



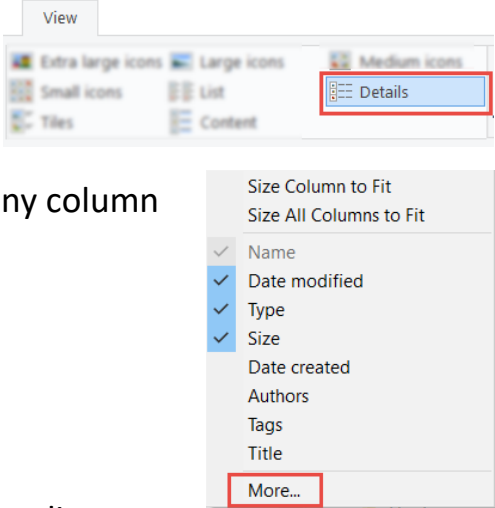
# Windows 10: File Explorer (now called Windows Explorer) Gems

## TIP #1: SEE MORE DETAIL ABOUT YOUR FILES

Windows Explorer has a DETAIL VIEW that allows you to view things like file size, date, etc. However, there are other details that you can to detail view like:

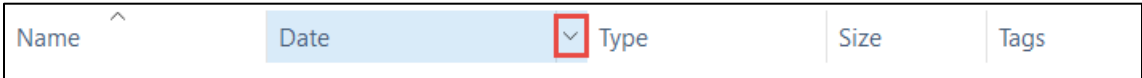
- DATE TAKEN – so you can find pictures you took within a certain date range;
- LENGTH – so you can see how long each song is
- BIT RATE – so you can tell your higher quality music files from your low-fidelity songs

1. To start up Windows Explorer, either:
  - a. Keyboard: Hold down the Windows button (⊞) and tap the letter E (for Explorer); or
  - b. Mouse: Click the Windows Explorer icon (the yellow folder) down on your Task Bar.
2. Switch to DETAIL VIEW:
  - a. Click the VIEW tab at the top of the screen.
  - b. In the LAYOUT section – click the DETAILS option.
3. RIGHT-CLICK any of the existing column headings.
4. A list of popular headings will appear – with a ✓ denoting any column headings that are already in use.
5. Click the MORE button to see the complete list.
6. Check any headings that you want added – then click OK.



## TIP #2: SO MANY MORE WAYS TO FILTER YOUR FILES!

In DETAIL VIEW, you can now instantly filter your files by the headings at the top of each column:



NOTE: You must hover over a column heading for its Filter drop-down arrow to appear.

Look at some of these great filters:

DATE	FILE TYPE	SIZE
<p>You can:</p> <ul style="list-style-type: none"><li>• Click a specific date; or</li><li>• Drag over a date range</li></ul> <p>To turn off the filter, remove the ✓ from the SELECT box.</p>	<p>You can:</p> <ul style="list-style-type: none"><li>• Select one or more file types</li></ul> <p>To turn off the filter, remove any ✓ in the list.</p>	<p>You can:</p> <ul style="list-style-type: none"><li>• Select a single or multiple file sizes</li></ul> <p>To turn off the filter, remove any ✓ in the list.</p>

NOTE: You can also filter (although not quite as nicely) in other views (like LIST) by clicking inside the Windows Explorer SEARCH box (top-right corner) and using the REFINE options on the contextual SEARCH TOOLS - SEARCH tab.

