

The background is a solid green color. It features several overlapping, semi-transparent green shapes: a large circle in the upper right, a smaller circle below it, and a thick, curved shape that starts from the left and curves downwards towards the right. A vertical bar of the same color is positioned on the right side, extending from the bottom towards the middle of the frame.

**File Explorer - Win 10**

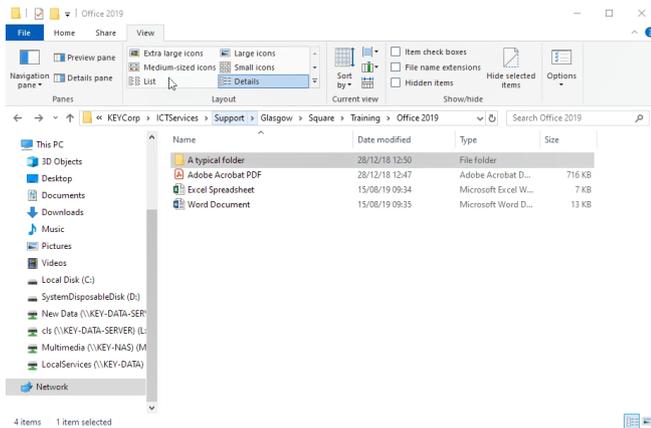




# File Explorer

## What is File Explorer?

File Explorer, also referred to as Explorer or Windows Explorer is used to navigate and order your files, folders and subfolder.



## What do files look like?

File icons vary depending on the file type.

Examples of 3 common types (Word, Excel and Adobe PDF) are shown opposite.

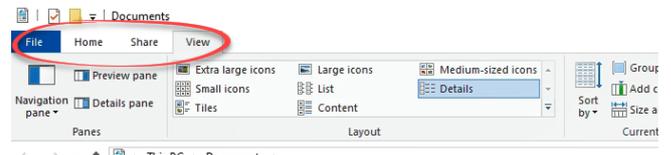


1. Double click the file icon to open the file.

## How do you view the ribbon?

The ribbon in File Explorer is hidden by default.

1. Click one of the menu items along the top of the screen.



## How do I open the file explorer?

### Method 1:

1. Click the icon in the taskbar if one exists.



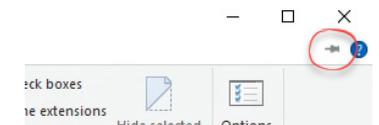
### Method 2:

1. Click 'Start'.
2. Click 'Documents'.  
This starts explorer and takes you directly to the documents folder. This folder should of course be empty as everything should be stored on the server!



## How do I keep the ribbon on view?

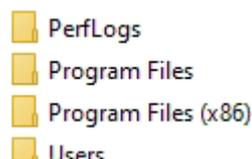
1. Click one of the menu items.
2. Click the pin at the right-hand side.



## What do folders look like?

A typical folder will be displayed as a yellow icon.

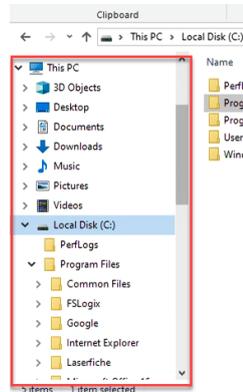
1. Double click a folder icon to show the contents inside.





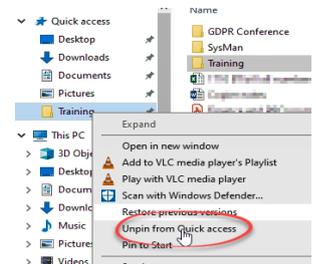
## What is the 'Navigation Pane'?

The navigation pane is found at the left-hand side of the screen and lets you see your quick access folders and your computer file and folder structure.



## How do I remove a folder from the 'Quick Access'?

1. Right click on the folder in the 'Quick Access' list.
2. Click 'Unpin from Quick Access'.



1.

## What do the icons mean in the Navigation Pane?



The folder contains subfolders and they are on view. Click this icon to hide the subfolders.



The folder contains subfolders and they are currently hidden. Click the icon to show them.

The arrows may not be displayed until you position your cursor over the navigation pane.

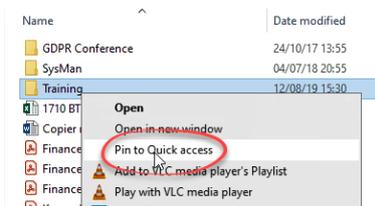
## What is 'Quick Access' in File Explorer?

