

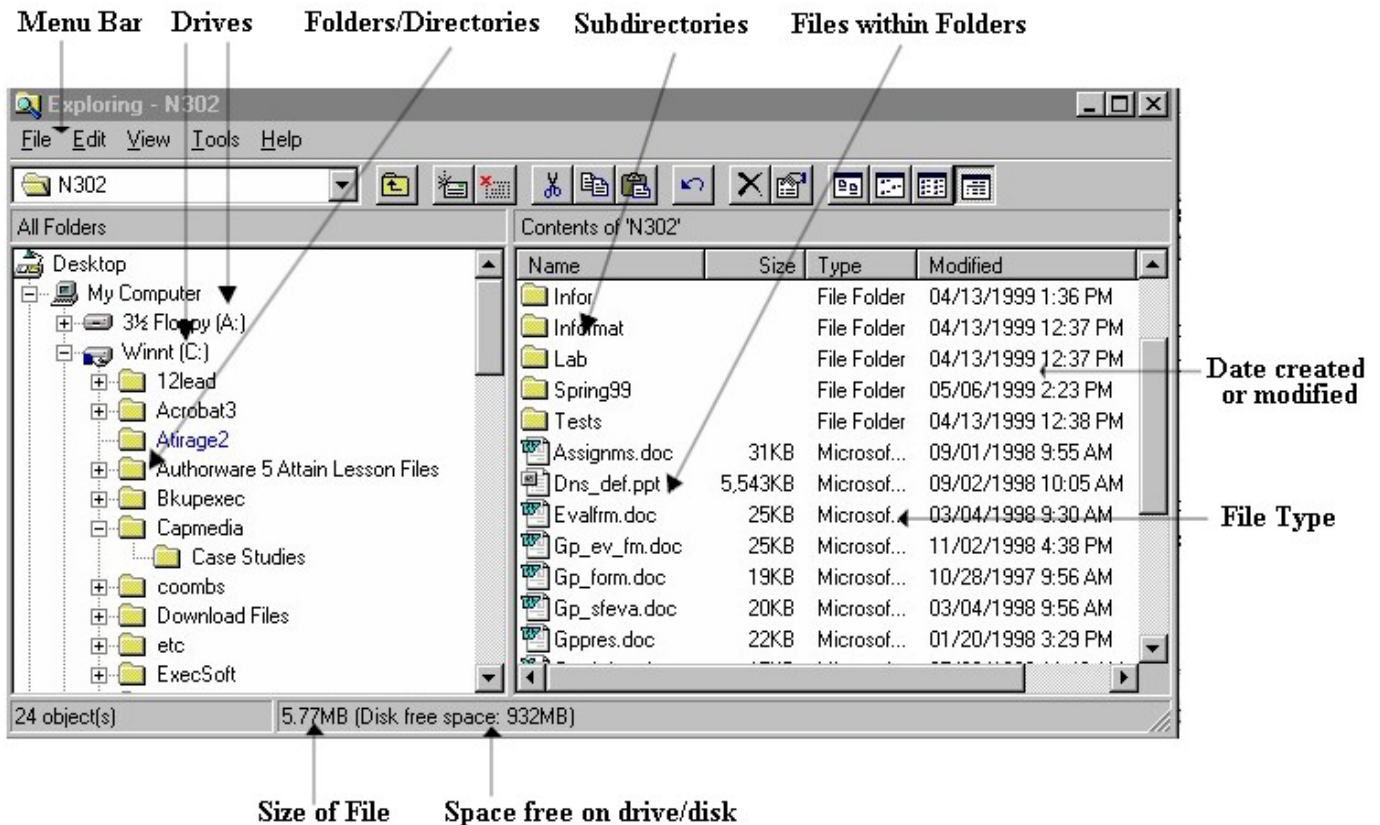
Microsoft Windows Explorer

Windows Explorer is a tool to view and manage your files. Think of Windows Explorer as a filing cabinet with drawers and then folders inside of the drawers. Windows Explorer has a "tree" depiction of drives, folders, and files.

To access Windows Explorer:

1. Click on Start, Programs, Windows Explorer or double-click a shortcut on the desktop.
2. Size the window for your desired viewing. Maximize is suggested, to use the entire monitor. You can also resize the left and right windows within the larger one to see the information better.
3. Or, right-mouse on the "Start" button, and left-click "Explore".
4. Or, on most keyboards, there is a "Windows" key on the bottom row between the CTRL and ALT. Pressing Windows+E will bring up the Explorer too.

