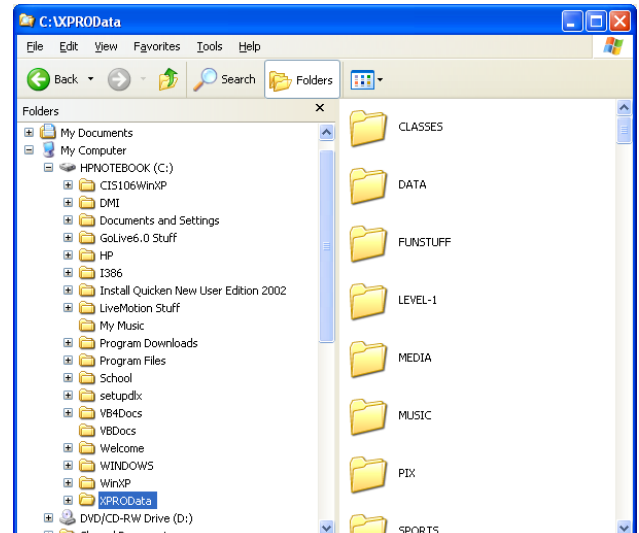
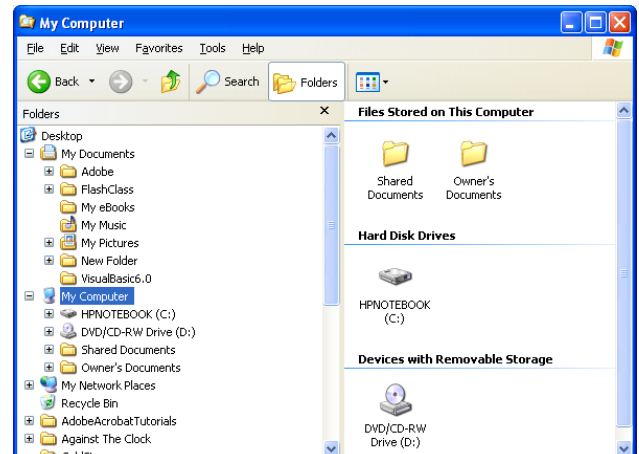
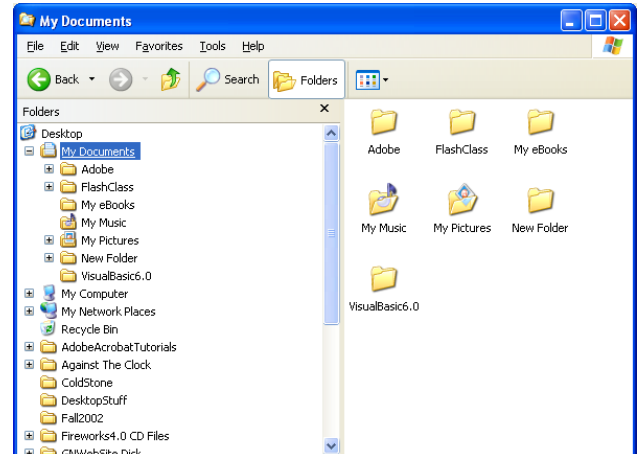


# Chapter 6 - Using My Computer and Windows Explorer

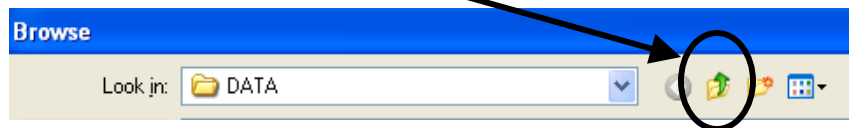
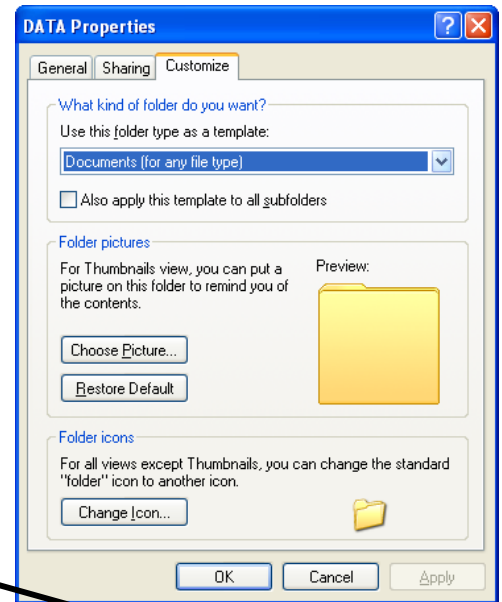
## Additional Activities

