Where Are My Files?
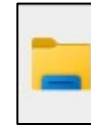
Presented Saturday, 3/23/24

Gail Weiss

Agenda

- File Explorer (Computer – MS Windows)
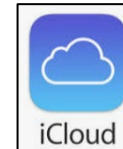
- OneDrive (Computer – MS Windows)

- Finder (MAC – Apple)

- iCloud (MAC, iPhone & iPad - Apple)
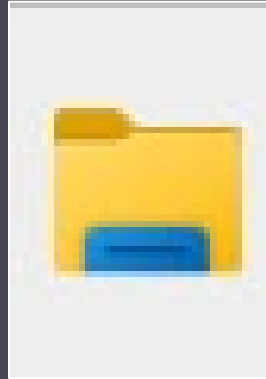
- Application – Files (iPhone and iPad - Apple)

- Google Drive (Computer, iPhone, iPad & Android)
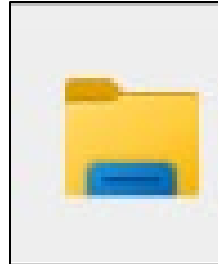
- Google Application – Files by Google (Android)

File Explorer
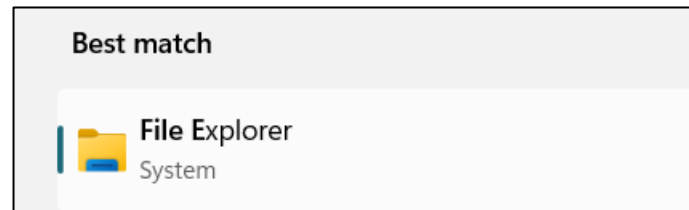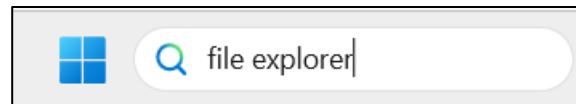
Computer – MS Windows

Opening File Explorer
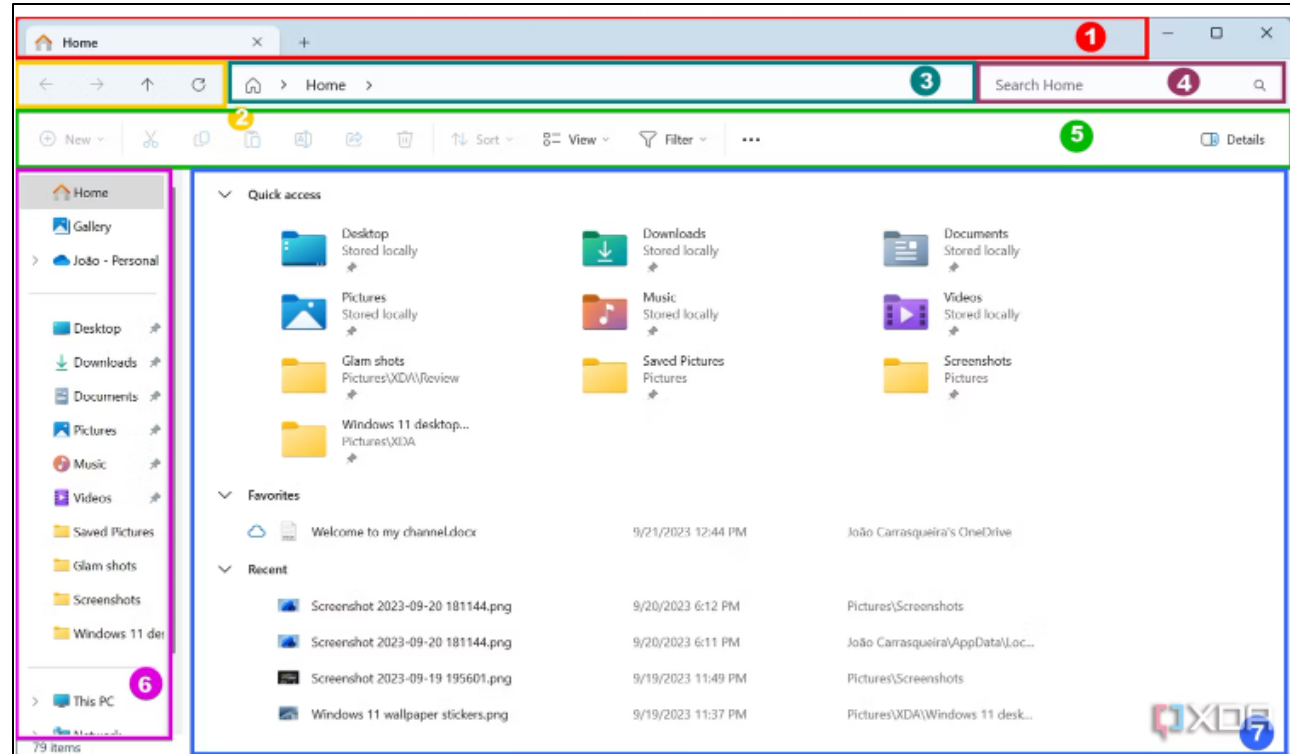
▸ Click the File Explorer icon from the Desktop

