

Organizing Files with Windows Explorer

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1. Open Windows Explorer by clicking Win-E
 - a. Note the “?” icon on the far left of the toolbar ribbon: click to open Help
 - i. type in any unknown computer term in the search box to be directed to detailed explanations and instructions
 - b. explore Toolbar
 - i. click Organize→Folder and search options
 1. click blue link “How do I change folder options?” at the bottom of General tab screen
 2. note button “Restore Defaults” on each tab screen (each button resets only the active tab page)
 3. Layout: changes the information you see
 4. highlight Computer in the Directory Tree and select “System Properties” in the tool bar
 - a. explore tips to improve system performance by clicking “Windows Experience Index” next to System: Rating
 - i. “What do these numbers mean?”
 1. “About your computer’s subscore”
 - b. use the Browser-type “←” key to navigate back to Windows Explorer
 - ii. Share With: relevant if you share your computer with other people and each person has a private Log-In
 - c. Menu bar: press Alt key to open Menu Bar temporarily; or click Organize→Layout→Menu Bar to keep show it permanently
 - i. explore the different Menu options in Windows Explorer
 1. File, Edit, View, Tools, Help
 - a. File options change depending on whether you have clicked an item in the Tree Pane or the Contents Pane
 2. File→Properties→Details
 - a. allows you to add descriptive information to individual files—use to add source citations for document images (you are limited to 256 characters of information for every file—which includes the characters in the file pathname)
 - i. click the blank space to the right of the Description item
 - ii. click blue link “Remove Properties and Personal Information” and review link “What personal information might be in a file?”
 - d. note Directory Tree on the left
 - i. expand and shrink the Tree pane

- ii. navigate the Tree using the Arrow icons next to each folder/directory
 - e. note Contents pane on the right
 - i. “View” menu option allows you to change the amount of information visible
 - 1. select View option “Details” to enable sortable column headings
 - 2. right-click on any column heading to select additional columns to view; click the “More” option at the bottom of the context menu to see the full listing of available column options
- 2. create the file structure in a word document, then copy each folder title to a new folder in Windows Explorer
 - a. open Windows Explorer
 - b. click on Documents in the Libraries listing on the directory tree in the left side-panel
 - c. click on “New Folder” in the ribbon below the Menu Bar at the top of the screen; OR right-click in the blank space in the folder window to open the context menu, and then left-click on New→ and then left-click on Folder
 - i. try not to clear the blue highlighting in the Folder name box—if you do, click at the end of the existing text and drag to highlight (If the folder name is only one word long, you can select that entire word by double-clicking)
 - ii. Type “Genealogy”
 - 1. this will be the catch-all for all your genealogy files and folders
 - d. open Genealogy and click “New Folder”
 - i. name the new folder “Family Groups”
 - e. open Family Groups
 - i. go to your Word document and copy the first folder title on your list (this will be your paternal grandfather’s surname)
 - 1. to highlight and select the entire line quickly
 - a. click in the far left margin next to the line you want to highlight (your cursor will turn to an arrow when you are in the correct spot)
 - b. OR triple click somewhere in the title line to highlight the entire line
 - 2. Ctrl-C to copy the highlighted text; OR right-click to open context menu, and left click “Copy”
 - ii. Alt-tab back to Windows Explorer and create a New Folder
 - iii. paste the copied title in place of the highlighted existing text
 - 1. click Ctrl-V
 - 2. OR right-click on the highlighted text, and select Paste from the context menu
 - iv. Alt-tab back to Word to copy the next folder name
 - v. Alt-tab back to Windows Explorer
 - 1. make sure you are still in the Family Groups folder
 - a. you can quickly Navigate through your directory tree using the directory bar at the very top of the page
 - 2. create a New Folder and paste the folder name you copied from your Word folder hierarchy document