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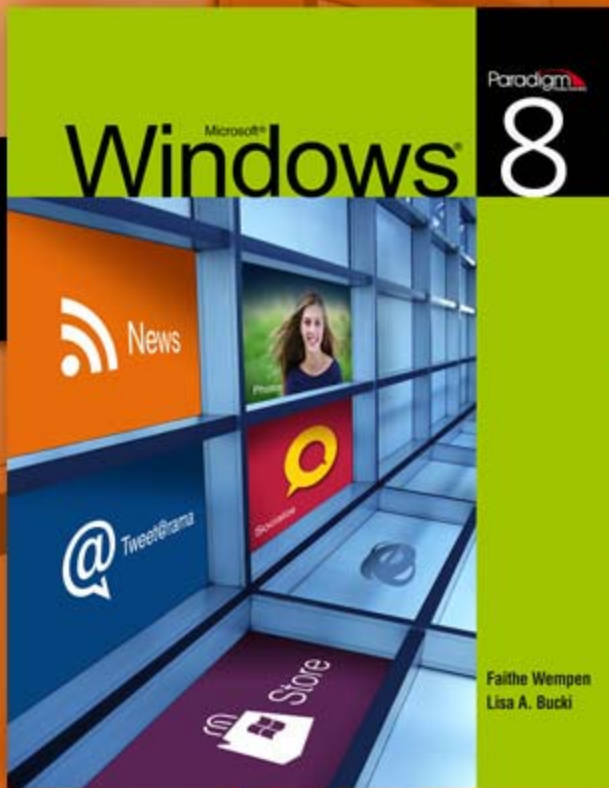


News

Photos



Faithe Wempen
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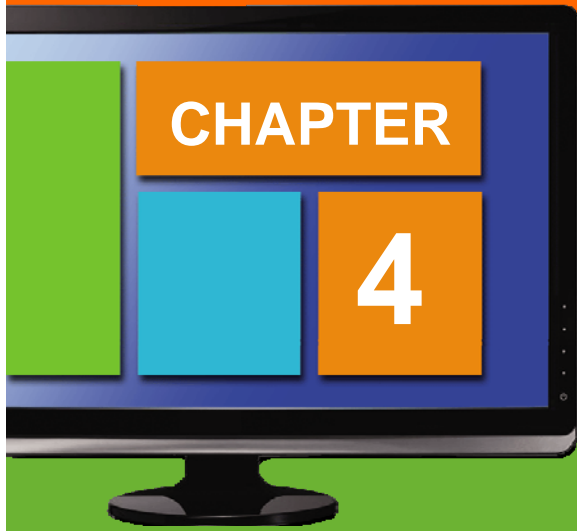


