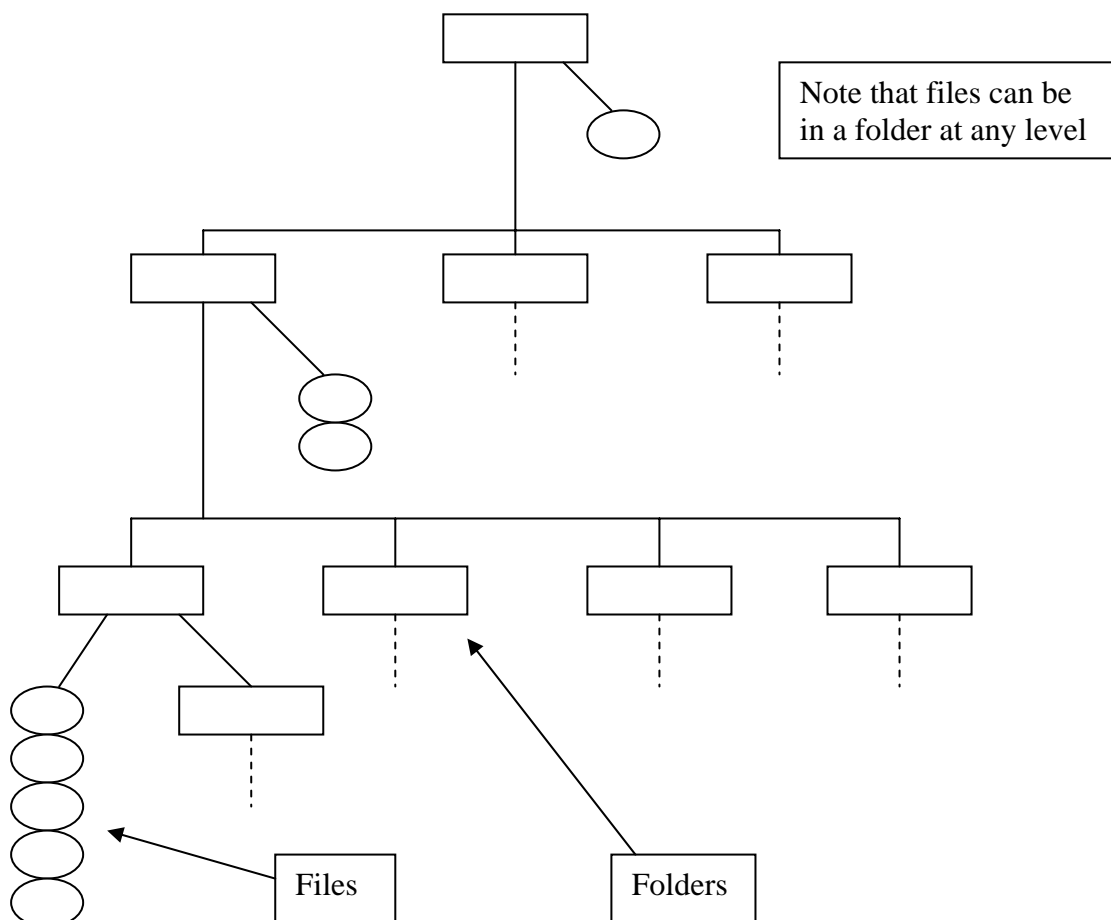


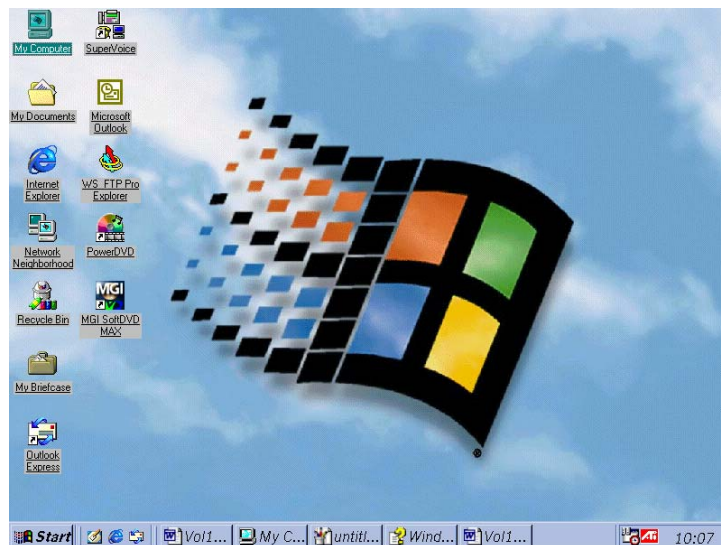


Windows Folders and Files

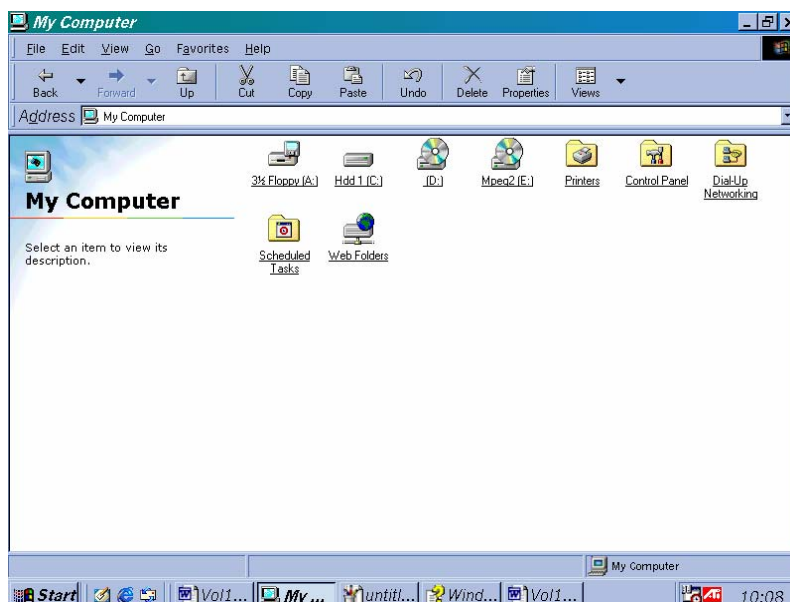
The filing structure on the computers is a hierarchical system; i.e. it is structured like a family tree where each person has only one parent. The top level is Desktop and the files are at the bottom level of any path. (see diag.)



When we switch the computer on, we are presented with the desktop screen. This will normally have Icons down the left hand side and a Task Bar at the bottom. (These positions may vary).

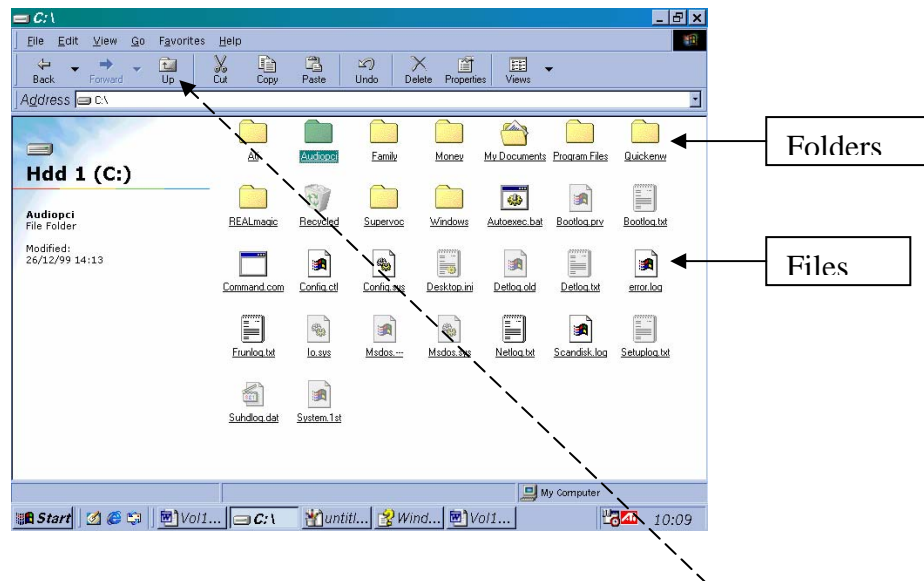


One of the Icons will be called 'My Computer' and by clicking¹ on this, we open or enter that level i.e. one level down from desktop. The displayed window will change to reveal the contents of My Computers and should show the drives and some folders. (The A: drive is the floppy disc drive. The Hard drives are labelled C: D: etc until the all have a label. The next free letter is allocated to the CD-ROM.)



¹ By clicking we mean pointing at the icon with the mouse pointer and clicking the LEFT mouse button

We can see the contents of any drive or folder by clicking on its icon. Clicking on a file will open the file. If this is a program file, the program will run.



Moving up to a higher level is achieved by clicking on the UP button on the tool bar. The BACK button will take you to the previous level viewed.

