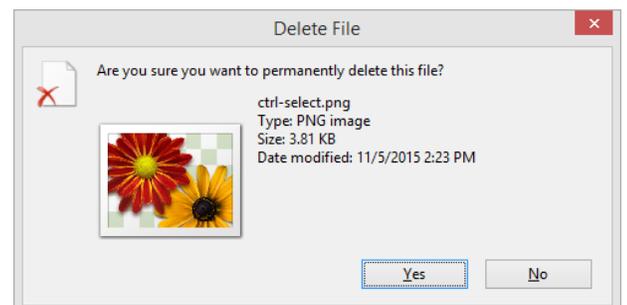
12) Move files and/or folders to a different location

- After selecting and copying or cutting files from one location, use **File Explorer** to pull up a different location.
- Let's use **Documents > Example Files > sub-folder** as our destination for the files. Right click in any blank space in the folder you want to move files to.
- Single left click **Paste**.
- (You can also use a method called **dragging and dropping**. Open the folder you want to move files from and the destination folder open at the same time, and then simply click and hold and drag the folders from one folder to the other.)



13) Delete files

- Find the location of the file(s) you want to delete using **File Explorer**.
- Let's use a file in the **Documents > Example Files** folder.
- Select the file(s).
- Either right click one of the selected files and then click **Delete**, or hit the **Delete** key on your keyboard. Either of those options give you the chance to recover the files from the recycle bin.
- After selecting files, you also can delete them permanently (without the ability to recover them from the recycle bin) using the shortcut **Shift+Delete**.





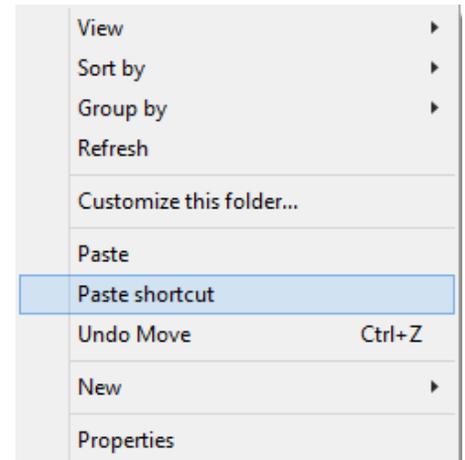
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Where did my files go?

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14) Create shortcut to a file(s) in a folder

- Sometimes you need a file to stay in a certain location, but want a link to it in a different location—this link is a **Shortcut**.
- Find the location of file(s). Let's use a file in **Documents > Example Files**. Select them and then copy them.
- Navigate to the location you want to create the shortcuts in. Let's use **Documents > Example Files > sub-folder**.
- Right click in any blank space. From the options in the context menu that appears, single left click **Paste shortcut**.
- *Note: if you ever move the original file the shortcut points to, the shortcut will stay where you placed it but will stop working.*

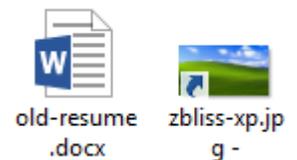


15) Make a shortcut to a folder

- Just like making a shortcut to a file, you can make a shortcut to a folder.
- The only difference is that when you open a shortcut to a folder, it opens up what is inside the folder. When you open a shortcut to a file, it opens up the actual file.
- Using **File Explorer**, open up **Documents > Example Files > sub-folder > sub-sub-folder > sub-sub-sub-folder** and within it, select and copy **sub-sub-sub-sub-folder**.
- Go to **Documents > Example Files**, right click in any blank space, and click **Paste shortcut**.
- Once the shortcut has been pasted, double click on it to open it up.

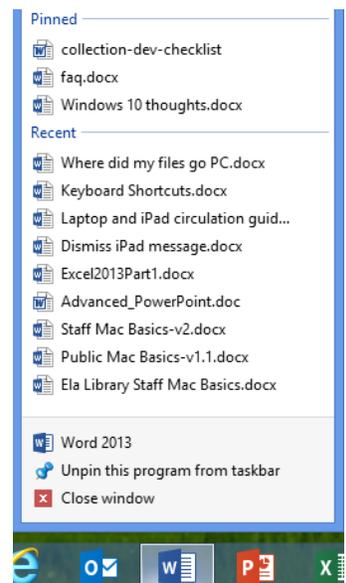
16) Distinguish between an actual file and a shortcut to a file

- Shortcuts have curved arrows in the lower left corners of their icons.
- Actual files do not have those curved arrows. (Deleting a shortcut doesn't delete its source file.)
- Once you've seen the difference, please click the red x to close **File Explorer**.