This is located at the top of the navigation pane and can contain links to your frequently used folders.



## How do I add a folder to the 'Quick Access'?

1. Locate the folder in Explorer.
2. Right click.
3. Click 'Pin to Quick Access'.





# Address Bar

## What is the Explorer Address Bar?

This is found at the top of the window and displays the folder path.

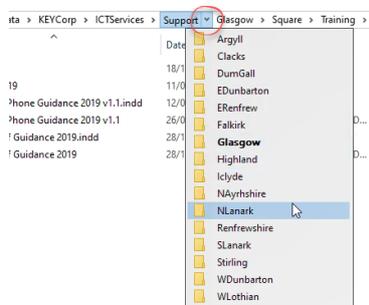


## How do I use the Explorer Address Bar?

1. Click any of the folder names in the path to go directly to that folder.

OR

Click the arrow at one of the folders and choose one of the subfolders listed.



## How do I copy the file path?

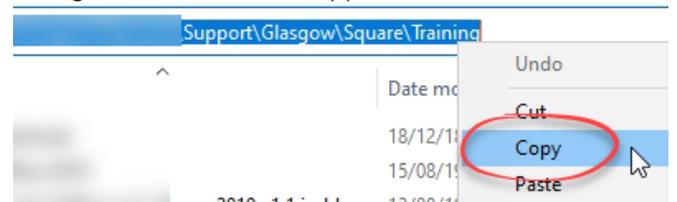
If you are wanting to inform someone where a file is located it is much easier using the Address Bar to copy the folder path than it is to type it manually. It also prevents errors in spelling etc from occurring.

1. Click at the end of the address bar, at the right hand side of the text.



The filepath will be highlighted in blue.

2. Press <CTRL>+<C> OR  
Right click and choose 'Copy'.

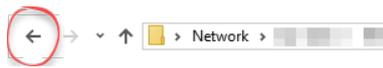


The filepath is copied to your clipboard and can then be pasted into a document, email etc.

## How do I go back to a previously viewed folder?

If you open a folder then wish to view the previous folders contents:

1. Click the 'Back' button in the address bar at the top of the screen.





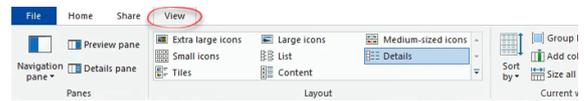
## What viewing options are available?

There are eight different views available for use.

- Extra-large icons
- Large icons
- Medium sized icons
- Small icons
- List
- Details
- Tiles
- Content

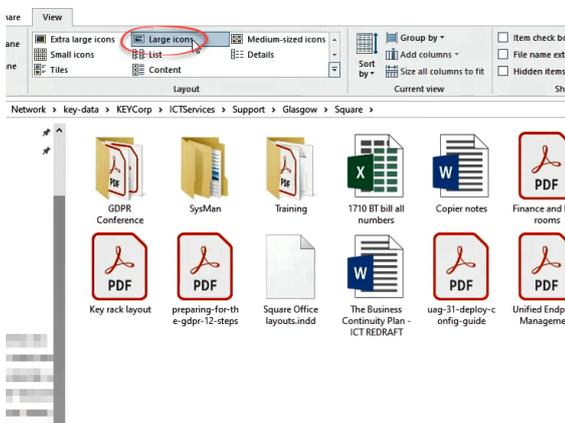
## How do I list my files and folders in a different way?

1. Click to display the 'View' ribbon.

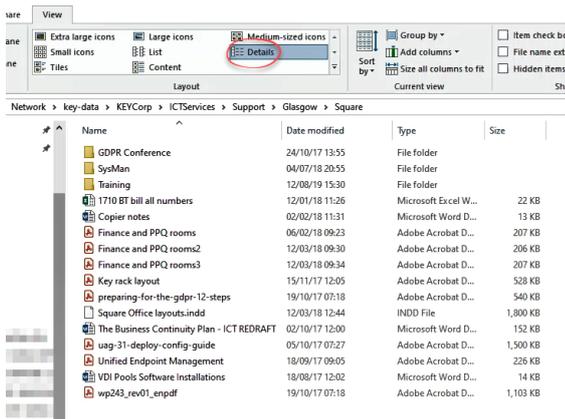


2. Choose one of the layout options from the list provided.

The example below shows file and folders displayed as 'Large Icons'.



The most useful is 'Details' which provides you with the filename, file type, size and last modified date and allows them to be sorted by these properties quickly.