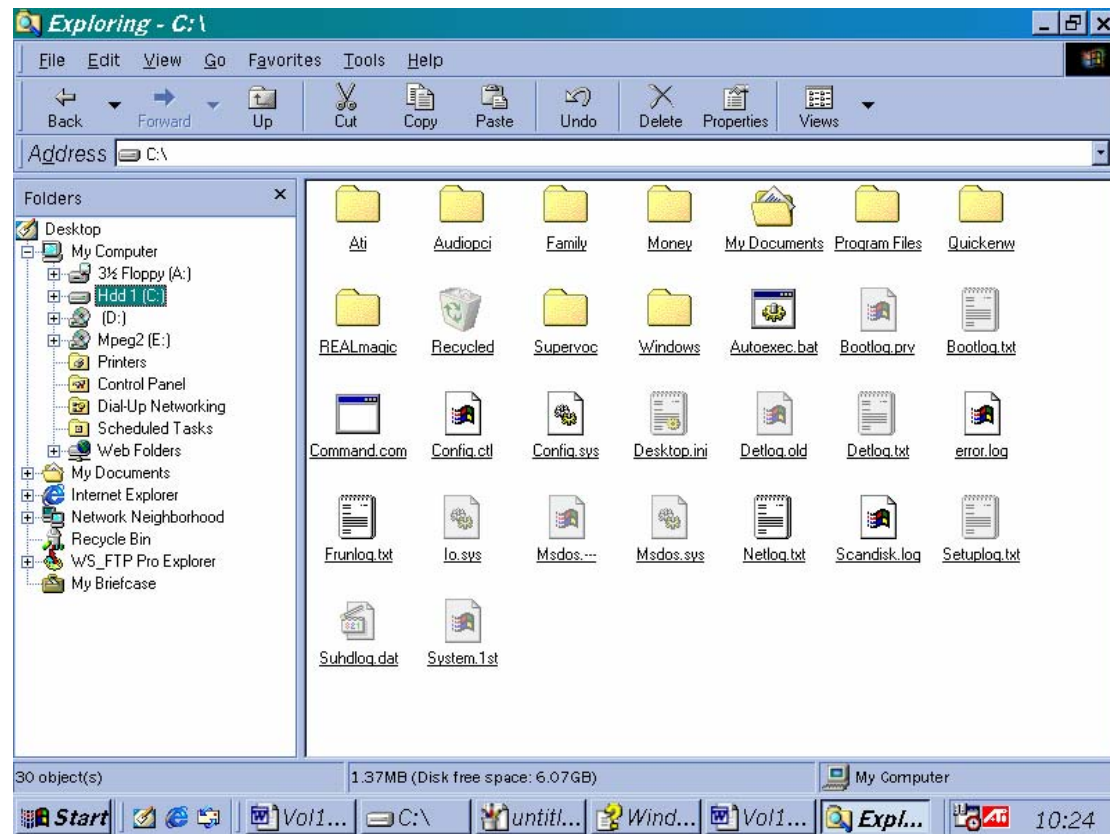
The way we view a folder can be changed. There are 4 methods of doing this. (It's worth remembering that there are always alternative methods of doing things in Windows).

- 1 Click on the View button to change or cycle through the various views.
- 2 Click on the drop down arrow next to the view button to select a view.
- 3 Click on View on the menu bar and select the required view.
- 4 Right click² on the window area and select the required view.

² To right click, point at the required object with the mouse pointer and click the RIGHT mouse button.

Windows Explorer

Another way of viewing the computers hierarchy is to use Windows Explorer. To open explorer, point at the Start Button on the task bar (bottom left of the screen) and Right click. Select explore.



The left side of the screen shows the folders list or hierarchy, starting with desktop at the uppermost level. Any level can be opened by clicking on the '+' in the expander box to the left of its name. Clicking on a '-' will collapse the view of that level.

The right side of the screen shows the folders and files in the folder selected in the folders list on the left.

Clicking on their icon in the right window will open a file or a folder.

Using SEARCH / FIND

If you do not know where to find a file, then the Find function will be useful.

To find files and folders

1. Click the **Start** button, point to **Find**, and then click **Files or Folders**.
2. In the **Named** box, type all or part of the file's name.

If you do not know the name of a file or you want to refine the search, click the **Date** or **Advanced** tab.

If you want to specify the location from which to start the search, click one in the **Look in** list, or click **Browse**.

3. Click **Find Now**.

Note

- If you want your search to differentiate between capital letters and lower-case letters, click the **Options** menu, and then click **Case Sensitive**.

