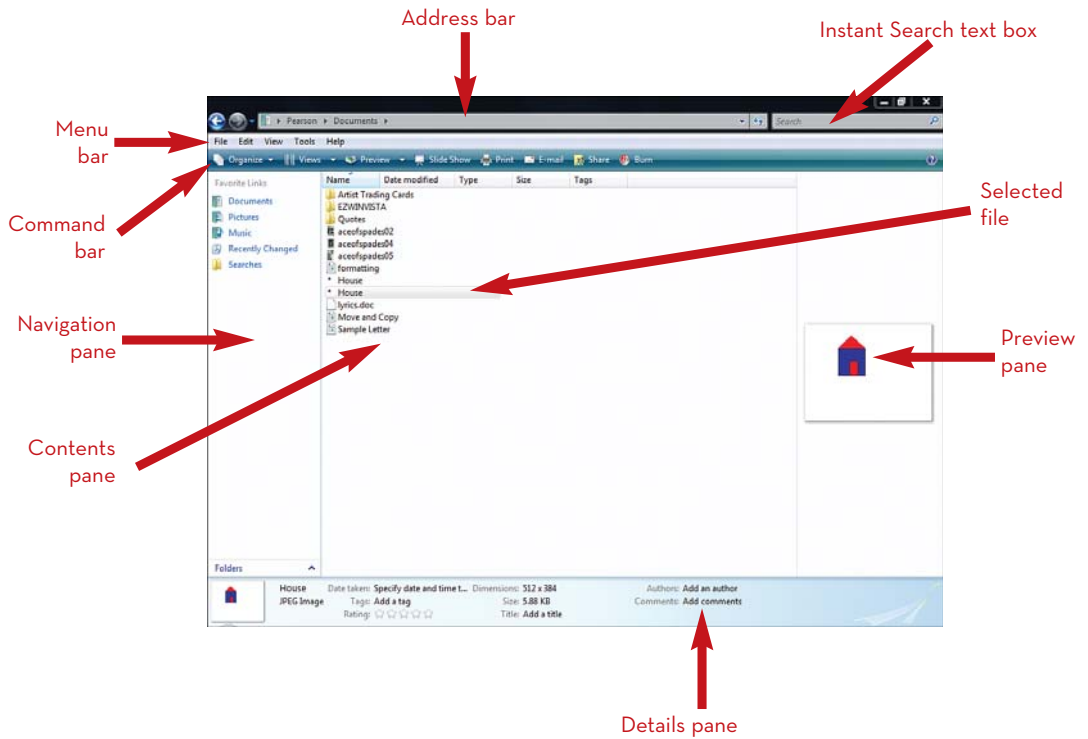## WORKING WITH FILES

Each time you save a document, its information is saved as a file on your hard disk. When you save that document, you assign both a specific place for the file (a folder) and a name.

The more you work on your computer, the more files you add. After a while, your computer will become cluttered, and you'll need a way to keep these files organized. Windows provides features that can help you find, organize, and manage your files. The first step is to learn how to select files; you can select one or several files. After files are selected, you can perform file-management tasks such as copying a file to another location or deleting a file you no longer need. If you delete a file by accident, you can recover it. You can also view file details and change the name of a file. All these tasks are covered in this Part.
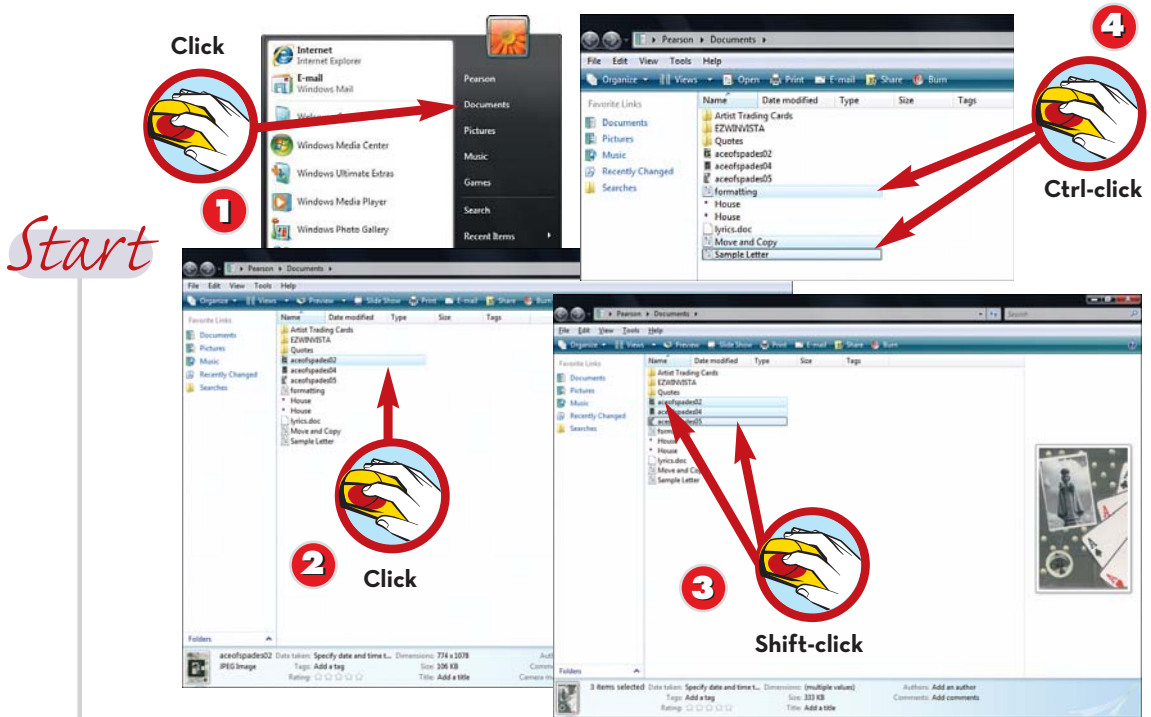
WORKING WITH FILES

Address bar

Instant Search text box

Menu
bar

Command
bar

Selected
file

Navigation
pane

Preview
pane

Contents
pane

Details pane

SELECTING FILES

When you want to work with files (copy, move, print, delete, and so on), start by selecting the file(s) you want. You can select a single file or several files.

