

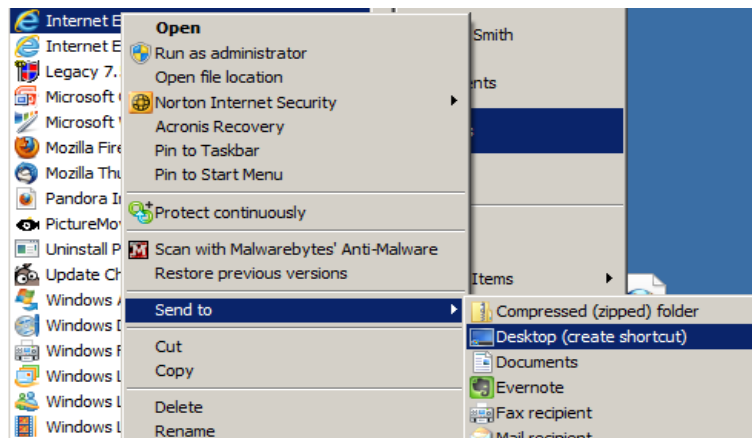
SenCom Jan. 11, 2013 Demonstration on Windows 7 Desktop, Windows Explorer & File Mgmt., and using Thumb/Flash Drives

These topics by Mike Smith

Note: SenCom's 3 hour workshops, "Files and Folders" and "Beginners Computer" are available for more detailed information on these topics.

Window Desktop Icons or Shortcuts: how to use them, remove them, and add them to your desktop.

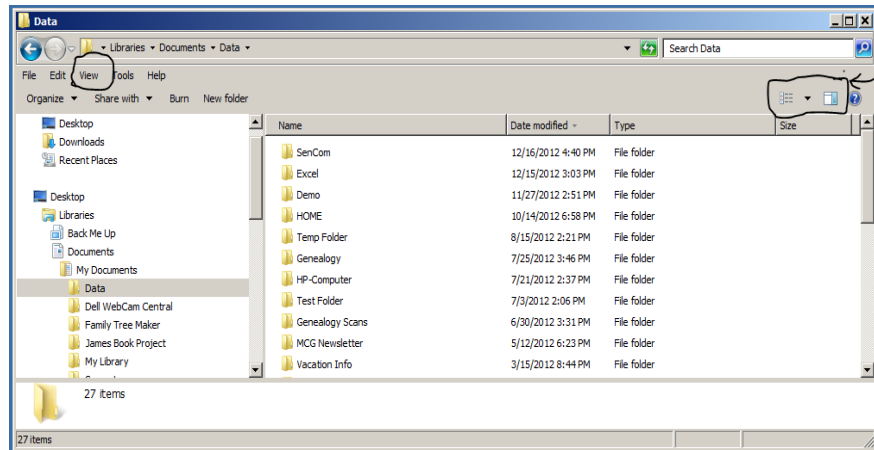
- Click on an icon to select it. Double-click on it (with left mouse button) to open the program; Or Right-click it, then choose and click on open, or do other things.
- By default icons on the desktop require double-clicking; icons on the task bar require only a single click to open a program
- To remove a desktop icon first click on it to select it then tap the Delete key, click yes to confirm. But first make sure the icon has a small arrow in the lower left hand corner indicating it is a shortcut and not a file. Or Right-click on the icon and move the cursor to Delete and click on Delete.
- To add an icon to the Task Bar from the Desktop click on the icon to select it; hold down the left mouse button and drag the icon to the Task Bar and release the mouse button. Or Right-click on the icon and click on "Pin to Taskbar."
- To add an icon to the Desktop from the Start Menu click on the Start Button (lower left corner) to open it, click on "All Programs" then move the cursor to the program name you want on you desktop and Right-click on this name or icon and choose and click on "Send to" then choose and click on "Desktop (create shortcut)."



How to Use Windows Explorer (W. Exp.) for File Management: W. Exp. is the same as My Computer or just Computer

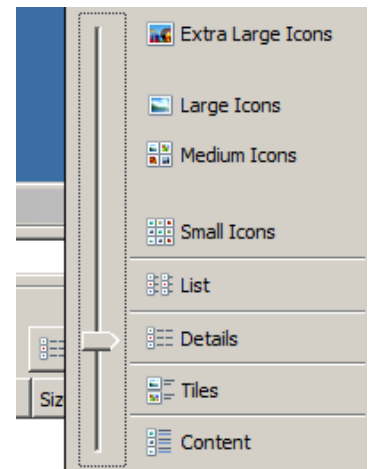
- To add a W. Exp. icon to your Task Bar: Open the Start Menu by clicking on the Start Button; click on "All Programs"; Move to the "Accessories" folder and click on it to open it; move down the list to "Windows Explorer"; Right-click on Windows Explorer and chose "Pin to Task Bar." Note that if W. Exp. is already on the Task Bar, the option to pin it will not be available.
- Open W. Exp. by Right-clicking on the Start Button (in lower left corner) then click on "Open Windows Explorer." Or click on the W. Exp. icon that you put on your Task Bar.
- W. Exp. is used to manage your files and folders.
- W. Exp. will look something like the following depending on how you have it set up. It may look differently on your computer.