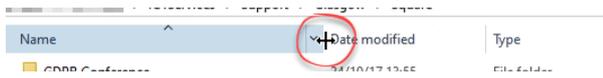


# Column Headers

## How do I resize my columns?

### Method One:

1. Place your cursor on the line between the columns.  
The cursor will change in appearance.



2. Press and hold the left mouse button and drag the column to the new size.
3. Release the mouse button.

### Method Two:

1. Place your cursor on the line between the columns.  
The cursor will change in appearance as shown above.
2. Double click the left mouse button.

The column will auto-resize to the minimum width required to display all the contents.

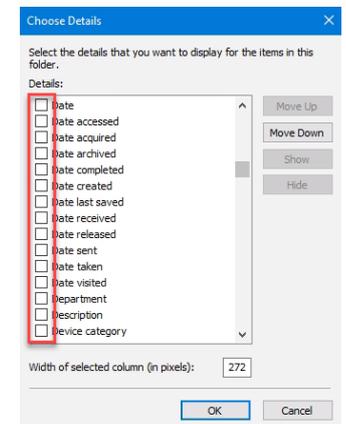
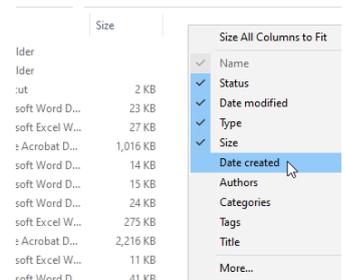
## How do I add/remove column headers?

The details view has the four columns shown by default. Other column headers can be added easily.

1. Right click in the headers at the right hand side.
2. Choose one of the options from the list by clicking on it. Selecting one already on display will remove it.

OR

- a. Click 'More...'
- b. Scroll through the many column headers, ticking the options required.
- c. Click 'OK'.





# Sorting Files and Folders

## How do I sort my files and folders?

As well as changing the way in which your files/folders are displayed on screen, you can also sort your files and folders to make them easier to locate.

- Know the name of the file? Sort by filename.
- Looking for a particular type of file, for example, a word document? Sort by file type.
- Trying to locate a large file? Sort by file size.

In 'Detail' view the column headers are displayed at the top of each column. These are typically Name, Date modified, Type and Size.

The arrow in the header row indicates which field and how the contents are being sorted. The tip of the arrow represents A, the oldest date or the smallest size.

Name	Date modified	Type	Size
Archived	18/12/18 11:31	File folder	
Office 2019	15/08/19 09:37	File folder	
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDD File	2,008 KB
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adobe Acrobat Document	65 KB
New Staff Guidance 2019.indd	28/12/18 12:47	INDD File	3,068 KB
New Staff Guidance 2019	28/12/18 12:47	Adobe Acrobat Document	716 KB

In the example above the folder contents is being sorted by Name, and the arrow pointing upwards indicates it is being sorted A-Z.

1. Click the column header once to sort by that column.
2. Click the column again to reverse the sort.

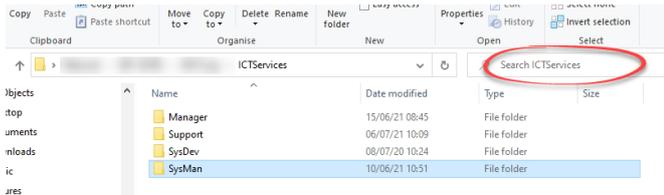


# Searching for Files or Folders

## How do I search for a file or folder?

Use 'File Explorer' to search for files.

1. Navigate to the folder in which you wish to search. (It will search all subfolders too).
2. Click the 'Search' box.



3. Type a word or words you want to search for.
4. Press <RETURN> or click the blue arrow.

Depending on the number of files and folders that exist in your search location, it may take some time to display the results.

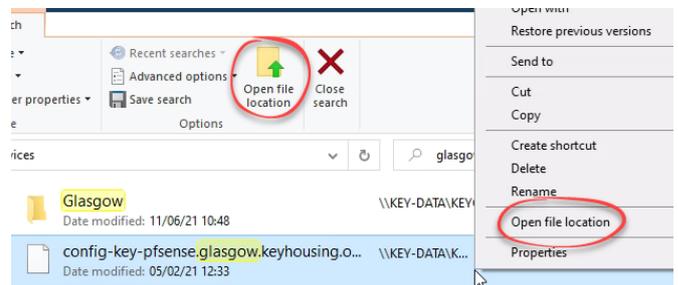
5. Open a file/folder in the normal manner, double click it.

