

5 Manage Folders and Files

In this chapter, you will learn how to

- ✓ View folders and files in different ways.
 - ✓ Work with folder and file properties.
 - ✓ Create and rename folders and files.
 - ✓ Move and copy folders and files.
 - ✓ Delete and recover folders and files.
 - ✓ Create shortcuts.
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Whether you store your files in your personal folders or in the public folders, they are displayed in the corresponding library. For example, the picture files in both your personal and public Pictures folders appear in the Pictures library. If you work with a lot of files that are stored directly in the folders rather than in subfolders, the libraries will quickly come to display too many files for you to efficiently view them. In that case, you'll probably find it helpful to create a logical folder structure so that you can easily display sets of related files. It is important to design a simple structure and to use it consistently.

Tip We strongly recommend that you store all your private documents, spreadsheets, databases, and similar files in subfolders of your My Documents folder, and any files you want to share with other users in subfolders of the Public Documents folder. Similarly, store all your private pictures in My Pictures and those you want to share in Public Pictures; and so on for music and video files. When you follow this process, backing up your work is a simple matter of backing up only the libraries.

Before you can create your storage structure, you need to know the folder window navigation techniques discussed in Chapter 4, "Navigate Windows and Folders," and you need to know how to view and select files. Setting up the structure is a matter of creating the necessary folders and organizing folders and files appropriately. If folders and files you frequently use end up buried several levels down in your storage-structure hierarchy, you can provide easy access by creating shortcuts to them on the desktop or in the Windows Explorer Navigation pane.

In this chapter, you'll explore different ways to view folders and files in a folder window. You'll also see how to associate properties with folders and files to make it easier to organize and find information. Then you'll create, rename, move, copy, delete, and recover folders and files. Finally, you'll create and arrange shortcuts, both in various locations on the desktop and in Windows Explorer.

Practice Files Before you can complete the exercises in this chapter, you need to install the practice files specified in "Using the Practice Files" at the beginning of this book to their default location. The practice files you will use to complete the exercises in this chapter are in the Structure practice file folder.

Viewing Folders and Files in Different Ways

While working through the exercises in Chapter 4, "Navigate Windows and Folders," you might have noticed that the contents of different folders are displayed in different ways in the Content pane of the folder window. Sometimes folders and files are listed with information such as the date and size, and sometimes they appear as icons representing the type of each file. You can change the appearance of folders and files in the Content pane by changing the view and by grouping the contents.

See Also For information about changing the panes displayed in a window, see "Understanding Files, Folders, and Libraries" in Chapter 4, "Navigate Windows and Folders."

Changing the Folder View

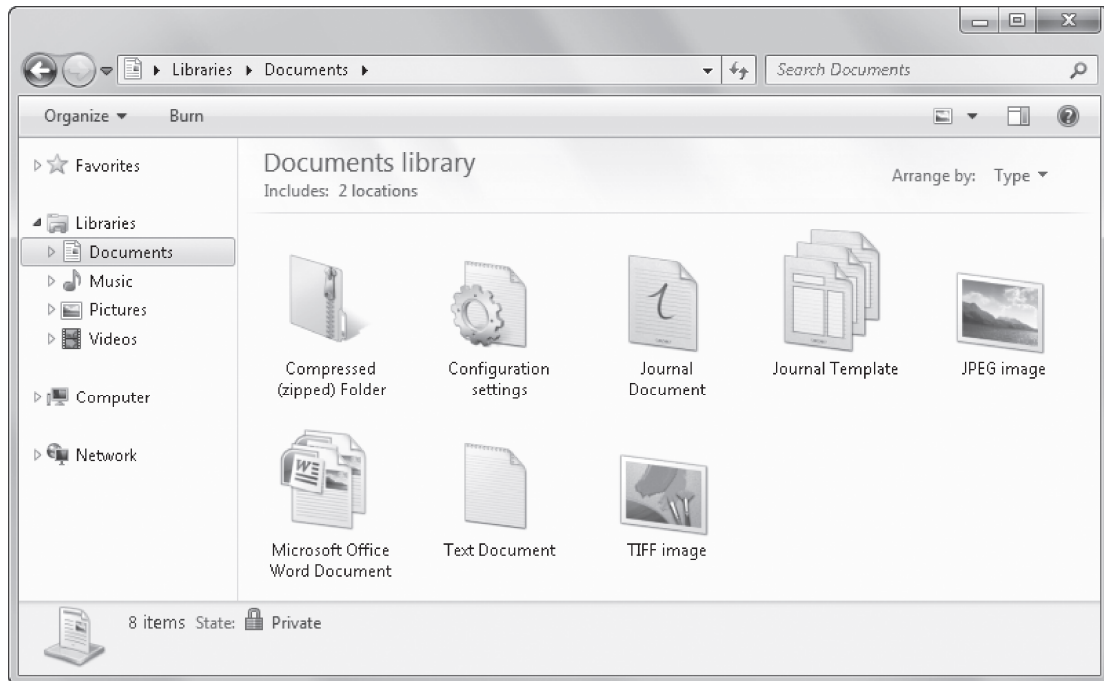
Different views are best suited to different tasks. For example, when you are looking for a specific graphic among those stored in a folder, you might find it useful to be able to see the graphic thumbnails in the Content pane. Whatever the default view of a folder is, you have complete control over the view, and often the one you choose will be a matter of personal preference.