Click

Start

Click

Ctrl-click

Shift-click

End

① Open the Explorer that contains the files you want to work with. For instance, click **Start** and then **Documents** to display the Documents folder Explorer window.

② To select a single file, click it. The file is selected.

③ To select several files next to each other, click the first file of the group that you want to select, and then hold down the **Shift** key and click the last file. The first and last files and all files in between are selected.

④ To select several files that are not next to each other, hold down the **Ctrl** key and click each file you want to select.

NOTE

Deselect a File
To deselect a file, click outside the file list.

TIP

Select All Files
To select all files, click **Organize** and then click the **Select All** command. Alternatively, press **Ctrl+A**.

VIEWING FILE DETAILS

When you are working with files, you may not be able to tell from the filename what the file contains. In that case, you can view basic file information by viewing the file properties. In past versions, you used a command in the File menu. In Windows Vista, when you select a file, the file properties are displayed in the Details pane at the bottom of the Explorer window.

Start

Click ③

Click ①

Click ④

②

① Select the file.

② In the **Details** pane, you see file information on the selected file, including the file type, the key dates (modification, creation, access), and the size.

③ You can also view this and other information by right-clicking the file and clicking **Properties**.

④ You see most of the same information, but you also see the file's storage location, what program is used to open the file, and other details. Click the **OK** button to close the Properties dialog box.

End

NOTE

Change Views

Another way to assess the content of a file is to change how the window content is displayed. You can display a list, icons, tiles, or a detailed list. See Part 4, "Working with Folders," for information on changing the window view.

TIP

Several Files Selected

When you select more than one file, you see information in the Details pane about the total number of files selected, the total file size of the selected files, and a list of the selected files.

RENAMING A FILE

If you did not use a descriptive name when you saved the file, you can rename it. You can rename only one file at a time in an Explorer.

Start

Keyboard

②

①

Click

③
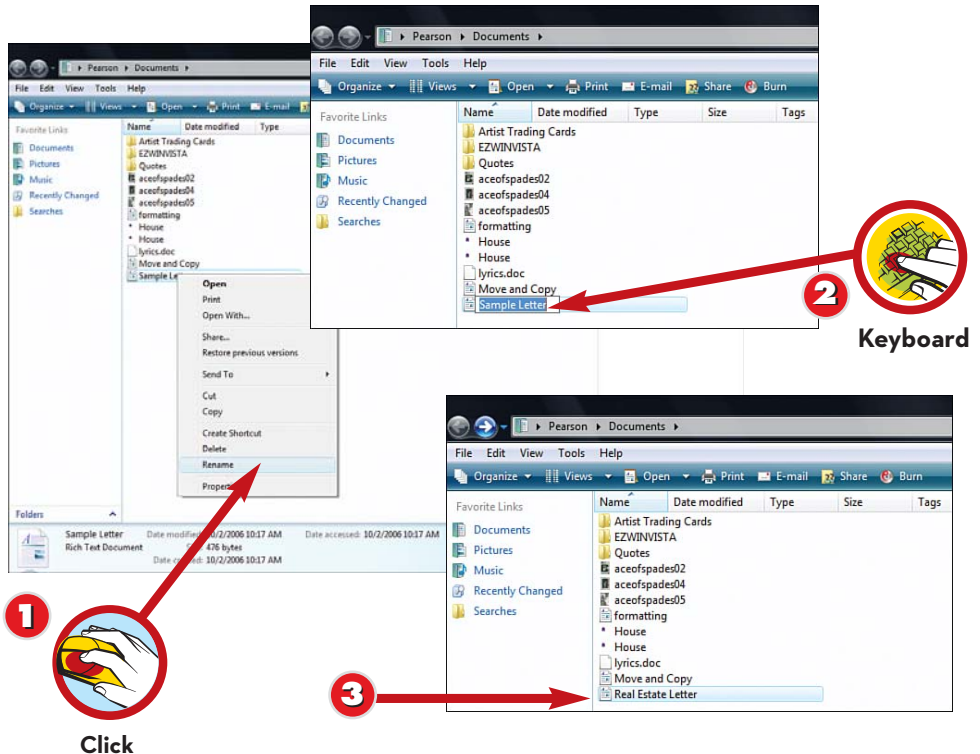
① Right-click the file you want to rename and click **Rename**.

② The current name is highlighted. Type a new name and press **Enter**.

③ The file is renamed.

End

TIP

Naming Rules

You can type as many as 255 characters, including spaces. You can also include letters, numbers, and other symbols, except the following: | ? / : " * < > \

MOVING A FILE

You might need to move files from one folder or drive to another (for example, to reorgan-ize folders by putting similar files together in the same folder). You can also move a file that you accidentally saved in the wrong folder.

2

Start

1

Click

Click

3

4

1 Right-click the file you want to move and click **Cut**.

2 Navigate to the folder where you want to move the file.

3 Right-click a blank area of the file list and click **Paste**.

4 The file is pasted to the new location.

End

COPYING A FILE

Windows makes it easy to copy files from one folder to another and from one disk to another. You might copy files to create a backup copy or to revise one copy while keeping the original file intact. Like moving, copying a file works just like copying text: You first copy the file, and then you paste it to its additional location.
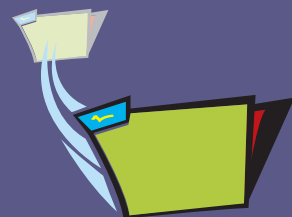
Start

