

## Learning Windows Explorer



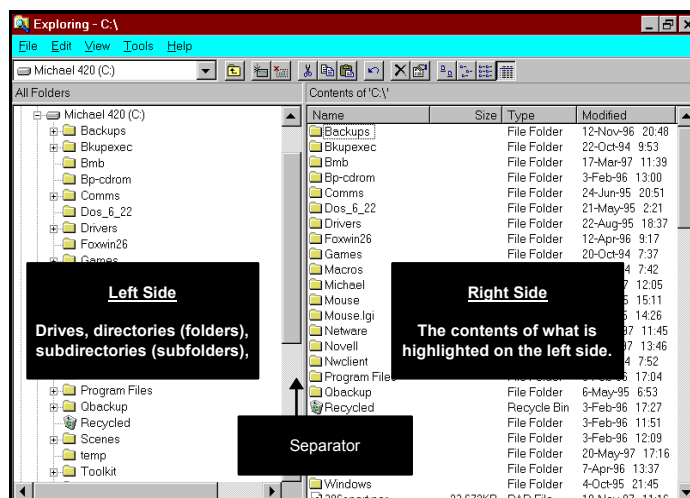
<u>Introduction: What Explorer Looks Like</u>	Page 2
<u>Setting up Explorer</u>	Page 3
<u>Looking at and accessing, directories and files</u>	Page 6
<u>Sorting Files</u>	Page 8
<u>Creating Folders/Directories</u>	Page 9
<u>Deleting files and directories</u>	Page 10
<u>The Recycle bin</u>	Page 11
<u>Copying files</u>	Page 12
<u>Moving files</u>	Page 13

## INTRODUCTION:

### *What Explorer Looks Like :*

Users sometimes find **Windows Explorer** very daunting. In fact, it is completely the opposite once you get to know it.

Open Explorer by clicking on **Start \ Explorer**, or often, **Start \ Programs \ Windows Explorer**.



As you can see from above, the Windows Explorer screen is divided up into two. The pane on the left hand side shows the structure of drives, folders and subfolders, whilst the right hand pane shows the contents of what is selected in the left hand pane. For example, if you double-click on a particular folder in the left hand pane, the contents of that folder will appear in the right hand pane.

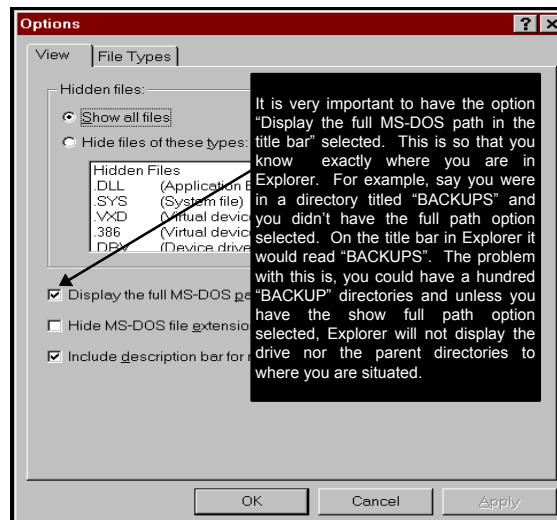
Sometimes to create more space, it may be necessary to alter the size of either the right or left Explorer panes. If you run the mouse cursor over the 'separator' that separates the left Explorer pane from the right one you will see that the cursor changes to a double-sided arrow. When this appears, if you do a left mouse click and hold the button down you will notice that you will then be able to drag the *separator* to the right or left. If you drag the *separator* to the left you will create more space for the right Explorer pane and vice versa.

Note: Throughout this document we will use “**Directories**” and “**Folders**”, and “**Subdirectories**” and “**Subfolders**” interchangeably – different words, same meaning !