The available views include the following:

- **Icons** The four Icon views (Extra Large, Large, Medium, and Small) display an icon and file name for each folder or file in the current folder. In all but Small Icons view, the icons display either the file type, or in the case of graphic files (including Microsoft PowerPoint presentations), the actual file content.

Grouping Folder Content

By default, the folders and files in a folder window are visible as individual items. In a library window, you can group items by author, modification date, tag, file type, or file name.



Grouped items appear in stacks; you can display all the items in a group by double-clicking the stack.

Tip When displaying a folder that is shared with other users on your network, the **State** indicator appears in the **Details** pane of Windows Explorer. For information about sharing folders, see “Sharing Files on Your Network” in Chapter 3, “Manage Your Network.”

To group items in a library window:

1. Display the Library pane.
2. On the **Arrange By** menu at the right end of the Library pane, click **Author**, **Date Modified**, **Tag**, **Type**, or **Name**.

You can group items in any view, and you can change the folder view of a folder displaying grouped items.

Sorting and Filtering Folder Content

By default, the folders and files in a folder window are shown in alphabetical order by name. All subfolders are shown first, followed by all files. You can change the order of the items in the Content pane by sorting them by any of the properties displayed in Details view.

To display or hide a property in Details view:

1. Right-click any column heading, and then click More.
2. In the Choose Details dialog box, select the check box of a property you want to display, or clear the check box of a property you want to hide, and then click OK.

To sort items in a folder window:

- In Details view, click a column heading to sort the folder contents in ascending or descending order by that property. Click the heading a second time to sort the contents in the opposite order.
- In any view, right-click the Content pane, click Sort By, and then click the property by which you want to sort the items. Click Ascending or Descending on the shortcut menu to change the sort order of the selected property.

In Details view, you can display only items that match specific criteria by filtering them. For example, you can display only the items you worked with on a particular day.

To filter items in a folder window:

1. Point to the column heading of the property by which you want to filter the folder contents, and then click the arrow that appears.

A list of values that exist for that property appears. This list can consist of a range of alpha values (for the Name column), a specific date or range of dates (for the Date Modified column), specific values (for the Type column), or a range of numeric values (for the Size column).

2. In the list, select the check boxes of the values you want to match. Then click away from the list to close it.

Windows Explorer instantly filters the folder content to display only the items that match the values you specified. A check mark at the right end of a column heading indicates a property used to filter the folder content.

3. To remove a filter, click the check mark in the column heading to display the filter list, clear the check box or boxes, and then click away from the list.

Changing Folder Options

In the Folder Options dialog box, which you display by clicking **Organize** on the toolbar and then clicking **Folder And Search Options**, you can customize folder windows by changing settings on these two tabs:

- **General** On this tab, you can change how you browse folders, whether you click or double-click to open items, and how the Navigation pane behaves.
- **View** On this tab, you can change the default view for all folders and change specific display/hide settings.

For example, on the **View** tab you can specify whether Windows Explorer and all Windows programs should display file name extensions, which are hidden by default. Every file name has an extension, separated from the name itself by a period, that designates the file's type or the program in which it was created. If you often need to know the type of a file, it might be easier to turn on the display of file name extensions so that they are visible in all views than to have to constantly switch to **Details**, **Tiles**, or **Content** view to see the file type.

