WINDOWS XP

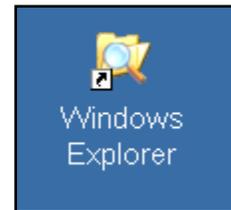*WHAT IS WINDOWS EXPLORER AND HOW DO I USE IT?*

Windows Explorer displays the hierarchical structure of files, folders, and drives on your computer. It also shows any network drives that have been mapped to drive letters on your computer. Using Windows Explorer, you can copy, move, rename, and search for files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag the file to another folder or drive.

Creating a shortcut to Windows Explorer

Click on **Start > Programs >Accessories**

Right-click on **Windows Explorer** and select **Send To > Desktop (create shortcut))** from the drop down list.
You should now have the icon on your desktop. Now double click on this icon to open Windows Explorer.

You can also click on this short-cut icon, hold the mouse button, and drag it down into the *quick launch* taskbar at the bottom.

Opening Windows Explorer

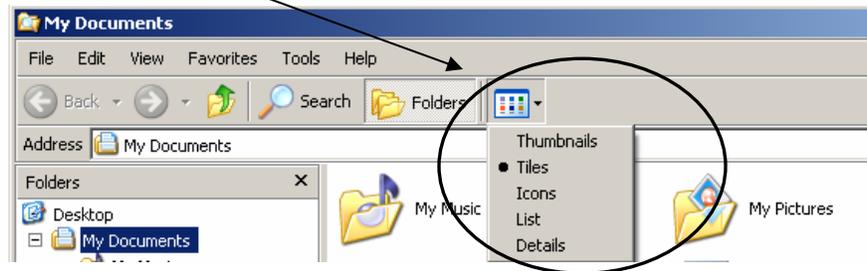*Double*-click on a shortcut to open Windows Explorer.

Now click on "My Computer." Note the Directories are listed on the left. You may see A: C: D: E: G: N: Y: Z. The contents of each directory appears on the right. Y:\ is your "personal space." This cannot be accessed by anyone else. You may also have access to a shared directory depending on your status (faculty, staff, student, major).

If there is a plus sign in front of the yellow folder under the directories, this means there are sub-directories under it. By clicking on the plus sign, it will reveal those folders on the **left** below the directory.
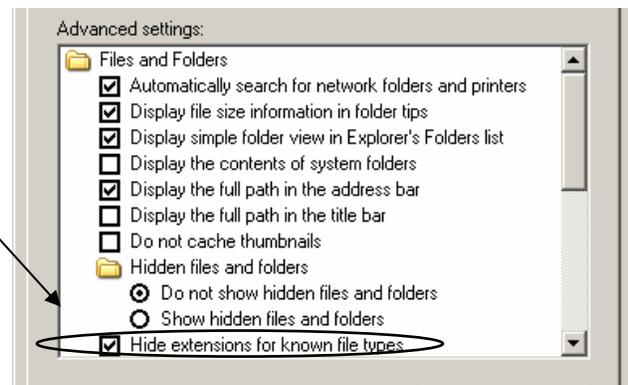
If you *double*-click on a directory or folder, the contents will be displayed on the **right** side of the screen.

<u>Displaying Documents in Windows Explorer:</u>

If you go to **Views** on the right in the large menu bar, you can choose how you want the documents to display. Select each item to see the difference.