17) Use Taskbar jumplist shortcuts

- Look down at the **task bar** that goes all the way across the bottom.
- There are shortcuts to programs that you can single left click to open. If you single right click them, a **jumplist** appears.
- Jumplists are different for each program, but they generally show you shortcuts to locations within that program or recent files or items you used in that program.
- In a jumplist, single left click to select an option.
- If there is an item in a jumplist you always want to appear there, like the **resume.docx** file from earlier, you can right click it and then click the option to **pin** it, meaning it will always appear at the top of the jumplist for you, like something pinned to a tack board.
- *For privacy, this feature is disabled at the library but should work at home.*



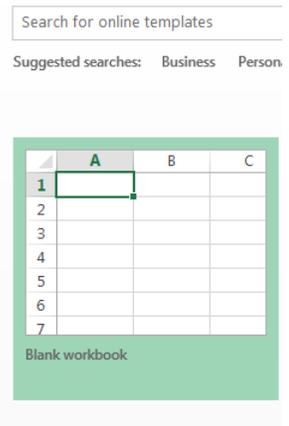


File Management

Where did my files go?

18) Program recently used files

- Many programs show you a list of recently used files when you start opening a file.
- These are usually most to least recent lists.
- If you only use a few files and use them regularly, they will be in this type of list. If you use a bunch of different files all the time, items in recently used lists will change and you won't be able to count on these lists as ways to access files.
- *For privacy, this feature is disabled at the library but should work at home.*



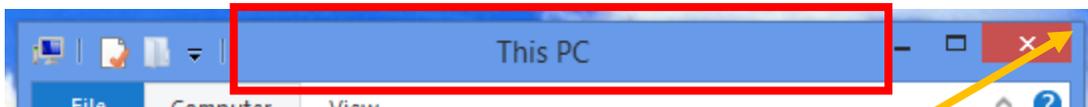
19) Empty recycle bin

- Like in the real world, digital recycle bins fill up. Your computer won't start to smell, but it's still a good idea to clean out your computer recycle bin every once in a while.
- Close all windows to see the **Desktop**.
- Now, simply right click on the **Recycle Bin** icon and then click **Empty Recycle Bin** and click **Yes**.
- Emptying files out of the recycle bin frees up storage space on your computer.
- If you double left click **Recycle Bin** you'll find that you're in another special version of **File Explorer** similar to the version of File Explorer when you're saving files (see page 2). Close out of this window if you opened it up.

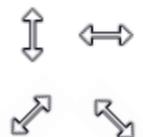


20) Move and resize windows

- Sometimes organizing files requires you to move windows around or have multiple windows open. Let's open **File Explorer** as an example.
- To move a window, click and hold and drag in any blank space in its top bar.



- To resize a window, move your mouse onto the exact edge of the window or one of the four corners. You'll see your mouse change to arrows pointing away from each other when you're in a correct place. Click and drag to resize the window.
- *We don't recommend using the upper left corner of any window to resize it because you risk accidentally closing it which is just about the exact opposite of what you were trying to do.*





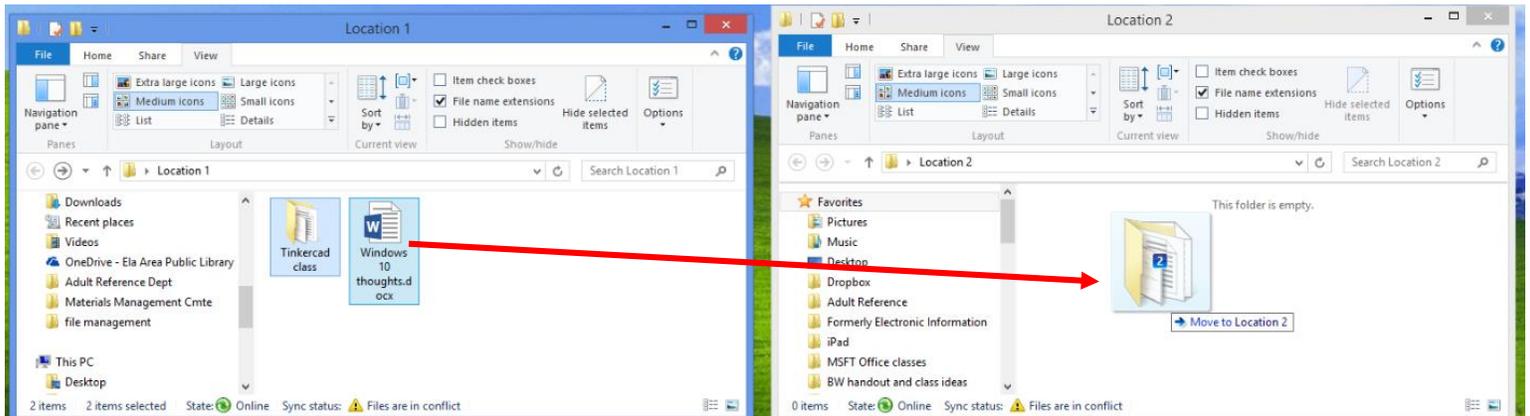
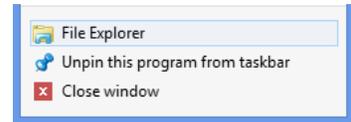
File Management