In this exercise, you'll customize a folder window, and then switch views. You'll also explore the Folder Options dialog box.



SET UP You need the practice files and folders located in your **Documents\Microsoft Press\Windows7SBS\Structure** folder to complete this exercise.

1. On the **Start** menu, click **Computer**.
The Computer window opens.
2. If the **Details** pane is open at the bottom of the window, click **Organize** on the toolbar, click **Layout**, on the **Organize** menu, and then in the list, click **Details Pane** to hide the pane.
3. If the **Navigation** pane is open on the left side of the window, or the **Preview** pane is open on the right side of the window, repeat step 2 to close it.

Working with Folder and File Properties

Every file or folder has properties associated with it, including its name, modification date, and type. You can view some of these properties by displaying the folder window in Details view. Some properties, such as the file type, are displayed in other views as well. Regardless of the view, you can display file or folder properties in the following ways:

- Select a file or folder to display some properties in the Details pane at the bottom of the folder window.
- Point to a file to display a ScreenTip listing some properties.
- Right-click a file or folder, and then click Properties to view all the available properties in the Properties dialog box.

File Properties

Some file properties, such as size and modification date, are maintained by Windows 7 and, for obvious reasons, you cannot change them. Other properties are maintained by the program in which you work with the file, and you can assign or change them in that program or in Windows Explorer at any time. Because properties can make it easier to search for a particular file, you might want to get in the habit of assigning the following properties, if they are available:

- Title (helpful if the file name is not an intuitive indicator of the contents of the file)
- Authors
- Subject (helpful for graphics files)
- Tags (also known as *keywords*; helpful for identifying potential terms that people might use to search for the file)
- Comments
- Rating (for graphics files; from zero to five stars)

Tip Some types of files, including .rtf files, .txt files, and .png files, do not have associated file properties other than those maintained by Windows. Other types of files, such as those created in Microsoft Office programs, have properties that are accessible only if the associated program is installed on your computer.

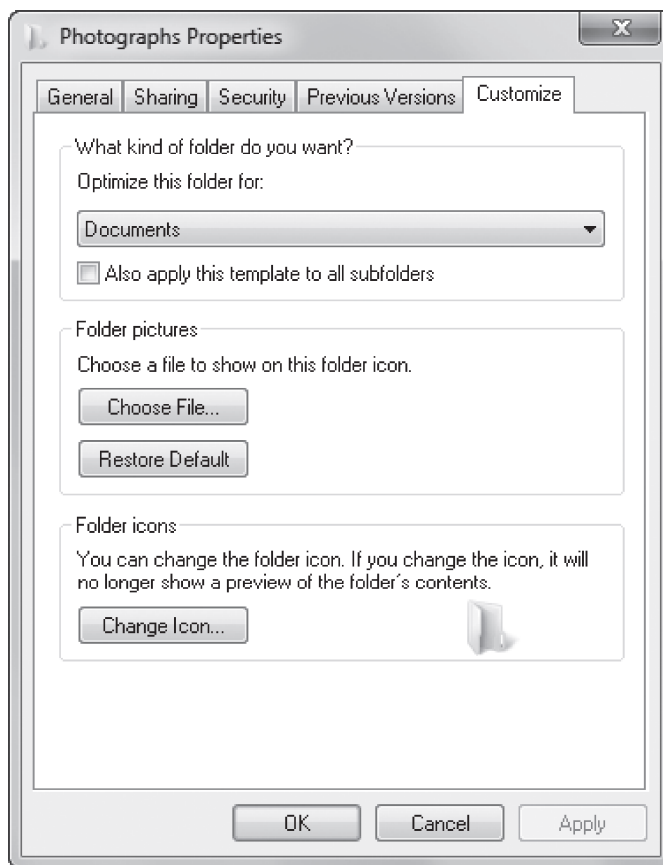
You can add a title, author information, or tags to some types of files directly in the Details pane of the folder window, and you can add and change all the editable properties in a file's Properties dialog box. This dialog box has four tabs:

Folder Properties

The Properties dialog box for folders has the same General, Security, and Previous Versions tabs providing the same information as the corresponding tabs in a file's Properties dialog box. It also includes a Sharing tab on which you can set options for sharing the folder with colleagues on a network.