Chapter 4

Organizing and Protecting Information

In This Chapter

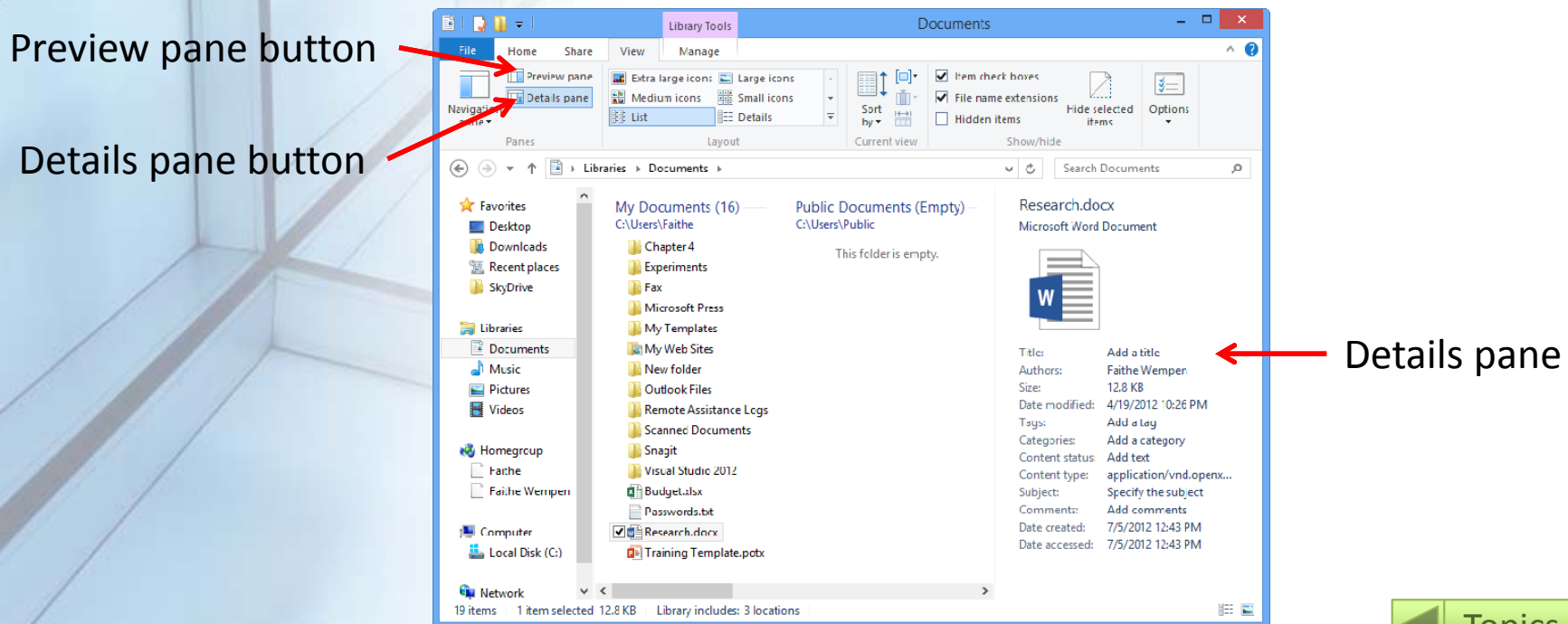
- [Customizing File Explorer](#)
- [Working with File Properties](#)
- [Working with File and Folder Versions](#)
- [Setting File or Folder Permissions](#)



Customizing File Explorer

Displaying the Preview or Details Pane

- On the View tab, click the Preview Pane or Details Pane button to toggle the panes on and off.
- Only one of the two panes can be displayed at once.



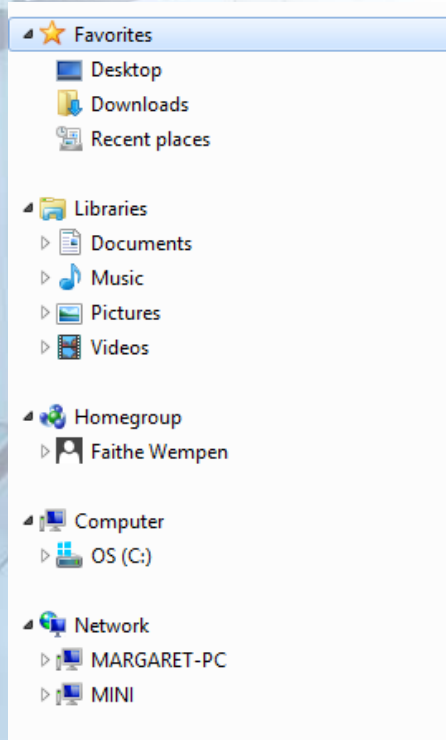
Customizing the Navigation Pane

On the View tab, click the Navigation Pane button for access to on/off toggles:

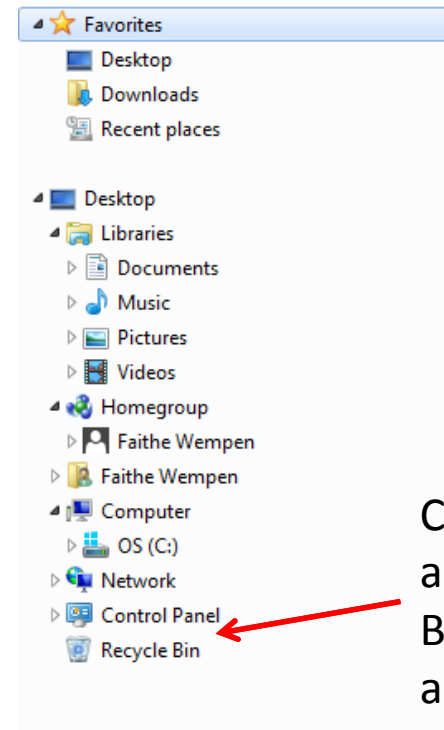
- **Navigation pane:** Shows or hides the navigation pane.
- **Expand to open folder:** Ensures that the navigation pane always shows the complete folder hierarchy for the currently displayed folder.
- **Show all folders:** Displays the navigation pane as a single hierarchical list.
- **Show favorites:** Shows or hides the Favorites section.

