

Quick Tips

for

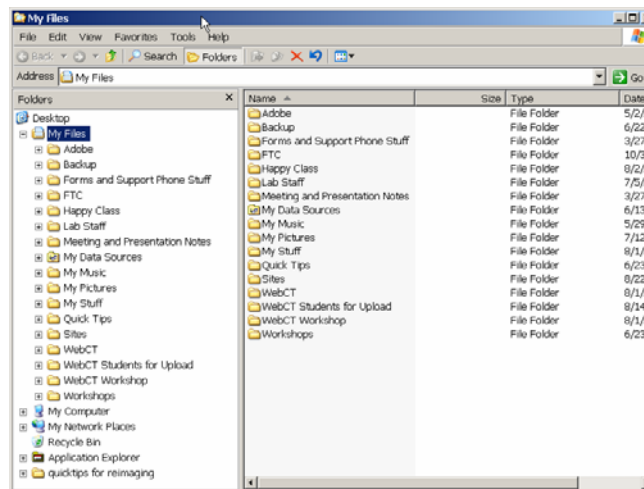
Using Windows Explorer

Getting Started

There are many ways to access the files stored on your computer and the Lake Forest Network. Windows Explorer provides a quick and intuitive way for you to organize and utilize your files. Good file management of your personal Network Drive (U:\) will allow easy access to your data and help you avoid losing files.

Opening Windows Explorer

Click on the *Start* button. Select Programs – Accessories – Windows Explorer. This will launch Windows Explorer with a view of *My Files* (located on your U:\) and many of the other drives located on the Lake Forest network.



Navigating in Windows Explorer

- Windows Explorer is divided into two sections. The left part of the window is the **Folders** section, which shows all the folders located on each drive. When you highlight a folder or drive in the left section, its contents will appear on the right part of the window. The contents can be a file or another folder.
- Notice the plus and minus signs next to folder names in the Folders section. A plus sign indicates that there are additional folders located inside that are not currently displayed. A minus sign indicates that all folders located inside are already displayed. Clicking on these signs will toggle the plus and minus signs.
- To **move** a file from one storage area to another, click and drag the file to the destination.
- To **copy** a file from one location to another, right click on the file to highlight it, then click **Copy**. Next navigate to the folder to which you want to copy the document. Right click, and select **Paste**.
 - To select a series of files that are listed in consecutive order, first click on a file at one end of the series. Next, hold down the Shift key and click on the other end of the series.
 - To select individual, non-continuous files, hold down the Control (ctrl) key on the keyboard and click on individual files.
- To sort a group of files according to size, type, name, or modification date:
 - Click on the **View** pull-down button, (it's the very last icon on the right-hand side of the Toolbar) to change to **Details** view.
 - Click on the Name, Size, Type, or Modified tabs (gray bar at the top of the list) to sort your files according to how you would like them sorted.

Quick Tips for Using Windows Explorer

See These Other Quick Tips:

- Searching for files in Windows XP
- Understanding your Computer