### 6.3 • Activity • Customizing and Viewing Folders in Windows Explorer/My Computer

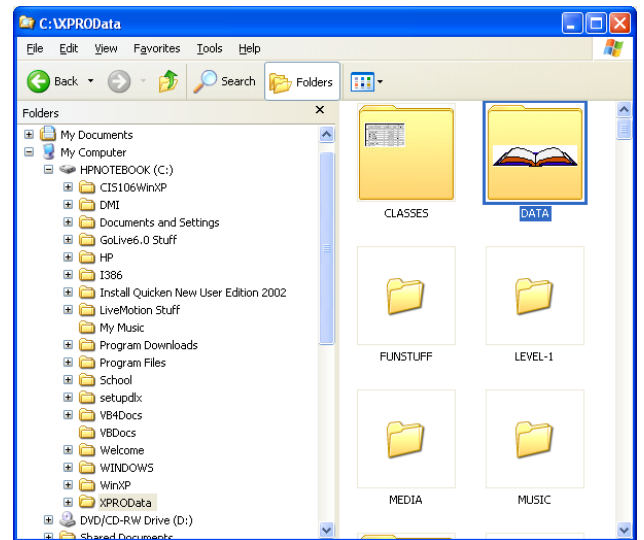
- Click **Start**. Point to **All Programs**. Point to **Accessories**. Click **Windows Explorer**.
- Click on **My Computer**.
- Click **View** on the Menu Bar. Click **Icons**. (Explorer looks the same as My Computer except the left pane shows the hierarchy of the disk.)
- Open **My Computer**, click **Folders** on the Navigation bar. (When you clicked Folders in My Computer, it looks exactly like Windows Explorer except that My Computer opens with My Computer as the default location and Windows Explorer opened with My Documents as the default location.)
- Close the My Computer window.
- In the My Documents window, click the My Computer icon. Click the C: drive icon.
- Scroll down on the left pane (folder pane) until you locate the XPROData folder and click on the icon (not the plus or minus sign)
- Right click on the Data folder in the right pane. Click **Properties**. Click the **Customize** tab.



- In the *Customize* tab you have three options: Use this folder type as a template, Folder pictures, and Folder icons.
- When choosing a template you apply specific features to your folders. Click several of the choices to see the results. Click **Documents (for any file type)** when finished.
- Click **Choose Picture** in **Folder pictures** section.
- Click the **Up one level** button.



- Double-click the **PIX** folder. Click **books.wmf**. Click **Open**.
- Click **OK** in the **Properties** sheet.
- Click **View** on the **Menu bar**. Click **Thumbnails**.



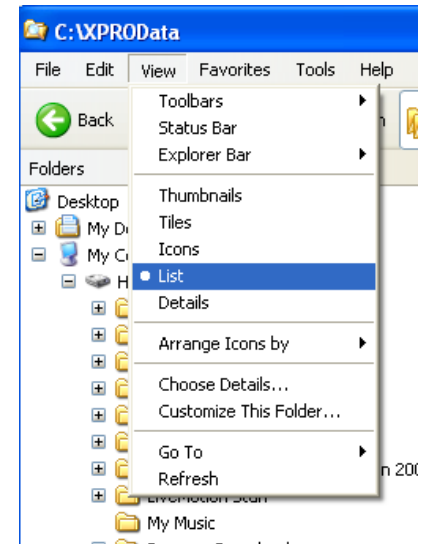
- Right-click **Data**.
- Click **Properties**.
- Click the **Customize** tab.
- Click **Restore Default**.
- Click **OK**.

- Right-click **Data**. Click **Properties**. Click the **Customize** tab. Click **Choose Picture**.
- In the **File name** text box, key in `%systemroot%\SYSTEM32\SHELL32.dll`
- Click **OK**. Click **Change Icon**. (You have opened the file that holds the standard icons for Windows-shell32.dll).
- Choose the standard folder icon.
- Click **OK**. Click **OK**.
- This changes your window back to the default folder.