Where did my files go?

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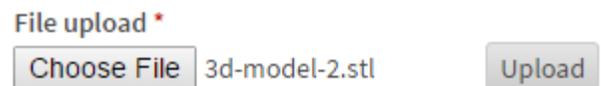
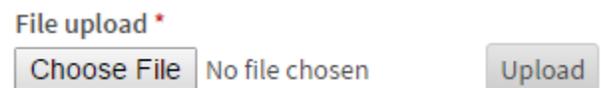
21) Drag and drop files and/or folders

- Use **File Explorer** to open the location of the files you want to move.
- Now right click **File Explorer** in the task bar and then click **File Explorer** from its **jump list** to open another window.
- Browse to the new location for the files.
- Move and resize your windows to see both simultaneously.
- Select the files you want to move. Then click and hold and drag them into the other window, and release when you see it say **Move to [second location]**.



22) Upload a file

- Often we have to upload files to websites or attach them to our email.
- You start uploading or attaching a file in a web browser like **Internet Explorer**, **Google Chrome**, or **Mozilla Firefox**, and then complete that process using **File Explorer**.
- As an example, we'll upload a file to the library's 3D print job submission page.
- Open up your favorite web browser: **Internet Explorer**, **Google Chrome**, or **Mozilla Firefox**
- In the top address bar, type in <http://eapl.org/create/forge/3d-print-job-submission>
- Scroll down to the **File upload** section and click the **Choose File** button.
- Navigate to **Documents > Example Files** and then click one of the **3d-model** files.
- In the lower right corner, click **Open**.
- Sometimes **Opening** the file will upload it, other times, like on this site, you'll need to confirm that you actually want to upload the file by clicking buttons like **Upload** on this library site.
- (Remember, starting the process of uploading is a little different on each website and in each email service. But once you get into **File Explorer**, it's basically the same each time.)





File Management

Where did my files go?

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23) REVIEW EXERCISE: Download a file Find where it went Open it

- Before starting our review exercise, please close out of all open windows.
- Finding where downloaded files went is one of the most difficult file management tasks, so we want to close with an exercise on that. We'll show you how to download PDF.
- From the bottom **task bar**, single left click either the **blue e Internet Explorer** or the **Google Chrome beach ball** to open those web browsers.
- From the **desktop**, double left click either the **blue e Internet Explorer**, the **Google Chrome beach ball**, or the **Mozilla Firefox orange and blue globe**.



- Each of these web browsers will load the library homepage <http://www.eapl.org> .
- In the upper left of the page, **hover over About Us**, and then **single left click on Mission, Policies, and Board Information**.
- From the **Library Policies**, single left click on **Technology Use Policy**.
- To download this PDF file, we have to find the **Save button**.
- Unfortunately, in each web browser it looks different:



- In **Internet Explorer**, the **save button** is a **black and white disk** in at the bottom toward the left. Single left click it to start the download process.



- In **Google Chrome**, the **save button** is sometimes hidden. Move your mouse around randomly to pull up the controls. The **save button** is a **down arrow pointing at a line** toward the upper right corner. Single left click it to start the download process.



- In **Mozilla Firefox**, the **save button** is a **black down arrow inside a white page** in the upper right corner. Single left click it to start the download process.



- What happens next depends on how the web browser is setup. Usually web browsers either 1) try to open downloaded files automatically, 2) let you know the file has been downloaded successfully, sometimes also showing a shortcut to the file, or 3) give you the option to pick where to save the file. Follow options to save this file.



- Open **File Explorer** to browse the computer to find where the download went.
- Typically, downloads go to either the **Downloads, Documents, or Desktop** folders.
- Once you've found your file, double click it to open it up.