



## File Management-Using Explore

When you want to see your various local and network drives and work with your files, it is easiest to work in the **explorer mode**. When you double click on the **My Computer icon** that you see on your desktop, you are in a view that initially lets you see all the drives, but when you double click on each drive, only *that* drive is displayed. Using the explorer view you are able to see and work with different drives and files at the same time.

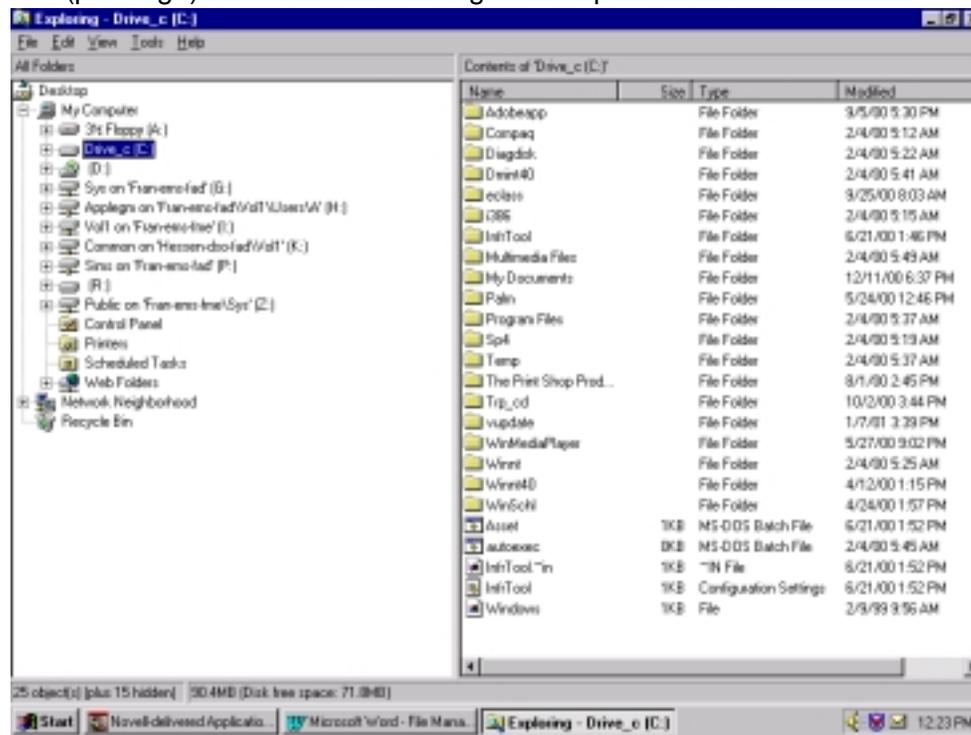
### There are many ways to get to the explorer view:

- Right click on the Start Bar and select Explore (using the left mouse button).
- Right click on the *My Computer* Icon and select Explore.
- You also may have an icon called Explorer in your application window.

(When you click the right mouse button it displays a menu. You use the left mouse button to select an item from the menu.)

### Try this series of steps to work with filemanagement.

- Open explorer by using one of the methods above.
- If your **c:\** is displaying the entire contents of the drive in the left window, scroll up and click the - (minus sign) in front of the **c:\** drive. It will close and now display as a + (plus sign). It will look something like the picture below.



The drives displayed above are:

- **3 ½ floppy a:\**
- **c:\ drive**
- **d:\ drive** (usually the same in most systems, this is the CD-Rom drive)
- Your **home drive**, also called the **H:\** (*the same as your login name*) Mine is **applegm**.
- The **common drive** you have access to, also called the **K:\** drive
- The other drives are network drives that you can see, but won't use for file storage.

If you click the + sign in front of a drive it will expand and display the contents of the drive below that drive. To close the display you click the – sign and it will collapse the drive again.

In the *explorer* mode the screen is split into two windows. If you click once **on top of** a drive in the *left* window, it will display the drive contents in the window on the *right*. This is a convenient view that allows you to easily copy files to other drives, or drag files into other directories on the same drive.

**To create a new directory** (it is displayed as a folder) you first click one time on the desired location for the directory.

For example: To create a directory for letters you've written to parents, and store them on your home drive, you would do the following:

- click once on your home drive (the same as your login name),
- Click on the file drop menu
- Drag it down to the word **new** and then across to the word **folder**.
- A blank folder will appear on the right. Immediately type in a name for that folder (Parent Letters)
- Once the folder has been created you can drag it to a new location or even rename it.

**To rename files or directories:**

- Right click on the file or directory
- Select rename from the menu that appears
- Type in the new name of the folder

**To delete files from any one of your directories or disks:**

- Highlight the file you want to delete by clicking *once* on the file. (Don't click *twice* on the file because that will open the file.)
- Tap the delete key and the highlighted file will be deleted. Or, after highlighting the file, click on the *File* drop menu and select *Delete*.
- To select a group of files to delete you can hold the control key down while you click files and it will let you highlight several files at once. Then click the delete key.
- You can also mark a block of files to delete by clicking once on the top file in the list, hold the Shift key down and click once on the bottom file in the list. This will highlight the block and you can then delete them all at one time.

**Using similar method above you should also be able to do the following:**

- Copy files from your floppy disk to a location on your home drive or the common drive
- Copy files from your home drive or common drive to a floppy disk

**To copy an entire floppy disk:**

- Put the source disk in the floppy drive
- Right-Click on the icon for the floppy drive
- Select copy disk.
- It will then ask you if you want to copy from drive a:\ to drive a:\
- Click the Start button in that window
- Follow the prompts and it will tell you when to remove the source (original) disk and put in the destination (new blank) disk.