

## Chapter 1 : viewing metadata using File Explorer - Microsoft Community

*Windows 7 seems to have all these fancy metadata fields that are viewable in Explorer - but no way to edit all of them! I know you can right click -> properties to edit a few things and to scrub metadata, but many of the fields in the Details tab are read-only on most files.*

Overview[ edit ] Windows Explorer was first included with Windows 95 as a replacement for File Manager , which came with all versions of Windows 3. Explorer could be accessed by double-clicking the new My Computer desktop icon, or launched from the new Start Menu that replaced the earlier Program Manager. There is also a shortcut key combination: Successive versions of Windows and in some cases, Internet Explorer introduced new features and capabilities, removed other features, and generally progressed from being a simple file system navigation tool into a task-based file management system. Collectively, these features are known as the Windows shell. After a user logs in, the explorer process is created by userinit process. Userinit performs some initialization of the user environment such as running the login script and applying group policies and then looks in the registry at the Shell value and creates a process to run the system-defined shell "cmd.exe" by default, Explorer. This is why Explorer. History[ edit ] In , Microsoft first released test versions of a shell refresh, named the Shell Technology Preview, and often referred to informally as "NewShell". The release provided capabilities quite similar to that of the Windows "Chicago" codename for Windows 95 shell during its late beta phases, however was intended to be nothing more than a test release. Both held Windows Explorer builds of 3. The entire program was moved across to the Cairo development group who finally integrated the new shell design into the NT code with the release of NT 4. An address bar was also added to Windows Explorer, which a user could type in directory paths directly, and be taken to that folder. Another feature that was based on Internet Explorer technology was customized folders. Such folders contained a hidden web page that controlled the way the Windows Explorer displayed the contents of the folder. Windows ME and Windows [ edit ] The integrated media player in Windows Explorer playing a MIDI sequence The "Web-style" folders view, with the left Explorer pane displaying details for the object currently selected, is turned on by default. For certain file types, such as pictures and media files, a preview is also displayed in the left pane. However, such a previewer can be enabled in Windows ME through the use of folder customization templates. The default file tooltip displays file title, author, subject and comments; [5] this metadata may be read from a special NTFS stream, if the file is on an NTFS volume, or from a COM Structured Storage stream, if the file is a structured storage document. All Microsoft Office documents since Office 95 [6] make use of structured storage , so their metadata is displayable in the Windows Explorer default tooltip. File shortcuts can also store comments which are displayed as a tooltip when the mouse hovers over the shortcut. The right-hand pane, which usually just lists files and folders, can also be customized. The Indexing Service has also been integrated into the operating system and the search pane built into Explorer allows searching files indexed by its database. Microsoft focused especially on making Explorer more discoverable and task-based, as well as adding a number of features to reflect the growing use of a computer as a digital hub. Windows Explorer in Windows Server contains all the same features as Windows XP, but the task panes and search companion are disabled by default. Task pane[ edit ] The task pane is displayed on the left-hand side of the window instead of the traditional folder tree view. It presents the user with a list of common actions and destinations that are relevant to the current directory or file s selected. For instance, when in a directory containing mostly pictures, a set of "Picture tasks" is shown, offering the options to display these pictures as a slide show, to print them out, or to go online to order prints. Conversely, a folder containing music files would offer options to play those files in a media player, or to go online to purchase music. Every folder also has "File and Folder Tasks", offering options to create new folders, share a folder on the local network, publish files or folders to a web site, and other common tasks like copying, renaming, moving, and deleting files or folders. File types that have identified themselves as being printable also have an option listed to print the file. These also change depending on what folder the user was in, leading to some criticism of Microsoft for not being consistent in displaying navigation choices. Underneath "Other Places" is a "Details"

