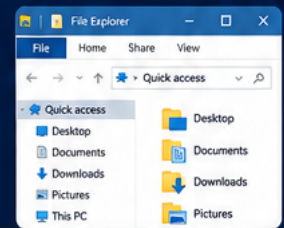




FILE EXPLORER & FINDER ESSENTIALS

SMART FILE MANAGEMENT FOR EVERY PC USER

Quick, simple skills to help you find, organize and protect your files.
These basics save time, reduce frustration, and help keep your files safe.



RGE TIP: Don't organize files until you know where they belong.
A minute of planning can save hours later. Take a moment now to think... it will save you hours!



MAC NOTE: The same concepts apply on a Mac. Use Finder instead of File Explorer; names and shortcuts differ slightly.



1. EVERYONE USES THESE (ESSENTIALS) • Everyday Tasks



New Folder

Create a new folder to keep things organized and grouped logically.



Rename

Click once on the name (or press F2) and type a clear new name.



Copy (Ctrl + C)

Duplicate files to another location while keeping the original intact.



Move (Ctrl + X)

Transfer files or folders permanently to a brand new location.



Search

Use the built-in search box to quickly find misplaced files by name.



Favorites / Quick Access

Pin your most frequently used folders for instant, one-click access.



Delete & Recycle Bin

Remove unwanted files. Check the Recycle Bin if something vanishes.



RGE TIP: If you might need it later, move it instead of deleting it.



2. USEFUL SKILLS (GOOD TO KNOW) • Do More



Compress (Zip)

Right-click > Send to > Compressed folder to save space or share easily.



View Properties

Right-click > Properties to see file size, location, dates, and details.



Change View

Switch between List, Details, Tiles, or Large Icons to suit your needs.



Sort

Click column headers (like Name or Date) to arrange items in order.



Filter

Use search filters or specific column attributes to narrow down lists.



OneDrive / iCloud

Keep your important files safely backed up and accessible anywhere.



RGE TIP: Back up important files—cloud or external drive. Your choice, your safety.



3. ADVANCED TOPICS (USE WITH CAUTION) • Control



Show Hidden Items

View system-hidden files. Primarily useful for deep troubleshooting.



File Extensions

Suffixes (like .jpg or .pdf) tell Windows the file type. Never change them!



Permissions

Control who can view or change a file. Crucial for shared networks.



Network Locations

Access shared files located on other connected computers or network drives.



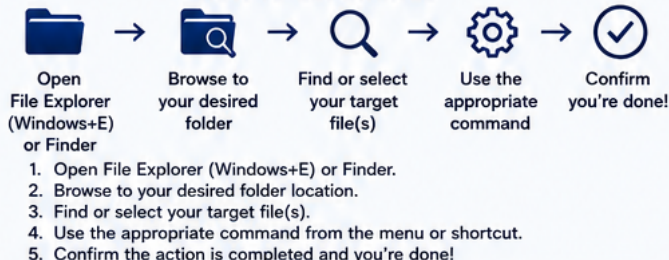
Shortcut vs. Original

Shortcuts are just pointers. Do not delete or move the original by mistake.



RGE TIP: When in doubt, don't change it until you understand it. One wrong move can hide files.

HOW TO GET STARTED



IMPORTANT SAFETY REMINDERS

- ✓ Use folders instead of storing important files on the Desktop.
- ✓ The Recycle Bin / Trash is not a secure backup location.
- ✓ Keep at least one automated backup of all important files.
- ✓ If something looks unfamiliar or confusing, stop and ask.



RGE GOLDEN RULE:

Know where your files are before organizing or moving them. Good habits today prevent headaches tomorrow.



RED GLEN ELECTRONICS
"A Boomer Helping Fellow Boomers."



RGE PHILOSOPHY:

Teacher first.
Technician second.
People always.

Learn. Explore. Don't fear Windows.

Practical Tech Solutions

Honest Advice

Simplifying Technology

● (ESSENTIALS) • Everyday Tasks ● (GOOD TO KNOW) • Do More ● (USE WITH CAUTION) • Control

⌚ Estimated Reading Time 5 minutes