See Also For information about sharing folders, see “Sharing Files on Your Network” in Chapter 3, “Manage Your Network.”

When you view some folders from the Computers group of the Navigation pane (not from the Libraries group) and then display the Properties dialog box, the dialog box also has a Customize tab.



On the Customize tab of the Properties dialog box for a folder, you can assign a template and change the appearance of the folder icon.

On the Customize tab, you can specify the following.

- The template that controls the tools available on the toolbar in the folder window and the default view in which the folder's contents are displayed in the Content pane.

11. Right-click a blank area of the **Content** pane, and then click **Properties**.

Because you are accessing this folder from a library, the Properties dialog box has no Customize tab.

12. Close the **Videos Properties** dialog box.

13. In the **Navigation** pane, expand the **Computer** group, and navigate to the **C:\Users\<user account name>\My Documents\Microsoft Press\Windows7SBS\Structure\Videos** folder. Right-click a blank area of the **Content** pane, and then click **Properties**.

Because you are now accessing the Videos folder from the Computer group, the Properties dialog box has a Customize tab.

14. Click the **Customize** tab, and in the **Optimize this folder for** list, click **Videos**. Then click **OK**.

The folder contents now appear in Large Icons view, because the Videos template designates that view as the one most suited to quickly identifying videos.

Tip Changing the folder type doesn't affect the display of the folder contents when you view it from inside a library. Libraries independently control the display of folder contents.

CLEAN UP Close the Videos folder window.

Tip You can quickly remove the properties from a file you have created (but not from a folder) by selecting the file and then clicking Remove Properties on the Organize menu. In the Remove Properties dialog box, you can select the properties you want to remove. (You can also open the Remove Properties dialog box by clicking the Remove Properties And Personal Information link at the bottom of the Details tab of the file's Properties dialog box.)

Creating and Renaming Folders and Files

With each program you use on your computer, you create files of a specific type. The files you create with most programs are only temporary until you save them on your hard disk or in another location, such as on a USB flash drive. (Certain programs that create more complex files must save a file or file structure to a specific location when creating a file.) Each program may have a default location for saving new files—for example, in your Documents folder or in a program-specific folder.

See Also For more information about file types, see "Specifying Default Programs" in Chapter 11, "Work with Programs."

As you create files, you'll find it easier to keep them organized logically if you also create folders in which to store the files. If you work with only a few files, your folder structure

- 15.** Right-click **My Bitmap Image**, click **Rename** to activate the file name for editing, and click to the right of *Image*. Press the **Backspace** key to delete *Image*, type **Graphic**, and then press **Enter**.

Tip By default, file name extensions are hidden. On the rare occasion when you need to change an extension, you will need to first display extensions for all files by clearing the **Hide Extensions For Known File Types** check box on the **View** tab of the **Folder Options** dialog box. For more information, see “Viewing Folders and Files in Different Ways” earlier in this chapter.

- 16.** On the **Organize** menu, click **Undo** to change the name back to the original *My Bitmap Image*.



- 17.** Click the **Back** button to redisplay the contents of the **Structure** folder.

- 18.** With **My New Folder** selected in the **Content** pane, click the folder again to select its name for editing.

Troubleshooting If clicking the folder once doesn't activate the name for editing, click it once again. Be careful not to double-click, which will display the contents of the folder. If that happens, click the **Back** button, and try again.

- 19.** Type **My Work** as the new name of the folder, and then press **Enter**.



CLEAN UP Close the **Structure** folder window. You will reuse the folder and files you created in this exercise for another exercise later in this chapter.

Moving and Copying Folders and Files

You can easily move and copy folders and files from one location to another. The methods of moving and copying are the same for both folders and files.

Before you can move or copy files and folders, you need to select them. For efficiency, it helps to be familiar with various ways to select multiple items in the **Content** pane of a folder window. Briefly, these techniques are as follows:

- Select all the items in a folder by clicking **Select All** on the **Organize** menu.

Keyboard Shortcut You can select all the files and folders in a folder by clicking any one item and then pressing **Ctrl+A**.

- Select contiguous folders and/or files by clicking the first item, holding down the **Shift** key, and clicking the last item.
- Select noncontiguous items by clicking the first item, holding down the **Ctrl** key, and clicking each other item you want to add to the selection.