Location>>
 <<bar
 Menu area>>>
 Directories>
 Folders & >>
 <<Files



Info. Area>>

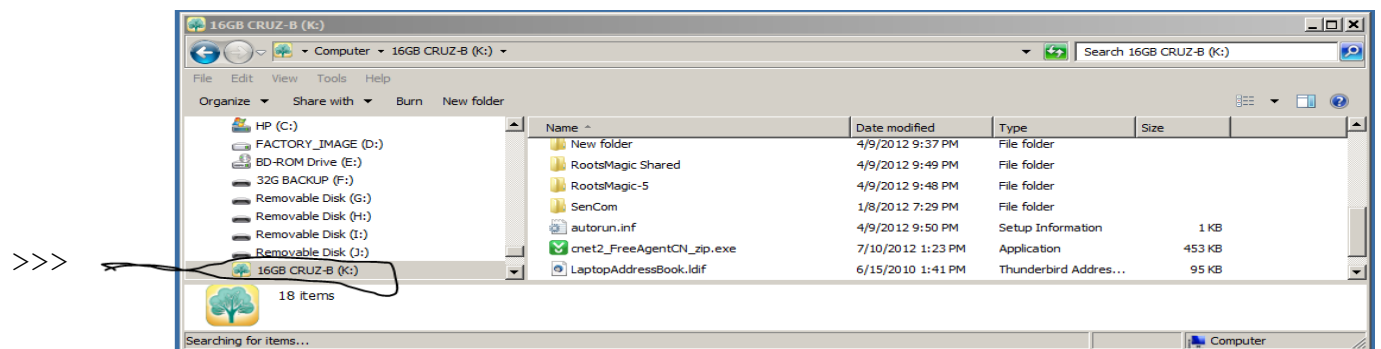
- You can configure W. Exp. to show different views that were demonstrated.
- For example use the "View Menu" and circled "change your view" buttons on the upper right to customize the view to suit your needs.
- The menu to the right shows some of the menu option for displaying different size icons for files or folders and to use the "List" view which may be preferred (it is by me).
- The list view is what is displayed in the W. Exp. window image above.
- We looked briefly at other views.
- The items on the left of the above screen shot are where things are stored on your computer's hard drive, including folders.



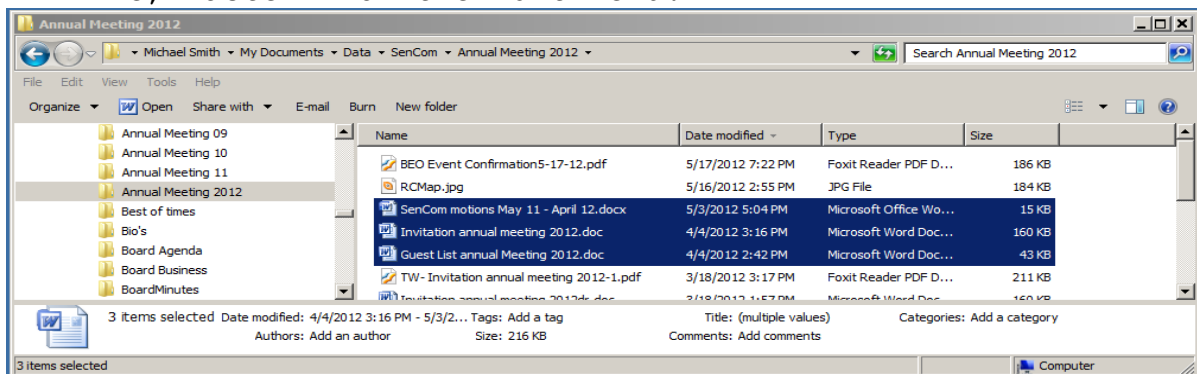
- You can add new folders and sub folders and name them to any of the existing folders. To do this click on the one that you want to add a new sub-folder to and then click on the menu item "New Folder"; Or Right-click on your selected start folder and chose and click on "New" and then click on "Folder." Then type in a name in the box that says "New Folder"
- You can re-name any folder by Right-clicking on it and choosing "Rename," After you click on Rename type in the new name for the folder.

How to Use a Thumb/Flash Drive for External Storage: The thumb drive is plugged into a USB port on your computer - as demonstrated. When you plug it in you may get a pop-up menu that give you choices for what you want to do with the thumb drive. However we demonstrate how to use W. Exp. to see what's on your thumb drive, create a new sub-folder and how to copy files from your hard drive to the thumb drive. Generally you should put your user folders or files under "Documents" or "My Documents", and photographs under "Pictures" or "My Pictures."

- The following image shows the device location of a 16GB Cruze thumb drive plugged into a computer. In this case it is shown as being in location (K:) on the computer.



- The next screen shot shows a sub-folder on a computer's hard drive (the C: drive) with 3 files selected and to be copied using "File, Copy" in the Edit menu. The 3 files are then pasted into a sub-folder on the thumb drive using "File, Paste" from the Edit menu.



- The next screen show a new folder, "Saved Files", on the thumb drive where the 3 files have been pasted. The new folder was created by using the instructions on page 2 above.