OR
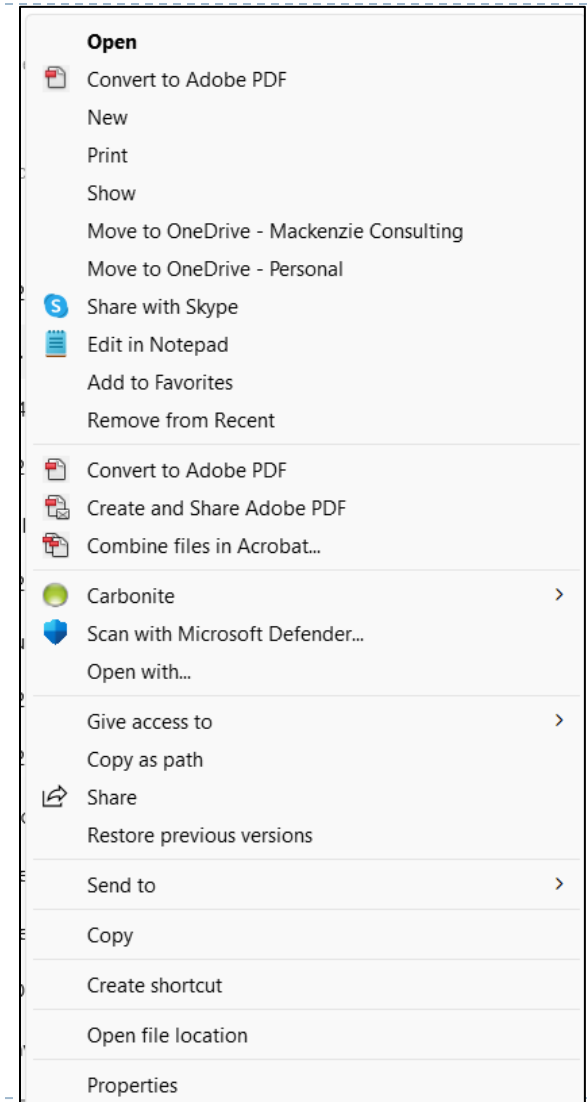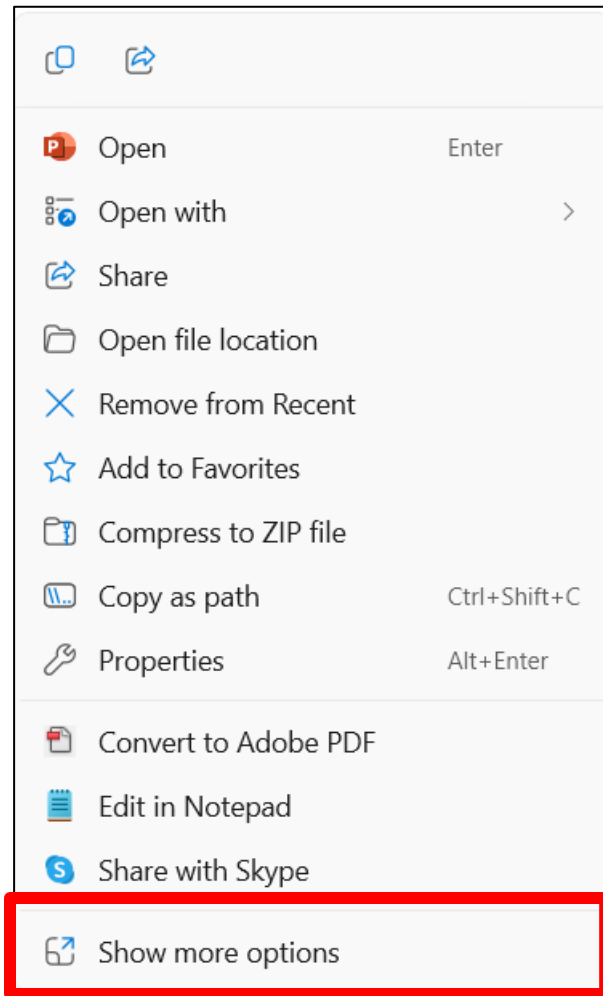
▸ Open the Start menu and search for File Explorer

