

Managing Files and Folders and Bringing Order to your computer

These notes are designed to be used in conjunction with the SeniorNet Video Tutorial on Organising Files and folders.

Here is a link to the Video Tutorial:- <https://youtu.be/tv-1YGVeAu0>

Organizing Files and Folders

Many of us have Picture Folders which full of Photos that are all mixed up. To bring order to the Photos they need to be put into appropriately named folders.

One of the best ways of organising the Photos is to use the **Snap** feature in Windows 10.

Snap is a feature in Windows that allows two open files to be positioned side by side on the screen. Two Word documents for example could be positioned side by side and text copied from one to the other. Similarly, two copies of File Explorer can be opened and the files dragged from one location to the other.

Opening 2 instances of Explorer

Here are details of how to open 2 instances of File Explorer to make moving photos from folder to folder photos a breeze.

Method 1

- Click on the **File Explorer Icon** in the task bar. A copy of Windows Explorer will open
- Right Click on the File Explorer Icon and select File Explorer. A second copy or instance of **File Explorer** will open.
- Another way to open a second instance of Explorer is to hover the cursor over the Explorer Icon in the Task bar and press down on the Mouse Scroll wheel . This will also open up a separate instance of explorer.
- You can also Click on the Start menu and select the Document Icon on the menu at the left.

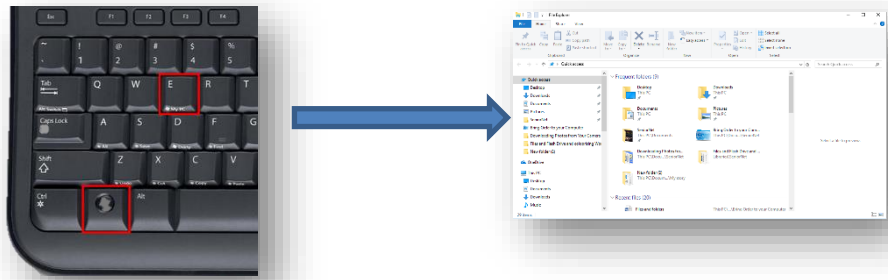


Method 2

- Hold down the Windows Key and at the same time press the E key
- File Explorer will open
- Repeat the procedure to open another instance of File Explorer



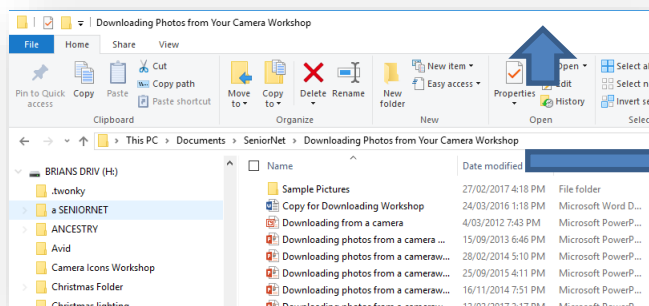
Press the **Windows Key** and **E** for Explorer. File Explorer will open.



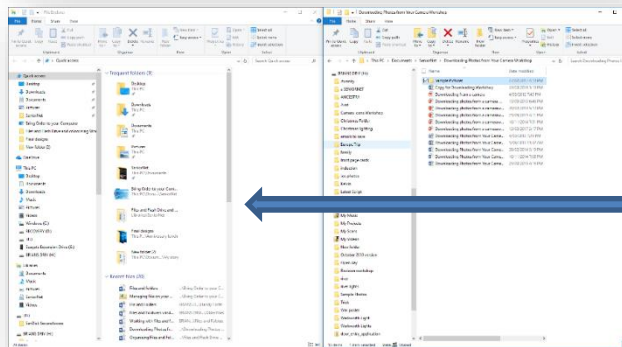
To arrange windows side by side using the Snap feature in Windows 10

Click anywhere in the Top white area of the Explorer Menu. Then drag to the right until Explorer snaps to fill half the screen. You will have to drag it so it appears to go off the screen. You will then see the faint outline of the File Explorer halfway across the screen. Then release the mouse. File Explorer will **snap** to the middle.

Open up another instance of File Explorer by pressing the windows key and the E key. (Or use another method as described above) Drag this to the left until it snaps into position. You will now have two versions of File Explorer filling half the screen each.



Drag to right until Explorer Snaps to fill half the screen

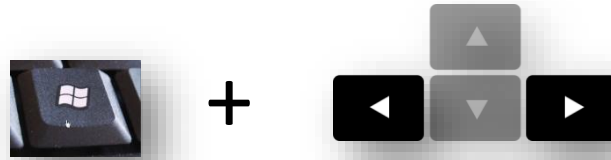


Drag to left until Explorer Snaps to fill half the screen

Two versions of Explorer snapped to either side of screen

You can also use the Windows and left and right arrow keys.

To snap an active window to the side of the desktop using the keyboard, press either the Windows logo Key+Left Arrow or Windows logo key +Right Arrow.



Dragging Photos

Once you have the two instances of Explore on the screen then open the picture Folder on both sides. They should both appear to be identical. Locate the set of Photos you want to organise in a folder on the left window (*your choice*) then on the opposite window make a new folder and name it appropriately. You can now click on the photos on the right window and drag them to the left window.