Windows Explorer shows the contents of your computer using two windowpanes. The left pane has a "tree" that shows the Desktop, followed by My Computer. A plus sign "+" in front of any drive or folder shows that there are folders within the drive or folder. Click the "+" to see a list of the folders. The drive and folder structure is indicated by the indentation levels in Explorer's left window. The right pane shows the files and folders that are contained within the folder you select in the left pane. Your selected folder appears to be open, with its contents spilling out into the right panel. A minus sign "-" on a folder means that it is fully expanded.



Above graphic is courtesy of Duke University,
<http://www.duke.edu/~dhewitt/tutorials/explorer/explor.html>

Microsoft Windows Explorer

The left pane is used for navigation. You use the left pane to navigate to the drive or folder that contains the file or folder you want to move, copy or delete.

The right pane is used to see details of your files (i.e. size, date created/modified), or thumbnails of your files. In the right pane click on 'View', 'Details'. When you just want to see a list of files, click on 'View', 'List'. You can sort the columns, such as "date", by clicking on the header. All the folders and files that are visible in the right side will be sorted by date (earliest to latest or latest to earliest). Clicking on the header a second time will reverse the sorting.

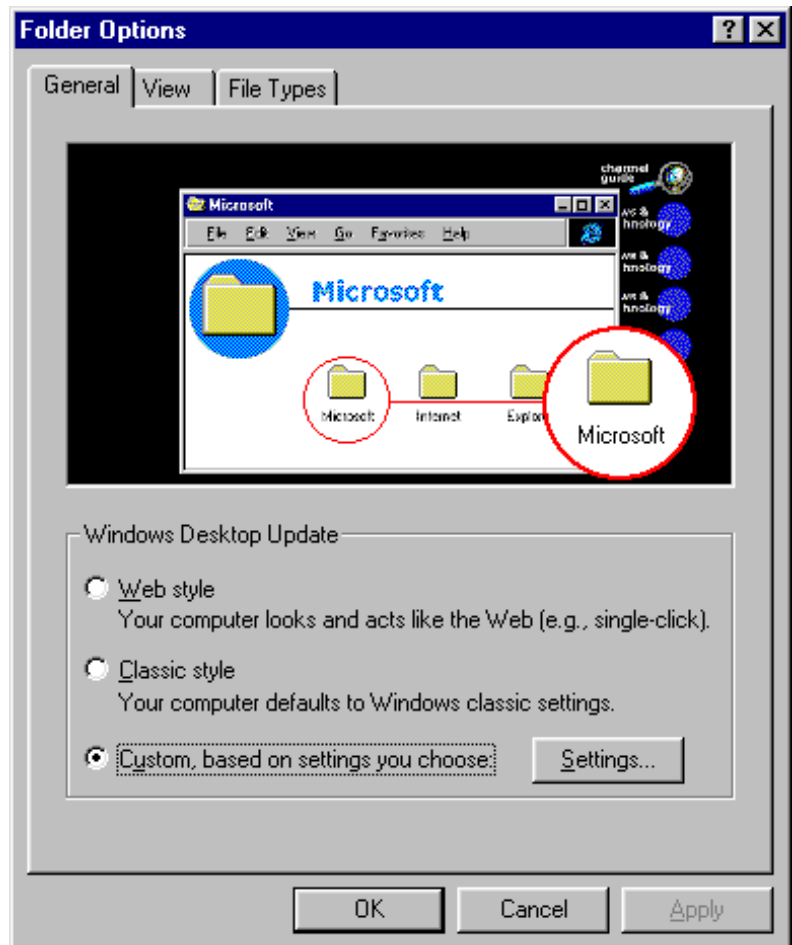
To open drives or folders, just click on the drive or folder icon in the left pane. You'll notice that everything in that drive or folder appears in the right pane.

To copy or move a folder or file, right click on the folder or file. Hold the right mouse button down while dragging the folder or file icon to the desired destination. Release the right mouse button. A menu will become visible, with the following actions to select: Copy, move, create a shortcut, and cancel. Left click on the desired action.

To find a folder or file, left click on a drive or folder and ctrl-F or click on start, find, files.