File Explorer - Interface

▶ Primary Elements

1. Tab Bar

2. Navigation buttons

3. Address Bar

4. Search Bar

5. Ribbon

6. Navigation Pane

7. Main View

File Explorer - Right-mouse Click Options

File Explorer - How to Copy Files

1. Navigate to the folder or file you want to copy.

2. Right-click the file or folder and choose **Copy** from the context menu.

3. Alternatively, click the file once and then press **Ctrl + C** to copy it, or click **Copy** in the ribbon.

4. Navigate to the folder where you want to copy the file.

5. Right-click an empty area of the main view and choose **Paste**.

6. You can also press **Ctrl + V** to paste a file or click **Paste** in the ribbon.

File Explorer - How to Move Files

1. Navigate to the folder or file you want to move.

2. Right-click the file or folder and choose **Cut** from the context menu.

3. Alternatively, click the file once and then press **Ctrl + X** to cut it, or click **Cut** in the ribbon.

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

5. Right-click an empty area of the main view and choose **Paste**.

6. You can also press **Ctrl + V** to paste a file or click **Paste** in the ribbon.

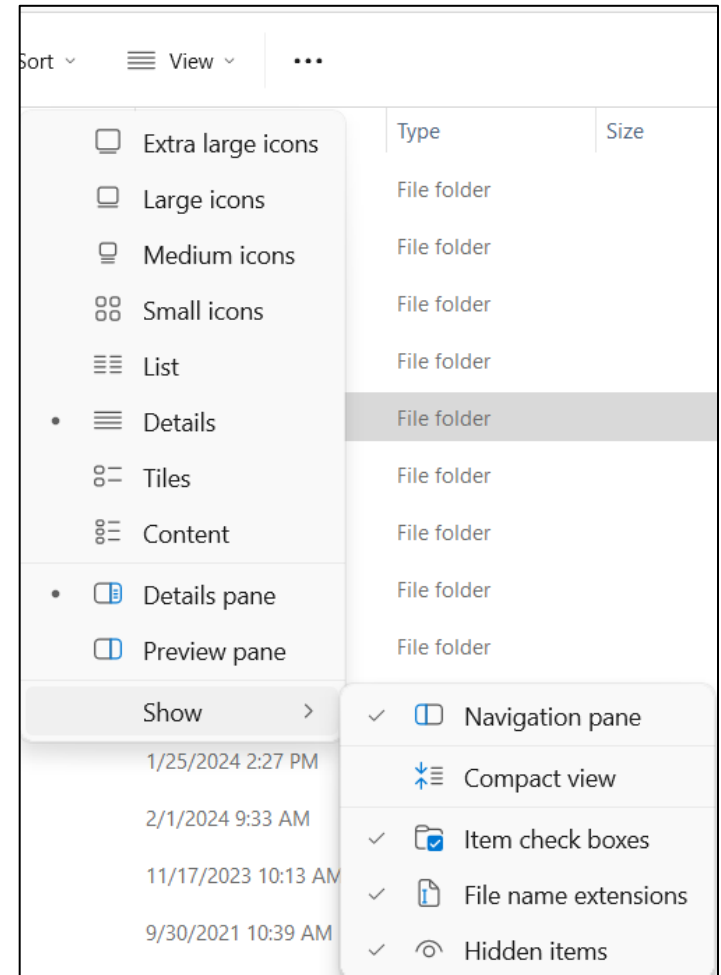# File Explorer - How to Delete Files

1. Navigate to the file you want to delete.

2. Right-click the file and click **Delete**.

3. You can also click the file and click **Delete** in the ribbon. 🗑

4. or press the **Delete** key on your keyboard.

File Explorer - How to View Files

▸ For picture files, you can select different size **icons**.

▸ For all other files, select **Details** to view the different types of files.

▸ For a more graphic view, select **Tiles**.

File Explorer - How to Sort Files

▸ By default, the files will appear in alphabetical order by name.

▸ Folders will appear first and then the individual files by name.

▸ Click **Sort** from the Ribbon to select how you want to view the files sorted.

▸ If using Detail view, you can also click on each column head to sort.
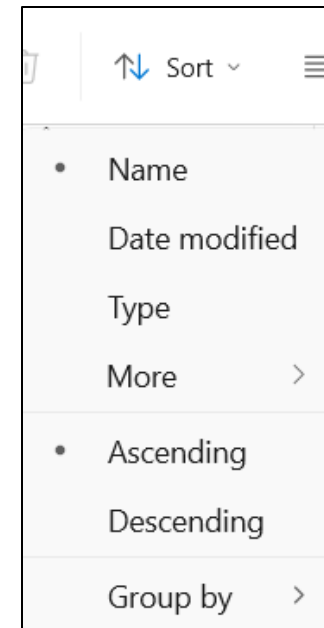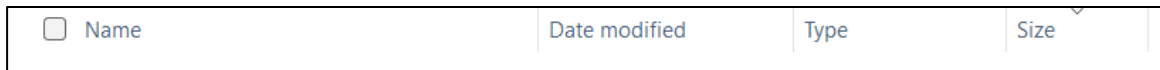
File Explorer - How to Search

▸ To search all your files, go to the Home page.

▸ Navigate to the folder where you want to search.

▸ Click the search bar in the top right.

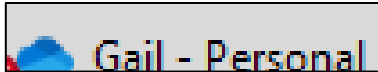▸ Enter the search terms you want to find.

