

Windows Explorer

The quickest way to start Explore:

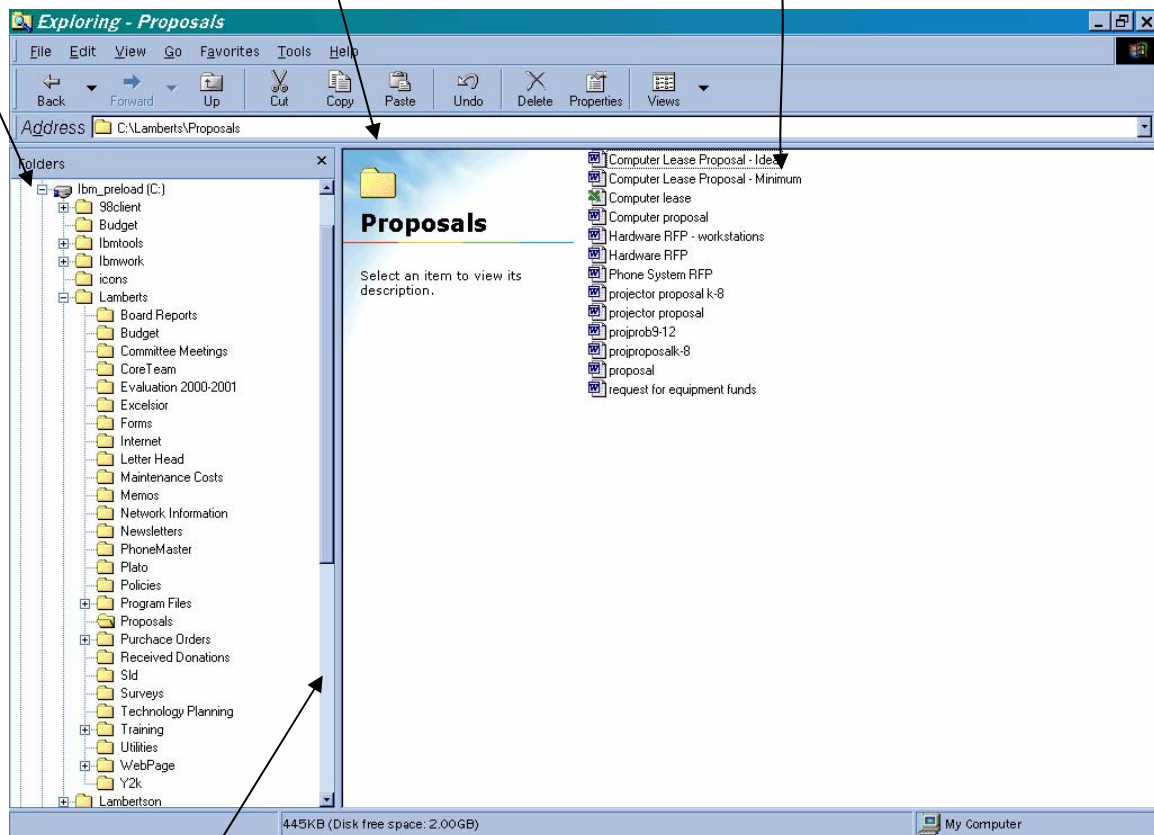
1. Right-Click on Start
2. Explore
3. Maximize the Screen

2 Parts to the Screen

"Folders Side" (Folders)

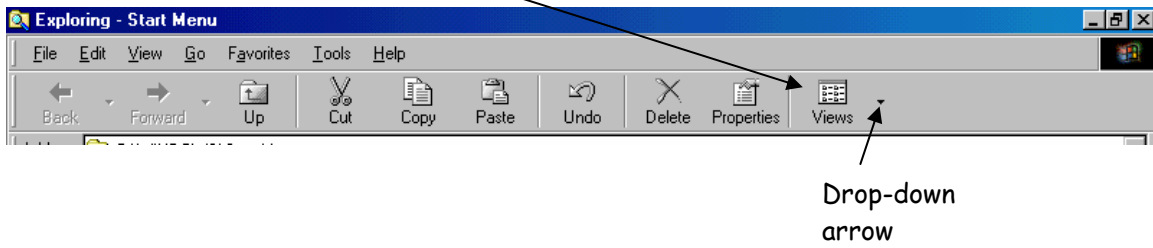
"Contents Side"

You can slide the divider to the right or left



Important Scroll Bar

Let's check out the different views...