Show All Folders

Show All Folders off



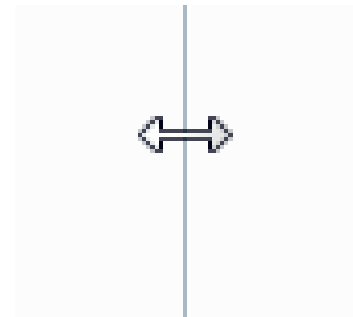
Show All Folders on



Control Panel
and Recycle
Bin shortcuts
appear

Resizing File Explorer Panes

- Most File Explorer window panes are not fixed in size.
- To resize a pane, drag the divider between two panes.
- The mouse pointer turns into a double-headed arrow as you drag the divider.

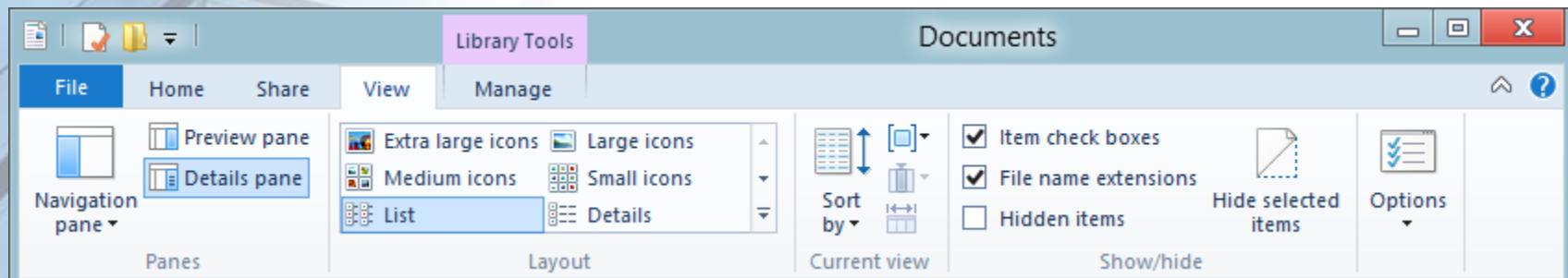


Checkpoint

- Which two panes are mutually exclusive to display?
- How is the navigation pane different when Show All Folders is enabled?
- What does the mouse pointer look like when you are resizing a pane?

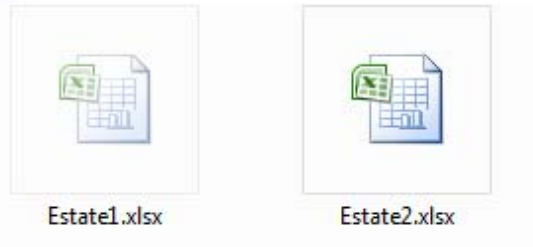
Showing and Hiding File Extensions

- A file extension is a code that follows the file name, separated from it by a period.
- Windows 8 hides file extensions for known file types by default. To show file extensions, mark the File Name Extensions check box on the View tab in File Explorer.



Revealing Hidden Files and Folders

- Files can have the Hidden attribute applied to them via their Properties box.
- Even when revealed, the icon for a hidden item is dimmed.
- To display hidden items, mark the Hidden Items check box on the View tab.