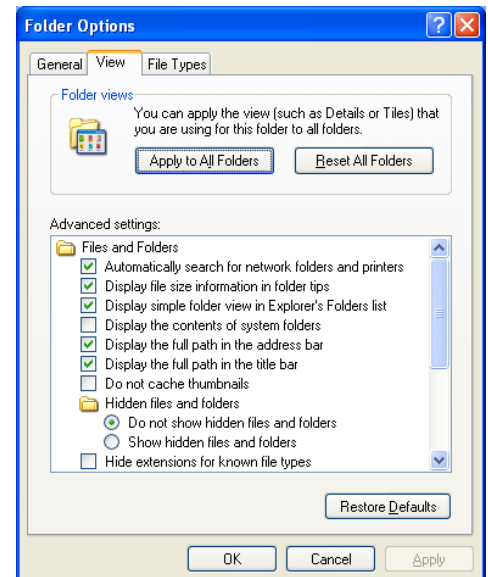


## 6.5 • Activity • Moving Around the Windows Explorer Tree Pane

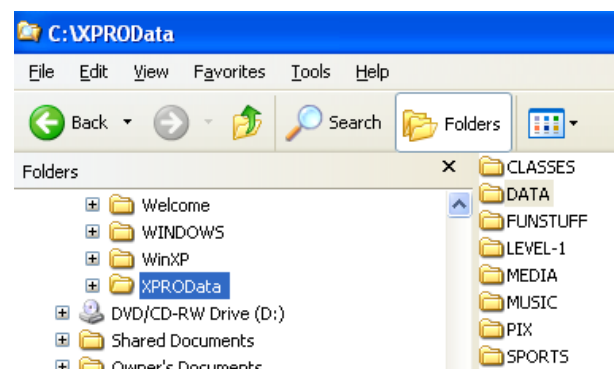
- Click **Start**. Point to **All Programs**. Point to **Accessories**. Click **Windows Explorer**.
- Click on **My Computer** in the folder pane (left pane).
- Click on the XPROData folder icon to select it. (If XPROData is on another drive, you will have to select that drive.)
- Click the View menu and click **List**.



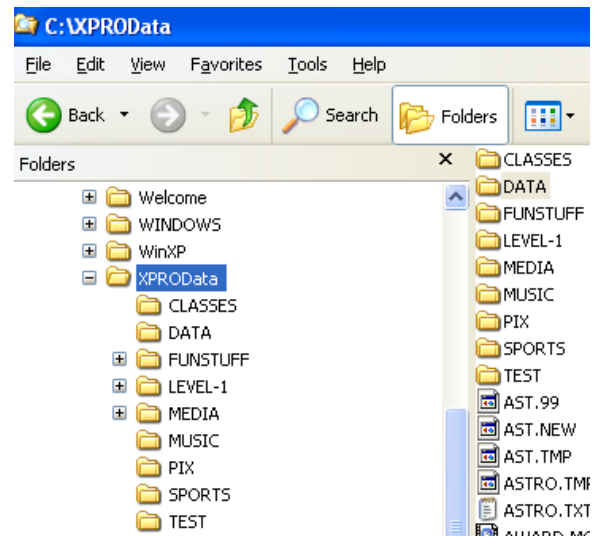
- Click **Tools** on the menu bar. Click **Folder Options**. Click the **View** tab.
- Click **Apply to All Folders** button.
- You will see the dialog box below.



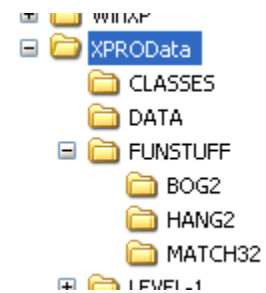
- Click **Yes** to set all the folders on your computer to match the current folder's view settings.
- Click **No** to cancel.
- Return to the Windows Explorer window
- Notice the plus (+) and minus (-) signs next to the folders in the folders pane (left pane).
- Clicking the folder will expand the folder and display its contents in the right pane.
- The + sign means that the folder may be expanded (there are subfolders inside)
- The - sign means that the folder is expanded.
- No sign next to a folder means that there are no folders beneath it.



