# Cry for <u>H</u>elp

Computer Tips & Tricks for the novice to the advanced.

**Let Explorer Be Your Friend**
use it to find and move files.

I don't mean Internet Explorer (although this is similar), I mean the one that explores the contents of your computer.  You can get to it in several ways; either by selecting it on the programs list in the "Start" button, or by Right clicking on the Start button, or by double clicking on the "My Computer" icon that is usually displayed on the desktop.  When you use the My Computer option you should also then click on the "Folders" button to display a list of folders in the left hand pane. Now you have a tree structure diagram that shows you all the folders (previously called directories) on your computer.  When you see a ⊞ symbol beside a folder, click on it to reveal its sub-folders.

Use a single click on a folder name in the left hand pane to open a folder and display its contents, and a double click in the right hand pane to open either a folder or a file.  Notice also in the right hand pane that when the contents of a folder "View" is in "Details" mode, that beside each file is an icon to represent what type of file it is.  This means, for example, that when you open a word file, that the computer knows to first open MS Word then open the file in Word – and so on.

Use Explorer to navigate your way around your computer's folders, create new folders, and generally give good structure to your many hundreds of saved files.  Lastly, next time you click and drag a file to a new location, you can optionally use the 'Ctrl' key to change the 'move' to a 'copy' file. Good Luck!

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