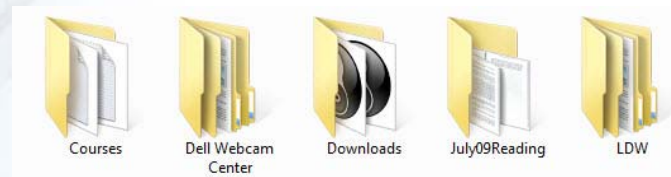


Operating System File Display

- Windows 8 requires its full set of operating system files to run correctly.
- Windows 8 hides its operating system files by default to prevent accidental moves or deletions.
- You might need to see operating system files to troubleshoot the system.
- Click the View tab and click the Options button. In the Folder Options dialog box, click the View tab and then mark or clear the Hide protected operating system files (Recommended) check box.

Customizing a Folder Icon

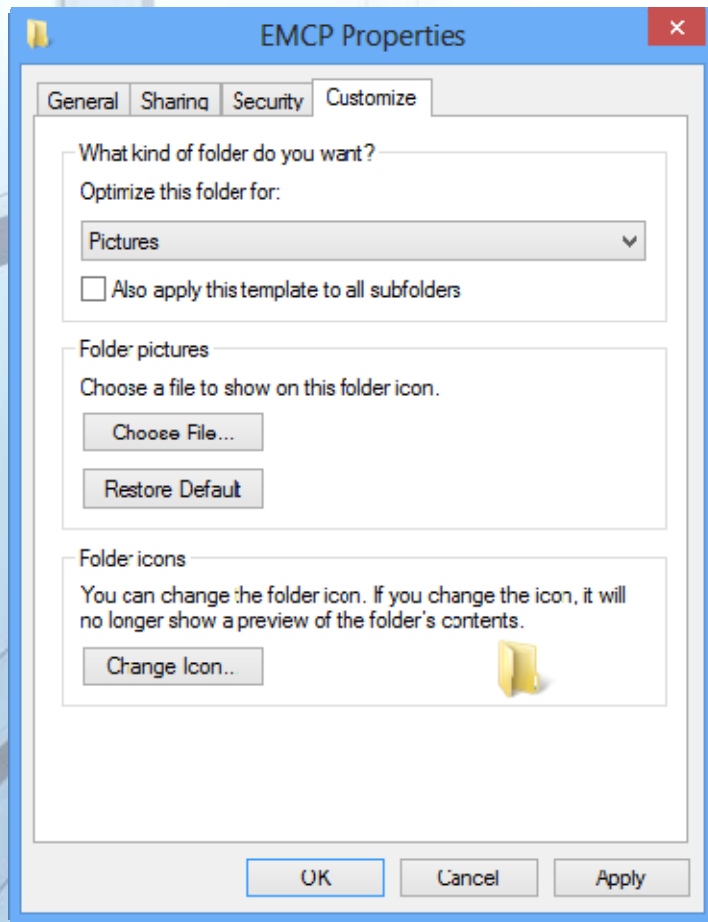
- Most folder icons preview folder content.
- The default folder type is General Items, presenting a preview reflecting the file type.



- Other folder types include Documents, Music, Videos, and Pictures.



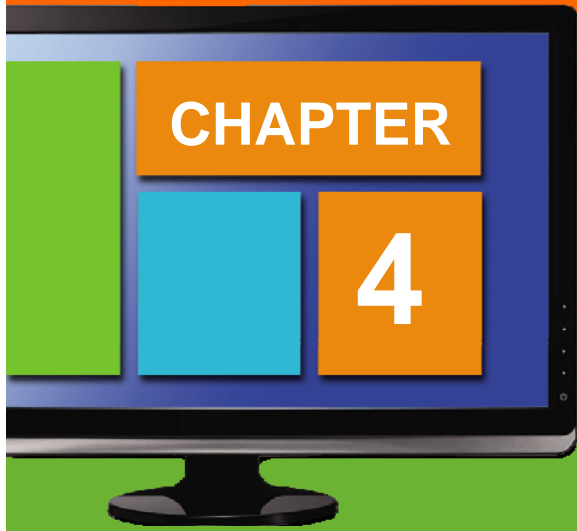
Customizing a Folder Icon



- Right-click the folder icon and choose Properties. Click the Customize tab and click a template choice in the Optimize this folder for list.
- Use additional choices on the tab to customize the folder further as desired.

Checkpoint

- What is a file extension?
- Are file extensions displayed or hidden by default?
- What are operating system files?
- Why are operating system files hidden by default?
- Why might you need to display operating system files?
- Why might you want to customize a folder icon?