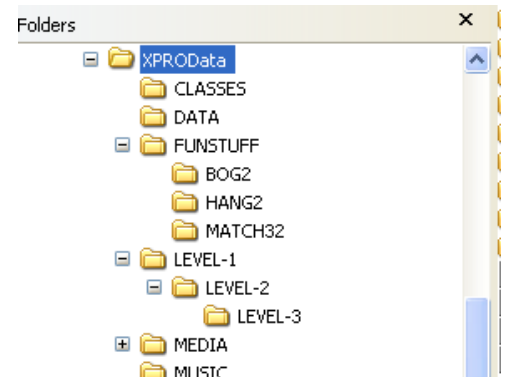
- Click the Data folder. It does not have a sign next to it. There are no folders in it.



- Click the plus sign next to Funstuff. It displays the folders in it. These folders, however, are not parent folders (no folders in it).



- Click the plus sign next to Level-1.
- The hierarchical tree in the folder pane shows that Level-2 has the Level-3 folder beneath it. Level-3 has no sign, it cannot be expanded because there are no folders beneath it.

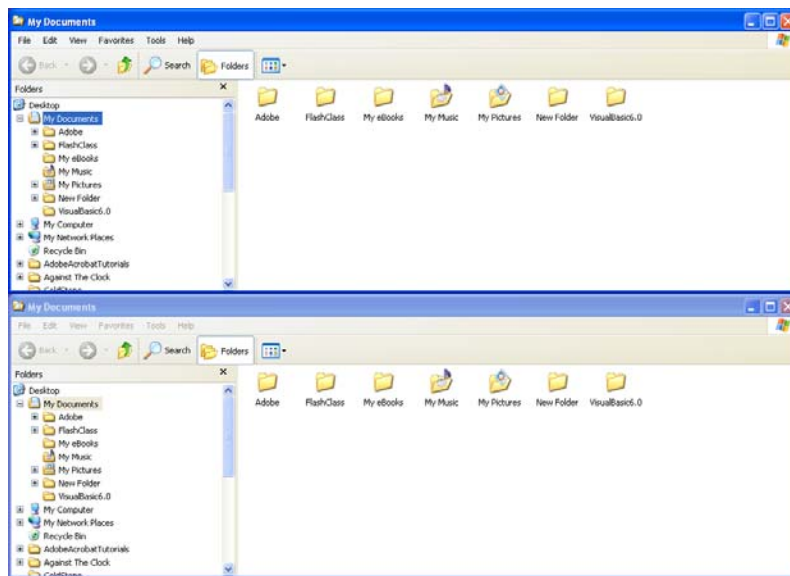
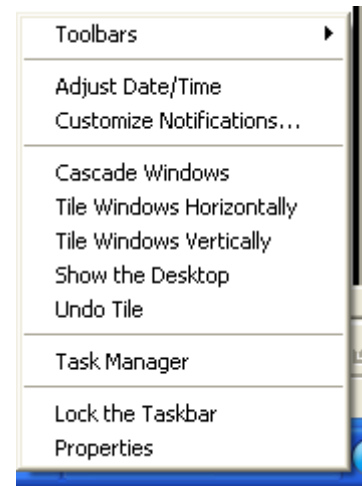