## SETTING UP EXPLORER

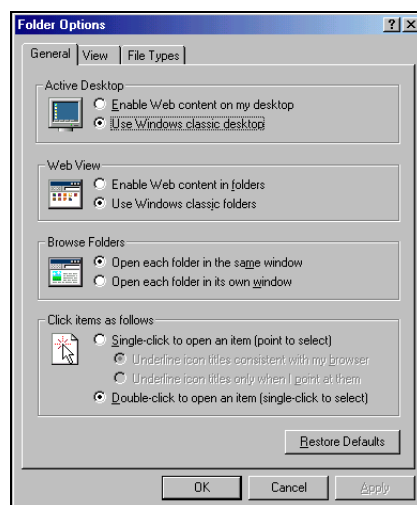
Click on the **View** menu and select **Options**. Make sure that you are currently looking at the *View* tab, and then configure the options so that the 'Options dialogue box' appears identical to the one below. Click on **Apply** and then **Ok** once completed.

### Windows 95

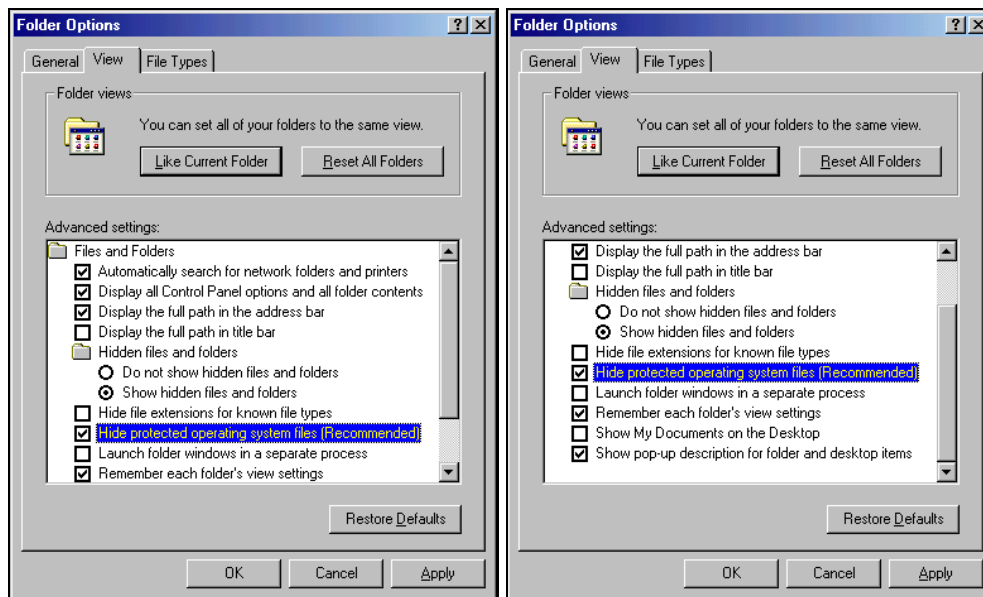


### Windows 98/ME

Click on "Tools \ Folder Options" and make sure the window that comes up is set up as shown below (in time you may want to have different options, however, as a beginner, for the time being set your Explorer settings exactly as shown below :



Next, click on the **View** tab and set up your options exactly as shown below :

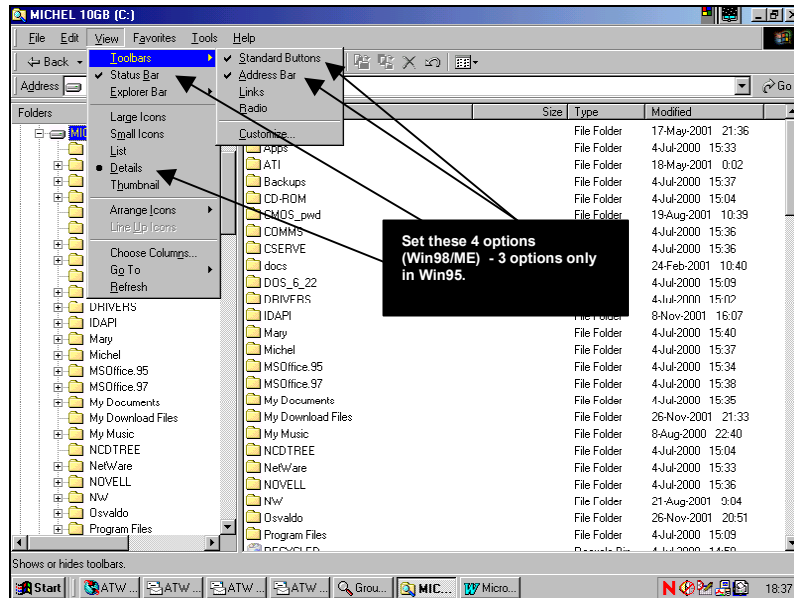


Click **OK**.