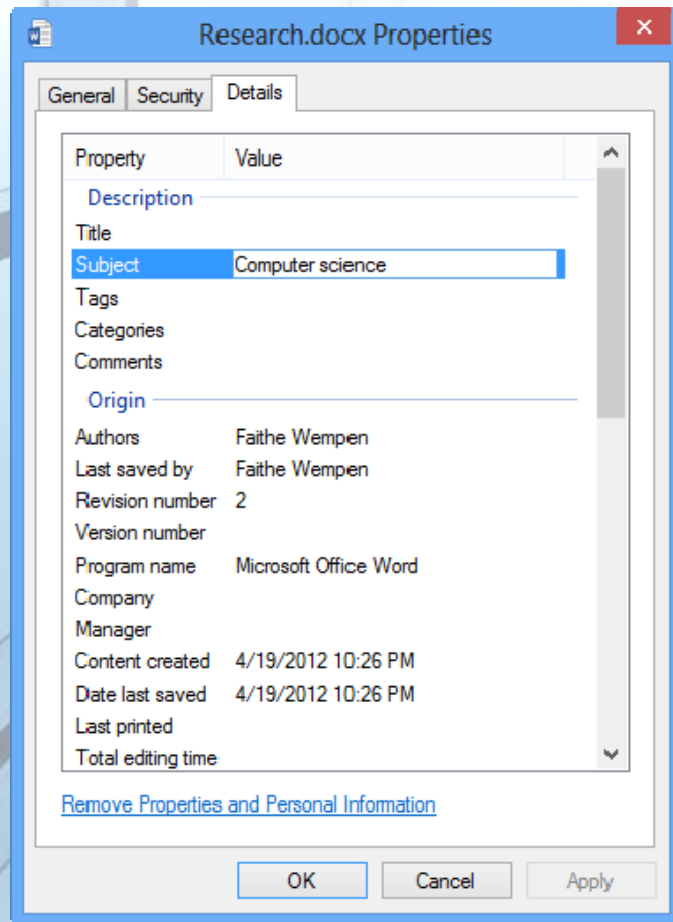


Working with File Properties

Understanding File Properties

- File properties are information about a file stored in the file or attached to the file.
- Data files may also include metadata, information attached to a file that states something about that file, such as author name or keywords.
- Attributes are on/off flags that identify whether a file is read-only, hidden, and so on.
- Right-click the file icon and click Properties to open the Properties dialog box.