Compressing Folders and Files

When you buy a computer these days, it likely comes with a hard disk that will store several gigabytes (GB) of information. A gigabyte is 1 billion bytes, and a byte is a unit of information that is the equivalent of one character. Some of your files will be very small—1 to 2 kilobytes (KB), or 1000 to 2000 characters—and others might be quite large—several megabytes (MB), or several million characters. The small ones are easy to copy and move around, but large files or large groups of files are easier to copy and move from one place to another, or to send by e-mail, if you compress them.

Tip Compressing is frequently referred to as *zipping*. The term *zip file* is based on technology and devices that are proprietary to Iomega Corporation. The name Zip is a registered trademark of Iomega Corporation.

You can compress the files you create, program files, or even entire folders. The result is a compressed folder that is identified by a zipper on its folder icon.

To compress a file or folder:

1. In the Content pane, select the file, files, or folder you want to compress.
2. Right-click the selection, click Send To, and then click Compressed (Zipped) Folder.

A compressed folder named for one of the selected files is created. The folder name is selected so that you can change it.

3. Edit the name as necessary, and then press Enter.

To view the contents of a compressed folder, you can click it in the Navigation pane or double-click it in the Contents pane, just like any other folder. The Content pane then displays the files that have been compressed into the zipped folder. The Extract All Files button on the toolbar and the zipped folder icon in the Details pane indicate that you are viewing a compressed folder rather than a standard folder.

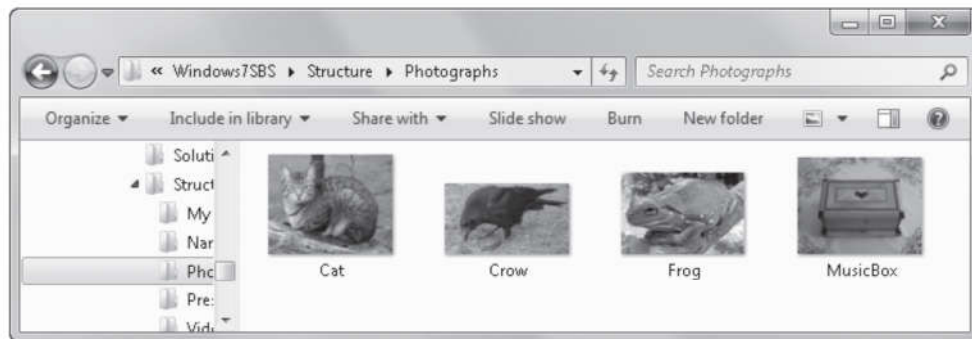
Folder Templates in Libraries

The Pictures folder template has been applied to the Photographs folder. However, the template functionality isn't available when you access the folder through the Libraries group. If you browse to the folder from the Computer group, you can see the effects of the template, which include the default view (Large Icons) and a Slide Show button on the toolbar.

To experience the effects of the Pictures template:

1. From the Computer group in the Navigation pane, browse to the C:\Users*<your account name>*\My Documents\Microsoft Press\Windows7SBS\Structure\Photographs folder.

The folder's contents are displayed in Large Icons view.



When the contents of a Picture folder are displayed, the toolbar includes a Slide Show button.

2. Click the first image in the Content pane (Cat), and then, on the toolbar, click Slide Show.

The Cat image is displayed full-screen. After three seconds, the Crow image appears, followed by the Frog and MusicBox images.

3. After the slide show cycles through all four images, press Esc to end the slide show.

Tip If pressing Esc doesn't end the slide show, right-click the active image, and then click Exit.

Deleting and Recovering Folders and Files

Periodically, you'll want to delete folders and files you no longer need. Removing a file from your computer is a two-step process: You first delete the file, which moves it to the Recycle Bin—a holding area on your hard disk from which it's possible to restore an item if you realize you need it. Then you empty the Recycle Bin, which permanently erases its contents.

By default, Windows prompts you to confirm the deletion of files and folders. If you prefer, you can turn off this setting by clearing the Display Delete Confirmation Dialog check box in the Recycle Bin Properties dialog box.

You can recover a deleted file from the Recycle Bin at any time until you empty the Recycle Bin. When you recover a file, Windows restores the file to its original location. You can't open and work with files directly from the Recycle Bin.