End
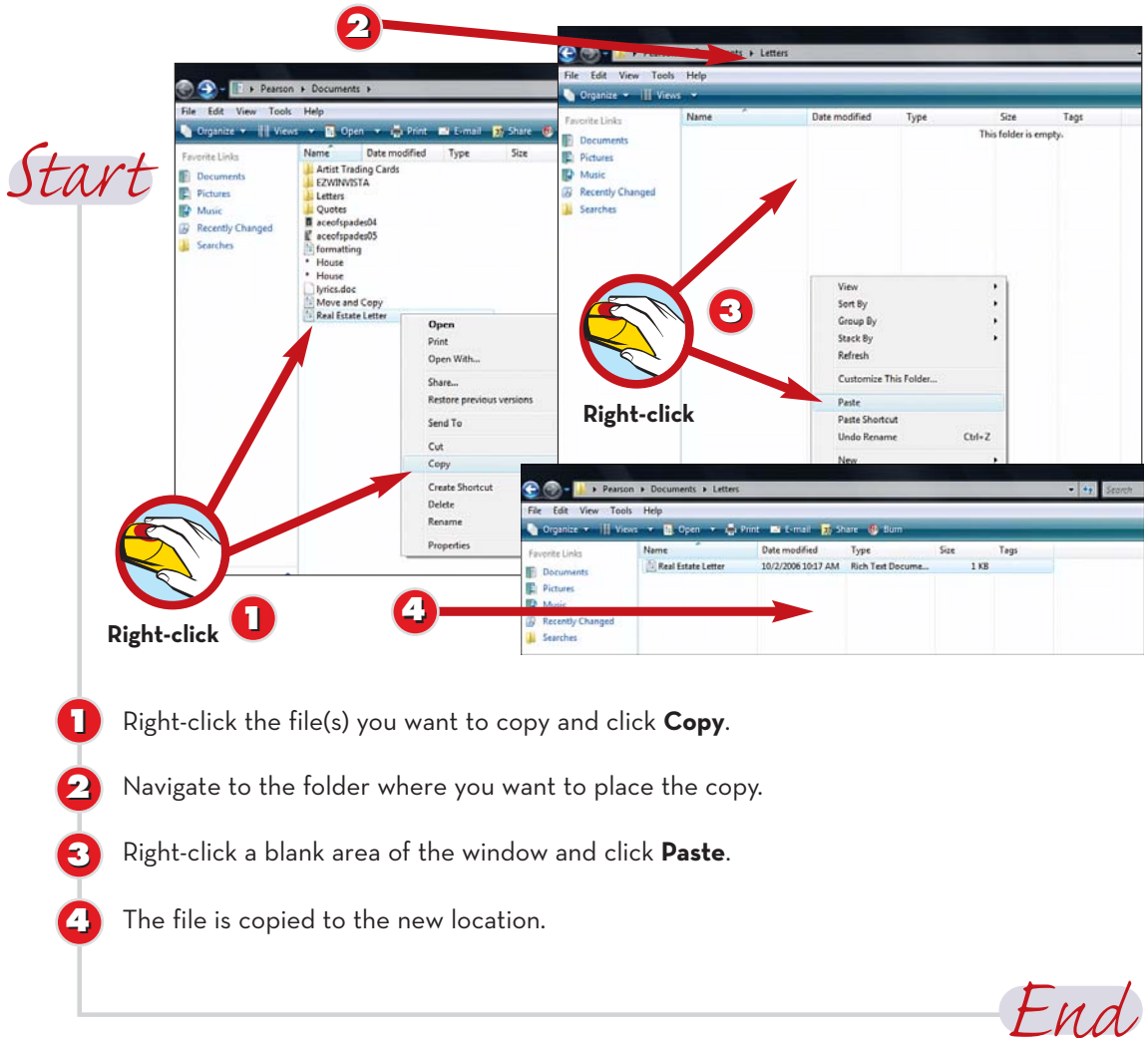
1 Right-click the file(s) you want to copy and click **Copy**.

2 Navigate to the folder where you want to place the copy.

3 Right-click a blank area of the window and click **Paste**.

4 The file is copied to the new location.

TIP

Drag-and-Drop Copying
You can also drag a file to copy it. Hold down the Ctrl key and drag the file to a folder in the Navigation pane.

COPYING A FILE USING THE SEND TO COMMAND

You might want to copy a file to another disk to take the file with you or to make a backup copy. Windows provides a shortcut (the Send To command) for copying a file to a disk.

Start

Click

1 Right-click the file you want to copy and click **Send To**, and then choose a location from the list. (You can also email a file to someone using this technique.)

2 The file is copied. View the contents of the disk in the Explorer window to double-check that the file has been copied.

End

TIP

Copy to CD-ROM

If you choose to copy to a CD-ROM or DVD drive, you'll be prompted to follow the steps to copy the files. Simply follow the onscreen instructions.

DELETING A FILE

Eventually, your computer will become full of files, and you'll have a hard time organizing and storing them all. You can delete any files you no longer need. Using the steps in the previous task, you can also make room by copying files you want to keep but don't need to work with again, to a disk. Then you can delete the files from your hard drive as shown in this task.

Start
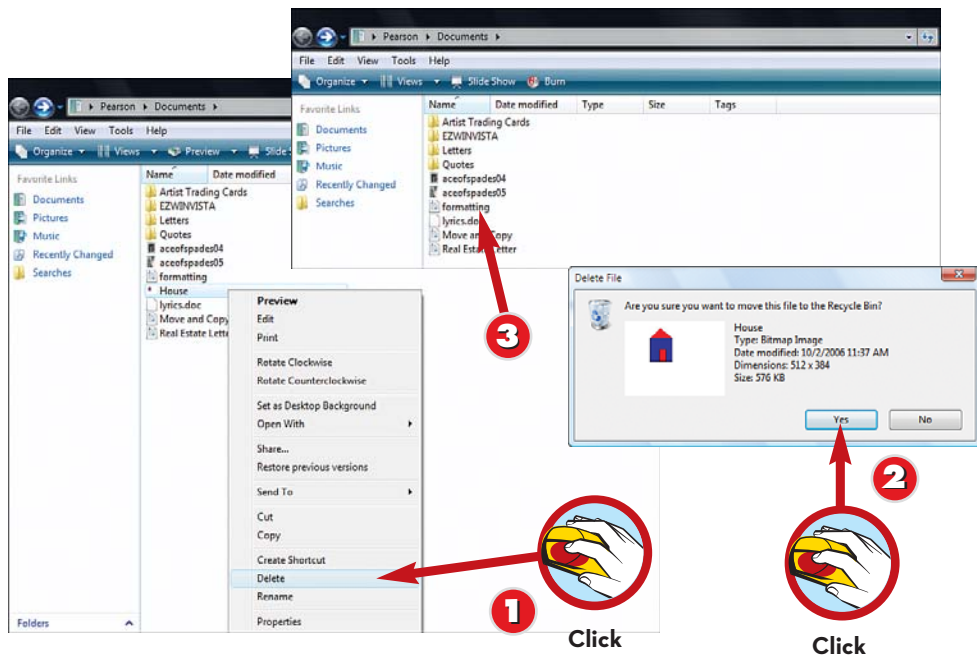
Click

Click

1 Right-click the file you want to delete and then click **Delete**.

2 Confirm the deletion by clicking **Yes**.

3 The file is deleted and no longer appears in the file list. (The file is actually moved to the Recycle Bin.)

End

UNDELETING A FILE FROM THE RECYCLE BIN

Sometimes you will delete a file or folder by mistake. If you make a mistake, you can retrieve the file or folder from the Recycle Bin (as long as the Recycle Bin has not been emptied) and return it to its original location.