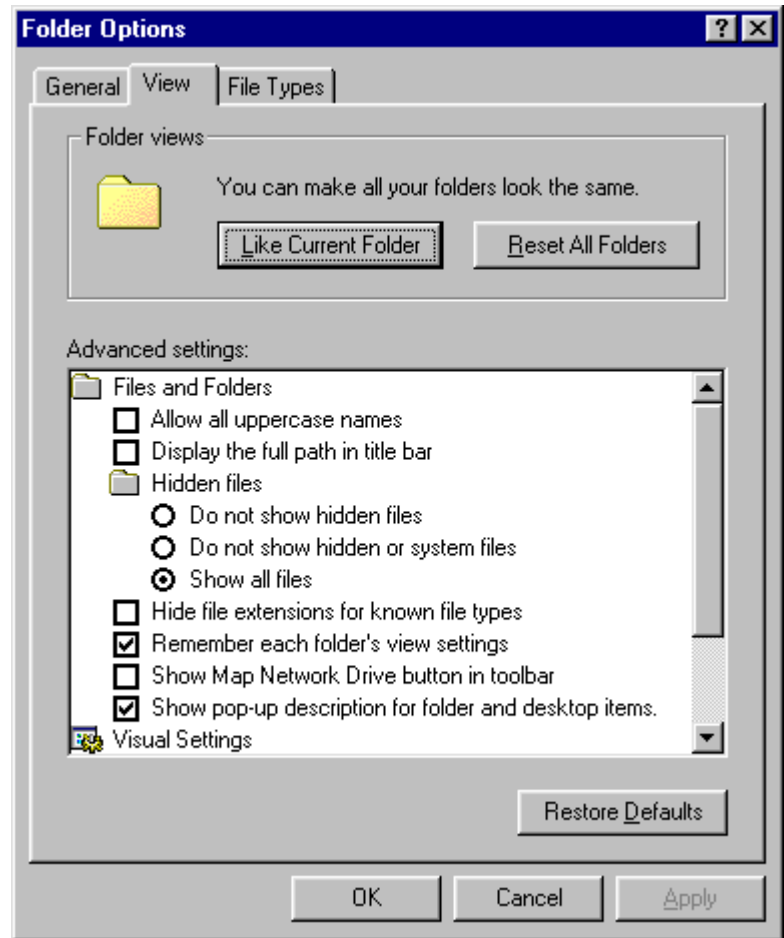
Customize the view in Windows Explorer. Example: Click on View, and Details.

To keep the customized view in Windows Explorer, click on View, Folder Options.



Microsoft Windows Explorer

In the General tab, click on Custom. Click on the View tab, then click on "Like Current Folder". This setting will make all folder views look like the current view.



To find a folder or file, click on Start, Find, Files or Folders.

Find by name, and/or date, and/or application.



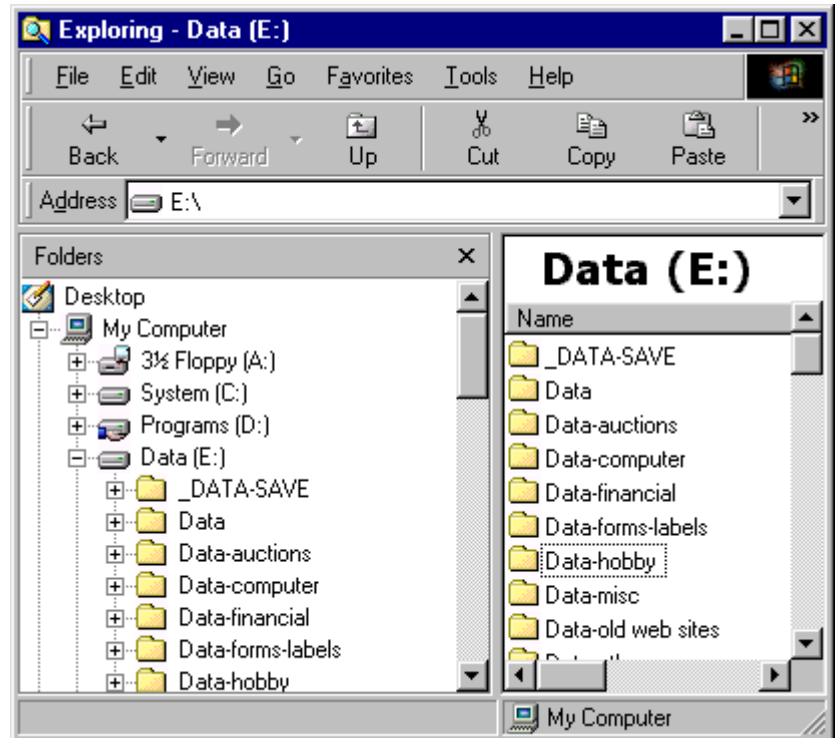
Microsoft Windows Explorer

Have a separate drive or folder for data. This makes it easier to back-up data, and to search for files.

