

Sun City Summerlin Computer Club

Saturday Windows

Android File Management

**On Phone and Using
Windows File Explorer**

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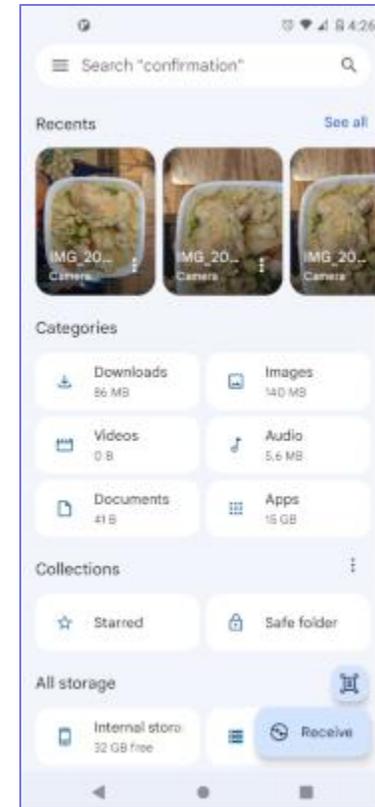
Agenda



- **File Management Apps / Demo**
- **File Sharing to/from the Cloud**
- **File Sharing to a PC or Mac via USB cable**
- **File Management Actions ...**
 - **Create Folder**
 - **Copy Files**
 - **Move Files**
 - **Delete Files**
 - **Rename Files**
- **Getting Android Help**

Android File Management Apps

- **File Manager is built-in (most devices)**
 - Plain, but good tool for browsing your files.
 - Create folders.
 - Copy or Move files & folders.
 - Rename files.
 - Delete files.
 - “Play” media files (pictures, music, videos).
- **A Few Alternate File Manager Apps**
 - <https://fossbytes.com/best-android-file-manager-explorer-apps/>
 - ES File Explorer (Local, Cloud & LAN)
 - ASTRO File Manager (no ads)
 - Total Commander (no ads)

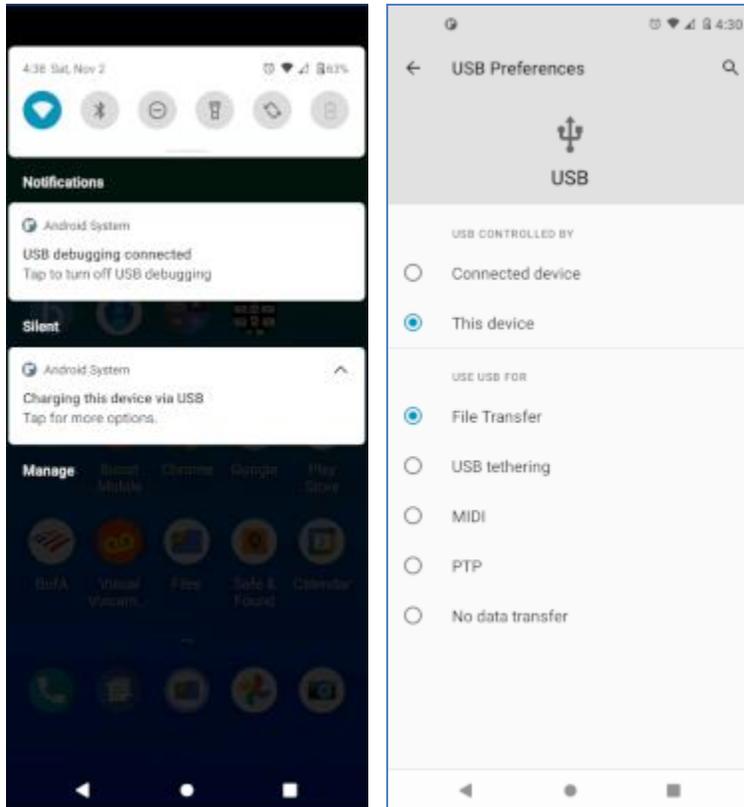


Android File Sharing to / from the Cloud

- Your Android Phone or Tablet can take photos, play videos and music and even display and edit documents.
 - So how do you move various file types to/from your tablet to your “Cloud” storage?
- You can use “Google Drive” to copy files (via WiFi router or cell data connection) between your device and the Google Drive cloud.
 - Google Drive 15 or 17 GB storage limit (with exceptions). You can buy more.
 - If your Android device is connected to your Google account, it will *automatically* sync photos and videos you take to your Google Drive storage space on Google’s “cloud” servers.
 - Will also sync *from* your Google Drive cloud storage to your PC and other devices that have the Google Drive app installed.
 - Can be a bit slow if you have a lot of large images or videos.
- Other Cloud Storage Services Supported via Apps
 - <https://www.cloudwards.net/best-cloud-storage-for-android/>
 - MS OneDrive, SugarSync, Pcloud, iDrive, Dropbox, Sync.com