In this exercise, you'll delete one of the files you created in an earlier exercise in this chapter, and then you'll delete the entire folder. You'll also recover both the folder and the file from the Recycle Bin.

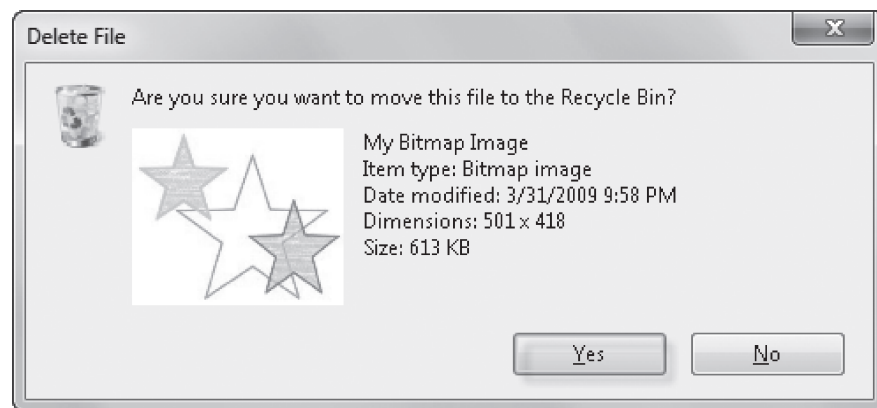


SET UP You need the **My Work** folder and the **My Text Document** and **My Bitmap Image** files that you created earlier, as well as the practice files in your **Documents\Microsoft Press\Windows7SBS\Structure** folder, to complete this exercise. (If you did not create the folder and files, you can use a folder and files of your own.) Display the contents of the **My Work** folder from the **Libraries** group, and then follow the steps.

1. In the **Content** pane, click **My Bitmap Image** to select it. Then press the **Delete** key.

Tip You cannot delete a file by pressing the **Backspace** key.

The Delete File dialog box opens.



Windows prompts you to confirm the deletion.

9. In the **Content** pane, click the **Introduction** file and then, on the toolbar, click **Restore this item**.
10. Restore first the **My Work** folder and then the **My Bitmap Image** file.
Tip You can't choose specific files to be restored from a deleted folder; you can restore only the entire folder. If you restore the **My Bitmap Image** file before you restore the **My Work** folder from which it was deleted, Windows 7 re-creates the folder. (However, this version of the folder will not contain the **My Text Document** file.) If you then restore the deleted **My Work** folder, Windows 7 asks whether you want to merge the two folders into one.
11. Close the **Recycle Bin** window.
Important Your **Recycle Bin** may contain additional files that you deleted before working through this exercise. Complete step 12 of this exercise only if you are certain that you no longer need any of the files.
12. On the desktop, right-click the **Recycle Bin** icon, and click **Empty Recycle Bin**. Then click **Yes** to confirm that you want to delete the remaining files in the bin.
13. Display the contents of the restored **My Work** folder to verify that both its files have been restored.



CLEAN UP Close the **My Work** folder window.

Recycle Bin Size

The contents of the Recycle Bin take up space on your hard disk. By default, 10 percent of a disk up to 40 GB in size is allocated to the Recycle Bin, plus 5 percent of any space over 40 GB. If your hard disk is divided into partitions, the Recycle Bin might quickly become full. For example, if the Recycle Bin is on a 10 GB partition, only 1 GB is available for deleted files.

When deleting a very large file, Windows might inform you that the file is too large to store in the Recycle Bin and that it will delete it permanently. If you're sure you won't need to recover the file, you can give the go-ahead; if not, you can cancel the deletion. On a small hard disk or drive partition, you might see this "too large" message quite often.

You might need to restrict the amount of space used by the Recycle Bin, or you might want to instruct Windows to bypass the Recycle Bin entirely. Both of these options are available from the Recycle Bin Properties dialog box.

Creating Shortcuts

You can make folders and files that you use often more easily accessible by creating shortcuts to them—on the desktop, on the Start menu, on the taskbar, or in the Windows Explorer Favorites group.

