# File Management with JAWS
## Viewing the Properties of a File

Sometimes, you'll need to find out the size of a file, when it was created and modified, or when it was last accessed. This can be done by viewing its properties!

To view the properties of a file, in conjunction with JAWS, follow these suggested steps:

1.  Navigate to the folder which contains the file you wish to view the properties of.

2.  Select the file. Then, press the Windows keyboard command **ALT and ENTER**. Upon doing this, the Properties dialog box will be displayed.

The Properties dialog box consists of 4 Tabs (pages). These are labelled General, Security, Details and Previous Versions. The current page will be General. To change pages, press the keyboard shortcut **CTRL and TAB**. To navigate the contents of a page, use a combination of **TAB** and **SHIFT and TAB**.

The General page is the one which contains most of the information you'll be interested in. However, much of it is static text. This is information which can't be navigated using the TAB and Arrow keys. Therefore, it will be necessary to use a JAWS specific command to read this information.

3.  Press the JAWS keyboard command **INSERT and B** (**CAPS LOCK and B** on a laptop). Upon doing this, JAWS will start to read the contents of the dialog box, from top to bottom. You'll have to listen carefully to this information! For reference, it'll include the name of the file, its location on your computer, the file type, when it was created etc.

If you find it difficult to comprehend the information announced by JAWS, there is an alternative method you can use to read the contents of the General page in the Properties dialog box.

4.  Press the JAWS keyboard command **INSERT and ALT and W** (**CAPS LOCK and ALT and W** on a laptop). Upon doing this, the General page of the Properties dialog box will be virtualised. This means all of the text will be placed into a window which can be navigated using standard reading commands.

5.  Read the text. You'll now be able to find out the size of the file, when it was created, modified etc, along with other useful information.

6.  When you have read the information, press **ESCAPE** to close the Properties dialog box and return focus to the selected file in File Explorer.