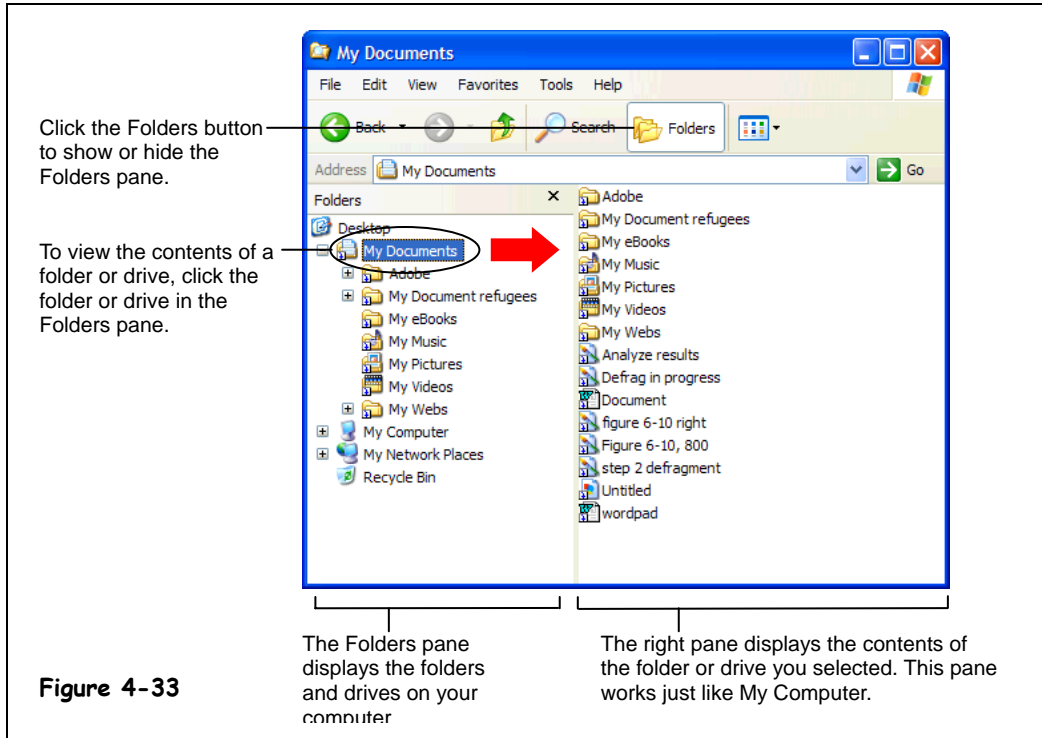


# Lesson 4-14: Using Windows Explorer

**Figure 4-33**

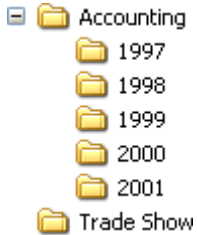
The Windows Explorer window.



**Figure 4-33**



A plus symbol (+) next to a folder indicates that all the subfolders it contains are hidden. Click the plus symbol to display the hidden subfolders.



A minus symbol (-) next to a folder indicates that all the subfolders it contains are displayed. Click the minus symbol to collapse or hide the subfolders.



**Folders button**

Other Ways to Use Windows Explorer:

- Click the **Folders button** on the toolbar.

If you have been following the lessons in this chapter, by now you should know just about everything there is to know about file management. You learned that you can use My Computer to view and work with files and folders.

This lesson introduces how to use *Windows Explorer* to view and work with the contents of your computer. Windows Explorer displays the hierarchy of all the folders on your computer in the Folders pane, as shown in Figure 4-33. This is especially useful for when you want to copy and move files—you can drag the files from the Folders pane to the appropriate folder in the right pane. As a shortcut, you can also click the Folders button to view the Folders pane in any window. You would have to open two My Computer windows to accomplish the same thing.

If you're a Windows 95, 98, or NT user, this is the same as the Windows Explorer you're used to; but now you can click the Folders button any time you want to view or work with Windows Explorer.

1. Click the **Start button** and select **All Programs** → **Accessories** → **Windows Explorer** from the menu.

The familiar My Documents window appears but the Folders pane is also open, as shown in Figure 4-33. This is where Windows Explorer displays the hierarchy of files and folders on your computer.

You can see what's in a drive or folder by clicking it in the Folders pane.

**2. Click **My Computer** in the Folders pane.**

Windows Explorer displays the contents of My Computer in the right pane of the window. Move on to the next step to look at the contents of the hard drive.

**3. Click **Local Disk (C:)** in the Folders pane.**

Explorer displays the contents of your hard drive in the right pane of the window. The Folders pane displays the same drives and folders in a *hierarchical* view.

A plus symbol or a minus symbol beside a folder means a folder contains several subfolders. Normally these subfolders are hidden. You can display the hidden folders within a folder by clicking the plus sign beside the folder.

**4. Click the Documents and Settings folder **plus symbol** in the Folders pane.**

The Documents and Settings folder expands and displays all the folders within it.

Notice that the plus symbol changes to a minus symbol, indicating the folder is expanded and is displaying all the folders within it. Some of the Windows subfolders also have pluses by them, indicating that they, too, contain several subfolders.

**5. Click the **All Users** folder in the Folders pane.**

The contents of the All Users folder appear in the right pane of the Explorer window. Notice that the subfolders in the All Users folder are displayed in both the left and right panes.

You can collapse or hide folders to reduce the amount of information on the screen.

**6. Click the Documents and Settings folder **minus symbol** in the Folders pane.**

The Documents and Settings folder collapses and all its subfolders are hidden from view. The minus symbol changes to a plus symbol, indicating that all the subfolders in the Documents and Settings folder are hidden from view.

You can also adjust the size of the Folders pane.

**7. Position the mouse over the right border of the Folders pane until the pointer changes to a **↔**, then drag to the right about a half-inch.**

The Folders pane is now a bit wider.

Just like My Computer, you can change how information is displayed using the View menu.

**8. Select **View** → **Icons** from the menu.**

The contents in the right pane of Explorer are displayed in Icon view.

**9. Select **View** → **List** from the menu.**

The contents in the right pane of Explorer are displayed in List view.

It's important to remember that the right pane is still basically My Computer, so the procedures for creating, opening, renaming, moving, copying, and deleting files and folders are exactly the same.



If there isn't a symbol next to a folder, the folder does not contain any subfolders, although it probably contains files.

**Quick Reference**

To View Windows Explorer:

- Click the **Start button** and select **All Programs** → **Accessories** → **Windows Explorer** from the menu.

Or...

Click the **Folders button** in a window toolbar.

To View the Contents of a Drive or Folder:

- Click the drive or folder in the Folders pane—the contents of that drive or folder will appear in the right pane.

To Display or Hide a Drive or Folder's Subfolders:

- Click plus symbol (⊕) to display any hidden subfolders, click the minus symbol (⊖) to hide any subfolders.

To Resize the Folders Pane:

- Click and drag the right border of the Folders pane.