Should you want to be able to see the file extensions (.doc, .xls, .wav) Go to **Tools**>**Folder Options**. Click on the **View** tab; scroll down under "**Files & Folders.**" <u>Un</u>check the box before: **Hide extensions for known file types.**
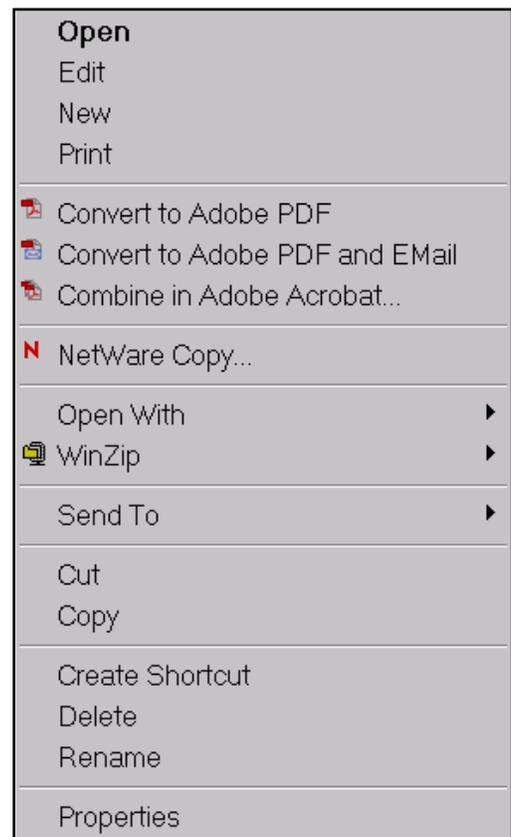Click **OK**.

<u>Creating a New Folder</u>

While in Windows Explorer, d*ouble*-click on the directory or folder where you want to create a new folder.   Go to **File**>**New**>**Folder**. A new folder appears at the bottom of the list on the right with a set of brackets with "New Folder" where the name should be. Type the name in this set of brackets. Press **Enter**. Folders will re-alphabetize the next time you access this directory/folder.

If you want to create a new folder within a folder, click the folder you just created and repeat the above steps.

You can delete any document and/or folder while in Windows Explorer by clicking on it (should be highlighted in blue) and pressing the **Delete** key or *right*-clicking and selecting **Delete**.

You can move items by *left*-clicking on them, holding the *left* mouse button, dragging the item to its intended destination (folder should be

highlighted in blue), then releasing the mouse button. Please be very careful with this option. Shared network directories can inadvertently be "dragged and dropped" to another directory causing others who share the directory not to be able to find and access them.

If you only want to copy the file to another location, *right*-click, choose **Copy**, go to the folder where you want to insert the copy, *right*-click and choose **Paste**.

Searching for a document or file

Click on **Start > Search >For Files or Folders**
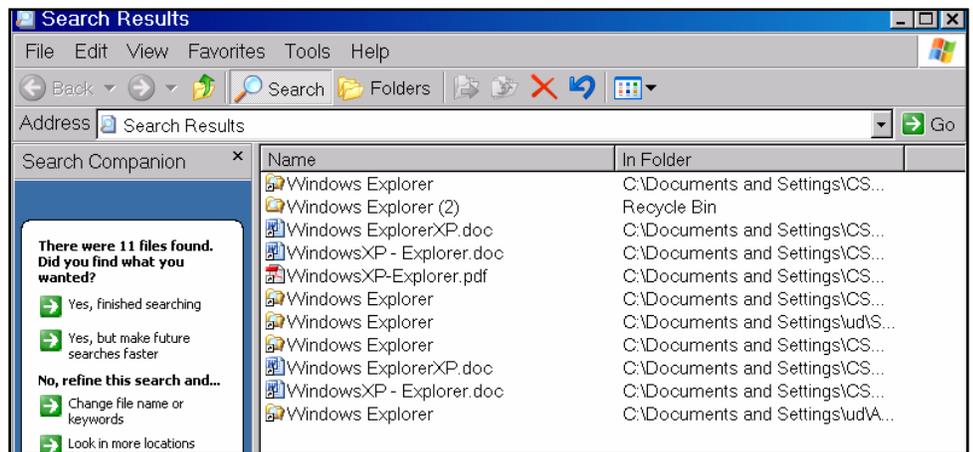
Click on **All files and folders.**

You can search by "All or part of the file name" or "A word or phrase in the file."

Choose the drive you wish to search. Note programs will usually be on the C:\ drive (hard drive). If you are looking for a document you saved to your network drive, choose Y:\.

Type in "*Windows Explorer*."

Your search results should appear on the right.

<u>Renaming a file or folder</u>

Click on the file or folder you wish to rename (it should be highlighted). Right-click and select **Rename**. Begin typing the new name. Press **Enter** when finished. File or folders will re-alphabetize the next time you access this directory/folder.