

Some Odds and Ends

Windows Explorer in XP

Windows Explorer allows you to view and work with the files and folders on your computer. Windows Explorer is useful for copying and moving files. The following sections explain how to use Windows Explorer.

Opening Windows Explorer

To open Windows Explorer, right-click the **Start** button, and select **Explore** .

The Exploring window opens.



Memo

I often worry that that these Odds and Ends might be too elementary to some of you, perhaps to a lot of you. I am tempted to 'push the envelope' in presenting material in these newsletters. Yet, in my everyday efforts to help others, I find that many do not even know about them. So I end up showing friends on how to do the simpler things that make you more efficient on the computer, not to show off how much I know.

Viewing files and folders

1. In Windows Explorer, click a folder on the left side of the window to display its contents on the right. Click the plus signs (+) to display more folders.
2. To change the size of either side of the window, click and drag the bar that separates the two sides. (Place the cursor on the line and poke around until you see a double ended arrow. Hold the mouse key down and drag the line to the left or right as needed.)

To quickly open a folder and display its subfolders, double-click the folder on the left side of the window.

Copying files

1. In **Windows Explorer**, select the file or folder that you want to copy.
2. On the **Edit** menu, click **Copy** .
3. Open the folder or disk where you want to paste the file.
4. On the **Edit** menu, click **Paste** .(To select more than one file or folder to copy, press and hold the **Ctrl** key and then click the items that you want to copy.)

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(And if you still have a Floppy)

Copying a file to a floppy

1. Insert the disk in the floppy disk drive.
2. In **Windows Explorer**, click the file that you want to copy.
3. On the **File** menu, click **Send To** and then click on the floppy drive (usually A:).

Creating a shortcut to a file

A shortcut is a link to a file. You can put a shortcut to any program, document, or printer on your desktop or in any folder and then double-click the shortcut to open the file. Shortcuts are quick ways to get to the items that you use often. For example, you can create a shortcut to your printer by using the right mouse button to drag its icon to the desktop. Then, to print a file, drag its icon onto the printer icon. Following are two different options you can use to create a shortcut.

Creating a shortcut on the desktop

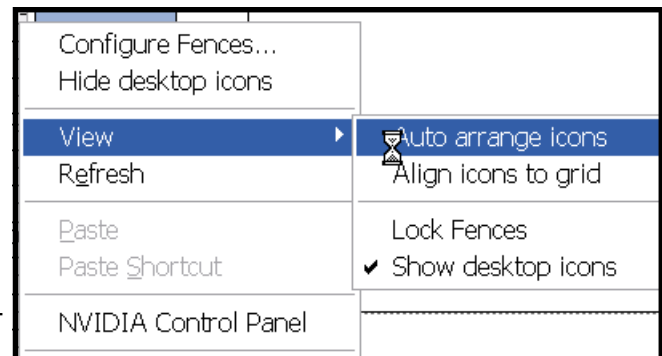
1. In Windows Explorer, select the file you want to link to.
2. Click **File** , **Send To** , and then click **Desktop as Shortcut** .
3. Find the shortcut icon on the desktop and drag it to where you want it.

Note

Some prefer to have the desktop icons in a grid which constrains a shortcut to a specific area with the other shortcuts. Frankly, I think it is a little ridiculous. If you have a bunch of icons on the desktop, that makes the icon time consuming to find when you needed it. See the picture on next page.

Bunch the desktop icons the way you want it

1. Right click on a blank space on the desktop to get a menu.
2. Click on **View**. To the right is the picture you get:
3. In the extended menu if any of the top three are checked, uncheck them.
4. Now you can move the icons around and bunch them according to categories. Later I will give you another tool that will help you in the bunching procedure.



Creating a shortcut in a folder

You can also place the shortcut in the current folder of the item for which you are creating the shortcut. After it is created, move the shortcut.

1. In **Windows Explorer**, select the file you want to link to.
2. Click **File** , and then **Create Shortcut** .
3. A shortcut for the item that you selected appears in the same folder as the item for which you were creating the shortcut.
4. Drag the shortcut to the place you want it in the left side of the **Windows Explorer** window

Note

In the picture above you will not get exactly the same menu as mine. Please note the reference to **Fences**. I will talk about **Fences** later in this newsletter.

In some previous issues of this newsletter I showed you how to work with two windows open at the same time with each window occupying part of the screen (usually half and half). The big monitors available today make that technique very useful. (On my dinky monitor it works but obviously not as well as.)

(See next



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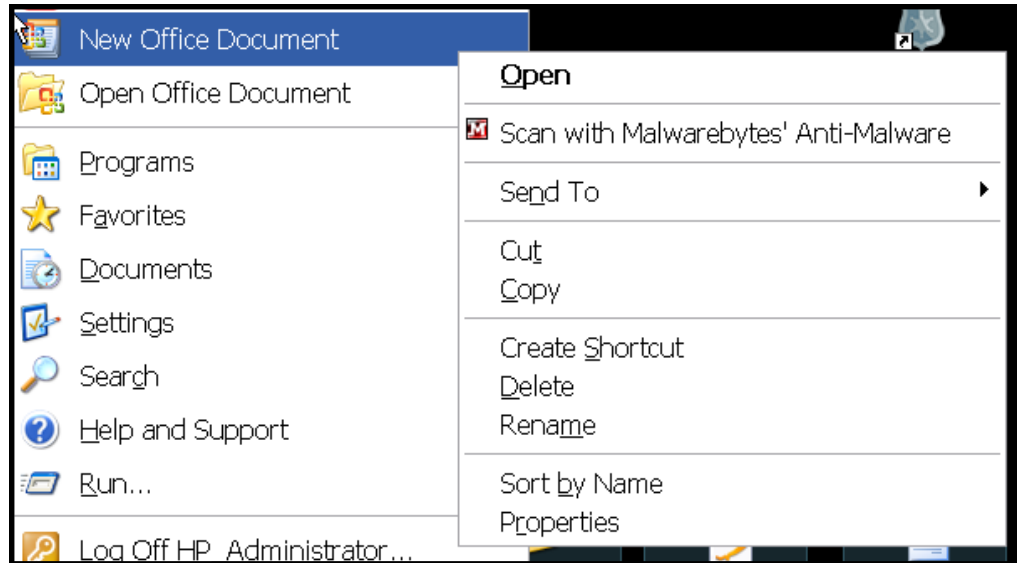
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Here is a picture of the menus for **Creating a shortcut on the desktop**. In this picture I wanted to put a shortcut of the **New Office Document** on the desktop. I right clicked on **New Office Document** to get the extended menu.. In the extended menu, the **Send To** option lets you create a short cut on the **Desktop** but also the **Create Shortcut** lets you create a shortcut right there in the **Program** list which you can drag to the **Desktop** or put it anyplace else, such as a second window open.



