File Explorer & Your Files

File Explorer is where all your files live — the folder icon on your taskbar.

The new command bar: pictures instead of words

- **Plus sign:** `New` — make a new folder or file here.
- **Scissors:** `Cut` — pick a file up to move it.
- **Two overlapping pages:** `Copy` — make a duplicate of the file.
- **Clipboard:** `Paste` — put down whatever you just cut or copied.
- **Pencil:** `Rename` — change the file's name.
- **Share symbol:** `Share` — send the file by email or another app.
- **Trash can:** `Delete` — move the file to the Recycle Bin.

Right-click any file or folder and the same icons appear at the top of the little menu.

- `Ctrl`+`C` — Copy
- `Ctrl`+`X` — Cut (move)
- `Ctrl`+`V` — Paste
- `Ctrl`+`Z` — Undo (take back your last step)

Copying files to a flash drive

1. Plug the flash drive into a USB port. After a few seconds it appears in File Explorer under **This PC**, with its own letter like (E:) or (F:).
2. Select the files you want. Click one file, or hold `Ctrl` and click several.
3. Copy them: press `Ctrl`+`C`, or click the two-pages Copy icon at the top.
4. Open the flash drive under **This PC**, then paste: press `Ctrl`+`V`, or click the clipboard Paste icon.
5. Eject it safely — do not just pull it out. Look at the bottom-right corner of your screen, near the clock. Click the little up-arrow (^) if you need to, then click the **Safely Remove Hardware** icon. Click your drive's name, wait for the message "Safe to Remove Hardware," and then unplug it.

External hard drives: the same idea, bigger

Drive does not show up? Try a different USB port, then call Sean at (813) 770-6082.

Everyday file skills, in brief

- Make a new folder: open where you want it, press `Ctrl`+`Shift`+`N`, type a name, press Enter.
- Rename: click the file once, press `F2`, type the new name.
- Delete is not gone forever: deleted files go to the **Recycle Bin** on your desktop first.
- Find a file: type its name in the search box at the top-right.
- Quick Access: right-click any folder and choose **Pin to Quick access**.

When to call Sean instead: setting up an external hard drive for automatic backups.