▸ Results are shown in the main view.
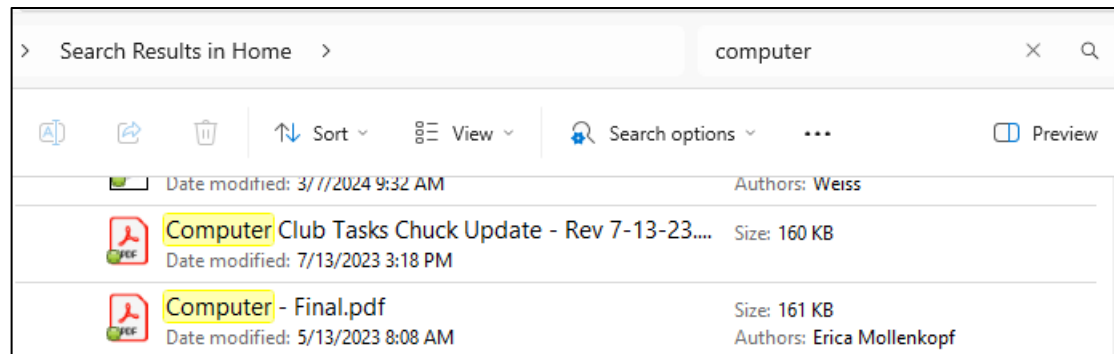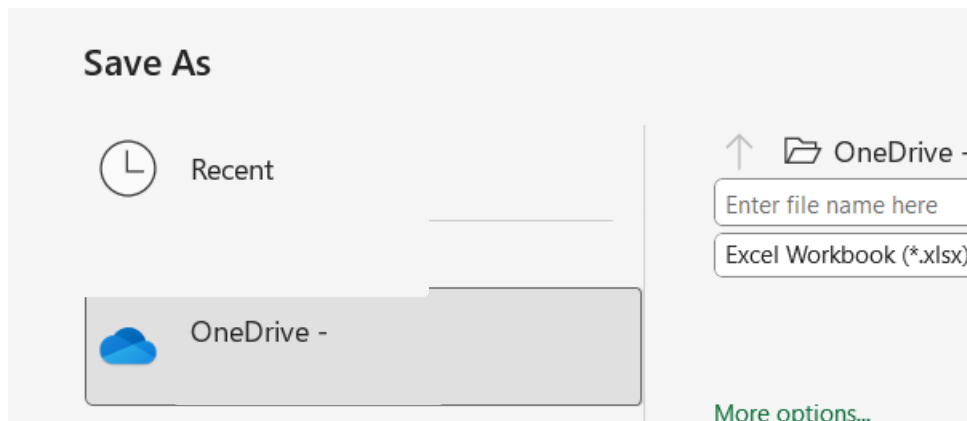
One Drive

Computer – MS Windows

How to use One Drive

▸ In Windows 11 and 10, OneDrive is integrated into File Explorer. You can see your OneDrive storage in the navigation pane with the title [Name] - Personal (for personal accounts). If you click it, you can browse your OneDrive files as if they were on your PC. Gail - Personal

▸ OneDrive files may be stored in the cloud only, or they can be available offline. You can see the availability of files by looking at the icon next to the file name.

Default Folder – One Drive

▸ The default folder is **_One Drive_** for saving files from MS Office Applications
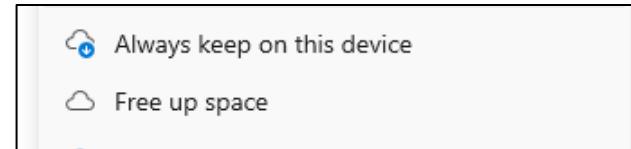
One Drive – File Availability

▶ A cloud icon indicates that the file is only available online.

▶ A white circle with a green checkmark indicates that a file or folder is available offline.

▶ A green circle with a white checkmark indicates that a file or folder is always available offline, meaning it won't be automatically deleted to free up space when Storage Sense runs.

▶ A pair of arrows forming a circle indicates that a file is stored offline and being synced to OneDrive.

▶ Online files currently being downloaded will show a download progress bar.

One Drive – Keep Files Offline & Free Up Space

▶ By default, your OneDrive files are kept online only, but they'll be downloaded when you first open them and kept offline. However, you can also manually download files to keep offline for later.

☁⬇ Always keep on this device
☁ Free up space

▶ To do this:

　▶ Right-click the file or folder you want to make available offline.

　▶ Click **Always keep on this device**.

▶ Likewise, if you want to free up space on your PC by removing local versions of your OneDrive files, you can follow these steps:

　▶ Right-click the file or folder that's currently available offline.
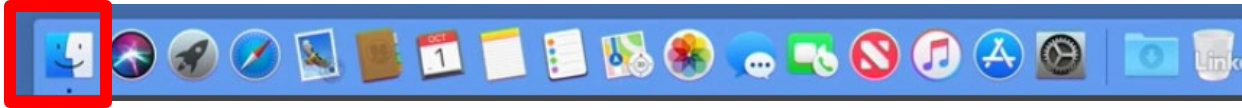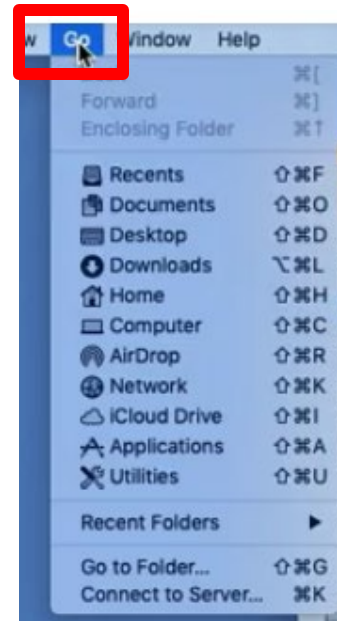
　▶ Click **Free up space**.
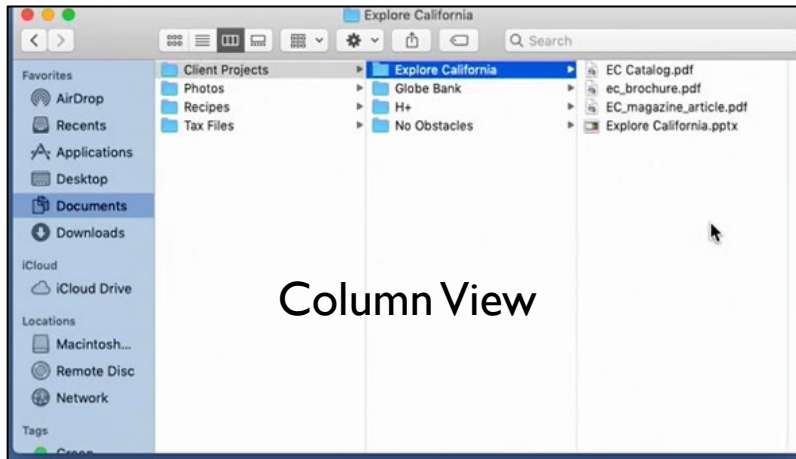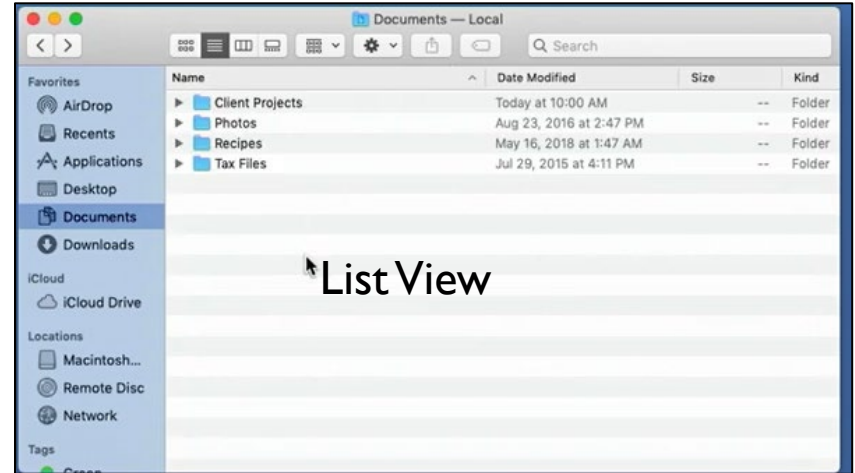
Finder

MAC - Apple

Finder

▸ Click the Finder Icon from the "Dock"
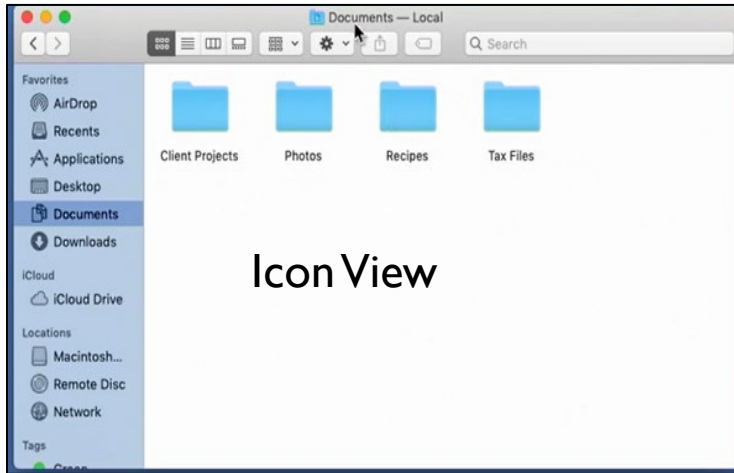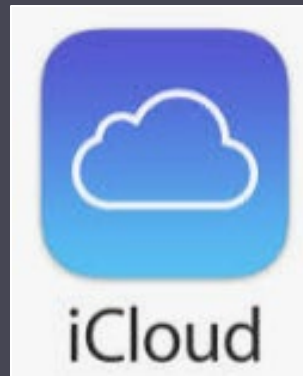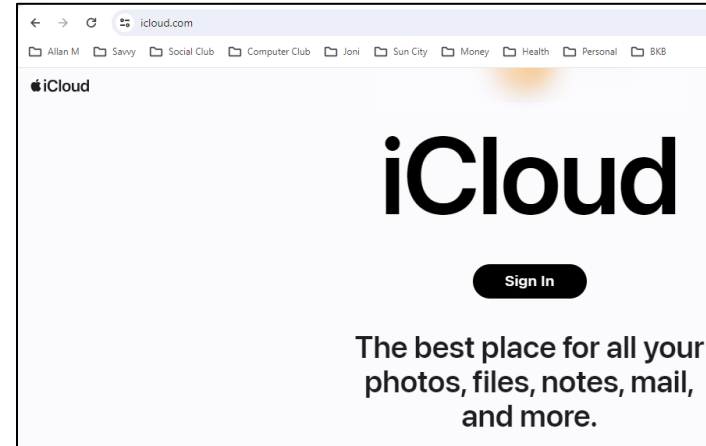