Thus, if you open any folder containing files, you can also create a short cut to one of the files and drag the shortcut it to elsewhere. For example, I have a large number of PPS shows wome of with have beautiful music but I want to have them quickly available on the desktop. To do this I createe the shortcuts in the folder that contains about 800 PPS shows, then dragged them into a music folder on the **Desktop**.

Note:

While manipulating files, folders and shortcuts you must be aware of difference between a short cut and a file that it is linked to. You can delete shortcuts with impunity, because you can always create another. But if you delete the file, it's gone to the Recycle bin and the shortcut at best will have a tenuous link to the file in the Recycle bin.

A file can be big as many megabytes but a shortcut is only about 1 or 2 KB. As a general rule store only shortcuts on the Desktop. And any files you put on the desktop should be there temporarily, like a holding bin for a downloaded installation program.

OK, Now lets talk about the Desktop Fence .

Some time ago I talked about desktop fences. They are called fences because each one acts like a corral holding like type of animal. In our

(Continued on the next page.)



(Continued from page 3)

analogy, our **Desktop Fence** can hold shortcuts serving similar functions. For example, Utilities, Anti Virus, Word Processing, Internet, Graphics, etc. You get the idea. The desktop fence is free. Here is how to get it.

In your Browser (**Internet Explorer** or whatever you use) type 'desktop fences download.' You will get a number of places that will handle the download but I want you to click on the Stardock one. It will look something like this::

[Stardock Corporation - Software - Fences](#)
Clear your **desktop** of clutter with **Fences** by Stardock ... Purchase/Download
www.stardock.com/products/fences - [Cached](#)

When you click on

Stardock Corporation—Software— Fences

Above you will see the picture below on that web page which gives you the free download. See the arrow pointing to **Free Download**.

Free for personal use!

No gimmicks, free is free.



- ✓ Create an unlimited number of Fence areas on your desktop
- ✓ Quickly hide/show your desktop icons with a double click
Patent Pending
- ✓ Customize the color and opacity of your fences
- ✓ Low profile, low system impact: Integrates tightly and cleanly with OS

Learn more about Fences...

Free Download

Cash Flow for Jan. 2012

Jan. 1 through Jan. 31

Chet Hartley, Treas.

Income (\$):

Contributions	95.10
Investment Inc	1.16
Tuition & Books	455.00

SUB TOTAL **551.26**

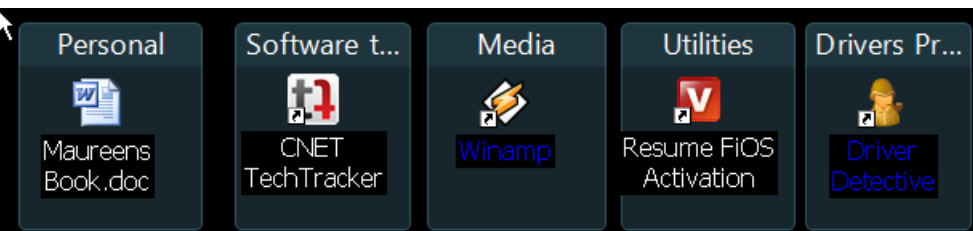
Expenses

Classroom Rent	45.00
Textbooks Buys	142.60

SUB TOTAL **187.60**

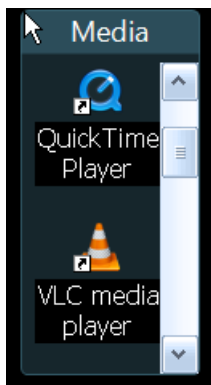
TOTAL **363.66**

I'll leave the rest to you to figure out. It is pretty simple and below is a portion of my desktop using fences. These pictures will give you an idea on how to use the fences



My Own Fences

Each of the **Fences** shown on the left has a scroll bar as in the **Fence** on the right. A **Fence** can be extended horizontally or vertically



by grabbing any vertical or horizontal edge to enlarge it, up or down, displaying the shortcuts inside of the **Fence** and the scroll bar. The mouse arrow inside the **Fence** will display its scroll bar. *The scrollbar makes all shortcuts in the Fence accessible without enlarging the Fence.* Within a **Fence** shortcuts can be arranged with the most frequently used shortcut always visible as you can see in the picture above. The **Fence** system is an organized **Program** list. *The Fence allows you to sort the shortcuts by type and to arrange them by frequency of usage and to access them by scroll bar..* Without the **Fences**, the **Desktop** would be a night mare.

END.