

Tips for faster file management on Windows

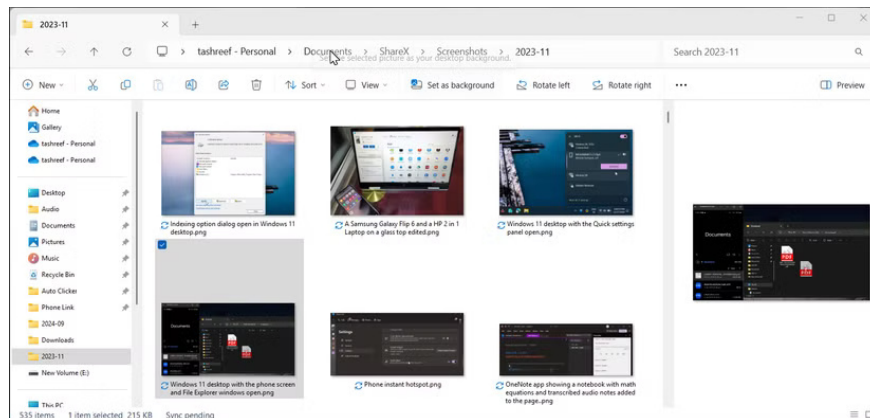
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1. Speed up file transfer using keyboard shortcuts and mouse

Like any tool, keyboard shortcuts can make life easier, and File Explorer is no exception.

For basic file management, you can use common shortcuts like **Win + C** to copy, **Win + X** to cut, **Win + V** to paste content, and **Ctrl + A** to select all items in a folder.

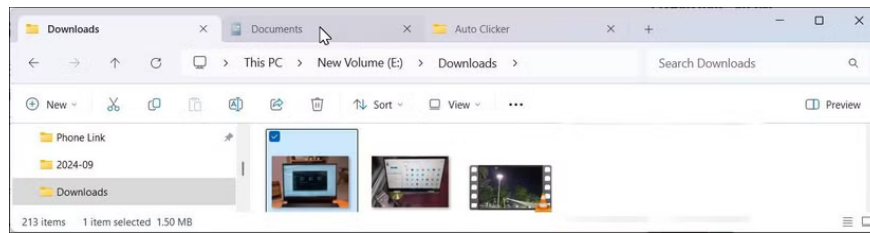


You can supplement your keyboard shortcut skills with your mouse. For example, you can hold **Ctrl** and click one or more files to select only specific files. To select multiple files in a row, hold **Shift**, select the first file, then click the last file to select them all. Want to speed things up even more? Learn more about these simple techniques for copying files faster in Windows 10 and 11.

2. File Explorer Navigation and Shortcuts

Microsoft finally added tabs to File Explorer with the Windows 11 2022 update, eliminating the need to open multiple windows to work with multiple folders. You can press **Ctrl + T** at any time to add a new tab, or use the **+** icon at the top of the Explorer window.

However, if you like multiple windows, you can still open them by pressing **Win + E** on your keyboard. You can dock two more windows in different layouts by using **Win + Left/Right/Up/Down arrow keys** .



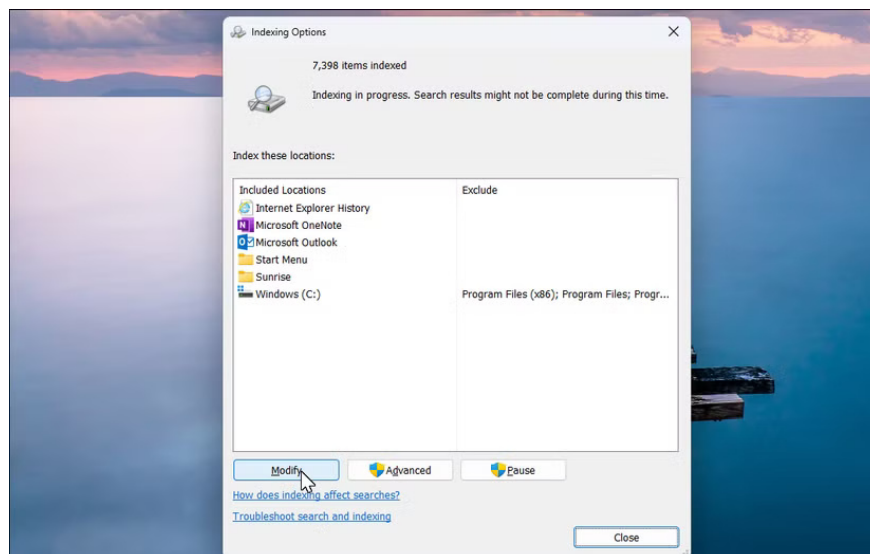
You can also customize the toolbar for faster access to your most-used folders. A great way to change the speed at which you can access files in File Explorer is to change the target folder, which you can do by clicking on the file in the upper left corner. Then, select **Options > General** and set **Open File Explorer** to the folder you want to target.