pane which gives additional information – typically file size and date, but depending on the file type, a thumbnail preview, author, image dimensions, or other details. The "Folders" button on the Windows Explorer toolbar toggles between the traditional tree view of folders, and the task pane. Users can get rid of the task pane or restore it using the sequence: Search can also be instructed to search only files that are categorically "Documents" or "Pictures, music and video"; this feature is noteworthy largely because of how Windows determines what types of files can be classified under these categories. In order to maintain a relevant list of file types, Windows Explorer connects to Microsoft and downloads a set of XML files that define what these file types are. Image handling[ edit ] Folder thumbnail preview Windows XP improves image preview in Explorer by offering a Filmstrip view. A Folder containing images will also show thumbnails of four of the images from that folder overlaid on top of a large folder icon. Web publishing[ edit ] Web sites that offer image hosting services can be plugged into Windows Explorer, which the user can use to select images on their computer, and have them uploaded correctly without dealing with comparatively complex solutions involving FTP or web interfaces. For example, with images from a digital camera, the Exif information can be viewed, both in the Properties pages for the photo itself, as well as via optional additional Details View columns. The Details view also presented an additional option called "Show in Groups" which allows the Explorer to separate its contents by headings based on the field which is used to sort the items. The taskbar can be locked to prevent it from accidentally being moved. Support for ZIP files called "compressed folders". You can help by adding to it. December See also: For file names containing numbers Windows Explorer now tries to sort based on numerical value rather than just comparing each number digit by digit for every character position in the file name. Combined with integrated desktop search, Windows Explorer allows users to find and organize their files in new ways, such as stacks. There is also the ability to save searches as virtual folders or search folders. Each property has a preferred sort direction. For example, sort by date defaults to descending order, as does size. But name and type default to ascending order. Searching for files containing a given text string became problematic with Vista unless the files have been indexed. An alternative is to use the findstr command-line function. Windows Explorer also contains modifications in the visualization of files on a computer. A new addition to Windows Explorer in Vista and Server is the details pane, which displays metadata and information relating to the currently selected file or folder. The details pane will also display a thumbnail of the file or an icon of the filetype if the file does not contain visual information. Furthermore, different imagery is overlaid on thumbnails to give more information about the file, such as a picture frame around the thumbnail of an image file, or a filmstrip on a video file. The details pane in Windows Vista and Windows Server showing metadata of an image The details pane also allows for the change of some textual metadata such as author and title in files that support them within Windows Explorer. A new type of metadata called tags allows users to add descriptive terms to documents for easier categorization and retrieval. Some files support open metadata, allowing users to define new types of metadata for their files. Out-of-the-box, Windows Vista and Windows Server supports Microsoft Office documents and most audio and video files. Instead, all metadata is stored inside the file, so that it will always travel with the file and not be dependent on the file system. The task panes from Windows XP are replaced with a toolbar on top and a navigation pane on the left. The navigation pane contains commonly accessed folders and preconfigured search folders. Eight different views are available to view files and folders, including extra large, large, medium, small, list, details, tiles, and content. In addition, column headers now appear in all icon viewing modes, [16] unlike Windows XP where they only appear in the details icon viewing mode. It is also possible to change the layout of the Explorer window by using the Organize button. Users can select whether to display classic menus, a search pane, a preview pane, a reading pane, and the navigation pane. The preview pane enables users to preview files e. If an application, such as Office , installs preview handlers for file types, then these files can also be edited within the preview pane itself. As opposed to the prior address bar which displayed the current folder in a simple editable combobox, this new style structures the path into clickable levels of folder hierarchy though falls back to the classic edit mode when blank area is clicked , enabling the user to skip as many levels as desired in one click rather than repeatedly clicking "Up". It is also possible to navigate to any subfolder of the current folder using the arrow to the right of the last item. The menu bar is now hidden by default but

reappears temporarily when the user presses Alt. Check boxes in Windows Explorer allow the selection of multiple files. Icons of various sizes are supported: Windows Explorer can zoom the icons in and out using a slider or by holding down the Ctrl key and using the mouse scrollwheel. In Windows Vista and Server and in Windows XP as well if IE7 or 8 is installed, Windows Explorer no longer displays web pages, and IE7 does not support use as a file manager, although one will separately launch the other as necessary. When moving or copying files from one folder to another, if two files have the same name, an option is now available to rename the file; in previous versions of Windows, the user was prompted to choose either a replacement or cancel moving the file. Also, when renaming a file, Explorer only highlights the filename without selecting the extension. Renaming multiple files is quicker as pressing Tab automatically renames the existing file or folder and opens the file name text field for the next file for renaming. Also, a new interface `IFileIsInUse` is introduced into the API which developers can use to let other applications switch to the main window of the application that has the file open or simply close the file from the "File in Use" dialog. If the running application exposes these operations by means of the `IFileInUse` [contradictory] interface, Windows Explorer, upon encountering a locked file, allows the user to close the file or switch to the application from the dialog box itself. Although still fully available from the menus and keyboard shortcuts, toolbar buttons for Cut, Copy, Paste, Undo, Delete, Properties and some others are no longer available. The Menu Bar is also hidden by default, but is still available by pressing the Alt key, or changing its visibility in the layout options. Several other features are removed such as showing the size on the status bar without selecting items, storing metadata in NTFS alternate data streams, [28] the `IColumnProvider` interface which allowed addition of custom columns to Explorer [29] and folder background customization using desktop. The option "Managing pairs of Web pages and folders" is also removed, and the user has no way of telling Vista that a. Users must open the folder they wish to search in and enter their keywords in the search field located on the top right corner of the window. Alternatively, users can specify other search parameters through the "Advanced Search" UI, which can be accessed by clicking on the Organize Bar, and selecting Search Pane under the Layout submenu. Pressing F3 also opens the "Advanced Search" interface. Searching in a library automatically federates the query to the remote systems, in addition to searching on the local system, so that files on the remote systems are also searched. Unlike search folders, Libraries are backed by a physical location which allows files to be saved in the libraries. Such files are transparently saved in the backing physical folder. The default save location for a library may be configured by the user, as can the default view layout for each library. Libraries are generally stored in the libraries special folder, which allows them to be displayed on the navigation pane. By default, a new user account in Windows 7 contains four libraries, for different file types: Documents, Music, Pictures, and Videos. In addition to aggregating multiple storage locations, Libraries enable Arrangement Views and Search Filter Suggestions. For example, selecting the "By Month" view in the Pictures library will display photos in stacks, where each stack represents a month of photos based on the date they were taken.