Desktop Shortcuts

Desktop shortcuts are links on your desktop to programs, folders, and files in other locations. These shortcuts can come from several sources:

- Windows 7 creates desktop shortcuts to five locations: the Recycle Bin, the Computer window, your personal files, your Network, and Control Panel. However, by default it displays only the Recycle Bin icon. You can display the others by selecting them in the Desktop Icon Settings window, which you open by clicking Change Desktop Icons in the Personalization window of Control Panel.
- Many programs give you the option of creating one or more desktop shortcuts during installation; some less-polite programs create shortcuts without asking.
- You can create your own desktop shortcuts to files, folders, programs, and Web pages.

The five system-created desktop shortcuts are represented by their own labeled icons. A desktop shortcut created by you or by a program is represented by a program-specific icon with a small arrow in its lower-right corner.

To create a desktop shortcut:

- Right-click an empty area of the desktop, click New, click Shortcut, and provide the path to the shortcut target.

When you no longer need a desktop shortcut that you have created, or that was created for you by an installation program, you can delete it without affecting the shortcut target (the program, folder, file, or page that the shortcut is linked to).

To keep your desktop tidy, you can arrange shortcuts in various ways. Some people like to line up their icons and shortcuts in regimented rows, some like to arrange them as a sort of frame around the perimeter of their screen, and others like to group them by type in various locations. You can organize your icons and shortcuts manually, or if you are happy with simple arrangements, you can have Windows 7 arrange them for you.

Tip To quickly create a desktop shortcut to another computer on your network, display the Network window, right-click the computer, and then click Create Shortcut.

Start Menu Pinned Items

You can gain quick access to folders, files, and programs by adding links to them to the pinned items area at the top of the left pane of the Start menu.

Tip If the pinned items list becomes longer than the space available, causing the Start menu to exceed the height of the desktop, the list first encroaches on the Recently Used Programs list and then runs off the bottom of the page, without any indication that part of the list is not visible. Removing items from the list reveals the hidden items.

To pin an item to the Start menu, display the folder containing the item in Windows Explorer, drag the item to the Start button, and release the mouse button when the Pin To Start Menu ScreenTip appears. If you want to pin the item in a specific location, pause until the Start menu expands, and then drop the item anywhere in the pinned items area that you want. A horizontal line indicates the insertion location for the new pinned item. Similarly, you can rearrange pinned items by dragging them into whatever order you want.

You can pin an item from the desktop or from the Recently Used Programs list or All Programs list of the Start menu by right-clicking the item and then clicking Pin To Start Menu.

If you no longer need a folder, file, or program to be pinned to the Start menu, you can delete it from the Start menu by right-clicking it and then clicking Remove From This List or Unpin From Start Menu.

Taskbar Pinned Items

You can pin programs to the Windows Taskbar for quick access, and you can pin files and folders to the programs that open them. If the pinned program buttons exceed the width of the taskbar, the taskbar expands to multiple rows that you can scroll.

Tip The ability to pin programs directly to the taskbar replaces the Quick Launch toolbar used for the same purpose in previous editions of Windows. Although the Quick Launch toolbar is no longer necessary, it is still available as part of the Windows code and you can display it if you really want to, by following instructions that you can find on the Internet.

To pin a program to the taskbar, display the folder or menu containing the program, and locate and select the program's executable file. (This file is usually identified as an Application in the Type column in Details view.) Drag the file to the place you want it on the taskbar, and release the mouse button when the Pin To Taskbar ScreenTip appears. Other taskbar buttons move to indicate the insertion location for the new pinned program.

To pin a file or folder to the taskbar, display the folder that contains it, and then drag the file or folder to the taskbar. A ScreenTip appears, specifying the default program for opening the file or folder. (For example, Pin To Notepad appears for a text document and Pin To Windows Explorer appears for a folder). When you release the mouse button, the file or folder is pinned to the corresponding program. (If the program isn't already pinned to the taskbar, Windows pins it there for you.) You can quickly access the pinned file or folder by right-clicking the pinned program and then clicking the file or folder on the shortcut menu that appears.

See Also For information about changing where and how pinned items appear on the taskbar, see "Modifying the Taskbar" in Chapter 10, "Change System Settings."

You can change the order of pinned programs on the taskbar by dragging them. To remove a pinned program from the taskbar, right-click it and then click Unpin This Program From Taskbar.