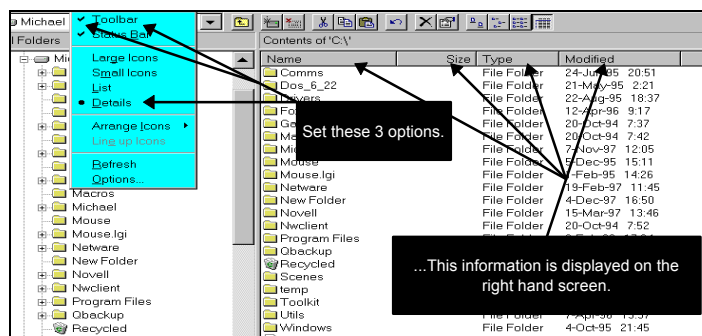
To use Explorer to its full '*potential*', it is a good idea to select the following options on the **View** menu.

- The Explorer **Toolbar** offers you quick access to some of the most used commands on the various menu's, *i.e. Cut, Copy, Undo etc.*
- When the **Status Bar** is selected, you are able to see the full path to where you are situated within Explorer, *i.e. C:\Comms\Netscape\Program...etc.*
- When the **Details** option is selected, you are able to see the Name of the files and folders, their Sizes, their extension Types, and the last time that they were last Modified or created. This information is displayed on the right hand screen.

