# Classroom PCs - File Management in Windows 10

The University's PC classrooms currently run Windows 10.

This guide contains tips to help you get started using Windows 10 to manage your files and folders.

Common tasks

Navigating files and folders

− Double-click the **This PC** icon on the Windows desktop to examine your files and folders. Select a drive icon to view its contents. Each time you double-click on a drive or folder icon, a new window will open displaying the contents of that drive or folder.
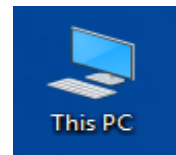
Selecting files and folders

− To select a **single file**, simply click on it once.

− To select a **list of files,** click once on the *top item* in a list. Hold the **Shift** key, then click on the *last item* in the list.

− To select **multiple non-adjacent files** one by one, hold down the **Ctrl** key as you click.

Dragging files or folders

Click on an object and hold down the **left mouse button**. Drag to a new location to copy or move the object and release the left mouse button.

Sending files to a USB pen drive

− Insert your memory stick into the **front facing USB port** .

− Start **File Explorer**, then select the file or files you wish to back up*.*

− Right-click the mouse and choose **Send To> {name of} Disk** from the list of menu options.

Creating a new folder

− Select the location for the new folder.

− From the menu bar, select **New Folder***.*

− Type in the name you wish to give to the new folder and then press the **Enter** key.

− To make a sub-folder, open an existing folder and follow the same procedure.

Renaming files or folders

− Right-click on the file or folder you want to rename.

− From the shortcut menu, choose **Rename**. The name is highlighted and surrounded by a box, allowing you to overtype the existing name and press **Enter**.

Deleting files and folders

− Select the file(s) that you want to delete

− Press the **Delete** key or select **Delete** from the shortcut menu. You will be asked to confirm that you want to delete the file(s). Click on **Yes** if you are sure you wish to delete the file(s)

Filenames in Windows

File names in Windows can be **up to 260 characters long** (including extensions, e.g. .doc) and can contain any characters (including spaces) except the following symbols: \ / ? : * " > < |

Give your files short and meaningful names – don't necessarily use Windows automatic file naming which can produce bizarre and overly long file names. The filename includes the path name too, i.e. *C:\Program Files\filename.txt*

Note: Be careful when renaming files that you do not change the file extension (after the .) as the file may no longer open.

Overwriting files

You may be asked to confirm that existing files should be overwritten. Check the date, time & size of each file carefully before saying yes. New versions of files can easily be overwritten.

Resorting to backup copies

If you have to resort to your latest backup:

− Leave the backup disk **protected.**

− Take a copy of the latest backup file and use this for working on.

− If your most recent backup is found to be flawed take a copy of the previous one.

So, if disaster strikes again, you still have a protected copy of your work.

Moving and copying files

Copying files to another folder or drive

- Right-click on the file(s) to copy.
- Select **Copy** from the shortcut menu.
- Navigate to the new disk or folder, then right-click on the destination folder.
- Click **Paste** from the shortcut menu.

Moving files to another folder or drive

- Select the file(s) to move.
- Drag the file(s) to the destination folder or drive.

Copying files to another drive

- Select the file(s) to be copied from one drive.
- Drag them to the new location on the destination drive.

Moving files to a folder on the same drive

- Select the file(s) to be moved.
- Drag the file(s) to the new folder.

Moving files or folders to another drive

- Select the file(s) or folders to be moved.
- Hold down the **Shift** key and drag the file(s) or folders to the new location on the destination drive.

Further information and help

Use MyIT to contact the IT Service Desk: https://myit.abdn.ac.uk