In this case the “Data [E]” drive is not a separate, physical, drive. It is a “logical” drive that is located on the only hard drive in the computer.

Partition Magic, by Powerquest, can be used to divide a hard drive into logical drives.

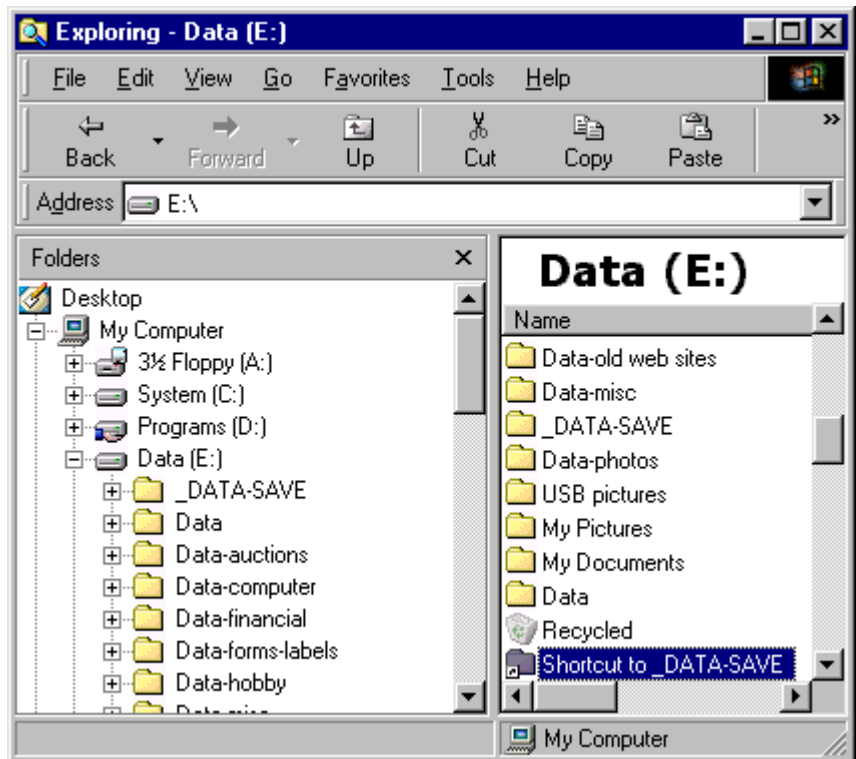
The “Programs [D]” drive is also a logical drive for congregating all programs onto one drive.



You can create a shortcut to your data folder, as follows.

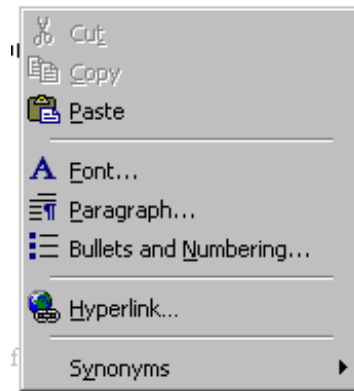
Right-click on the data folder “_Data_Save” is this example. On the pop-up menu, left-click on “Create shortcut”.

Drag this new shortcut to the desktop or to your custom toolbar, where it is available for a quick double-click access to your data files.