Large Icons

Small Icons

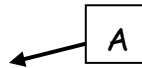
List

Details

- If you like to use the “Detail” view, you can click and drag the title dividers to change the width of the column. That way you can see the information that you want to see.
- You can also click and drag the center bar right or left to change the sizes of your right and left columns.

Whether you're on a network or not, when you start Explorer, you're automatically looking at the C drive. If you want to look at the H drive, (your space on the File Server), then double-click on the

YOURID on 'Server_Name\Sys\Data...' (Notice the 1 below.)



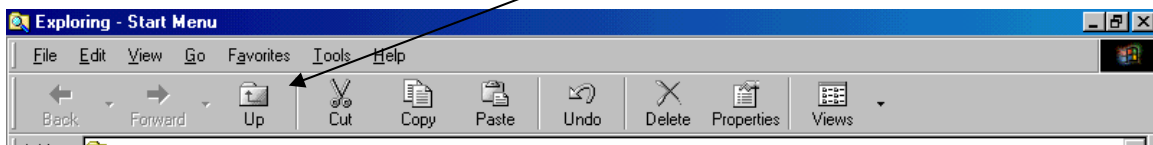
To add a folder to your space on the File Server:

Assuming the right hand side of the screen is showing you your network drive:
(You know you're looking at the network drive by looking where the A is above.)

1. Right-Click on any white space on the right hand side of the screen.
2. Move the mouse pointer to New.
3. Click on Folder – This places a folder icon on your screen.
4. Type in the name of your new folder.
5. Press ENTER.

1

- To see the contents of a folder, double-click on that folder.
- To return to the prior folder, click on the "Up One Level" icon. (The folder with an up arrow on it.)



To rename an existing FOLDER:

1. Right-click on the Folder name
2. Click on Rename
3. Type the new name of the folder
4. Press ENTER

To rename an existing FILE:

5. Right-click on the File name
6. Click on Rename
7. Type the new name of the file
8. Press ENTER

Working with groups of files:

If there are a bunch of files listed consecutively:

1. Click on the first file
2. Hold down your SHIFT key
3. Click on the last file

To select files that are not listed consecutively:

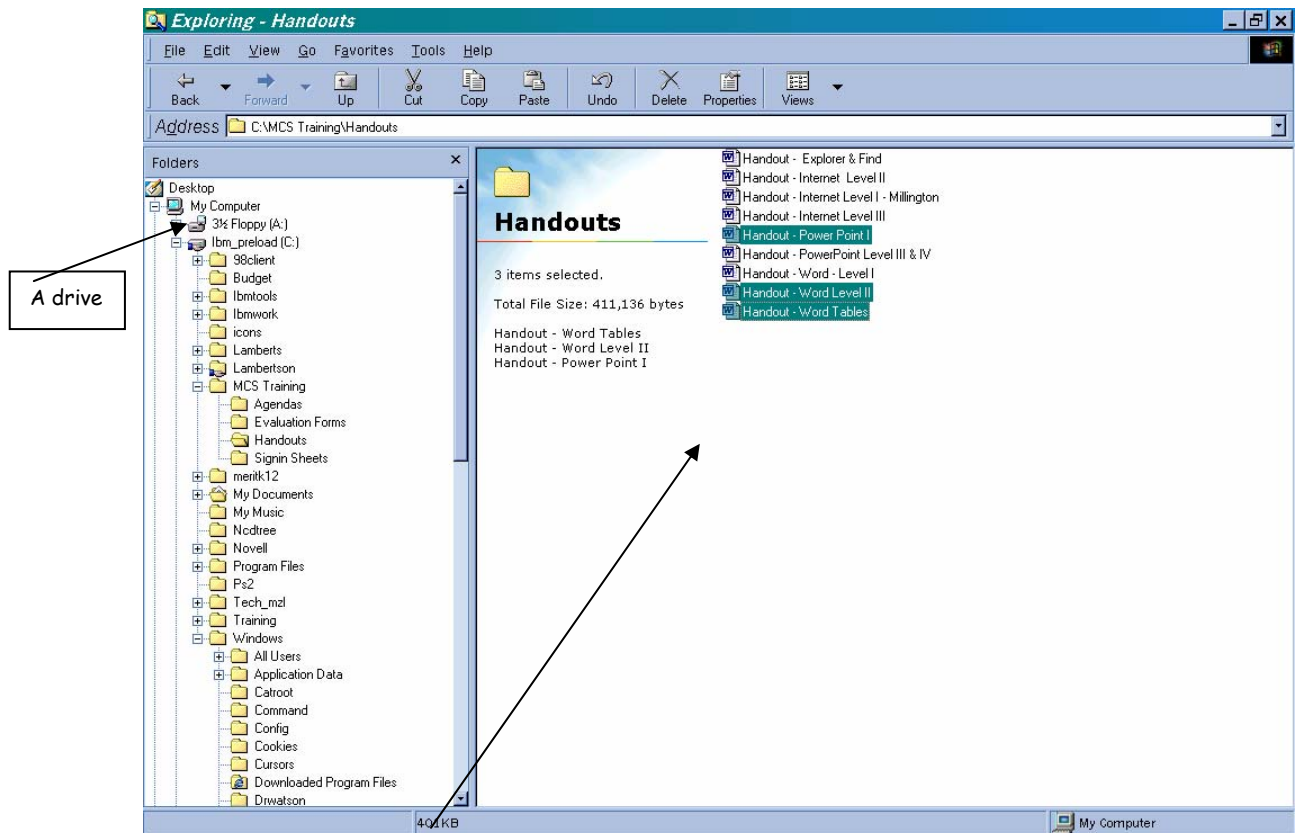
1. Hold down the CTRL key and click on the files you want to select

Why might you want to work with a group of files?

- You might want to delete them.
- You might want to MOVE them.
- You might want to COPY them.

Copying or Moving Files to the A drive (a diskette)

- 1) Select the files you want to copy. The selected files will be highlighted in blue.
 - a) If your files are RIGHT NEXT TO EACH OTHER:
 - (i) Click on the first file in the list
 - (ii) Hold down your SHIFT key
 - (iii) Click on the last file in the list
 - b) If your files are scattered throughout the listing:
 - (i) Hold down the Ctrl Key
 - (ii) Click on the files you want to select
- 2) Ensure that you can see the A drive 3 ½ Floppy (A:) on the left hand side of the screen. If you can't, scroll up using the scroll bar.
- 3) Make sure you put a diskette in the A: drive.



- 4) Right-Click (anywhere in the blue part) and drag the files to the A drive icon. (Notice that the A drive icon is marked above.)