## How do I find out where a file/folder is located?

1. Search for a file/folder using the instructions opposite.
2. With your search results on display:
  - a. Right click on the file/folder.
  - b. Click 'Open File Location'.

OR

- a. Click once on the file/folder to select it.
- b. Click the 'Open File Location' button.





# Selecting Files and Folders

## How do I select a file/folder?

1. Locate the file or folder.
2. Left click once to select it.  
(Selected files/folders will be highlighted in blue).

Name	Date modified	Type
Archived	18/12/18 11:31	File f
Office 2019	15/08/19 09:37	File f
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDI

To select **ALL** files/folders:

1. Click once within the folder to activate it.
2. Press <Ctrl> and <A>.



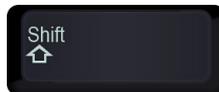
Name	Date modified	Type
Archived	18/12/18 11:31	File f
Office 2019	15/08/19 09:37	File f
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDI
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adol
New Staff Guidance 2019.indd	28/12/18 12:47	INDI
New Staff Guidance 2019	28/12/18 12:47	Adol

## How do I select multiple files/folders?

You may wish to select more than one file or folder in order to move, delete, copy etc multiple files at once.

To select more than one item **listed consecutively**:

1. Click once on the first file/folder.
2. Press and hold <Shift>.
3. Click once on the last file/folder in the list.



The first file, last file and all files in between will be selected.

Name	Date modified	Type
Archived	18/12/18 11:31	File f
Office 2019	15/08/19 09:37	File f
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDI
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adol
New Staff Guidance 2019.indd	28/12/18 12:47	INDI
New Staff Guidance 2019	28/12/18 12:47	Adol

To select more than one item **listed non-consecutively**:

1. Click once on the first file/folder.
2. Press and hold <Ctrl>.
3. Click once on each additional required file/folder.
4. Release the <Ctrl> key when all files/folders have been selected.



Name	Date modified	Type
Archived	18/12/18 11:31	File f
Office 2019	15/08/19 09:37	File f
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDI
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adol
New Staff Guidance 2019.indd	28/12/18 12:47	INDI
New Staff Guidance 2019	28/12/18 12:47	Adol

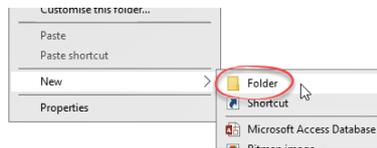


# Creating Folders

## How do I create a new folder?

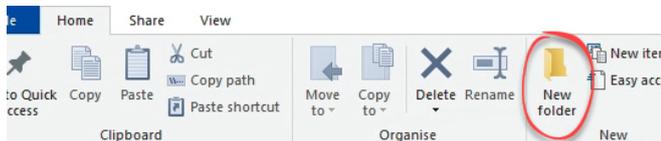
### Method One:

1. Open the folder within which you wish to create the subfolder.
2. Right click.
3. Click New, Folder.
4. Type a name for the folder.
5. Press <Return> or <Enter> to accept this name.



### Method Two:

1. Open the folder within which you wish to create the subfolder.
2. Click to display the 'Home' ribbon.



3. Click 'New Folder'.
4. Type a name for the folder.
5. Press <Return> or <Enter> to accept this name.

There are some folder locations where you are unable to create new folders due to security restrictions placed on them. For example within the Local Authority folder of the Services drive.



# Renaming Files and Folders

## How do I rename a file or folder?

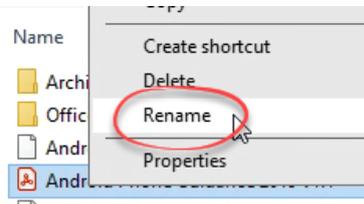
### Method One:

1. Locate and select the file or folder you wish to rename.
2. Press <F2> on the keyboard.  
The filename will be highlighted in blue.
3. Type a name for the file/folder.
4. Press <Return> or <Enter> to accept this name.



### Method Two:

1. Locate the file or folder you wish to rename.
2. Right click on the file or folder.
3. Click 'Rename'.
4. Type a name for the file/folder.
5. Press <Return> or <Enter> to accept this name.



