BIHAR PROFESSIONAL CENTER





Files & folders

Experienced ट्रेनर से ट्रेनिंग लेने से टेक्नोलॉजी की अच्छी जानकारी होती है।



Contact us on:

Folders(Directory) & Files अगर फोल्डर के अंदर एक लम्बे पाथ पे folder हो तो उसे हम windows explorer के Quick Access या START के Folder Pane में जोड़ सकते है।

Pin to Quick Access

Select the folder > Right click on Folder > Pin to Quick Access

Unpin from Quick Access

Open Windows Explorer > Navigation pane के Quick Access फोल्डर पर Right click करे > Unpin from Quick Access

Pin to Start

Right click on Folder > Pin to Start

Unpin from Start Click on Start > Right click on folder of **start Pane > Unpin from Start**

Folders(Directory) & Files Pin & Unpin your favorite application on taskbar To Pin:

Click on Start > Choose your application > Right click on application > Pin to taskbar

To Unpin:

Right click on icon of Taskbar > Unpin from Taskbar

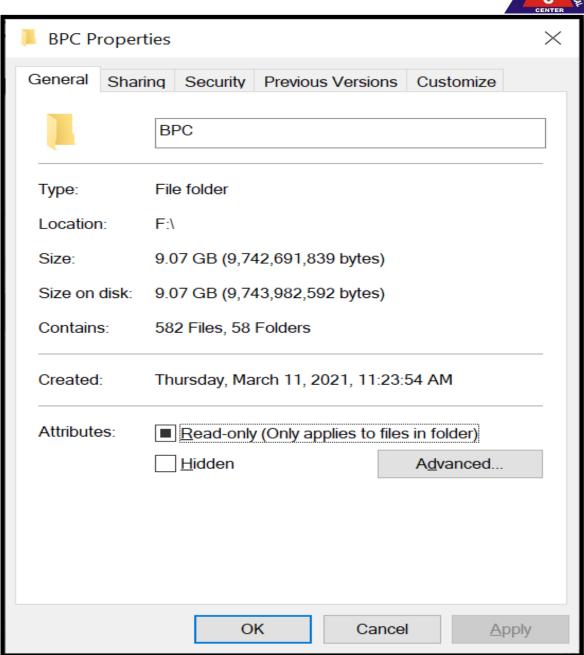
Create Shortcut of folder or File

Copy a folder or file from any location > Come to your local place > Right click > Paste Shortcut





Properties of a File or Folder Name **Type** Location Size **Contains Creation Date** Hidden







हम कंप्यूटर में फोल्डर View के अलग अलग सेटिंग कर सकते है, जिससे वह सिंगल क्लिक और डबल क्लिक पे

खुले। कोई भी फोल्डर उसी विंडो में खुलेगा या उसका अपना अलग से फोल्डर एक्स्प्लोरर होगा।

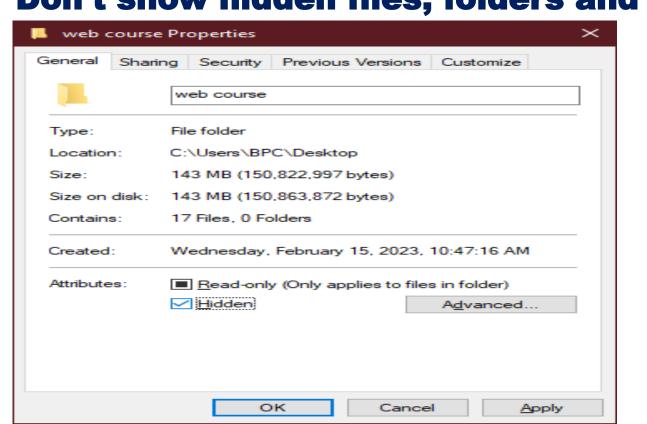
| Folder Option | S | × |
|---------------|---|---|
| General Viev | w Search | |
| | | |
| 13 | as follows) Single-click to open an item (point to select) Underline icon titles consistent with my browser Underline icon titles only when I point at them Double-click to open an item (single-click to select) | |
| | Show recently used files in Quick access Show frequently used folders in Quick access ear File Explorer history Restore Defaults | |
| | OK Cancel Apply | |



