

Windows XP: Working with Files and Folders

Microsoft information on Windows XP

Microsoft web page for Win XP: <http://www.microsoft.com/windowsxp/default.mspx>

Customizing your Win XP computer:

<http://www.microsoft.com/windowsxp/using/setup/customize/default.mspx>

Windows Explorer:

http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/app_win_explorer.mspx

or

<http://tinyurl.com/aastg>

Windows Explorer

Windows Explorer displays the structure of drives, folder, and files on your computer. Using Windows Explorer, you can copy, move, rename, and search for files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag the file to another folder or drive.

Explorer menu bar

File Edit View Favorites Tools Help

File copy, create shortcut, move, open with, send to, keyboard shortcuts

Folders for specific data

My Documents
 My Music
 My Pictures
 Financial
Programs

Right-click menu

Context sensitive

Recycle bin

Open
Explore
Empty Recycle Bin

Create Shortcut

Properties

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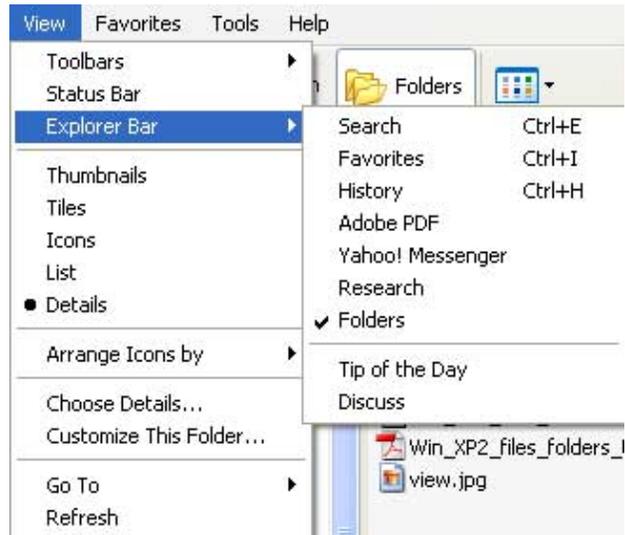
Change the name of a file or folder

1. (without folders) Click the file or folder you want to rename.
2. Under **File and Folder Tasks**, click **Rename this file** or **Rename this folder**.
3. **Or**, (with folders), right-click the file or folder you want to rename and select (left-click) **Rename this file** or **Rename this folder**.
4. Type the new name, and then press ENTER.

Slide show

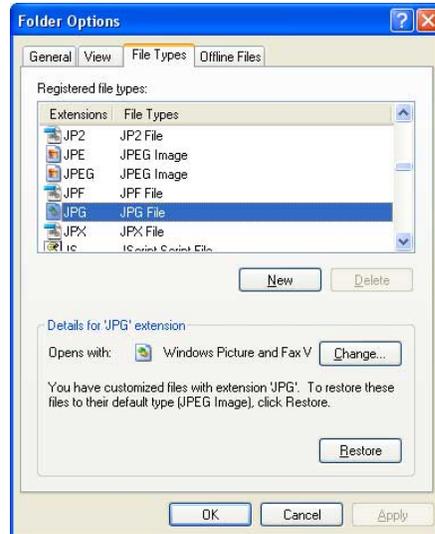
1. Open Windows Explorer
2. Click “folders” if the file tree is not open.
3. Within “my documents”, click on “my pictures”.
4. In the right pane, right-click and create a new folder. Name the folder. Put picture files into this folder.
5. Click “folders” to open the task pane.
6. Click on the folder that contains the photos you want in a slide show.
7. In “picture tasks” in the task pane, click on “view as a slide show”.
8. View the slide show in one of these manners:
 - a. Automatically progress through the slides.
 - b. Use the right and left arrows to move forward or backward.
 - c. Move the mouse, and use the toolbar in the upper right corner of the monitor screen.
9. Click the “Esc” (escape) key once to stop the slide show.

View 'details', 'thumbnails', etc



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Folder options; file types



Digital camera; USB cable

Plug the USB cable into the computer and the camera. Turn on the camera.



Avery labels

Over 450 Avery templates are included in Word 2000 and newer.

<http://www.avery.com/us/software/jcc/>

Word / tools / envelopes and labels / labels / options.

Microsoft templates: <http://office.microsoft.com/en-us/templates/default.aspx>

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Yahoo address book



Screen hunter: selectable screen printer

<http://www.wisdom-soft.com/products/screenhunter.htm>

ScreenHunter 4.2 Pro	ScreenHunter 4.0 Plus	ScreenHunter 4.0 Free
Total screen capture solution!	Extend capture possibilities!	Completely free capture tool!
GET MORE INFO >>> \$29.95 US	GET MORE INFO >>> \$19.95 US	GET MORE INFO >>> FREE!
Includes all the features of ScreenHunter 4.0 Plus and: <ul style="list-style-type: none">▪ Capture adjustable area, freehand, user defined area, multi-object and text▪ Auto-scroll, auto-scale, auto-email, scheduled capture, multi-hotkey▪ Image editing with image processing▪ Web capture▪ Other advanced features	Includes all the features of ScreenHunter 4.0 Free and: <ul style="list-style-type: none">▪ More capture options including round area, objects, DirectX and screen saver screens▪ Flexible hotkey▪ Auto-save with quality choice▪ Direct print, email▪ Timed auto-capture	<ul style="list-style-type: none">▪ Record any area on your desktop, a window or full screen▪ Capture rectangle, window and full screen with mouse pointer▪ Save captures in BMP, JPEG and GIF file▪ Hotkey from F1 to F12 and Print Screen key

selectable screen printer

Using Screen Hunter on this file: www.wisdom-soft.com/products/screenhunter.htm

Information on the following subjects in [Win XP features; Start menu; taskbars; desktop](http://www.kuhnfamily.com/Kuhn_Consulting/Computer-items/Win_XP2.pdf) can be found here: http://www.kuhnfamily.com/Kuhn_Consulting/Computer-items/Win_XP2.pdf

- Choosing between XP Professional and XP Home
- Benefits of Service Pack 2
- Changing the desktop
- Aligning icons on the desktop
- Start menu
- Changing the programs on the start-up menu
- Start-up manager
- System Restore
- Toolbars
- Creating a custom toolbar
- Drive letters and names
- Windows XP Comparison Guide