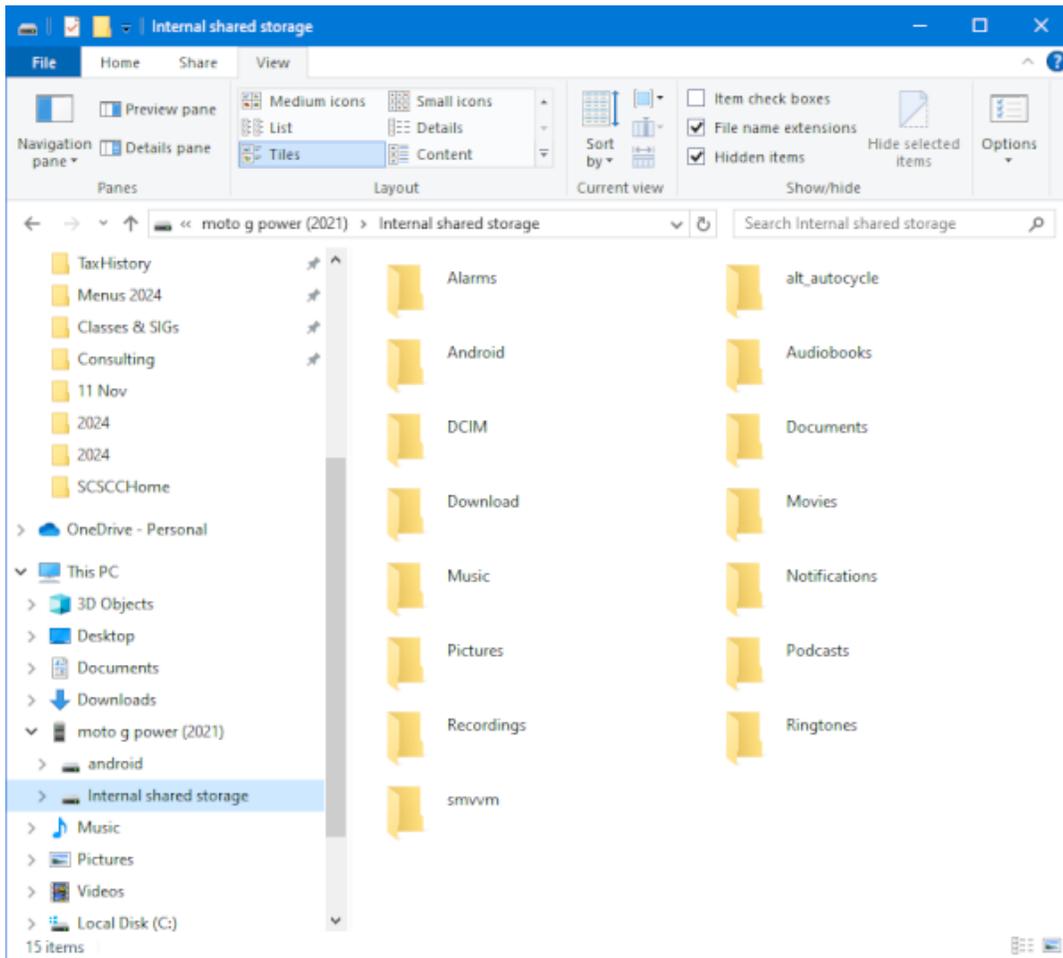
Android File Access to / from Your Mac or PC (1)

Via a USB cable, You can plug your device into a USB port on your Mac or PC.



- After your device is plugged in, you may need to change it from charging to “File Transfer” mode.
- Swipe down from top and then tap the “v” to open the “Options” band.
- Tap the “Tap for more options” line.
- In the “USB Preferences” screen that appears, tap the bubble for “File Transfer”. Then tap the “back” arrow.
- Windows or MacOS will detect the device and open a File Explorer or Finder window displaying the device’s file system.
- You can use normal Windows / MacOS actions to copy files back and forth, delete files, rename – all the usual things.
- This works well for large files like videos and music.