Microsoft Windows Explorer

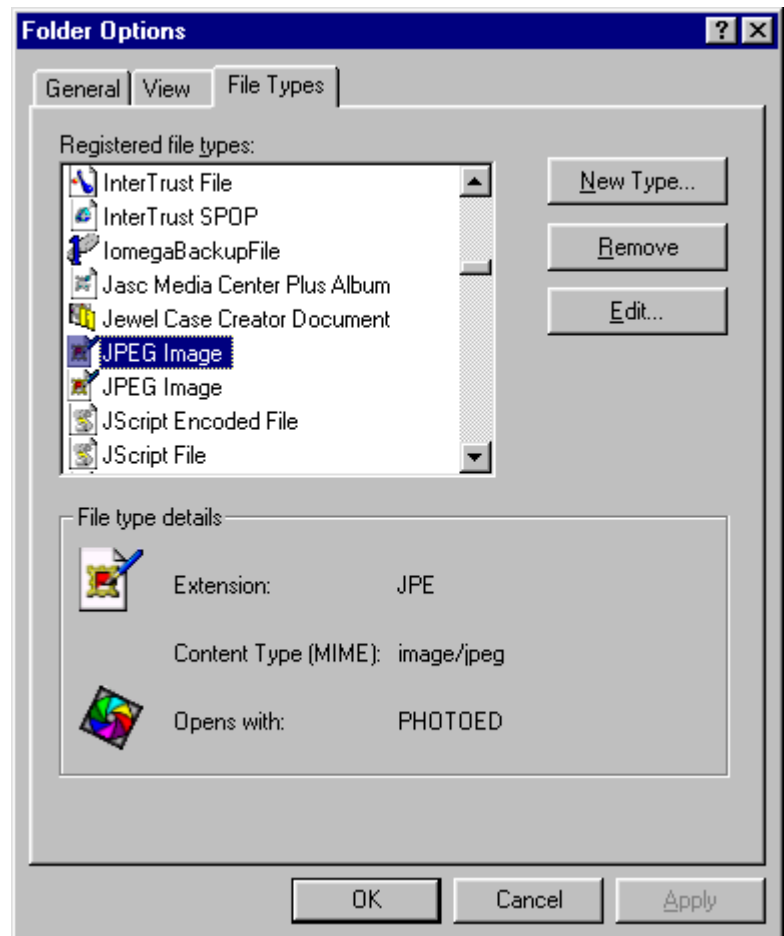
Right-click menu is context sensitive. In this Word file the right-click menu looks like this:



Use the Help file to find answers to your questions on Windows.

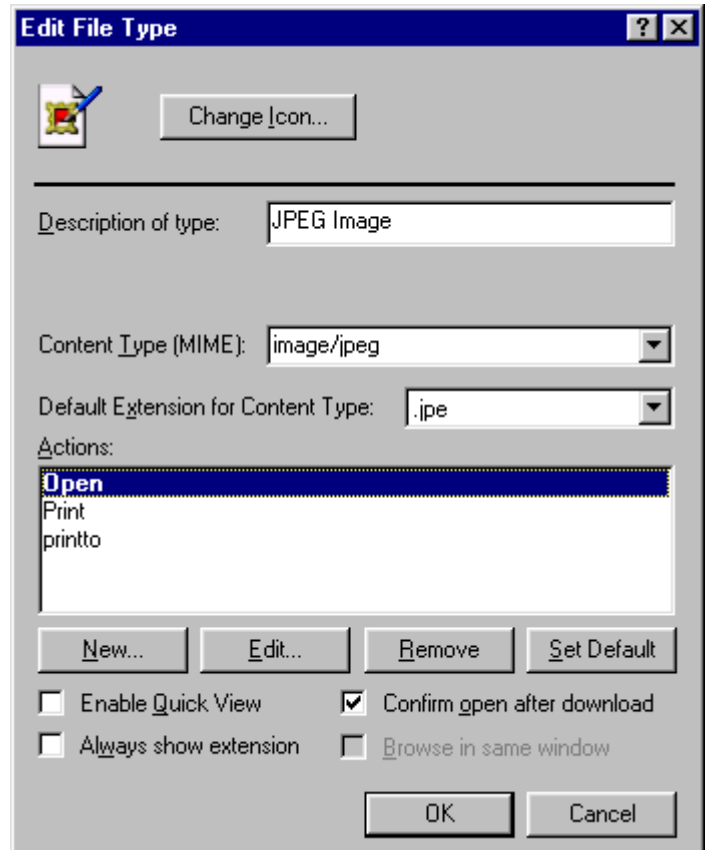
To change the application that opens a particular file type, click on View, Folder Options, File Types.

Click on the file type you wish to change, then on Edit.