Adding and Editing Metadata

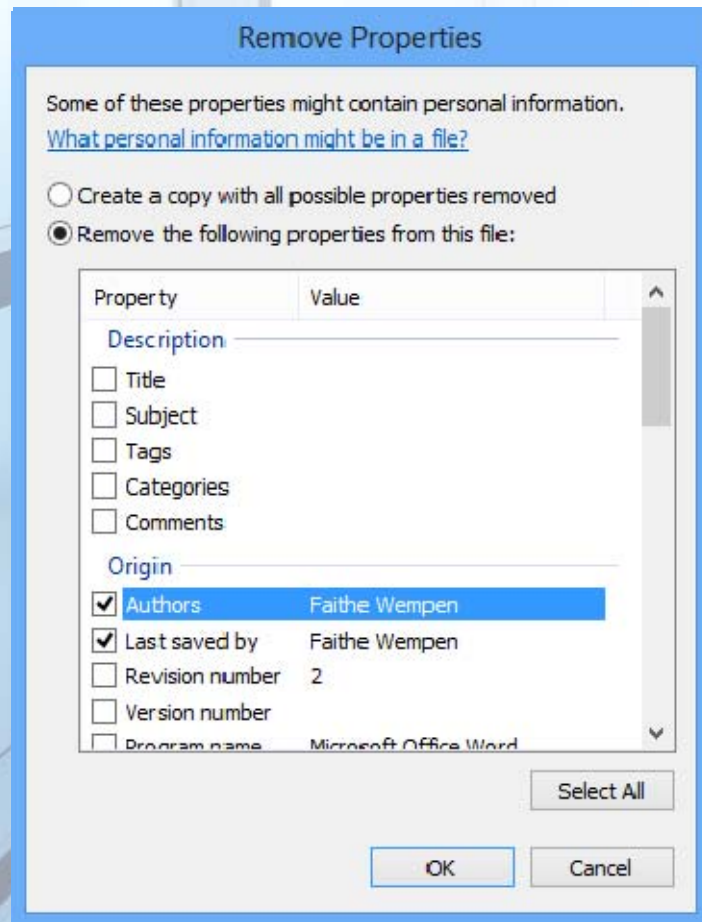


- If the file type allows for metadata, the Properties dialog box will include a Details tab.
- Not all metadata values can be edited.
- For metadata values that are editable, click the Value column and type a new value.

Changing File Attributes

- File attributes include Read-only, Hidden, archive (File is ready for Archiving), Indexed (Allow this file to have contents indexed in addition to file properties), Compressed (Compress contents to save disk space), and Encrypted (Encrypt contents to secure data).
- Set the Read-only and Hidden attributes on the General tab of the Properties dialog box.
- To set other attributes, click the Advanced button on the General tab.

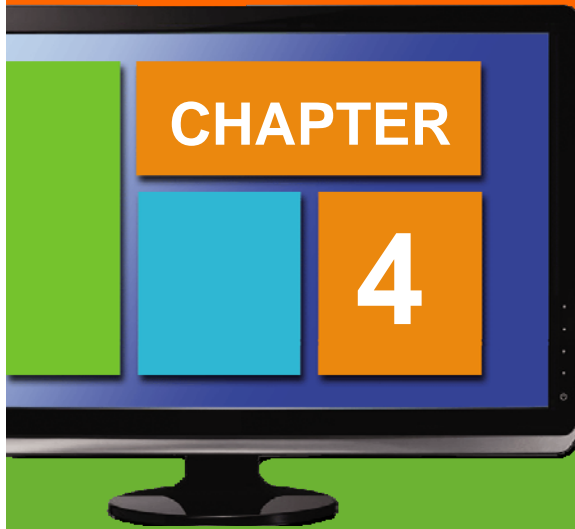
Removing Properties and Personal Info



- You can remove metadata from a file before distributing the file.
- You can copy the file to keep a version that still has the metadata if desired.
- Click the Remove Properties and Personal Information link on the Details tab of the Properties dialog box for the file.

Checkpoint

- What is the key difference between metadata and attributes?
- Which tabs in the Properties dialog box enable you to work with metadata and attributes?
- Why might you want to remove metadata before distributing a file?



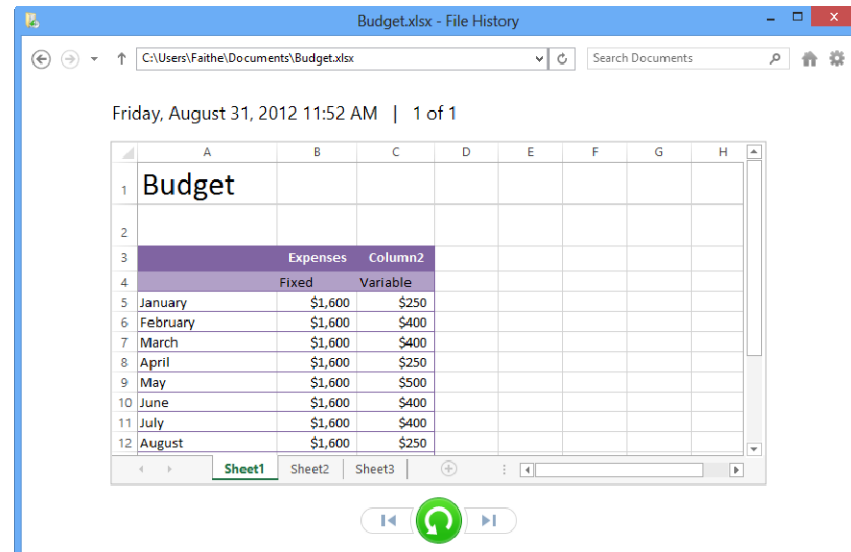
Working with File and Folder Versions

Enabling File History

- In Windows 8, file history is handled through the Control Panel.
- To enable File History, choose Control Panel, System and Security, Save backup copies of your files with File History. Click the Turn On button to start saving file versions.
- You can set up either an external drive or a network location for your backup versions.
- After you enable File History, Windows saves versions automatically.