Click

2

Click

3

1

Double-click

Start

4
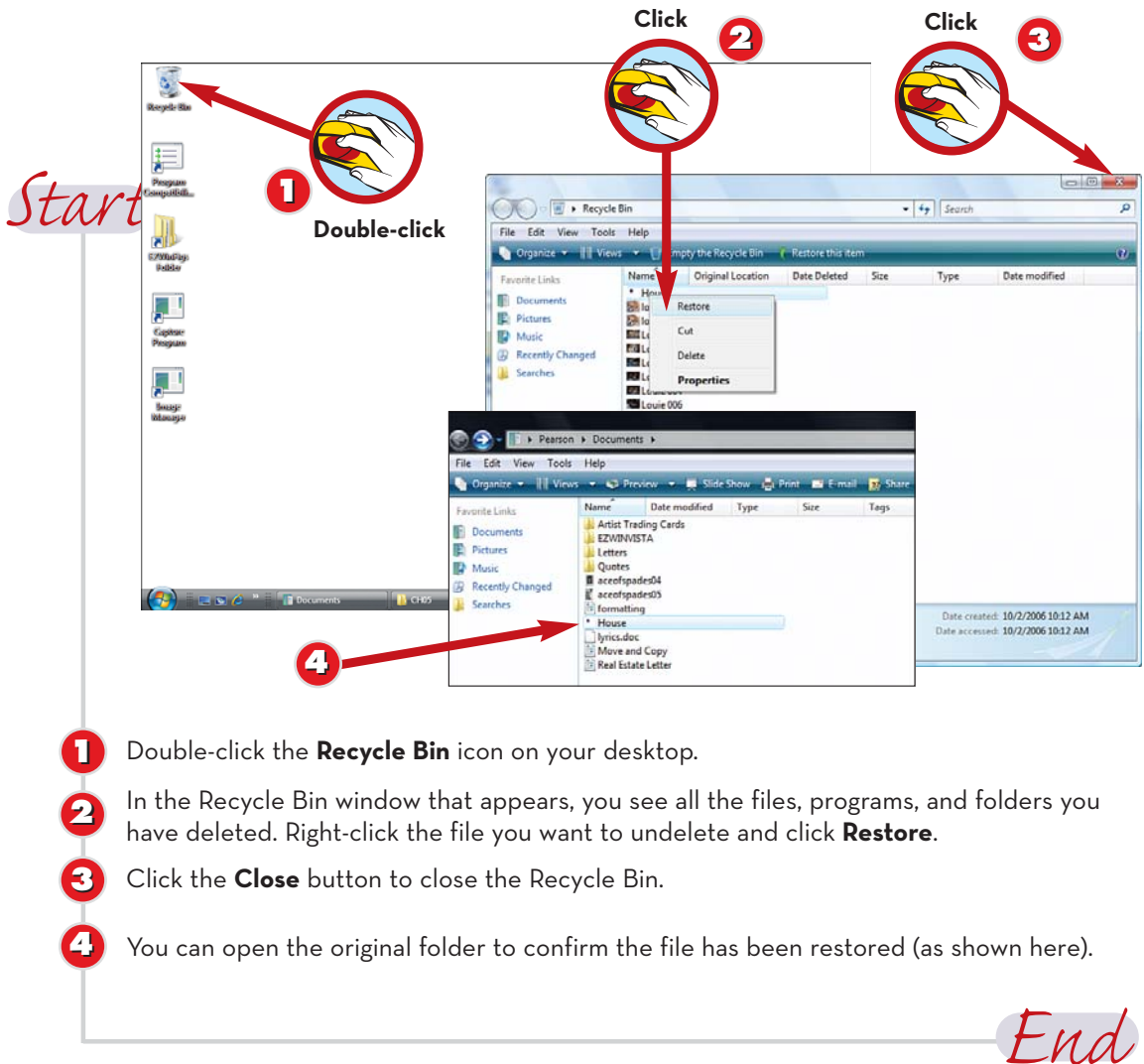
1 Double-click the **Recycle Bin** icon on your desktop.

2 In the Recycle Bin window that appears, you see all the files, programs, and folders you have deleted. Right-click the file you want to undelete and click **Restore**.

3 Click the **Close** button to close the Recycle Bin.

4 You can open the original folder to confirm the file has been restored (as shown here).

End

TIP

Deleting Individual Files Permanently

If you want to permanently delete a file in the Recycle Bin, right-click the file and click **Delete**. Confirm the deletion by clicking **Yes**.

TIP

Deleting All Files in Recycle Bin

If you want to permanently delete all the files in the Recycle Bin, you can empty it. Double-click the **Recycle Bin** icon and make sure that it doesn't contain anything you need to save. Then click **Empty Recycle Bin** in the command bar. Click **Yes** to confirm that you want to permanently delete all these items.

OPENING A FILE FROM AN EXPLORER

As you are organizing your files, you may need to open a file to view its contents. You may also browse through folder windows to find a particular file and then open it, rather than open it from within the program. When you open a file, the associated program is started, and the file is opened.