3. Enable faster file searching with Indexing

By default, Windows file search can be slow and inefficient, making it difficult to quickly find what you need.

While third-party file search tools are an option, enabling Indexing is a built-in solution that can significantly speed up your searches.

Indexing works by scanning files, emails, and other content on your computer and cataloging their information. When you search your PC after indexing, it looks at the index of items to find search results faster.

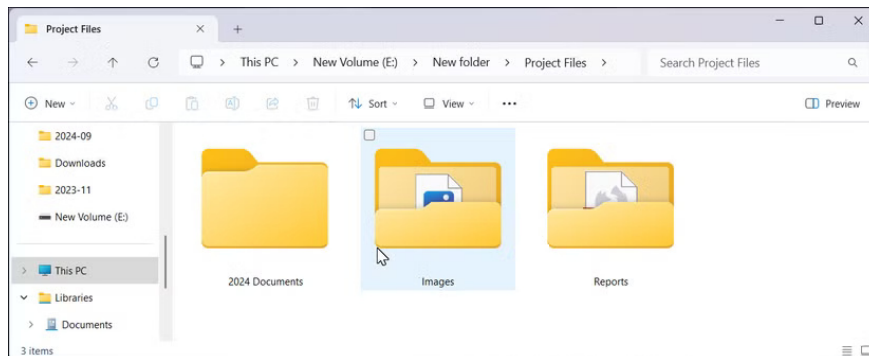


Indexing can affect system performance; therefore, you should only index files and folders that you access frequently.

4. Use folders and smart naming to organize files

Organizing your files in a clear, hierarchical folder structure is an effective way to manage them. With this approach, each file will be in a designated folder, allowing you to find the file you need faster.

It is equally important to name folders and files correctly to find important files faster. Avoid using punctuation such as dashes, commas, or underscores at the beginning of file names. Also, keep file names short, ideally under 35 characters.



You can also add dates to your file names to make them more descriptive. Or, if you want to make things more interesting, you can even add emojis. If you have a lot of poorly named files and folders, a bulk rename can help. You can always check out our expert tips on naming and organizing files in Windows to help keep your files organized.

5. Automatically organize files using third-party apps

Automation utilities can help you organize your files better.

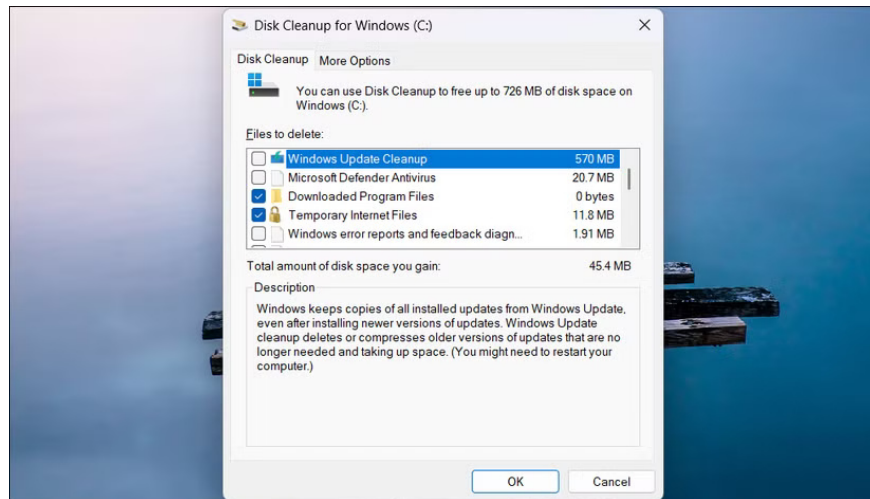
Applications like File Juggler can be customized to monitor changes to your folders and take action based on specified rules. For example, you can configure it to move and rename files based on the contents of a PDF file, sort files based on their characteristics, use EXIF data to catalog photos, and organize multimedia files.