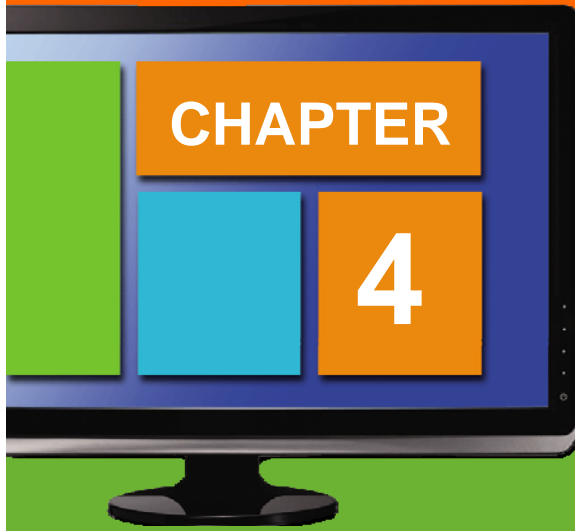
Restoring a Previous Version of a File

1. From the Control Panel, open File History.
2. Click Restore Personal Files.
3. Select the file to restore.
4. Click the Previous Version arrow.
5. Click Restore.



The screenshot shows the File History interface for a file named 'Budget.xlsx'. The window title is 'Budget.xlsx - File History'. The address bar shows the file path 'C:\Users\Faithel\Documents\Budget.xlsx'. The interface displays the file's history, including the date and time of the last modification: 'Friday, August 31, 2012 11:52 AM | 1 of 1'. Below this, a preview of the Excel spreadsheet is shown. The spreadsheet has a title 'Budget' in cell A1. The data is organized into columns: 'Expenses' (with sub-columns 'Fixed' and 'Variable') and 'Column2'. The rows list months from January to August with corresponding values.

	A	B	C	D	E	F	G	H
1	Budget							
2								
3		Expenses	Column2					
4		Fixed	Variable					
5	January	\$1,600	\$250					
6	February	\$1,600	\$400					
7	March	\$1,600	\$400					
8	April	\$1,600	\$250					
9	May	\$1,600	\$500					
10	June	\$1,600	\$400					
11	July	\$1,600	\$400					
12	August	\$1,600	\$250					



Setting File or Folder Permissions

Setting File or Folder Permissions

- You can assign local file permission or network sharing to a file or folder.
- Local file permissions control which users of a system can access a file or folder.
- Network sharing controls whether you can access a file stored on a network location (different computer).