Click

Start

1

2

3
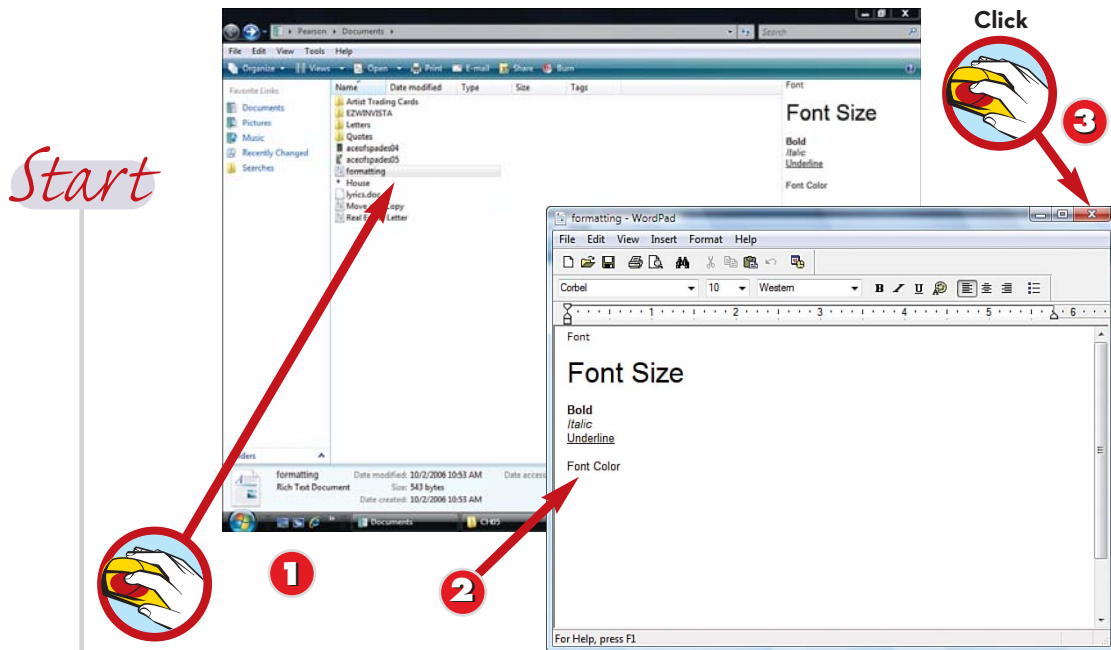
Double-click

1 In the Explorer, double-click the file you want to open.

2 The associated program is started, and the file is displayed.

3 When you are done viewing the file, click the **Close** button to close the document and program.

End

SETTING FILE ASSOCIATIONS

When you double-click a file icon, Windows opens the program associated with that file type. If no program is associated, you are prompted to select a program. You can set and check program associations so that you don't have to continually tell Windows which program to use to open certain types of files.

Right-click ❶ **Click** ❷ **Click** ❸ **Click** ❹

Start

End
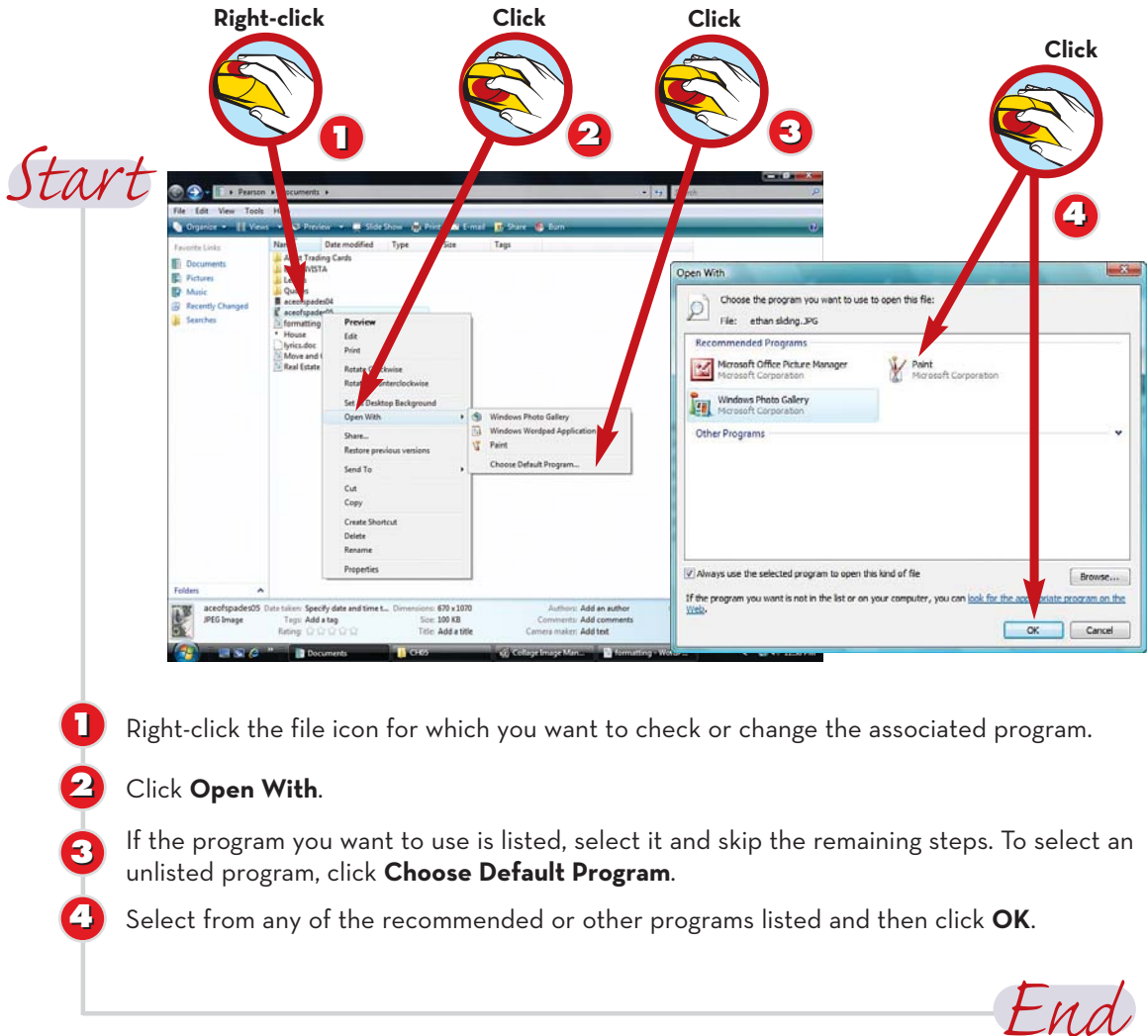
❶ Right-click the file icon for which you want to check or change the associated program.

❷ Click **Open With**.

❸ If the program you want to use is listed, select it and skip the remaining steps. To select an unlisted program, click **Choose Default Program**.

❹ Select from any of the recommended or other programs listed and then click **OK**.

TIP
Set as Default Program
To always use the program you selected to open the file, check **Always use the selected program to open this kind of file**.

TIP
Program Not Listed?
If the program is not listed, click **Browse**, navigate to the program you want to use, and select it.