Android File Access to / from Your Mac or PC (2)



- Windows displays the phone as a new connected device and shows the Internal and SD card storage (android) as two top-level folders.
- You can click in the left-hand pane to open folders and sub-folders. The right-hand pane displays the contents of those folders.
- You can use normal Windows / MacOS actions to copy files back and forth, delete files, move files, rename files, create folders – all the usual things.
- Let's explore these actions in more detail ...

Creating Folders

- **Click to select a folder (e.g. Documents) in the left-hand pane.**
- **Then right-click in the right-hand pane and choose “New Folder”.**
- **A folder will appear with a name box selected beneath. Type in the desired folder name (e.g. “Spreadsheets”).**
- **You will now see the “Spreadsheets” folder appear as a sub-folder of the Documents folder.**
- **I recommend creating new folders as sub-folders of the pre-defined standard folders.**

Copying Folders and Files

- Select a set of one or more items to copy using Click, Ctrl+Click or Shift+Click.
- Then Click on the “Copy” icon in the Explorer’s menu bar (or press Ctrl+C).
- Now browse to the folder where you want the copied items to go.
- Click the “Paste” icon in the Explorer’s menu bar (or press Ctrl+V)
- The selected items will now be copied to that new folder, leaving the original set of items in their original location.
 - After verifying the items were successfully copied, you can optionally delete them from the original location.
- **Alert ... Android may not have apps installed to open many Windows file types.**
 - But, if your phone is connected to your PC, you *can* open those files in Windows by double-clicking in the Explorer.

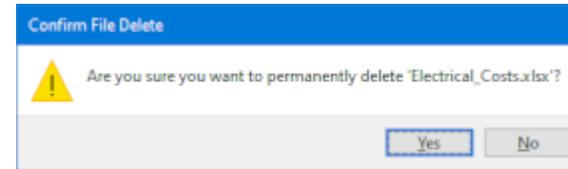
Moving Folders and Files

- **Moving combines the Copying and Deleting Steps.**
 - **May be better if storage space is low and moving a large set of items.**
 - **If moving between folders on the same storage device, only directory entries are moved.**
- **Select a set of one or more items to move using Click, Ctrl+Click or Shift+Click.**
- **Then Click on the “Cut” icon in the File Explorer’s menu bar (or Press Ctrl+X).**
- **Now browse to the folder where you want the items to go.**
- **Click the “Paste” icon in the File Explorer’s menu bar (or Press Ctrl+V)**
- **The selected items will now be moved to that new folder, removing the original set of items from their original location.**
- **Alert ... Be careful moving items that may have an icon pointing to them.**

Deleting Folders and Files

- Select a set of one or more items to Delete using Click, Ctrl+Click or Shift+Click.
- Then choose “Delete” from the ribbon’s menu (or press the Delete or Ctrl+D keys).

– A “Confirm file Delete” dialog will appear:



- Click “Yes” to permanently Delete the items.
- Alert ... From Windows, the Delete action does *not* move items to the Android Trash bin. The selected items are *permanently* Deleted.
 - Double check before confirming a Delete. The Deleted files cannot be recovered.

Renaming Folders and Files

- **Click to select an item to Rename.**
- **Then choose “Rename” from the ribbon’s menu (or press the F2 key).**
 - **The selected item’s name will turn into an edit box.**
 - **Type in the new name and press the Enter key to commit the change.
You can press Esc to cancel the edit.**
 - **Once the change is committed, there’s no “undo”; you have to do another Rename to correct any bad renames.**
- **Be careful about renaming files that might have icons pointing to them.**

Getting Android Help



- **Online Tutorials, Reviews and Articles**
 - YouTube videos ... search for your phone make / model / Android version
 - Vendor on-line help forums, videos, user guides
 - General Google Search (good for trouble-shooting)
- **Computer Club Sessions and Material**
 - Gene Koch (Android Help Lab) – Monthly on third Thursday at 2 pm
 - Tom Burt's presentations in Android section of smnr area:
www.scscclab.com/smnr
 - Tom Burt's articles in Gigabyte Gazette – occasional

Questions and Answers