Other great file automation apps for Windows include PhotoMove, which organizes photos using metadata, and TagScanner, a powerful tool for organizing and renaming media files. You can also find many other great file organizing apps for Windows.

6. Delete old and unused files, empty the recycle bin

Old and unused files take up space on your hard drive and complicate file management. Many of these files, including those in your Recycle Bin, are rarely used but take up significant space.

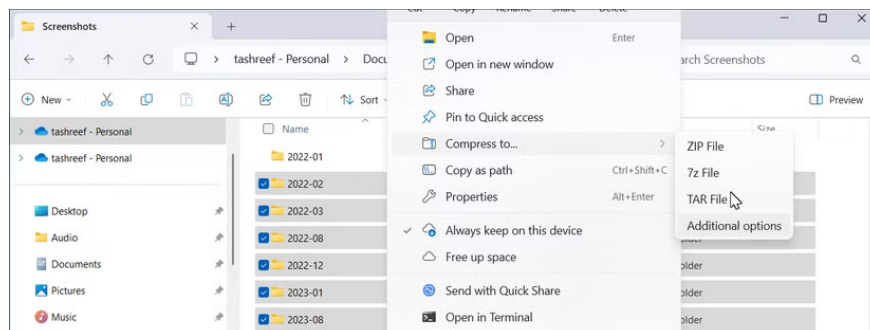
To clean up junk files, start by emptying the Recycle Bin. You can also use the built-in disk cleanup tool to delete Windows installation files and temporary files from your Downloads folder.



Check out this list of Windows files and folders you can delete to free up space without risking system instability. If you still need more space, you can use a third-party disk analysis tool to find out what's taking up your hard drive.

7. Compress files to save space and reduce clutter

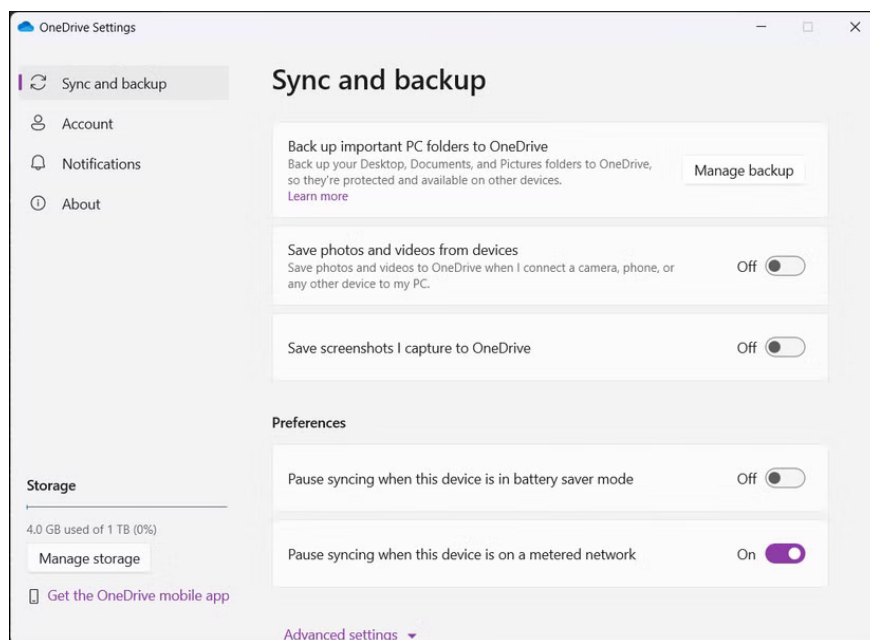
If deleting old files isn't an option, compress them to free up space on your drive while still maintaining the original file structure. Compressing files is also an effective way to reduce disk space usage without deleting files and folders.



Windows 11 supports basic compression for creating and decompressing zip files, but it lacks advanced features like file encryption and is slower than third-party alternatives. Instead, you can use 7-Zip to create ZIP, RAR, TAR, and GZIP archives for more advanced compression needs.

8. Use cloud storage for secure and easy data access

Cloud storage can simplify your workflow by providing seamless access to files across multiple devices without having to manually transfer them. You can start editing a document on your Windows PC and pick up right where you left off on another device by signing in to services like Microsoft 365 or Google Drive.



Many cloud storage services offer tools to organize files using color-coded folders and tags. These tools also offer more powerful search features that can quickly find files by matching keywords in file names and even within document content.

While there's no one-size-fits-all method for organizing Windows files, these tips can help you reduce clutter, improve efficiency, and find what you need faster without disrupting your current workflow.

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