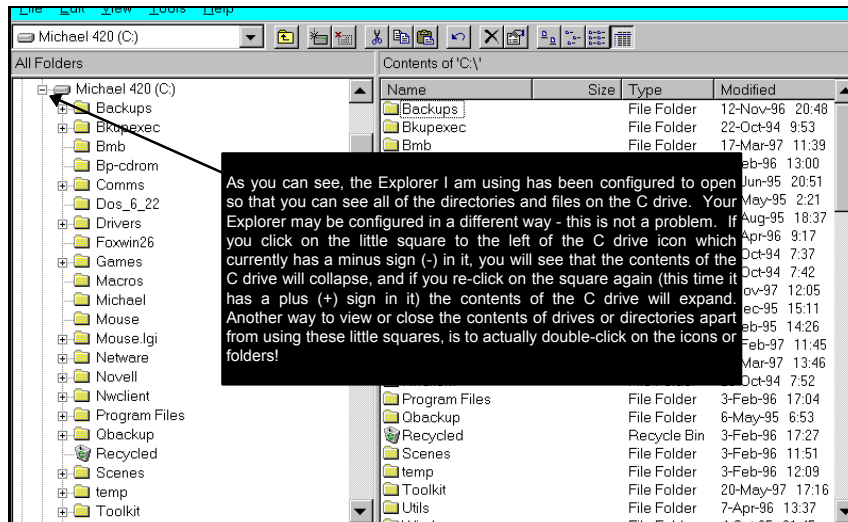
**Windows 98/ME**



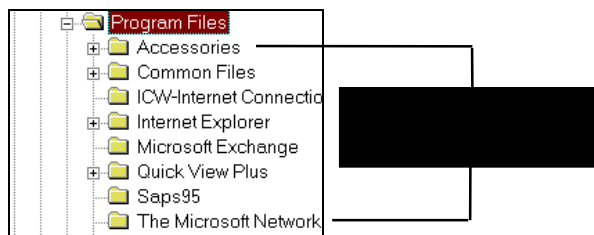
**Windows 95**



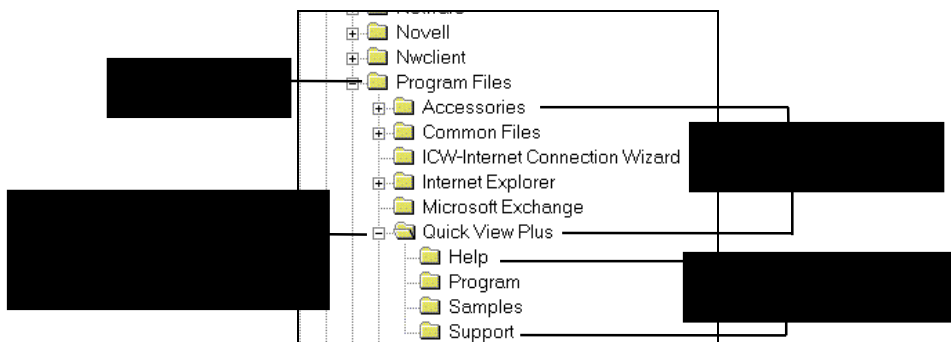
**LOOKING AT, AND ACCESSING, FOLDERS AND FILES**



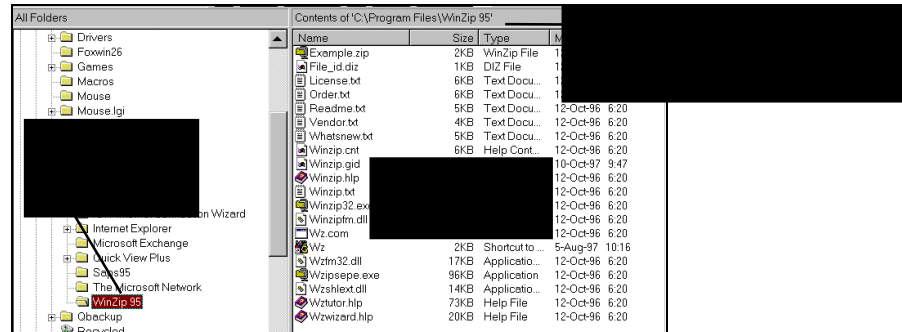
If you refer to the screenshot above, you will see that under the C:\ drive labelled "Michael 420(C:)" there are numerous folders (directories) one of which is called "Program Files". If I double click on that folder, nine other folders appear. These nine folders are called sub-folders because they are folders within a folder.



For example, one of the nine sub-directories that has appeared under the Program Files directory (the Parent directory) is called "Quick View Plus". If I double click on this sub-directory, another four directories appear. These directories are sub-directories of the Quick View Plus directory, which is a sub-directory of the Program Files directory. Look at the pattern below...



Lets take a closer look at working with the two Explorer screens. As you can see from the screen print *overleaf*, the contents of the Winzip 95 directory (selected on the left hand screen) are on view in the right hand screen.

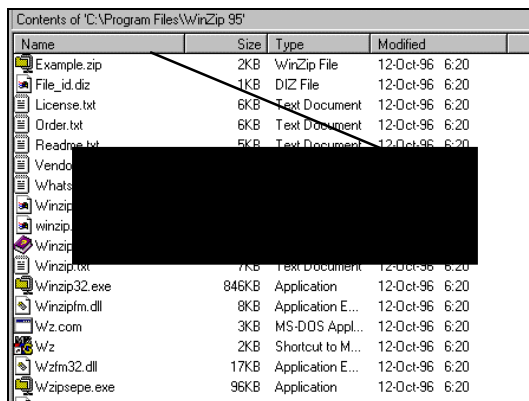


Lets take a closer insight to the right hand Explorer screen. Notice the screen is divided into four columns, **Name**, **Size**, **Type** and **Modified**.

Name	Size	Type	Modified
Example.zip	2KB	WinZip File	12-Oct-96 6:20
File_id.diz	1KB	DIZ File	12-Oct-96 6:20
License.txt	6KB	Text Document	12-Oct-96 6:20
Order.txt	6KB	Text Document	12-Oct-96 6:20
Readme.txt	5KB	Text Document	12-Oct-96 6:20
Vendor.txt	4KB	Text Document	12-Oct-96 6:20
Whatsnew.txt	5KB	Text Document	12-Oct-96 6:20
Winzip.cnt	6KB	Help Content...	12-Oct-96 6:20
winzip.GID	33KB	GID File	26-Jul-97 21:03
Winzip.hlp	346KB	Help File	12-Oct-96 6:20
Winzip.txt	7KB	Text Document	12-Oct-96 6:20
Winzip32.exe	846KB	Application	12-Oct-96 6:20
Winzipfm.dll	8KB	Application E...	12-Oct-96 6:20
Wz.com	3KB	MS-DOS Appl...	12-Oct-96 6:20
Wz	2KB	Shortcut to M...	12-Oct-96 6:20
Wzfm32.dll	17KB	Application E...	12-Oct-96 6:20
Wzipsepe.exe	96KB	Application	12-Oct-96 6:20
Wzshext.dll	14KB	Application E...	12-Oct-96 6:20
Wztutor.hlp	73KB	Help File	12-Oct-96 6:20
Wzwizard.hlp	20KB	Help File	12-Oct-96 6:20