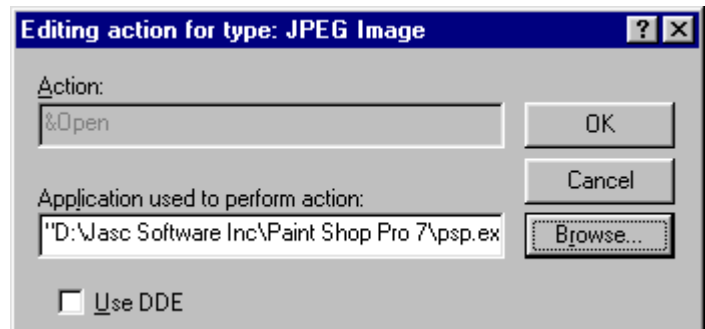
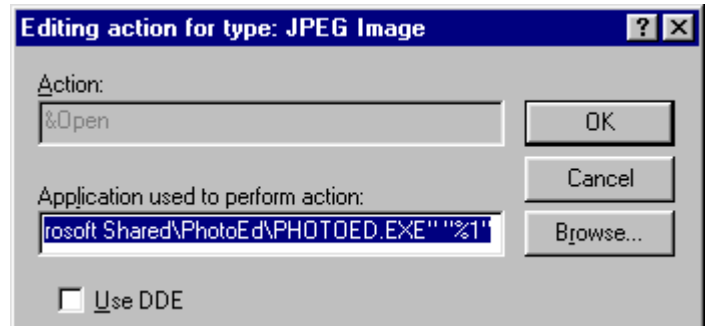
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Click on Open, then the Edit button.



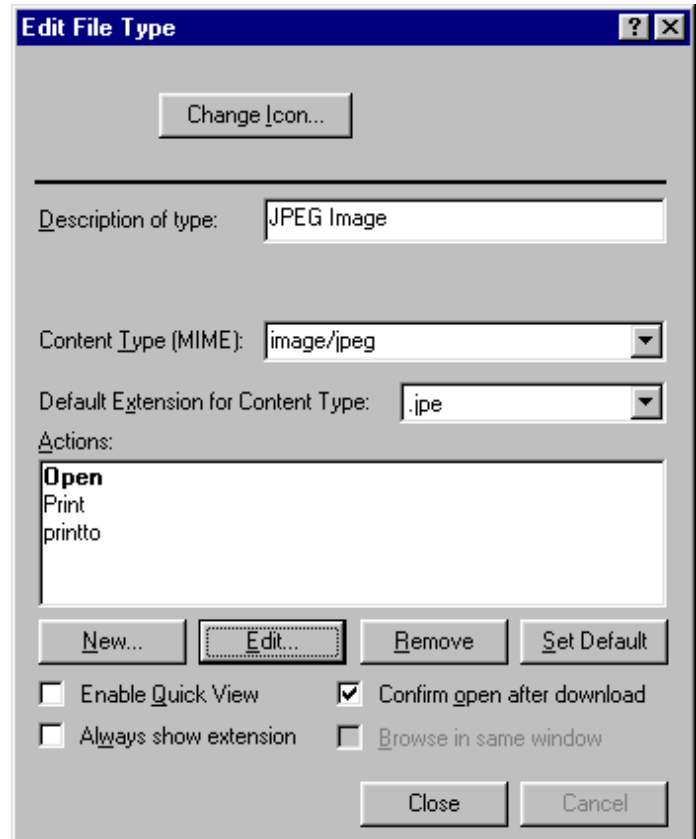
The current application will be shown. Click on the Browse button and select the application ".exe" file that you want the file type to open with. After selecting the desired application, click "OK".

In this case, Microsoft Photo Editor is being replaced by Paint Shop Pro.