## Chapter 2 : 6 Free Tools To Change Photo's Exif Data, Remove Metadata And Hide Dates

*Alternatively, you can edit metadata information in virtually any file format, including music files, using File Explorer: Open File Explorer (Windows key + E). Browse the location of the songs.*

Posted on April 4, by Ludwig Metadata, the non-picture information stored in photo files, can be managed in a number of ways. This article explores the use of Windows Explorer for adding or changing data. There are several information panes, to manage the metadata, you may wish to show them all. Click Organize on the menu bar and select Layout. In the sub-menu, click on any of the pane options that do not have a check mark â€” you may need to do this several times to get them all open. Note to Vista users: You do not have a Library pane â€” it will not be used in this article. If the pane is narrow only some of the information will be shown. Be sure to drag the border of the Details pane upward enough to show all the items. How much data is shown depends on the picture file. The above illustration shows the information for the same picture but three different files, from bottom to top: The middle file was made with the file conversion option in Windows Live Photo Gallery. A few items are missing in the JPG format. The top photo was made by clipping the image and pasting into Paint, then saving. This process stripped all metadata from the photo. As the pointer is moved across the information, its shape changes to a text select pointer when it moves over an item that can be modified. Clicking in the box opens it for text entry. One of the first things I do after I have brought in a batch of photos from my camera is to select them all and add my name in the Authors field. Yes, this need not be done one photo at a time, but can be done on a number of files at the same time. When multiple photos are selected â€” hint: Ctrl-A selects all in the folder â€” the details pane empties of data. Clicking on Show more detailsâ€¦ displays the data for all the photos. Added data, as shown here, then applies to all the selected photos. A Save button is also displayed to permit adding the information to all the selected files. When multiple files are selected only the data common to all of them is displayed. This makes modifying tags difficult â€” you may want to do that in Windows Live Photo Gallery as explained in another article. If you have not yet applied any tags to the selected photos, then doing it in Windows Explorer is quite nice. The moment you type the first letter, available tags that contain words starting with that letter are displayed: You can then select the appropriate tag if it exists, or finish typing a new tag. Click Save to add the data. Removing existing information is also quite easy. Click on the field, after it opens for editing, click on the information you wish to remove, or select multiple items by dragging the pointer over them, then press the Delete key. Click Save after the operation. Some of the information fields offer drop-down menus to allow you to change data. These are indicated with tiny arrowheads to the right of the field. You can then select the data you wish to change to. One field is particularly interesting, the Date taken field. When you click on that a calendar is displayed and you can change the date. Yes, you can change to a future date. Why you would want to do that is beyond me. One thing you cannot change is the time. In Windows Live Photo Gallery the time a photo was taken can be changed. Not all metadata fields are shown in the Details pane. You can get to some other fields in the Properties dialog. Right-click on a selected photo you can do this for multiple photos as well and select Properties in the drop-down menu then click the Details tab. Information can be added just like in the Details pane of Windows Explorer. Here there are also some drop-down selection boxes for some items. In this dialog many more items can be added, changed, or deleted than are available in the Details pane of Windows Explorer. This should keep you busy for a while. This is the third article in a series of four on metadata. The previous articles can be found here:

## Chapter 3 : Sharepoint Explorer File View based on Document Library View - SharePoint Stack Exchange

*How to Add or Remove Details tab in File Properties in Windows 10 You can right click or press and hold on a drive, file, and folder in Windows, and click/tap on Properties to see more details about the drive, file, or folder.*

## Chapter 4 : Meta Data in Windows Explorer

# DOWNLOAD PDF EDIT METADATA OF FILES IN WINDOWS EXPLORER

*After clicking on an audio file In Win 7 there was a series of editable fields at the bottom of windows explorer. I do not see this in Windows 8 File Explorer. Can somebody please help me to get these.*

## Chapter 5 : How can I view pdf meta-data in Windows Explorer? - Super User

*Windows Explorer has displayed file metadata for a very long time. Click an image, say, and you'll see (and have the option to edit) details like the picture title, author, comments, camera.*

## Chapter 6 : Comparison of metadata editors - Wikipedia

*For some reason, File explorer seems unable to show metadata. For example, here is what File Explorer shows for one example powerpoint file: I created this file on this same desktop before the upgrade, and it has a bunch of metadata including category, subject, author, etc.*

## Chapter 7 : File Explorer fails to show metadata? Solved - Windows 10 Forums

*Metadata, the non-picture information stored in photo files, can be managed in a number of ways. This article explores the use of Windows Explorer for adding or changing data.*

## Chapter 8 : Windows Explorer not displaying file metadata; metadata cannot be be edited

*The last section is File, where you can view file name and type, location path, date created and modified, owner, and computer name where the file resides. However, you can't edit any of these fields.*

## Chapter 9 : Metadata Deluxe / Windows 7 Explorer

*This extension is also used to show and edit the files metadata on the Windows Explorer details pane and file properties details tab, and to show metadata on many other file dialogs (file delete confirmation, etc.).*