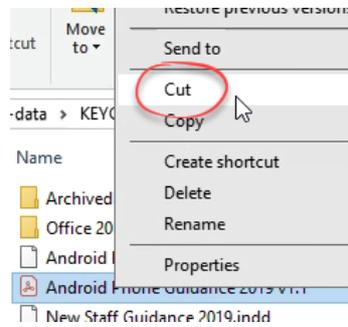


# Moving/Copying Files and Folders

## How do I move a file or folder?

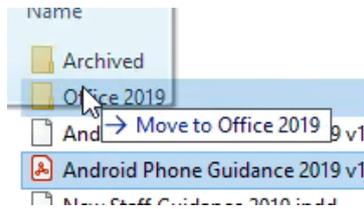
### Method One:

1. Locate and select the file(s) or folder(s) you wish to move.
2. Right click.
3. Click 'Cut'.
4. Locate and open the folder into which you wish to move the files to.
5. Right click.
6. Click 'Paste'.



### Method Two:

1. If both the source and destination folders are on display, drag from one folder to the other.





# Deleting Files and Folders

## How do I delete a file or folder?

It is possible to delete more than one file or folder (or a mix) at once. See the 'Files/Folders - Selecting' section for more information on how to select multiple files at once.

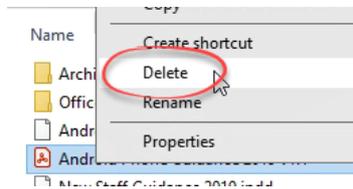
### Method One:

1. Locate and select the file or folder you wish to delete.
2. Press <Del>.  
A confirmation dialogue box will be displayed.
3. Click 'Yes'.



### Method Two:

1. Locate the file or folder you wish to delete.
2. Right click on the file/folder.
3. Click 'Delete'.  
A confirmation dialogue box will be displayed.
4. Click 'Yes'.





# Desktop Shortcuts

## What is a desktop shortcut?

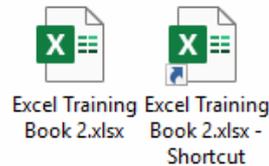
As previously stated, all files MUST be stored on your network attached storage device. Saving files on your desktop prevents access by others.

If you require quick access to frequently used files then you should save the file, appropriately, on the server and create a 'shortcut' to those files. A shortcut is basically a link back to the original file or folder stored on the server. These are usually created on your desktop.

## What does a shortcut icon look like?

The icon for a shortcut looks the same as a normal icon but will have a small arrow in the bottom left corner.

If it has not been renamed it, the file name will also contain the word 'Shortcut'.



## How do I create a desktop shortcut?

1. Locate the file/folder you wish to create the shortcut for.
2. Right click on the file/folder.
3. Click 'Copy'.
4. Go back to your desktop.
5. Right click.
6. Click 'Paste Shortcut'.

DO NOT CLICK 'PASTE' as this will result in a copy of the folder being created.



If you do not have the arrow in the bottom left of the folder/file icon you have copied the folder not created a shortcut to it. Delete this and start the process again!!



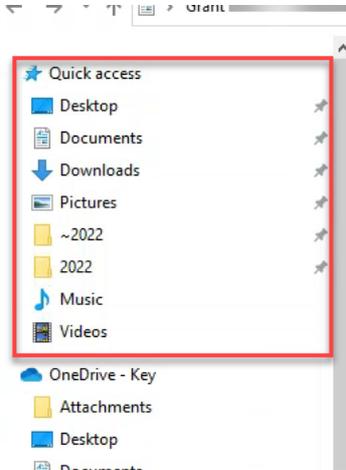


# Quick Access

## What is the 'Quick Access' section?

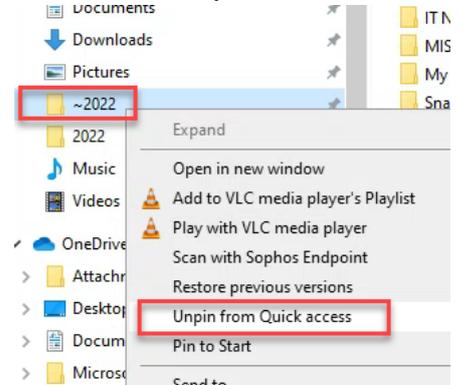
This is located at the top of the navigation pane in File Explorer and can contain links to your frequently used folders.

These links are available within the Save/Open windows of commonly used software, saving time having to navigate through folders.



## How do I remove from 'Quick Access'?

1. Right click on the folder in the 'Quick Access' list.
2. Click 'Unpin from Quick Access'.



## How do I add to 'Quick Access'?

1. Locate the folder in Explorer.
2. Right click.
3. Click 'Pin to Quick Access'