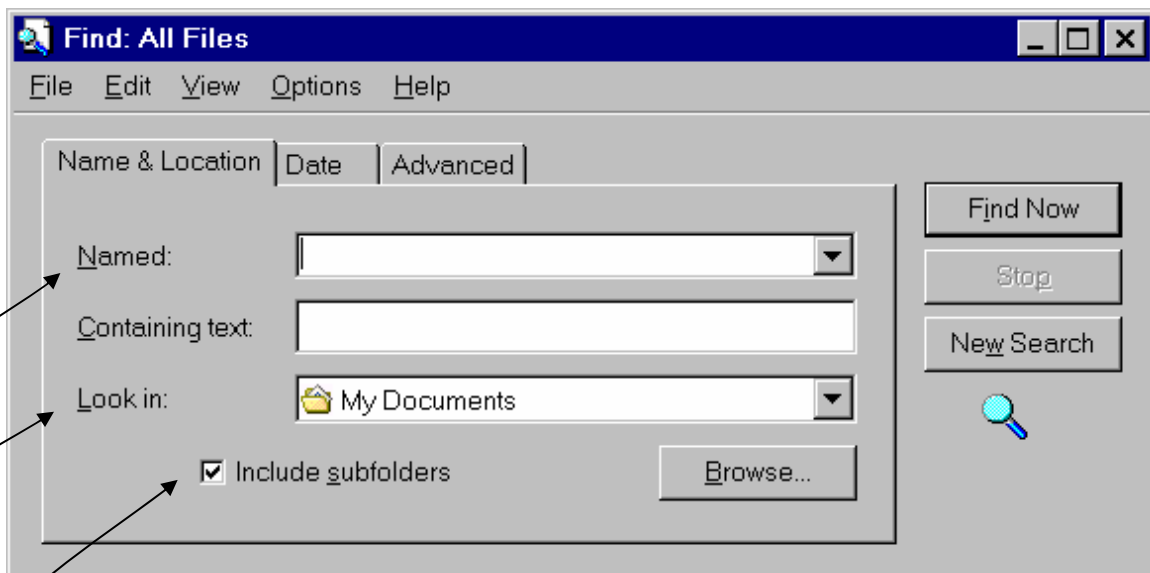
- 5) Once the blue is highlighting the A drive, release the mouse button.

- 6) You will want to select either "Move Here" if you want to move the files, or "Copy Here" if you want to copy the files.

Find

Have you ever forgotten what you named a file, OR where you put a file? This happens quite frequently in a school environment where employees frequently need to jump between various projects. If time is of the essence, (when isn't it!) and you need to find the name of a file you created, you can use the "Find" tool.

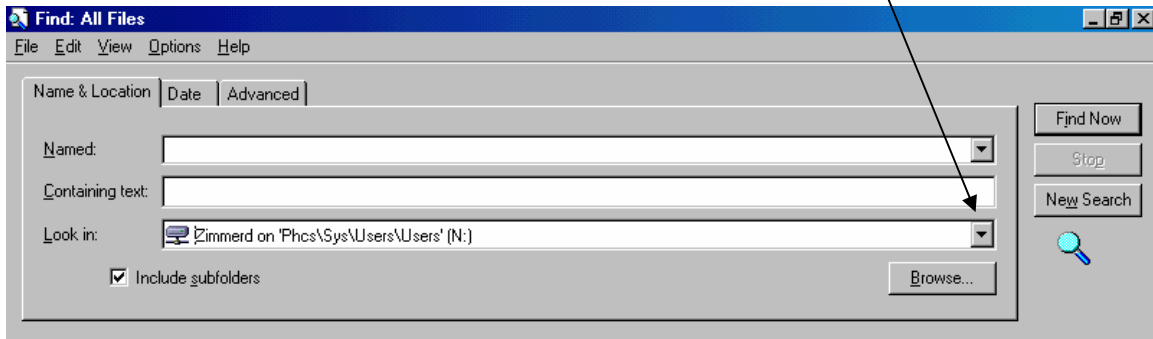
1. Click on Start
2. Move your mouse pointer to Find
3. Click on Files or Folders



- Notice the "Look In" section. This has to be where you want "Find" to look for your files. If you save your files to the File Server, you need to change the "Look In" section from C:\ to the N:\ drive. Remember that the N:\ drive is your space on the File Server.
- If you create folders to organize your work, (and you know you should ☺) you'll want to keep the check mark by the "Include Sub-Folders" section.
- In the "Named" section, type the name, or part of the name, of the document. In the example above, I searched for all documents that have a "doc" extension. Use the * (SHIFT-8) as a wildcard. Examples of searching with a wildcard:

To search for documents that start with MEAP, type meap*.

To change the "Look in" location, click on the drop-down arrow.



To search for a file that was created on a certain date:

1. Click on the "Date" tab.
2. Click in the "between" circle.
3. Click on the drop down arrows to select the dates that you want to search.