OR

▸ Click Go from the Menu Bar

Finder - Different Views

Icon View

List View

Column View
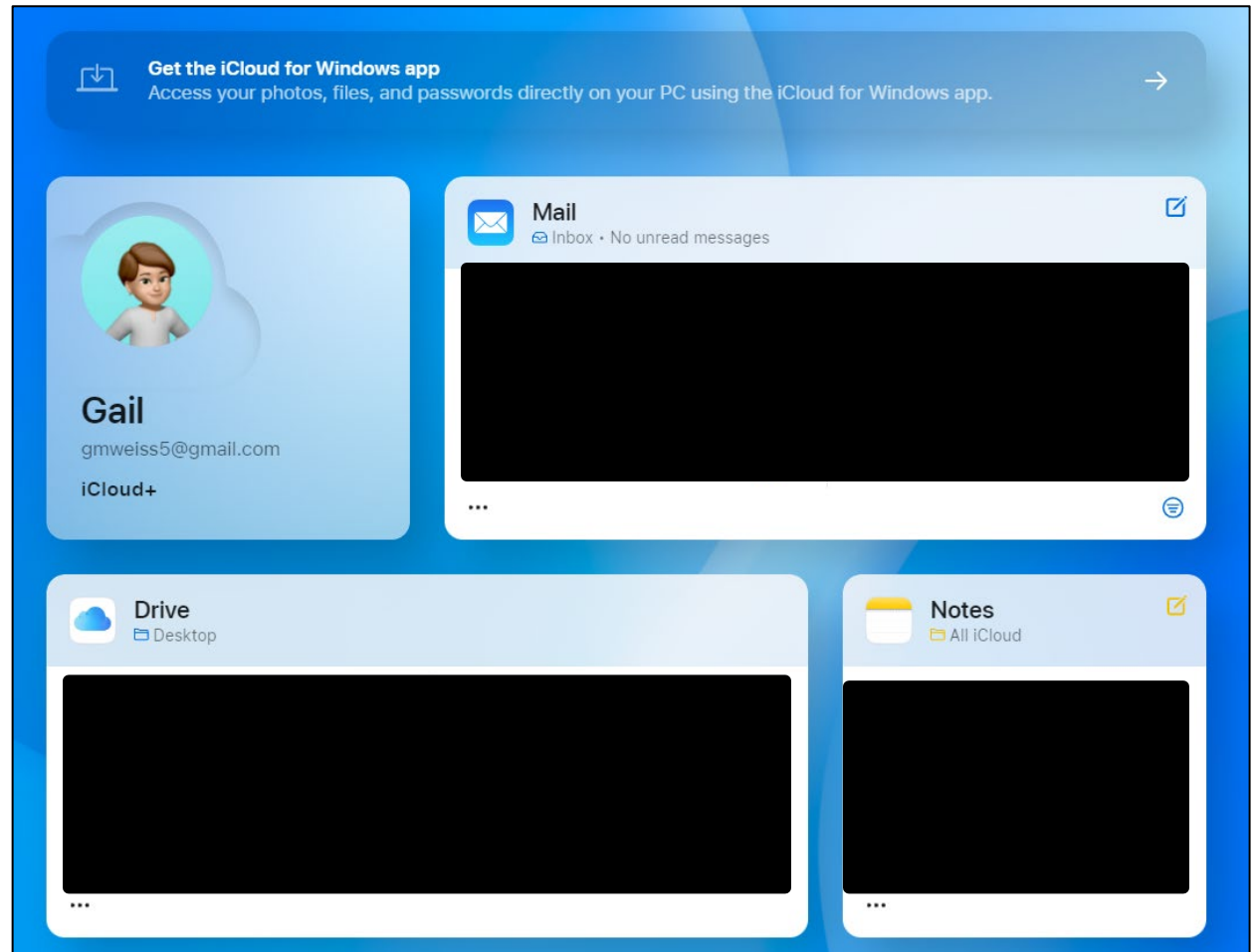
Gallery View

iCloud

Mac, iPhone & iPad – Apple

iCloud

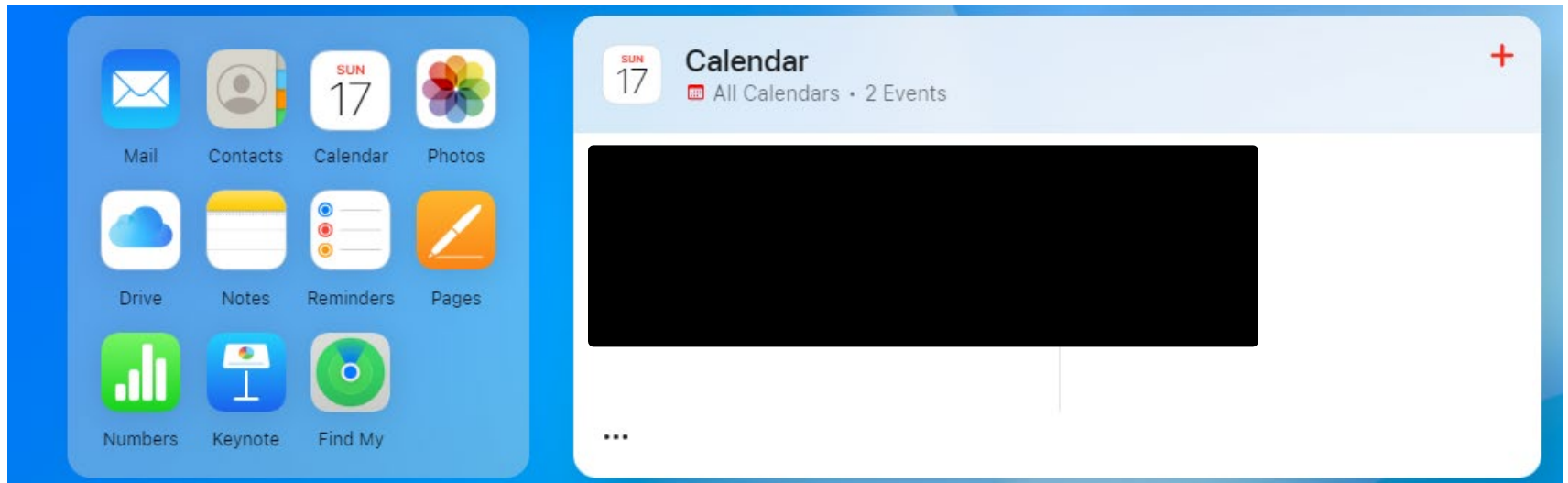- ▸ Sign into icloud.com
- ▸ Enter your Apple ID and password

