# Windows laptop: Managing files

**Keeping your computer organised so everything is easy to find.**

The **Desktop** is the screen that appears when you sign into your computer, and any files and applications you keep on it will show as icons. The desktop allows you to organise your files into folders, and keeps everything on your computer tidy. You can also change the background picture on the desktop, and the profile picture you see when signing in.

## What you will need

Before you begin the course, your computer must have the latest edition of Windows, which is Windows 10. For more information about Windows 10, refer to the *Windows laptop: Security and privacy* guide. You should also check that your computer is connected to mains power, switched on and showing the desktop. If you're using a mouse, make sure that it's connected properly.

## Tidying up the desktop icons

If the desktop becomes cluttered and difficult to use, you can easily tidy it up.

1. Right-click anywhere on the desktop except on top of an icon. A **Context** menu appears showing a list of options.

2. Put the mouse pointer over the **View** option and hold it there. Another menu appears alongside the **Context** menu.

3. Click on the option **Auto arrange icons**. A tick will appear next to it, to show it is on, and all the icons will line up neatly on the left of the screen.

4. Click **Auto arrange icons** again to turn it off. The icons will stay tidied up, but you can place new icons wherever you like.
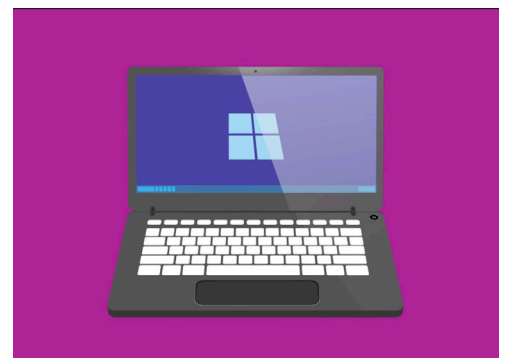


The desktop is the screen you'll see when you sign into your computer

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## Sorting the desktop icons

Sorting the icons can make it easier to find what you're looking for. There are several options, and you can try each one to see which suits you best.

1. Right-click on the desktop to show the **Context** menu.

2. Put the mouse pointer over the **Sort by** option and hold it there. Another menu appears alongside the **Context** menu.

3. Try each option to see which you like best. **Name** sorts in alphabetical order.

4. **Size** is how much space each file takes up on your hard drive.

5. **Item type** will put all your documents together, then photos, and so on.

6. **Date modified** will arrange all the icons from newest to oldest.

## Creating a folder on the desktop

If you have lots of files to organise, you can group them together in one or more **folders**. For example, you might want to put some gardening photos in a folder called **Gardening**, and some files from your latest health check-up in a folder called **Medical**.

To create a folder on the desktop:

1. Right-click on the desktop to show the **Context** menu.

2. Put the mouse pointer over the **New** option and hold it there. Another menu appears alongside the **Context** menu.

3. At the top of this menu, click on **Folder**. A new folder will appear on the desktop, and the name will be highlighted.

4. Type a new name for the folder, such as **Gardening** and press **Enter** to finish.

5. Repeat these steps to create a second folder called **Medical**.
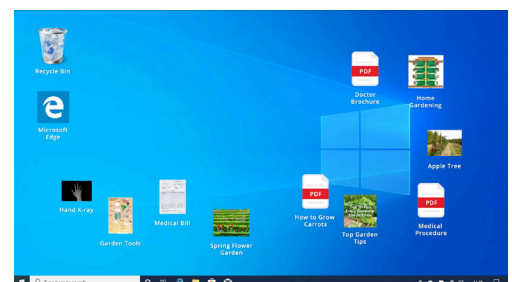


Placing files into a folder helps reduce clutter on your computer's desktop

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## Putting files into folders

To place files into your new folders, you can drag them in using the mouse.

1. On the desktop, find a file that you want to put into the Gardening folder. Click once and hold on the file, then move your mouse to drag it to the Gardening folder.

2. When the file is over the folder, remove your finger from the mouse button to release the file.

3. The file disappears, because it is now inside the Gardening folder.

4. It can be a bit tricky, so don't worry if this doesn't work the first time. Just try again by repeating the steps above.
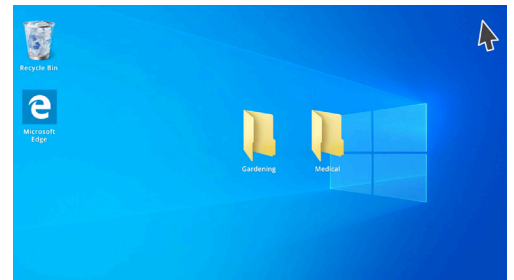


You can place one file or hundreds of files inside a folder

You can do this for all the files you want to organise on your desktop. When you've dropped all the files you want into each folder, your desktop will be neat and tidy.

## Looking at files inside a folder

To see your files inside the new folder, double-click on the folder. A window will open showing all the files inside.

# When you've dropped all the files you want into folders, your desktop will be neat and tidy

If the files appear in a list, you can click on the **Thumbnail** button in the lower right corner, to show the files as thumbnails instead.

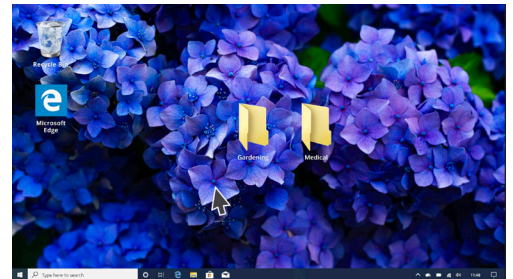A thumbnail is just a tiny version of each photo.

To open a file when it's in a folder, simply double-click on it.

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## Changing the desktop background picture

Now your desktop is organised, you might like to personalise it a bit more. You can change the picture that takes up the whole background of the desktop.



Personalise your computer with a background image on the desktop

1. Right-click on the desktop to show the **Context** menu.

2. At the bottom of this menu, click **Personalize**.

3. The **Windows Settings** menu appears, showing the **Background** options.

4. Click on any of the small square pictures to make it your **Background**. The desktop will change right away.

5. You can use a personal photo or other image too. Just click on the **Browse** button to find it. You could use a picture of your garden, a flower, or something you downloaded from the internet.

## Changing your profile picture

Your profile picture appears in the circle on the **Sign-in** screen, above your email address. You can change this to a picture of yourself, or anything else you like.

It might also appear on emails you send to others, in some applications and web browsers.

Since **Windows Settings** is still open, start by clicking **Home** in the top left corner.

1. Click on **Accounts**, and the right panel will change to show **Your info**.

2. Look under **Create your picture** to see options for how to change your profile pic.

3. If your computer has a webcam, click on **Camera** and a window will appear to help you take the perfect selfie.

4. If you don't have a camera or would rather not use your own face as the picture, click on **Browse** to search for one.

5. A **File explorer** window will open, showing the **Pictures** folder.

6. Find the picture you'd like to use and double-click it.

7. Now **Your info** will show the new profile pic.

8. To close and save your new profile, click the little cross (**x**) in the top right.