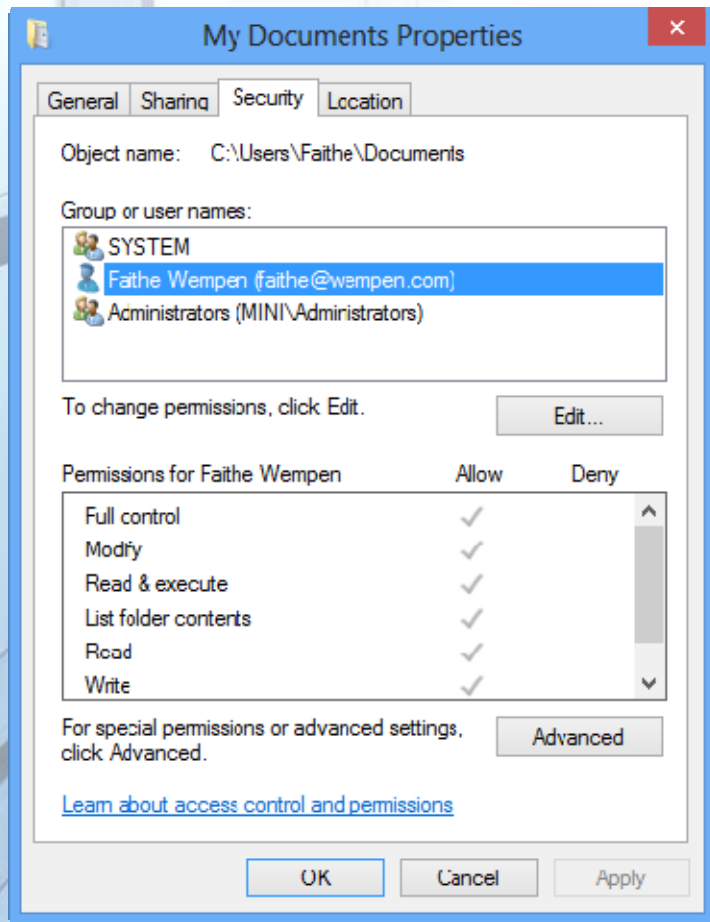
Understanding Users and Groups

- Each computer has one or more user accounts and possibly a network account.
- A logged-in user by default has permission to access only folders and files that he or she has created.
- A user can give other users and groups file access permission.
- A group enables you to assign the same permissions to multiple users at once.

Predefined Groups

- Everyone. Includes all users, even guests.
- Administrators. Includes all users with Administrator rights.
- Users. Includes all users who have User rights, which are less powerful than the Administrator rights.

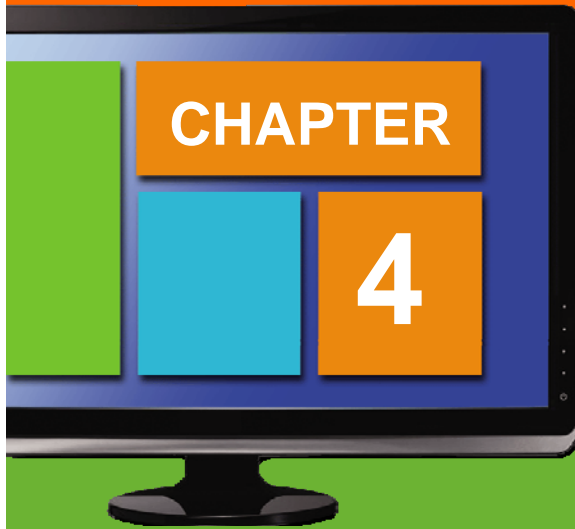
Viewing and Setting Permissions



- View local permissions on the Security tab of the file or the folder Properties dialog box.
- Click a group or user name at the top, and its permissions appear below.
- Click Edit on the Security tab to open the Permissions dialog box and change permissions.

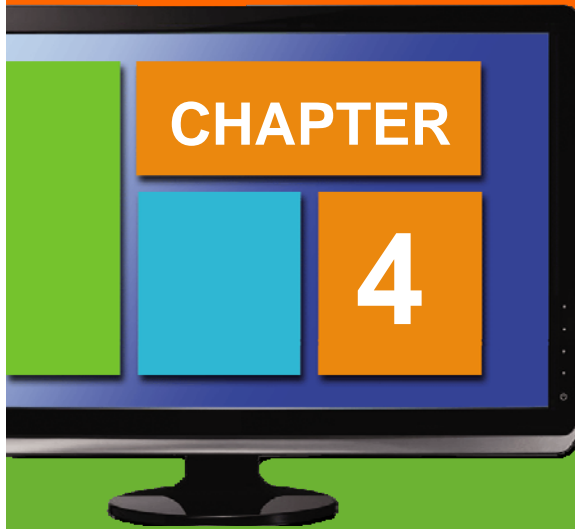
Checkpoint

- How do you enable file history?
- What are your two choices for the location of your file history backups?
- When might you want to restore a file or folder to an older version?
- Why do you set local permissions?
- Which tab in the Properties dialog box enables you to view permissions?



Wrap Up

- The File Explorer window has multiple panes and tools that you can hide, redisplay, and resize.
- Click the Navigation Pane button on the View tab for a menu of customization choices.
- Drag a divider to resize a pane.
- You can show and hide file extensions and operating system files.
- You can enable the display of hidden files and file extensions with checkboxes on the View tab.



Wrap Up

- Work with many file and folder settings in the Properties dialog box.
- You can change file attributes and add metadata.
- You can remove personal information before distributing a file.
- Windows 8 saves versions of files and folders using the File History feature.
- You can give users and groups permission to access your local files.