

Windows Folder and File Management

The Basics

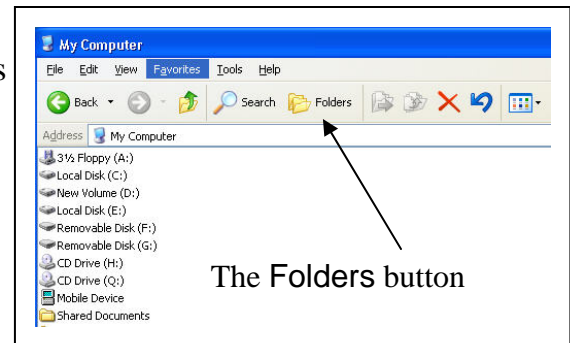
Since Microsoft created the Windows operating system, there has always been a program to enable users view, move, copy, delete and rename **folders** (formerly called directories) and the **files** within them. For years, the program was called the *File Manager*. Now it is called *Windows Explorer* (or *My Computer*).

The “My Computer” icon appears on every desktop but it is helpful to know two things:

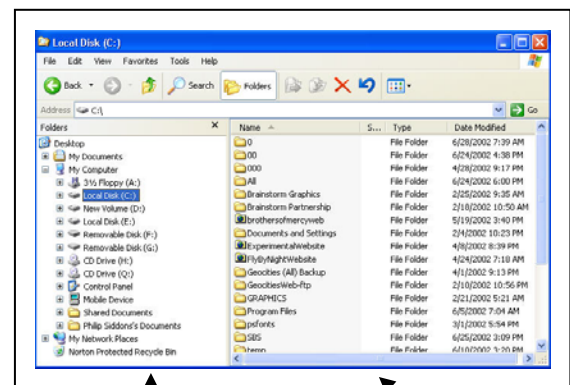
- Windows Explorer and the My Computer programs are the same program – only the My Computer is a slightly different mode or view of the Explorer program – showing a more limited one-column view.
- While the *My Computer* view does contain a tool bar with buttons that help with moving or copying files and folders to other unseen folders and drives, it isn’t as easy with which to work as the more helpful two column view of the *Explorer* mode. So if you open the *My Computer* program, click on the Folder button in the tool bar and you’ll automatically be in the *Explorer* mode and view. This author recommends you don’t bother using the *My Computer* view because of its limited one-column view. With either method you use to get into the *Explorer* view, you will come to find this program to be most helpful in managing your folders, sub-folders and files.

Get used to viewing and dealing with the drives and folders from the left panel. Then, once you click on an icon to go to a drive or folder (on the left panel), you will automatically see the contents of that drive or folder (in which you are standing in the left panel) over in the right panel. **Become accustomed to viewing and dealing with files in the right panel.**

The *My Computer* window:



The *Explorer* window:



The left panel for viewing drives, folders and sub-folders

The right panel for viewing and dealing with the **contents** of the drive or folder (in which you are currently standing in the left panel). In this right panel, you will see sub-folders as well as files.