- Under the **Name** column is a list of all the Files and directories within a particular directory.
- Under the **Size** column is the size of all these files and folders.
- Under the **Type** column is a description of what type the file or folder is, i.e. a Help file, Word Document, File Folder etc.
- Under the **Modified** column is the date, the files or folders were last modified or created.

## SORTING FILES



Name	Size	Type	Modified
Example.zip	2KB	WinZip File	12-Oct-96 6:20
File_id.diz	1KB	DIZ File	12-Oct-96 6:20
License.txt	6KB	Text Document	12-Oct-96 6:20
Order.txt	6KB	Text Document	12-Oct-96 6:20
Readme.txt	5KB	Text Document	12-Oct-96 6:20
Vendor			
Whats			
Winzip			
winzip			
Winzip			
Winzip.txt	7KB	Text Document	12-Oct-96 6:20
Winzip32.exe	846KB	Application	12-Oct-96 6:20
Winzipfm.dll	8KB	Application E...	12-Oct-96 6:20
Wz.com	3KB	MS-DOS Appl...	12-Oct-96 6:20
Wz	2KB	Shortcut to M...	12-Oct-96 6:20
Wzfm32.dll	17KB	Application E...	12-Oct-96 6:20
Wzipsepe.exe	96KB	Application	12-Oct-96 6:20
Wzfm32.dll	17KB	Application E...	12-Oct-96 6:20

At the moment the files above are sorted in ascending order of name, however, to suit your needs, you can sort the files in whatever order you want. Just by clicking once on the "Name" button, the files will now sort from ascending to reverse alphabetical order ('Z' to 'A'); click once more and they revert back to ascending alphabetical order. This rule does not just apply to the **Name** button, but also for the **Size**, **Type** and **Modified** column headers also.

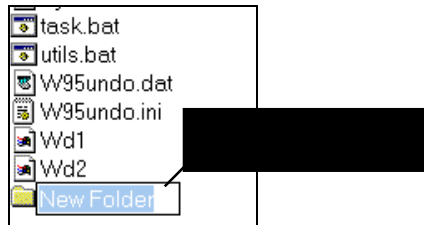
- **Name**  
You may want to view files and folders in ascending or descending order of Name, so that you can access them quicker. For example, if you wanted to work with a file that started with the letter **Z**, rather than having to scroll to the bottom of the page to find the file, you could *alternatively* just do one simple click to sort the files in descending order, and there you would have the file you require to work with, right in front of you.
- **Size**  
You may want to view files and folders in ascending or descending order of Size, because you are trying to find a largish file, or a small file, for that matter. Sorting the files in order of Size would simplify your search for the file in question.
- **Type**  
You may want to view files and folders in ascending or descending order of Type, so that, for instance, you can see all the Word documents bunched together. In another example, you might be trying to locate all the screen-savers in the Windows directory (.SCR extension).
- **Modified**  
You may want to view files and folders in ascending or descending order of Date, because, for instance, you may want to open a certain file that you were working on the previous day, but cannot remember its filename. If you sort all of the files in descending order of date, the file you are trying to find will appear in the top section of the Explorer screen and at this point, you will be able to recognise the file that you wish to open.

## CREATING DIRECTORIES

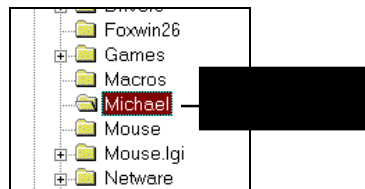
In the examples below, I shall walk you through the process of creating folders and subfolders. Before you start however, the following points are crucial.