iCloud

▸ Access all your files from your Apple Devices (iPhone, iPad)

▸ Mail

▸ iCloud

▸ Notes
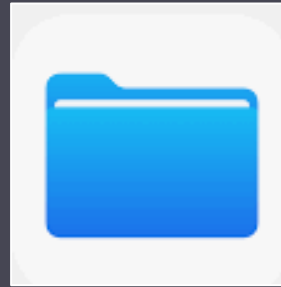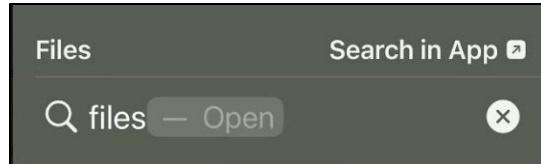
iCloud

- Icons on iPhone and iPad
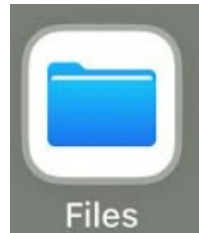- Calendar

Files Application

iPhone & iPad - Apple

Files Application – iPhone & iPad

▶ Search for Files

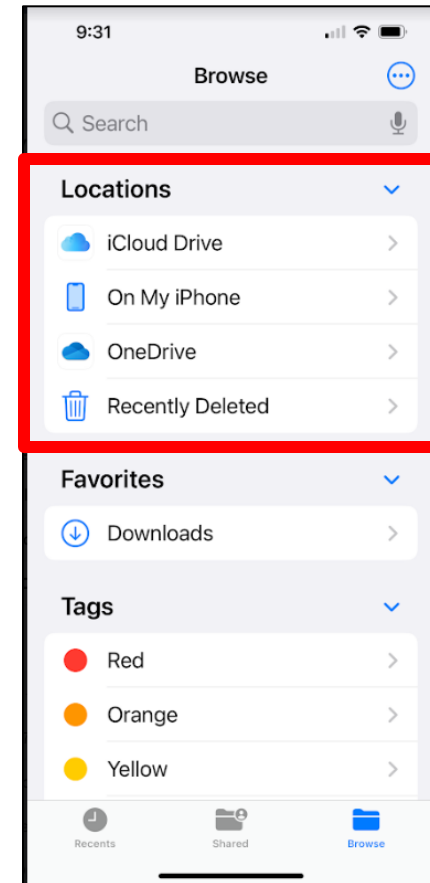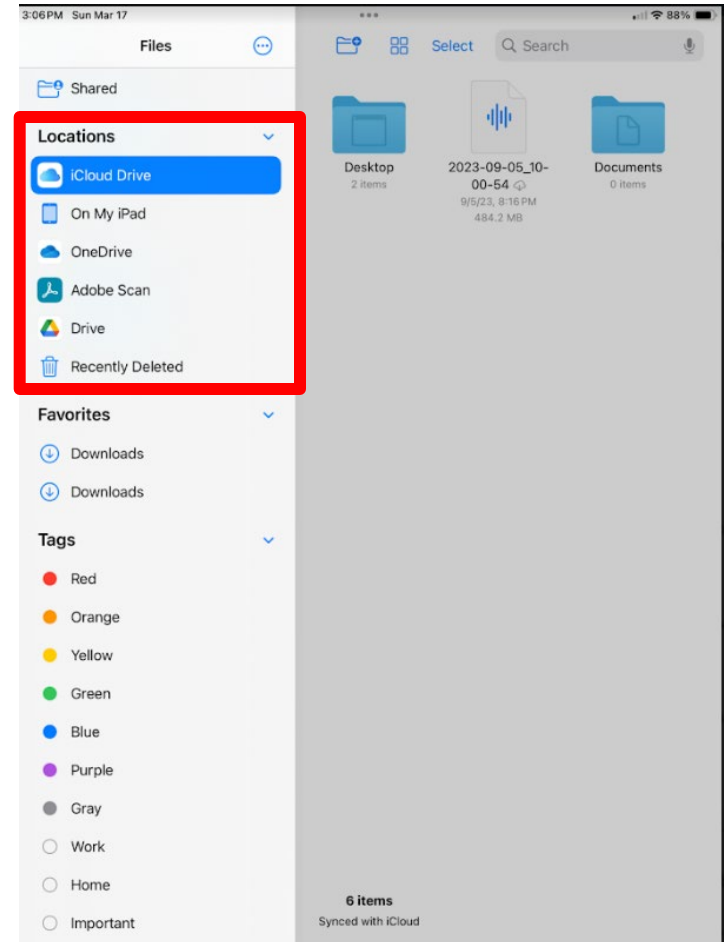▶ Click Files Icon