## OPENING MORE THAN ONE FOLDER WINDOW

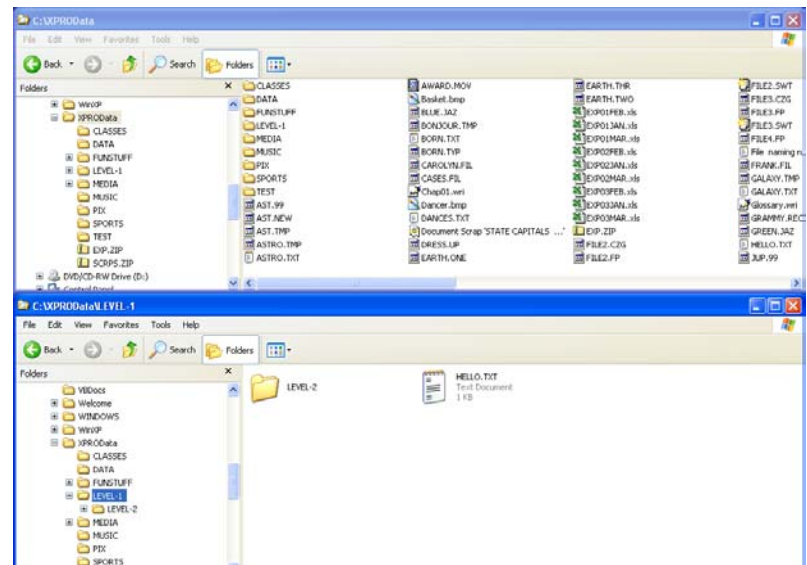
- Advantages of using graphical interface to manage files/folders.
- See multiple files/folders at same time.
- Compare contents of files/folders on same or different disk drives.
- Analyze organizational scheme.
- Manipulate folders/files from one directory window to another.
- To see multiple folders (with their files) - launch multiple copies of Explorer.
- Open windows can be tiled/cascaded.

## 6.7 • Activity • Using Multiple Copies of Windows Explorer and My Computer

- Click **Start**. Point to **All Programs**. Point to **Accessories**. Click **Windows Explorer**.
- Click **Start**. Point to **All Programs**. Point to **Accessories**. Click **Windows Explorer** to open a second copy of Explorer.
- Right-click on the **Taskbar**.
- Click **Tile Windows Horizontally**.

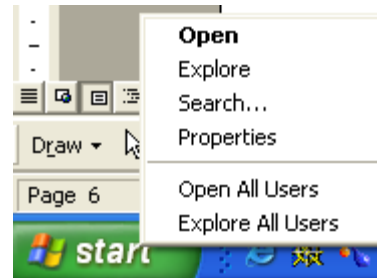


- In the upper window, click **My Computer** in the left pane. Click **Drive C:**. Click **XPROData**.
- In the lower window, click **My Computer** in the left pane. Click **Drive C:**. Click **XPROData**. Click **Level-1**.
- This allows you to look at several drives at the same time.
- Close all Explorer windows.

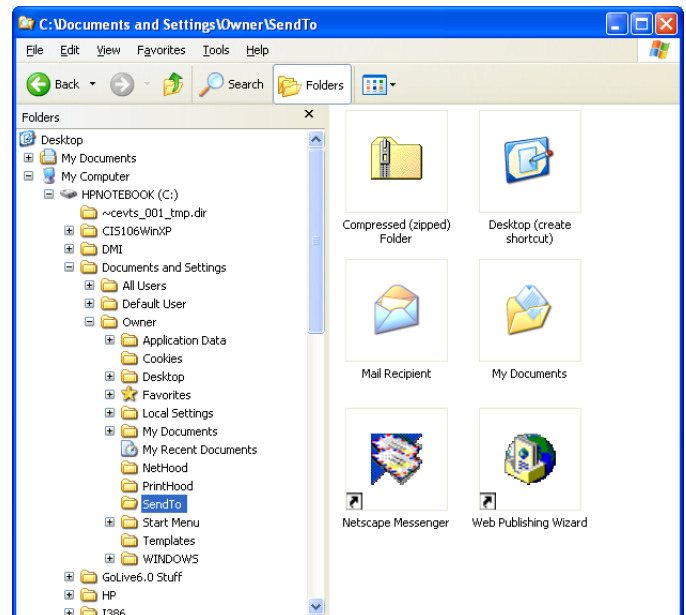


## 6.11 • Activity • Using My Computer and Windows Explorer to Add a Drive to a Menu

- Right-click the **Start** button.
- Click Explore All Users.



- Click the minus sign in front of All Users.
- Click the plus sign in front of Owner or Logged On User name.
- Scroll down until you find SendTo and click on it.
- Right-click on a blank area of the contents pane.
- Point to **New** and click **Shortcut**.



- Click **Browse** in the Create Shortcut dialog box.
- In the Browse for folder dialog box, click the plus sign in front of My Computer. Click on your A Drive. Click OK.
- Click on XPROData in the Explorer window.
- Right-click on any file on the content pane.
- Point to Send To. You should see a shortcut to your A Drive.
- Close all windows.

