

Windows Explorer Tips

NOTE: See “ Data Storage Tips “ on how to set Windows Explorer to look like view shown below.

Most of these tips may seem simple to experienced users, however some people who have been using Microsoft programs may not be familiar with some of these tips. I’ve included them for general knowledge. At least some of them may be useful.

I’m using Explorer as a example program, most tips may also apply to other programs as well.

Cut , Copy & Paste

All can be used in conjunction with each other. In the following refer to (Fig.Expr-07.bmp)

To Move a file: Place cursor on the file to be moved..{ Ex: file = *Can’t Beat It.mp3* } Right click the mouse and select [Cut]

Now place the cursor on destination folder..{ Ex: C:\##A } click to highlight ..##A

then right-click the mouse and select [Paste] The file should now be in.. ##A

Copying is same procedure except use [Copy] in place of [Cut] Here

Can’t Beat It.mp3

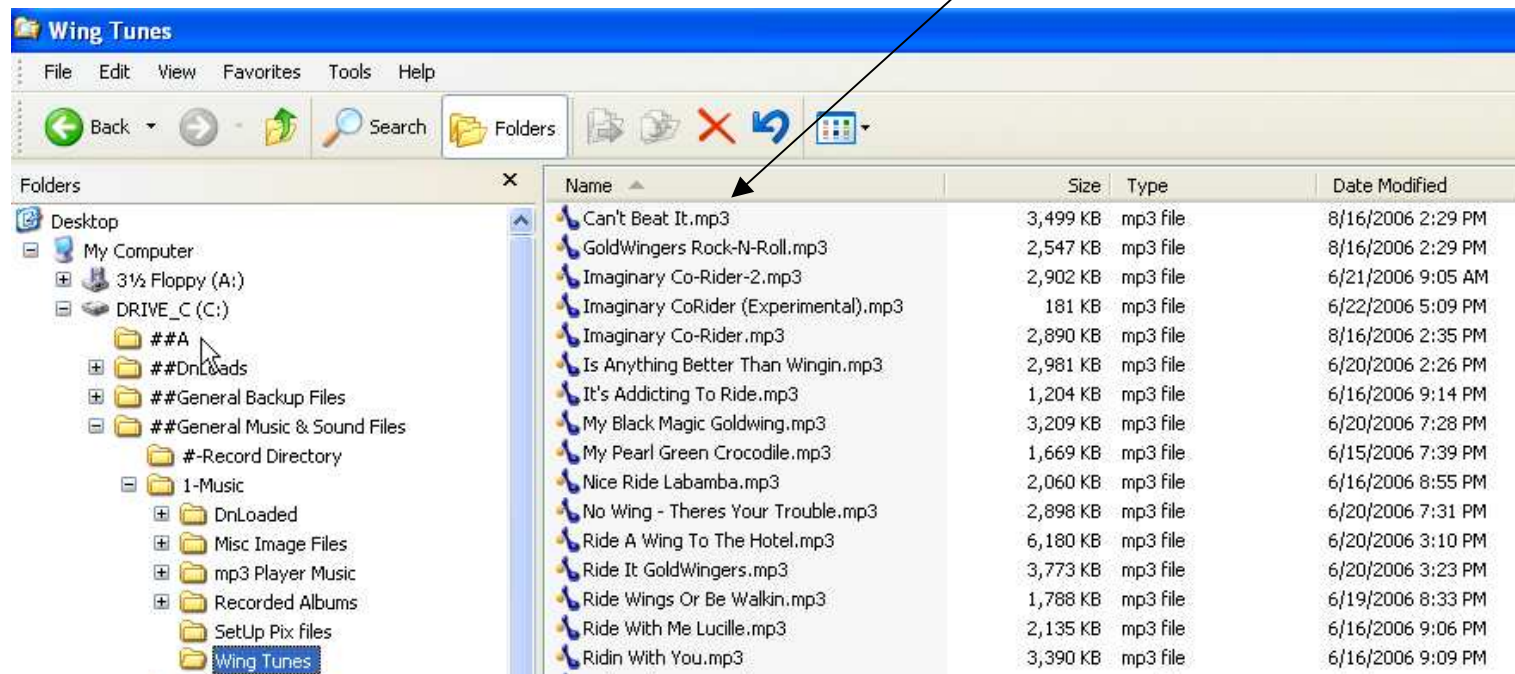


Fig.Expr-07.bmp

Pick’N Drag:

NOTE: Personally, I prefer the Cut & Paste method myself.

This has same effect as Copy & Paste or Cut & Paste. The selected files can be copied or moved to a new location.

Moving a file: Place cursor on the file to be moved and **click and hold** the left mouse button. Drag the cursor to the location where the file is to be moved to. When destination folder is highlighted, release the left mouse button.

Copying a file: Place cursor on the file to be moved and **click and hold** the left mouse button. Press & hold the [Ctrl](key) down. Drag the cursor to the location where the file is to be moved to. When destination folder is highlighted, release the left mouse button and the [Ctrl](key)

Copy & Move Text In Other Programs:

Using these commands in Microsoft Word, or other similar programs, to move or copy text.

The [Ctrl](key) and the [Shift](key) can be used as follows.