- To create subfolders, you must first highlight the parent directory before selecting File, New, Folder.
- To create parent folders, you must first highlight the specific drive before selecting File, New, Folder.

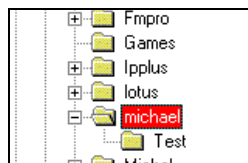
- Click on your C:\ drive icon so that it appears highlighted. Open the **File** menu and select **New, Folder** (*folder is an alternative name for a directory*) and you will see that a new folder will appear at the bottom of the right hand screen prompting you to enter a folder name. Its initial default name is **"New Folder"**.



- Type in a folder name and press enter - you have just created a directory and you will see that it now appears in the left hand screen as well as the right hand screen. For reference, in our example the directory I have just created is called "Michael".



- Click on the directory you have just created on the left hand screen, and click on the **File** menu selecting **New, Folder**. When you are prompted to enter a folder name, do so. (For my example, I am going to call the folder "Test"). When you have entered the new folder name, press enter and you will see that you have now successfully created a sub-directory of the directory you created just moments before.



## DELETING FILES AND DIRECTORIES

### Deleting a single file

- Click on the sub-directory you created (in my example it was called "Test"), right click and you will see that a shortcut menu appears.
- Select Delete from the shortcut menu that appears and you will then be prompted with the message "Are you sure you want to send this item(s) to the Recycle bin". You then click on either yes to delete the item(s) or Cancel. Alternatively, with the folders/files you want to delete highlighted, you can just press the Delete key on the keyboard and that will also prompt you with the message stated above, asking you to confirm whether or not you do want to send the item(s) to the recycle bin or cancel. *Please note*, when you are deleting from a floppy disk or from a network drive, the message that prompts you to confirm the delete is different from the message that appears when deleting from your local drives. Even though all messages differ slightly, they all imply the same thing - *are you sure you want to delete or not ?*

### Deleting consecutive files

- If you require to delete 'consecutive' folders/files (files that appear on the display one below the other), in the right-hand screen click on the first item you wish to delete so that it appears highlighted, hold the **Shift** key down on the keyboard and then click on the last item you wish to delete. You have now selected a whole 'consecutive' selection. Now either do a right click selecting delete from the shortcut menu that appears, or alternatively, just press the **Del** key on the keyboard.



### Deleting multiple selections of files

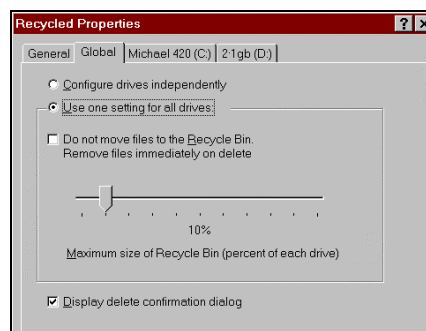
- If you want to select a multiple selection of files/folders which are now necessarily showing in consecutive order on the screen, on the right-hand screen click on the first item that you wish to delete so that it appears highlighted, and then hold down the **Ctrl** key on the keyboard. You can now click on other items and you will see that you can select a multiple range of items that do not appear to be in any particular order. Now, after releasing the Ctrl key, either do a right click on any of the selected items, and then select **Delete** from the shortcut menu that appears, or alternatively, just press the **Del** key on the keyboard.



## The Recycle bin

- Scroll down the left pane of Explorer and locate the **Recycle bin** icon, right click on it and select **Properties**, the 'Recycle bin Properties dialogue box' will now appear on screen. Make sure that the same options are selected as below, clicking on **Ok** once completed.

**Note:** Due to the way your PC is configured, the tab(s) you may have in your 'Recycle bin Properties dialogue box' may vary from the example below. If you have a Global tab, select the following options in that tab and these options will apply to all drives.