You can move them across one at a time or move large batches at once.

To select a number of individual photos hold down the **Ctrl Key + Click** to select each photo. They will highlight in pale blue to show they have been selected.

Once you have a batch of Photos selected left click and drag them to the new Folder.

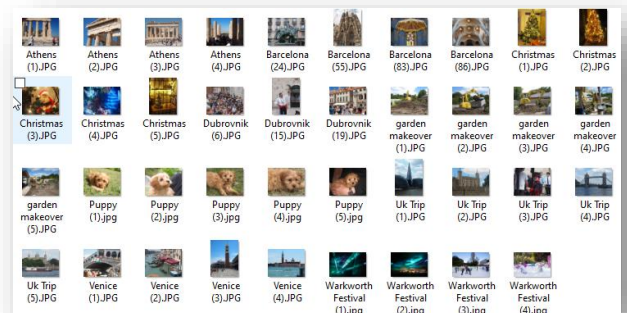
You can also use **Shift + Click** to select a bank of consecutive Photos and drag them to the new Folder.

Exercise

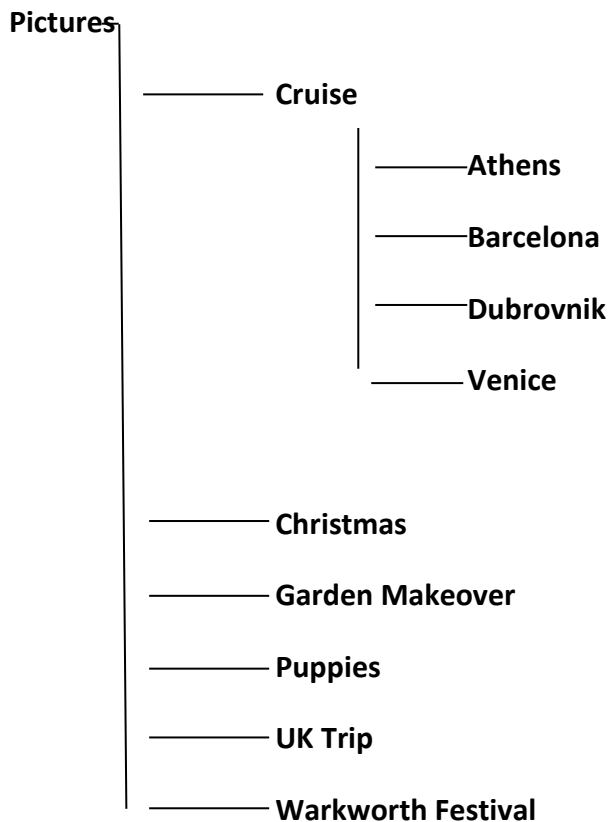
This exercise is described in the Video Tutorial.

It shows how a mixed batch of Photos can be moved to new folders using the Snap facility in Windows 10.

Folders were created in a test Folder on the desktop and Photos were dragged from the example folder to appropriately named Folders in the Test Folder.



- The following file structure set up is as described in the exercise in the video. You could try a similar exercise using your own Photos.



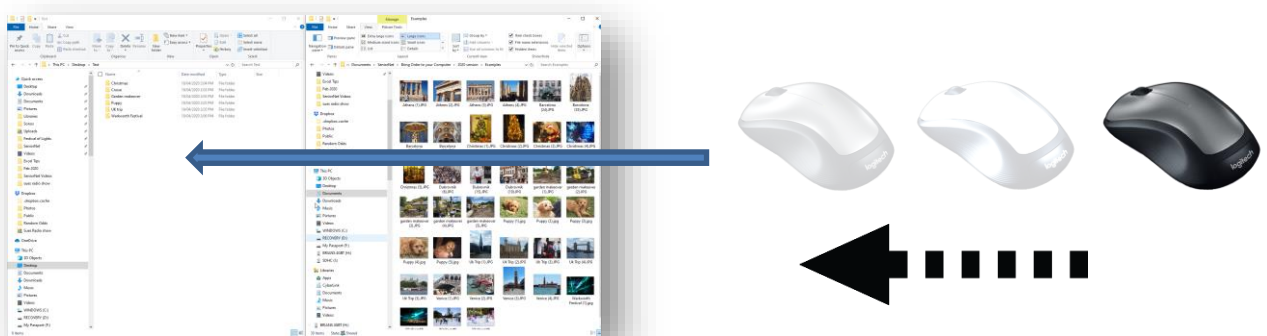
You can see from the structure that there are 6 folders in the picture Folder. Cruise, Christmas, Garden Makeover, Puppies UK Trip and Warkworth Festival.

Inside the Cruise Folder are 4 other Folders. Athens, Barcelona, Dubrovnik and Venice.

Use Snap to position the Photos to the right with your Folder structure to the left

It is now a simple matter to drag the photos from the right version of File Explorer into the appropriate folder in the left hand version.

Continue until you have the photos in the appropriate folders.



Drag and copy or move to another folder

Make Folders in your Picture Folder and then use Snap to move the relevant photos the Folders to create an ordered structure in your Picture Folder