Highlight the word or group of words that are to be Copied or Moved.

Place the cursor at the beginning of the word or group and drag (while holding down the left mouse button) to the end of word or group. This “Selects” the text.

To Move... Hold the [Shift](key) and position the cursor in the highlighted text and drag to the new position.

To Copy... Hold the [Ctrl](key) and position the cursor in the highlighted text and drag to the new position.

After the cursor is in the new position, release the mouse button and keys.

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Scrolling in Explorer:

Sometimes a list of Files, Folders or even a Web Page that has contents that goes beyond the current screen view. Scroll to view all items.

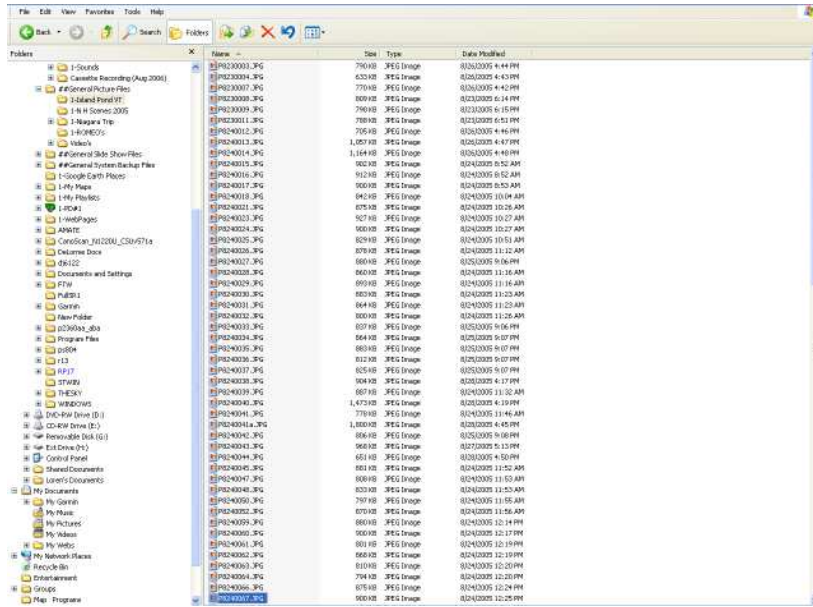


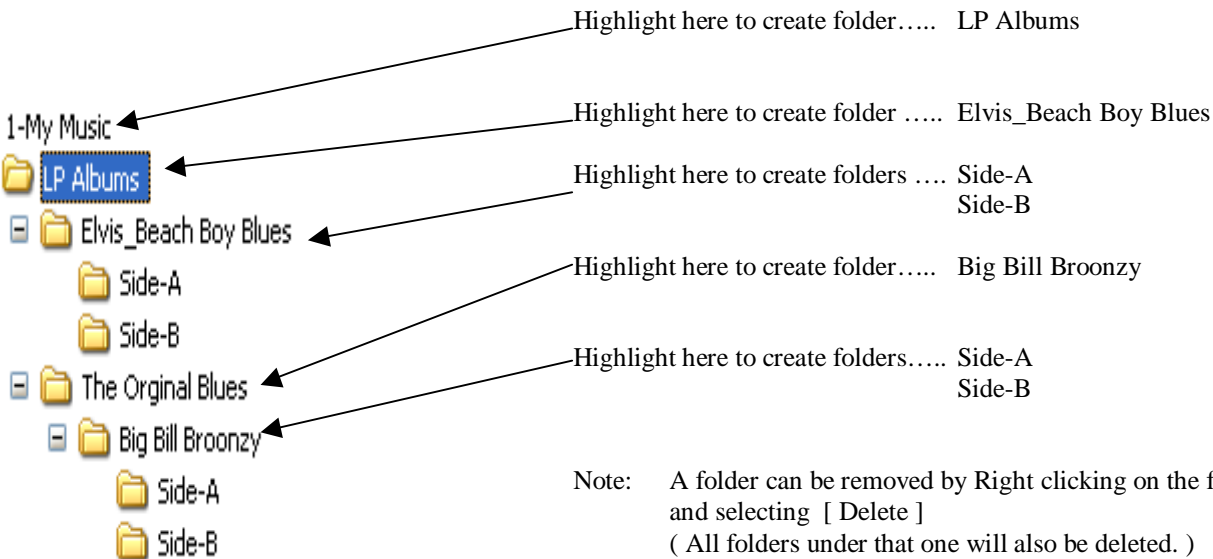
Fig.Expr-09.bmp

Folder Structure: NOTE: See "Data Storage Tips" (page-1) for more on customizing Folders.

Folder structure for personal files can be custom designed to individual needs.

Example: If you store a lot of music files recorded from LP records and you want to keep the name and artist information of each LP, you can customize the Folder structure to your specific needs.

Create Custom Folder Structure: Place cursor on and highlight the.... See ...
 [File] [New] [Folder] Type in a new name for the folder.
 (Be sure to precede it with a... 1- or # to locate it above other system folders.)



Note: A folder can be removed by Right clicking on the folder and selecting [Delete]
 (All folders under that one will also be deleted.)

Fig.Expr-10.bmp