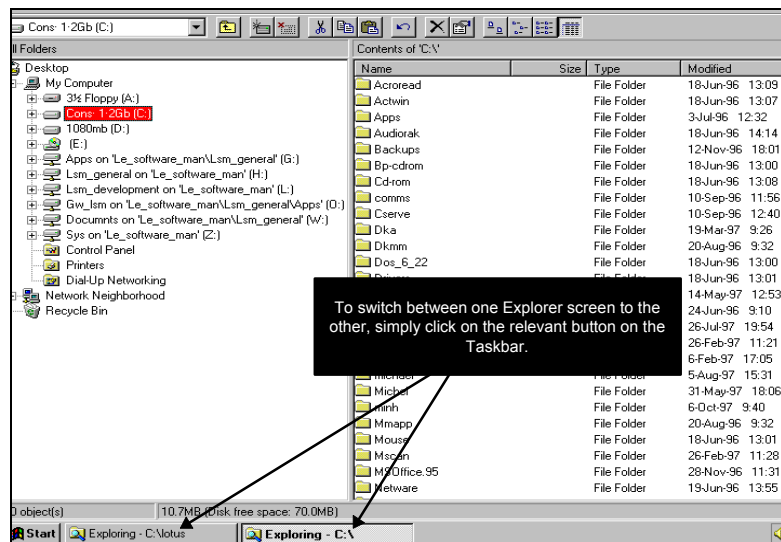


- As a test, set up a temporary directory and Copy some files at random into this directory. Once completed, delete this directory, confirming the deletion.
- Locate the Recycle bin and open it by double clicking on it. Inside you will find the files that you have just deleted. As you can see, when files/folders are sent to the recycle bin, they are actually still recoverable; this is a safety measure so that files you delete accidentally can still be recovered. To recover a file, highlight it, right-click on it, and then choose **Restore**.

## COPYING FILES

The best technique to use to copy files using Explorer is to work with two Explorer screens. This allows you to have one screen which shows where you are copying from, whilst the second screen shows where you are copying to.

- With one Explorer already open, open another by clicking on the **Start** button and selecting **Explorer**. You will obviously not be able to view both screens at the same time, but to switch between the two Explorer screens, simply click on the relevant button on the Taskbar.



- With all of the relevant 'folders or files' that you want to copy 'highlighted' on the right hand screen, do a right click on any highlighted file or folder and select **Copy** from the shortcut menu that appears. (Alternatively you can also select **Copy** by pressing the key combination **Ctrl + C**, or by choosing the **Edit \ Copy** menu option).
- Switch to the second Explorer screen and position yourself in the [Drive][Directory][Subdirectory] where you want the selected items copied to, do a right click anywhere in a white space in the right-hand windows and this time select **Paste**. (Alternatively you can also select **Paste** by pressing the key combination **Ctrl + V**, or by choosing the **Edit \ Paste** menu option). You will now see a status window appear on screen with files moving from one folder to the other – this is your confirmation that the relevant files are being copied.

**MOVING FILES**

- As with the copying of files in the previous section, the best technique to use when Moving files is again to work with two Explorer screens.  
With one Explorer already open, open another by choosing Windows Explorer off the **Start** button.
- With the folders/files that you want to Move highlighted on the right hand screen, do a right click on the highlighted selection and select **Cut** - you will notice that the items that you have just cut will suddenly become greyed out. They will remain like this until you move them to their correct destination and at that point they will disappear from their original source folder.
- By now you should have an idea as to what to do next. Switch to the second Explorer screen, position yourself within the destination [Drive][Directory][Subdirectory], and then do a right-click in a white space in the right-hand pane and select **Paste**.
- Alternatively, with all of the items that you require to move highlighted, on the keyboard press the key combination **Ctrl + X** (which is the key combination for Cut). When you are ready to paste the files, position yourself in a white space in the destination folder and then press the key combination for Paste (**Ctrl + V**).
- Alternatively again, with all of the items to be moved highlighted, choose the **“Edit \ Cut”** menu option. When you are ready to paste the files, position yourself in a white space in the destination folder, and then choose the **“Edit \ Paste”** menu option.

Key combination	Details
<b>Ctrl + C</b>	To Copy
<b>Ctrl + V</b>	To Paste
<b>Ctrl + X</b>	To Cut
<b>Ctrl + A</b>	To select all

ooooooooOOOOOOOoooooooo