## **File Explorer**

Keyword: File-Explorer, Explorer, Save, Load, Files, File, Files

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The **file explorer** is a file management system that is used to save, load and search for files. It is called up at various points in PCCADDIE to store or import files.

## **Overview**

Laden: Umsatz-Statistik	(		? 🗆
↑ PC CADDIE Vorlagen	2	$\begin{array}{c} (3) (4) (5) \\ (6) \\ (7) (7) (7) \\ (7) ($	✓ Laden 11
Eavoriten + / -	Name 8	Änderungsdatum Grösse	X Abbruch 12
Eigene Dateien	TEST	28.09.21 10:59	_
PC CADDIE Vorlagen	Noch ein Test.ust	05.03.21 17:02 7.83 KB	
PC CADDIE Mailmerge	Test1.UST	05.03.21 16:43 7.84 KB	
PC CADDIE Templates	Test2.UST	10.03.21 10:15 7.84 KB	
PC CADDIE Info	Test3.UST	10.03.21 12:25 7.84 KB	
PC CADDIE Graphics	Ø Test4.UST	11.03.21 10:10 7.83 KB	
PC CADDIE Attachments	Umsatz-Test.UST	03.03.21 12:19 7.86 KB	
PC CADDIE Drucker	@ weiterer Test.UST	12.08.21 14:52 7.84 KB	
PC CADDIE HTML			
Dateiname:		Format: Statistik (*.UST)	

No	Designation	Description	
1	One level up	Goes to the higher-level directory	
2	Path	Shows the current path. You can also enter a path and confirm with ENTER to navigate to it	
3	Refresh	Refreshes the list of files	
4	Back	Goes back one directory in the navigation	
5	Forward	Moves one directory forwards in the navigation	
6	New folder	Creates a new folder in the current directory	
7	Favourites	Displays the favourites. Favourites can be created, edited and removed using the buttons	
8	Files	List of folders and files in the current directory	
9	File name	Name of the file to be loaded/saved	
10	Format selection	Filters list according to a specified format	

No	Designation	Description
11	Load/Save	Loads/saves selected file
12	Cancel	Closes the File Explorer

## **Context menu**

Right-click on a file to open a **context menu** with various options.

Name		Änderungsdatum	Grösse
TEST	Aktionen:	28.09.21.10.59	
Ø Noch ein Test.ust	→ Öffnen 1		KB
Test1.UST	C Kopieren 2		КВ
@ Test2.UST			КВ
@ Test3.UST	Hier einfügen 3		КВ
@ Test4.UST	📋 In Ordner einfügen 4		KB
Ø Umsatz-Test.UST	Umbenennen 5		КВ
@ weiterer Test.UST	Neuer Ordner 6		KB
	In Zip-Archiv 7		
	1 Löschen 8		

No	Description
1	Open file
2	Copy file
3	Paste file in current directory
4	Paste file in selected folder
5 Rename file	
6	Create new folder
7	Zip file
8	Delete file