PRINTING A FILE FROM AN EXPLORER

If you do not want to open a document and then print from the program, you can print from a folder window. Printing from a folder window is helpful when you want to print several files; you can select all of the files and print them with one command.

Right-click   **Click**

Start

End
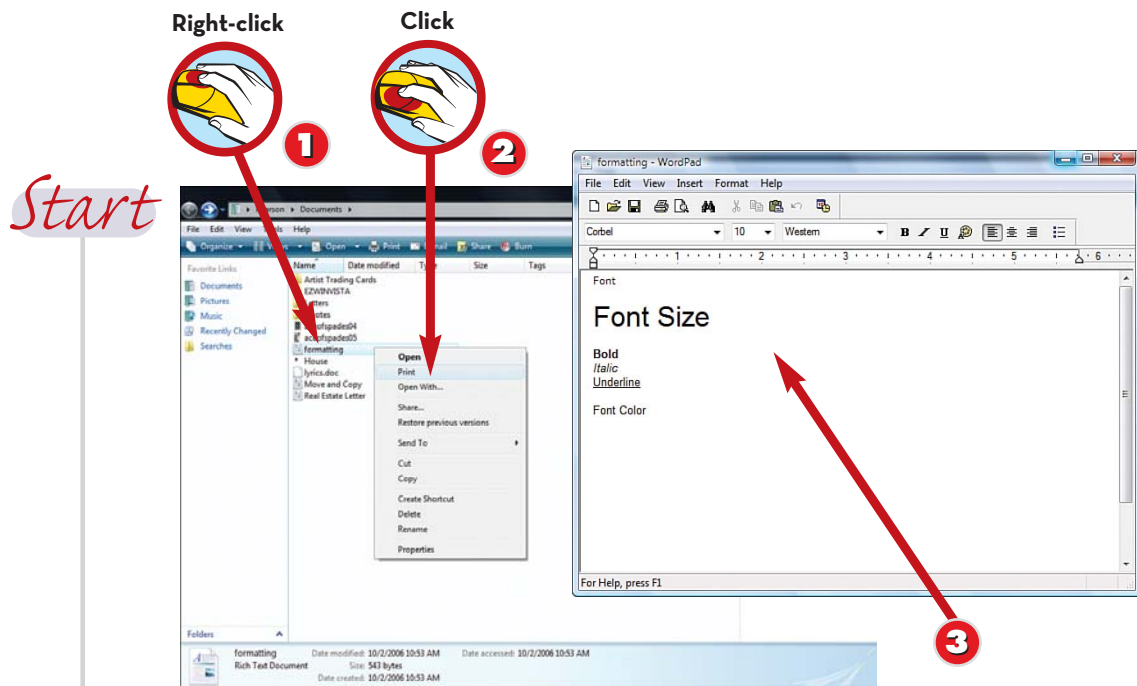
1 Right-click the file you want to print.

2 Click **Print**.

3 Windows opens the associated program and prints the file(s), and the file is sent to your printer.

TIP
Printer Setup
When printing from folders, Windows Vista uses the default printer you have selected in the Printers control panel. For more information on setting up printers and printing, see Part 6, "Working with Printers."

TIP
Email a File
You can email a file by selecting it and clicking **E-mail** in the command bar. Click the **Attach** button, complete the email message, and click **Send**. See Part 9, "Sending Email," for more information on sending emails.

USING INSTANT SEARCH

It is easy to misplace a file by accidentally saving it in a folder other than the one you intended to use. If you have saved a document but cannot locate it by browsing through your folders, search for it. New with Windows Vista is Instant Search, and all the Explorers as well as the Start menu include a search box. You can use this search box to search for files by a variety of criteria, including name, content, file tags, and so on. Keep in mind that to search based on tags, you have to have applied a tag.
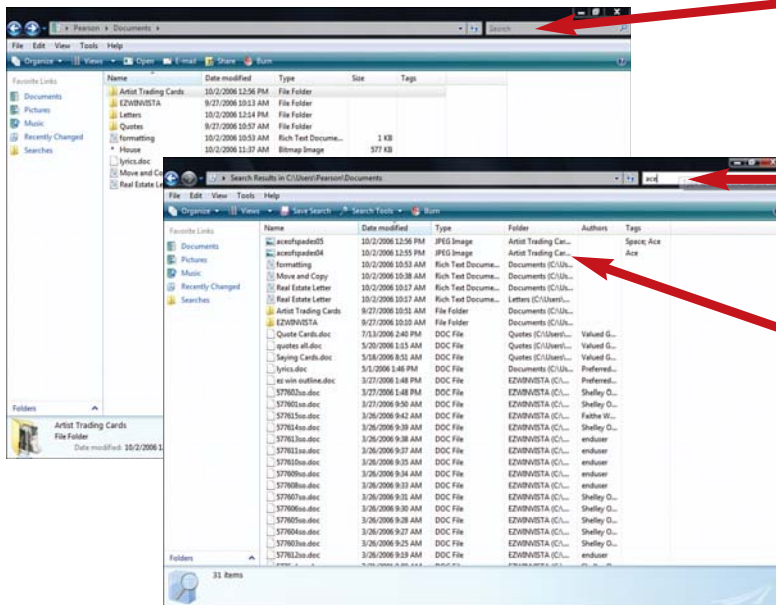
1 Click

2 Keyboard

3 Double-click

Start

End

1 In an Explorer, click in the **Search** text box.

2 Type an identifying word within the file to search for.

3 Windows displays any matching files. You can double-click the file to open it or perform any other file-related tasks.

TIP

Search from Start Menu
You can follow this same method of searching from the Start menu. Click the **Start** button, and then in the **Start Search** box at the bottom of the Start menu, type a word or phrase to find.

TIP

No Search Results?
If you see a message that says "No items match your search." Try searching using another word or phrase to locate the file. Or use the Advanced Search options by clicking the link and completing the exact fields and criteria to search. Then click **Search**.

SAVING SEARCHES

If you frequently search for a file or set of files, you can save the search. That way you can quickly locate the file or group of files without having to perform a search each time. This task covers how to save a search.