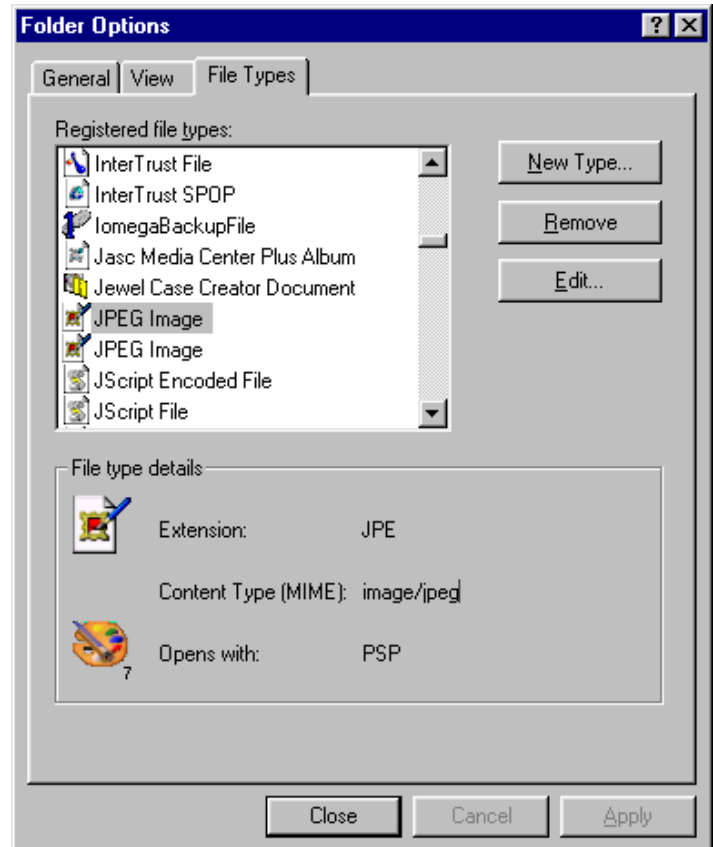
Microsoft Windows Explorer

Click on Close.



Paint Shop Pro (PSP) is now shown as the application that will open JPEG images.

Click on Close.



Microsoft Windows Explorer

To create a user-defined toolbar:

1. Create a new folder to hold the contents of your new toolbar. For information about how to create a folder, click Start, click Help, click the Index tab, type "new folder" (without the quotation marks), and then double-click the "New Folders" topic.
2. Copy the items you want on your toolbar to the folder you made in step 1. Typical items on a toolbar might include shortcuts, folders, and so on.
3. Right-click the taskbar, point to Toolbars, click New Toolbar, browse to the folder you created in step 1, click this folder, and then click OK.
4. Restart your computer. Note that your new toolbar is visible before you restart your computer, however, you still must restart your computer to complete the toolbar creation process.

To customize a user-defined toolbar, right-click the toolbar, and then click to place or remove a check mark from the appropriate item on the menu that appears. For example, you may want to remove the text label associated with your toolbar by right-clicking your toolbar, and then clicking Show Text to remove the check mark. To add an item to your toolbar, drag the item to the toolbar, and to remove an item from your toolbar, drag it off the toolbar, and then delete it. Also, you can move this toolbar by dragging it to a new location.

Suggested links for additional information:

<http://www.geocities.com/fhf19342/newsletters.htm>

<http://www.duke.edu/~dhewitt/tutorials/explorer/explor.html>

<http://www4.tomshardware.com/consumer/01q3/010803/xp-06.html> (for XP)

<http://www.baycongroup.com/win98/win9800.htm> (information on many subjects)

<http://www.viewz.com/netscape/computingtips/computingtip7.shtml>

<http://www.plugandwork.com/explorerhlp.htm>

<http://www.computorcompanion.com/LPMArticle.asp?ID=94>

<http://www.cpcug.org/user/clemenzi/technical/WinExplorer/WinExplorerCookBook.htm>

<http://www.pcworld.com/howto/article/0,aid,36585,00.asp>

Microsoft Windows Explorer

http://www.wdell.com/support/windows_explorer.html

<http://www.allcentex.com/ce/pc/sw/wexplorer.htm>

<http://www.smartcomputing.com/editorial/list.asp?pcatid=11&catid=512>

http://www.svi.org/pcday/manual/5-1_Starting_the_Windows_Explorer.htm

<http://www.knowwareglobal.com/tips/explorer.htm>

<http://www.toejumper.net/speed5/winex5.htm>

<http://www.winshareware.com/tips/explorer.htm>

http://www.bathspa.ac.uk/markhelp/fileman/file_explorer.html

<http://cit.information.unl.edu/tips/Managingfiles.pdf>

<http://www.mrbillsadventureland.com/howto/mydrives/mydrives.htm>

http://support.ernestallen.com/computer_tips/explorer.asp

http://www.nursing.uiowa.edu/data_man/Instruct/UsingWindowsExplorer.pdf

<http://www.ap.buffalo.edu/~crl/help/software/tools/winexplorer/viewdetails.htm>

<http://www.co.suffolk.ny.us/legis/Download/Windows%20Explorer%20Primer.doc>

<http://www.portertronix.com/explorer.html>

<http://www.slmseniors.com/library/win98l.htm>