Favorites Group

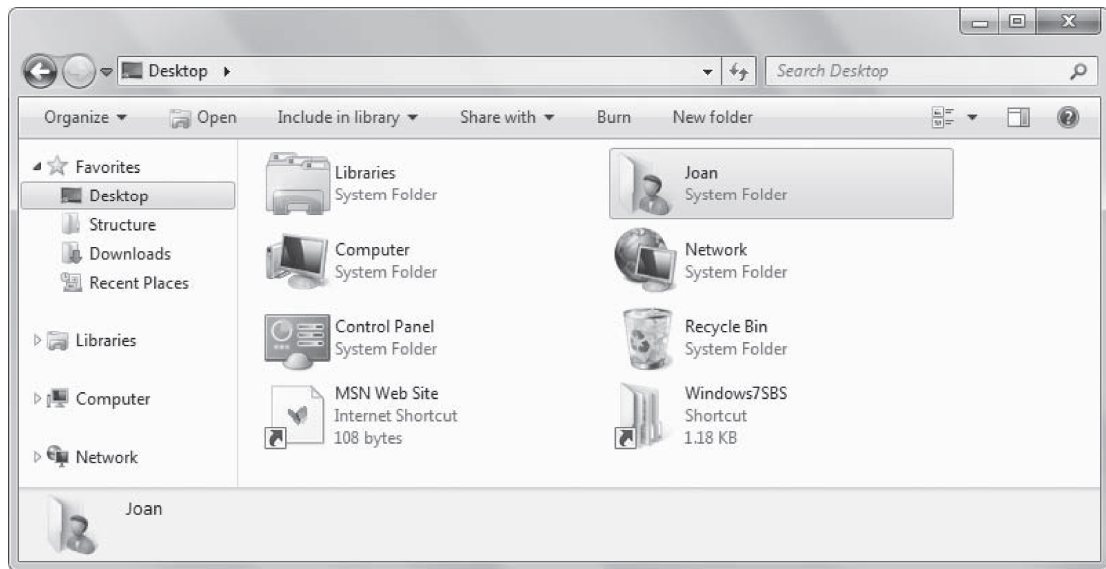
If you frequently need access to a folder to either open or save files in it, you can add it to the Favorites group that appears at the top of the Windows Explorer Navigation pane. The Favorites group is available not only in Windows Explorer, but also in program dialog boxes that interact with Windows, such as the Open dialog box in a Microsoft Office program. You can add a folder that is on your computer or on another computer on your network to this group.

See Also For information about accessing folders on other computers, see "Connecting to Network Resources" in Chapter 4, "Navigate Windows and Folders."

To add a folder to the Favorites group, display the folder (not its contents) in the Windows Explorer Content pane, drag the folder to the Favorites group in the Navigation pane, and release the mouse button when the Create Link In Favorites ScreenTip appears.

Tip Dropping a folder on top of another folder in the Favorites group moves the dragged folder into the target folder, instead of creating a link in the group. Be sure to drop the dragged folder directly on the Favorites group heading or when a horizontal line indicates a location between other folders in the group.

You can change the order of folders in the Favorites group by dragging them. To remove a folder from the group, right-click the folder, and then click Remove.



In the Desktop folder window, all the available desktop icons are visible, along with the desktop shortcuts you created at the beginning of this exercise.

✖ CLEAN UP Close all open windows. If you want, delete the Windows7SBS and MSN Web Site desktop shortcuts, remove the Windows7SBS folder from the pinned items area of the Start menu, unpin the Structure folder from the Windows Explorer taskbar button menu, and remove the same folder from the Favorites group. Then repeat steps 1 through 3 to display the desktop icons you want. If you don't like the Auto Arrange feature, right-click an open area of the desktop, click View, and then click Auto Arrange Icons to turn it off.

Key Points

- Displaying folders and files in different ways can help you more easily identify their contents.
- You can sort and filter folder contents to find the file you want.
- The properties stored with a file can be viewed, and some properties can be changed, in the file's Properties dialog box.
- To organize folders and files in a logical structure, you can create folders, and you can rename, move, copy, and delete both folders and files.
- Desktop shortcuts provide a quick way to open the folders, files, programs, and Web sites you access most frequently. You can also add objects to the Start menu or taskbar, or add them to your Favorites group.