Keyboard

Start
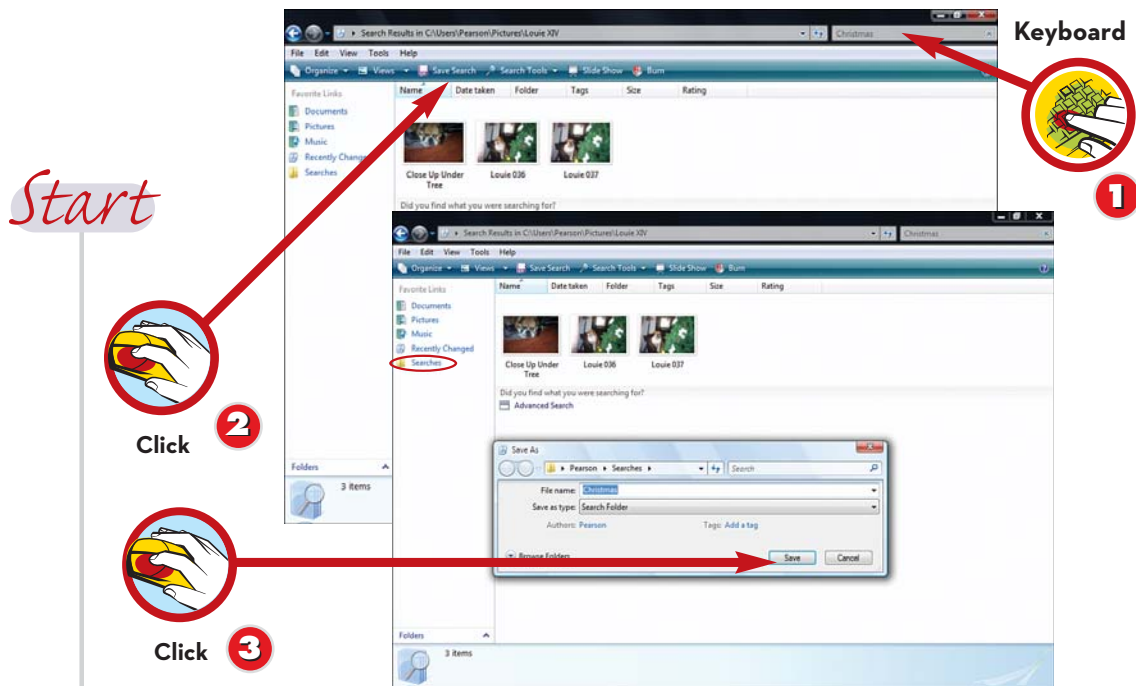
Click **2**

Click **3**

1 Perform the search that you want to save.

2 In the command bar, click the **Save Search** button.

3 Type a name for this search and click **Save**. The search is saved in your Searches folder, which appears in the Navigation pane.
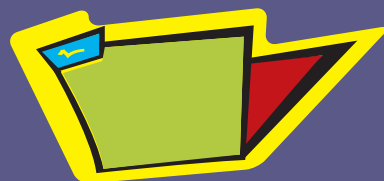
End

TIP

Running a Saved Search
To run a search you have saved, see the next task.

RUNNING A SAVED SEARCH

If you have saved a search that you perform frequently, you can run that same search quickly by using the Searches folder, a special folder in the Navigation pane. This is a new feature in Windows Vista that helps you quickly locate a file or group of files.

Start

1 Click

2 Double-click

3

End
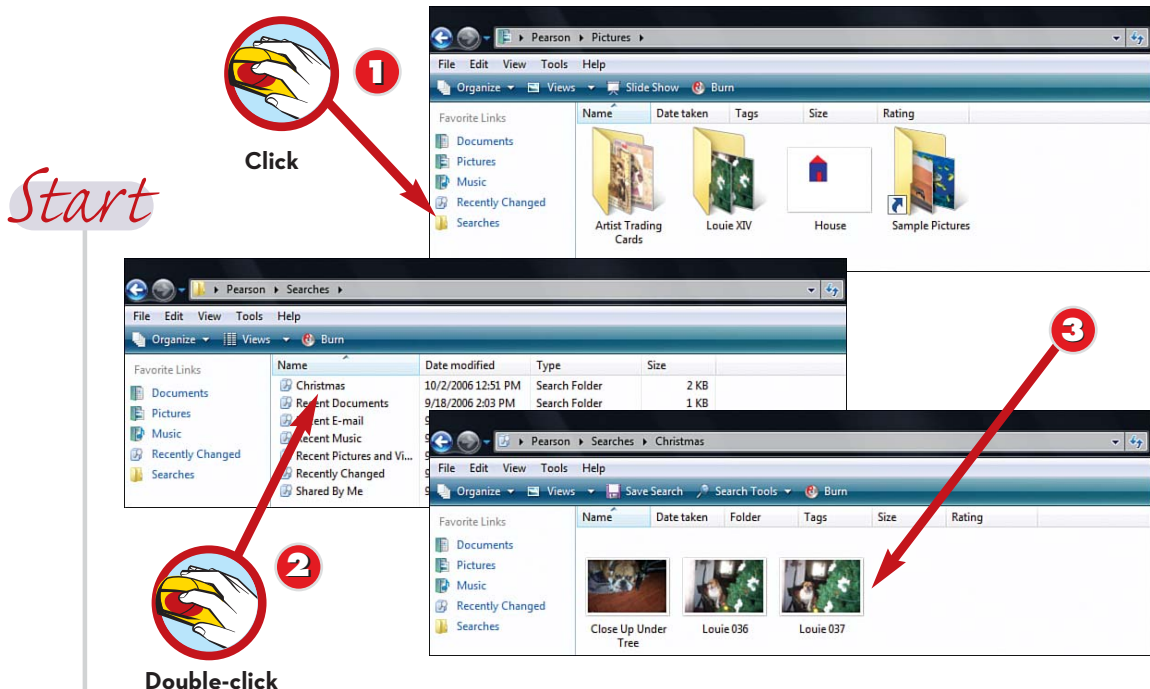
1 In the Navigation pane, click the **Searches** folder. You see any searches you have saved, as well as some of the default searches that Windows Vista has created.

2 Double-click the search you want to perform.

3 You see the results of that search. You can open or perform any file- or folder-related tasks on the matches.

TIP

Running a Windows Search

Windows Vista sets up some default searches, which are common searches that you may want to perform. For instance, for email you have sent in the past seven days, you can search for messages with attachments and double-click any of the other listed searches to execute that search.

ADDING A TAG TO A FILE

One of the most hailed features of Windows Vista is the capability to add tags or key-words to files (and folders). Doing so gives you more options to search for the file; it also helps you group similar files. This task covers how to add a tag to a file.