Folders(Directory) & Files Hide & Unhide a folder



- फाइल या फोल्डर का छुपाना या दिखाना (Hidden)
- a) How to hide a folder फोल्डर को कैसे छुपाये
- 1. right click on folder >Choose/select Hidden > click on apply > Ok
- 2. Open windows explorer(window+E) > View > Options > View > select Don't show hidden files, folders and drives > Click on apply > Ok



| Folder Options | \times | |
|--|----------|--|
| General View Search | | |
| Folder views | , I | |
| You can apply this view (such as Details or Icons) to all folders of this type. | | |
| Apply to Folders Reset Folders | | |
| 7 ppy to rejucte | | |
| | | |
| Advanced settings: | 1 | |
| Files and Folders | | |
| Always show icons, never thumbnails | | |
| ☐ Always show menus | | |
| Display file icon on thumbnails | | |
| Display file size information in folder tips | | |
| Display the full path in the title bar | | |
| Hidden files and folders | | |
| Don't show hidden files, folders, or drives Show hidden files, folders, and drives | | |
| ✓ Hide empty drives | | |
| ✓ Hide empty drives ✓ Hide extensions for known file types | | |
| ✓ Hide extensions for known file types ✓ Hide folder merge conflicts | | |
| nide roider merge cormicts | J | |
| Restore <u>D</u> efaults | | |
| OK Cancel Apply | | |



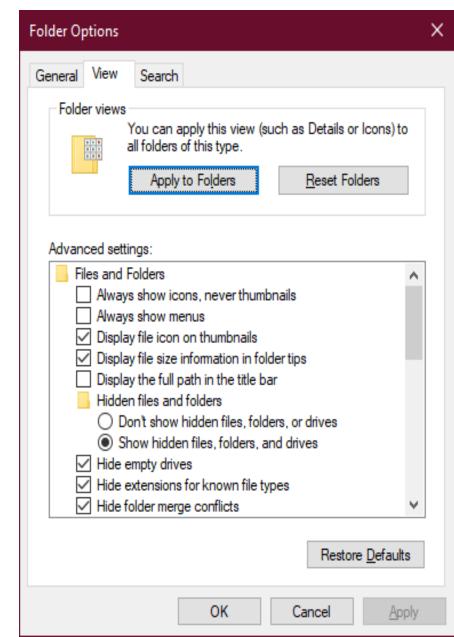




Hide & Unhide a folder (Hidden)

- b.) How to unhide a folder छुपे हए फोल्डर को वापस ले आना
- Open windows explorer > View > Options > View > select show hidden files, folders and drives > Click on apply > Ok

2. right click on folder >unselect Hidden > click on apply > Ok







Security tab of folder

How to secure a folder?

Select the folder > right click on folder > go to properties > Click on security tab > Click on Edit option > Click on Edit > click on deny for all the users > Click on apply and Ok.

How to remove security?

Select the folder > right click on folder > go to properties > Click on security tab > Click on Edit > click on Remove by selecting each user > Click on apply & Ok

| _ | | | | | |
|--|-------------|---------------|--|--|--|
| Computer Fundamental Images Pr | operties | X | | | |
| General Sharing Security Previous | Versions Cu | stomize | | | |
| | | | | | |
| Object name: F:\BPC\Computer World\Computer Fundamental Im | | | | | |
| Group or user names: | | | | | |
| & Authenticated Users | | | | | |
| SYSTEM | | | | | |
| Administrators (DESKTOP-GKUFSR6\Administrators) | | | | | |
| ■ Users (DESKTOP-GKUFSR6\Users) | | | | | |
| To change permissions, click Edit. | | Ган | | | |
| Permissions for Authenticated | | | | | |
| Users | Allow | Deny | | | |
| Full control | | ^ | | | |
| Modify | | | | | |
| Read & execute | ~ | | | | |
| List folder contents | ~ | | | | |
| Read | ~ | | | | |
| Write | | ~ | | | |
| For special permissions or advanced settings, Advanced | | | | | |
| click Advanced. | | | | | |
| | | | | | |
| | | | | | |
| ОК | Cancel | <u>A</u> pply | | | |
| | | | | | |



Folders(Directory) & Files हम कंप्यूटर के फोल्डर का आइकॉन भी चेंज कर सकते है।



फोल्डर पे राइट क्लिक करके

Customize ऑप्शन को चुने फिर

Change Icon

(चेंज आइकॉन) पे क्लिक करके किसी भी आइकॉन को सेलेक्ट कीजिये और **OK** पे क्लिक कर