Files Application – iPhone

▸ Access to other Files on iPhone

  ▸ iCloud

  ▸ One Drive

  ▸ Files on My iPhone

▸

Files Application - iPad

▸ Access to other Files on iPad

  ▸ iCloud

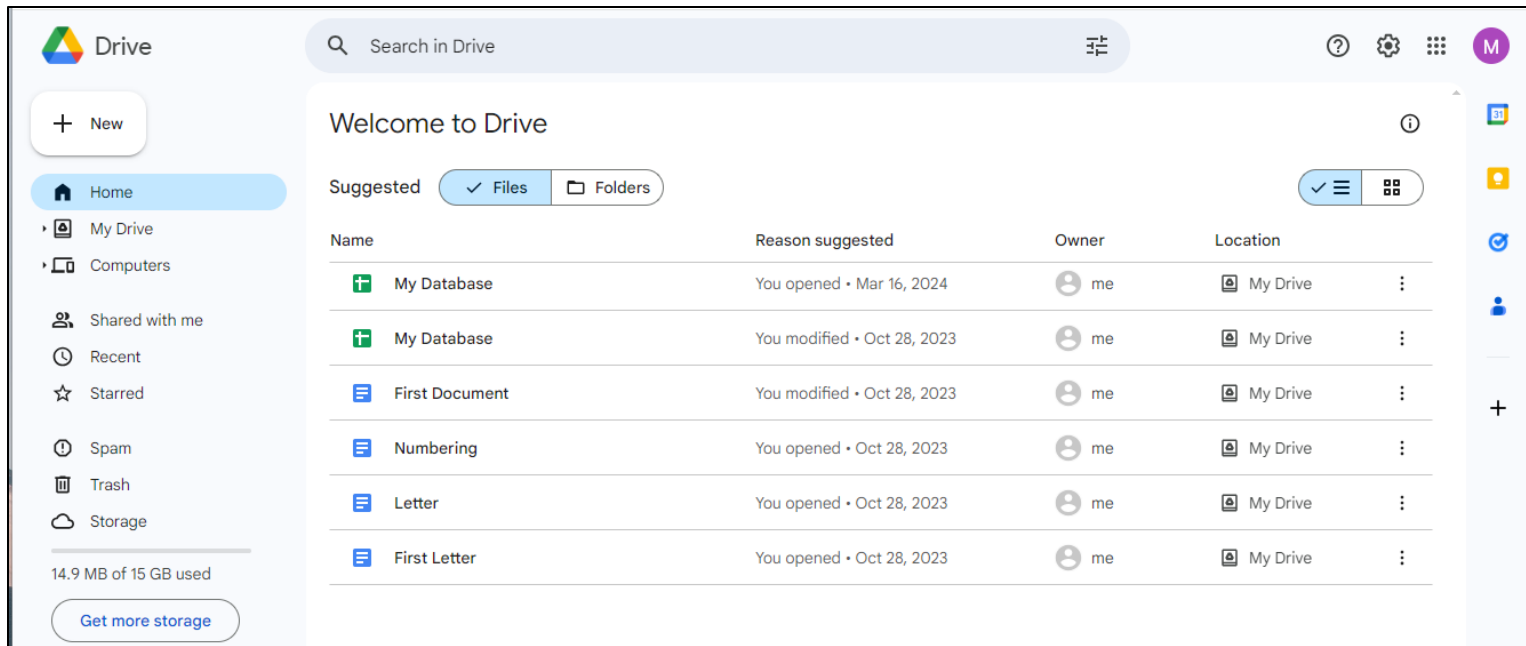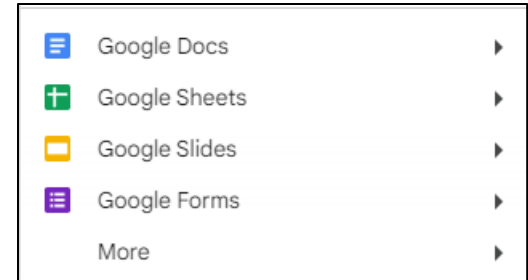 ▸ OneDrive

  ▸ Files on My iPad

  ▸ Google Drive

▸

Google Drive

Computer, MAC, iPhone, iPad and Android - Google

Google Drive

▸ Stores Files in Google Drive when using Google Applications

Files by Google

Android - Google

Files by Google

▸ The primary focus of the app is to free up space on your phone. But it can also help keep your device organized, and it doubles as a file transfer service that requires no internet.

▸ The Files app from Google is free to use and offers three core features: clean out junk files and cache, to boost phone memory and performance.

Files by Google

▸ Gives you suggestions to get more space on your phone