Start

1 **Click**

2 **Keyboard**
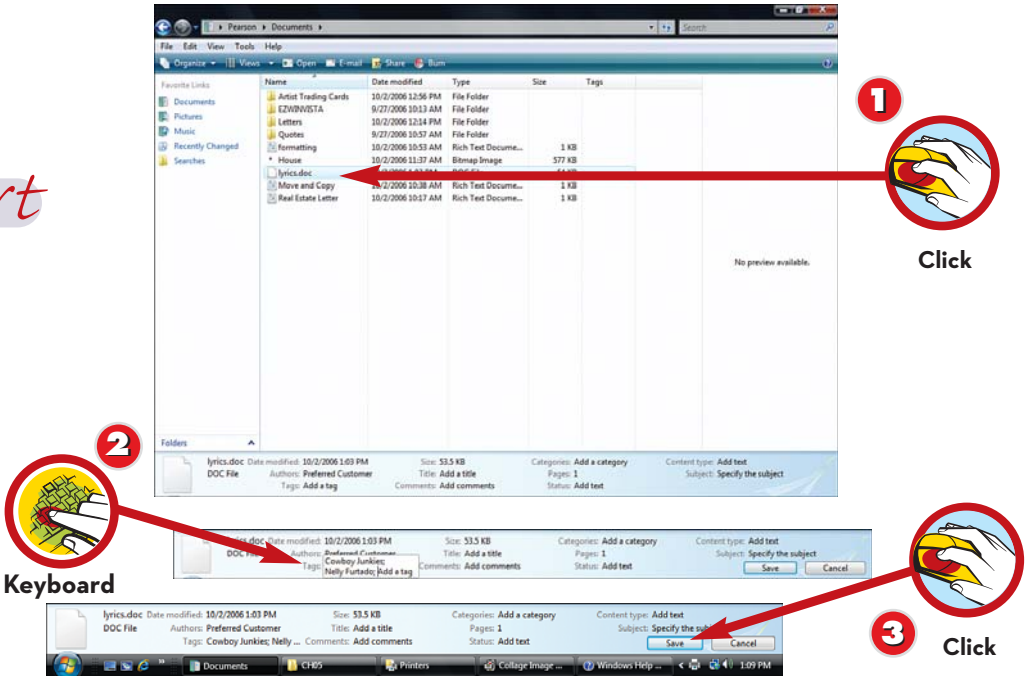
3 **Click**

1 Select the file you want to add a tag or keyword to. In the **Details** pane, you see the available properties, including tags that you can add.

2 Click in the **Tags** field and type the tag. The reminder text for tags will still appear, and a semicolon will be added automatically in case you want to add more than one tag. Continue typing all the tags you want to include.

3 Click the **Save** button. The tags are saved to the file properties.

End

TIP

Editing or Deleting a Tag (or other property)

You can click in the Tag field to type other tags. You can also click in the field and delete any tags you don't want to include by clicking at the end of the tag or property you want to delete and pressing **Backspace**. (You cannot select the text and then press **Delete**.)

ADDING OTHER PROPERTIES TO A FILE

In addition to tags, you can add other identifying information to a file. Again, including this information will enable you to search based on any of the properties you add. You can add a title, comments, author, category, subject, rating, camera model, and other information. Note that the properties available for adding depend on the file type. For instance, ratings are used for pictures, but not for Word documents.

Start

Click

Click

Keyboard
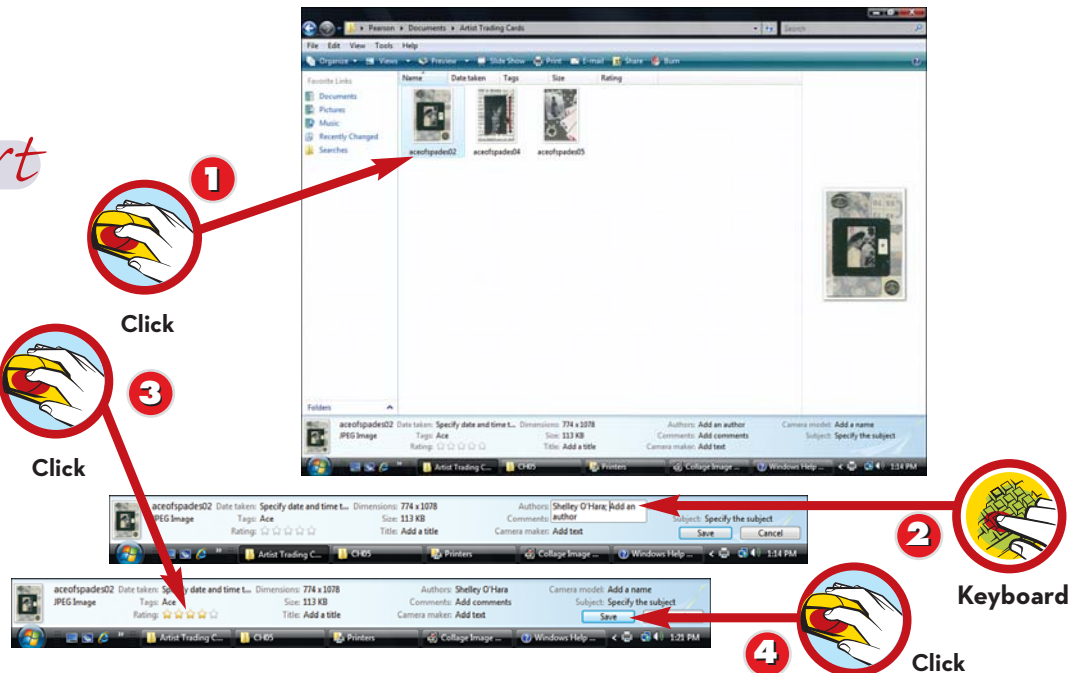
Click

1 Select the file you want to add information to.

2 Click in the field and type the entry. For instance, click in the Authors field and type the author. Press **Enter** when the entry is complete.

3 Complete any other fields; for instance, for pictures, you can click the stars to rate the picture.

4 Click the **Save** button. The tags are saved to the file properties.

End

TIP

Semicolons and Reminder Text

When you type in a field, the reminder text (such as "Add an author") appears. Also, after you complete one entry, a semicolon is automatically added so that you can type additional information as needed.