



## **Murphy Computer Services, LLC**

803 Forest Street  
Hartford, WI 53027

262 673-9486 262 224-2486      [murph@netwurx.net](mailto:murph@netwurx.net)

### **General Tips for Windows**

5/20/05

The most effective tool Windows offers for file management is Windows Explorer. Learning to use this program will simplify the tasks of storing, moving, finding and opening files of any type. The following will describe what Explorer looks like and what you can do with it.

Four methods will be presented to accomplish the same things. Try them all and use the one you like the best.

Here is a step by step procedure for working with Explorer in Windows XP:

- Open Windows Explorer (not Internet Explorer) by double clicking the icon on the desktop. The icon looks like a manila folder with a magnifying glass over it. If the icon is not on the desktop, click Start and go to All Programs, Accessories. You will find it there.
- When Explorer opens, you will see two panes. On the left is the folder structure. On the right is the content of the currently selected folder. If this is not what you see, click the "Folders" button at the top.
- If the window is too small to see the information effectively, move the mouse cursor to the lower right corner of the window where you will find three diagonal lines. Hold down the left mouse button and move the mouse, dragging the corner of the window until it is large enough. Release the mouse button.
- If the window is too low on the screen, move the mouse cursor inside the colored bar at the top of the window. Hold down the left mouse button and move the mouse dragging the entire window upward. When the window is where you want it, release the mouse button.
- In the left pane, click the plus sign to the left of the My Computer object. This will expand it and reveal the drives underneath it.
- Be sure you can see the "C" and "D" drives which represent your hard drive and cd-rom drive respectively (unless you have more than one hard drive).
- Click the plus sign in front of the C drive
- DO NOT click on anything yet. Using the vertical scroll bar in the left pane of the Explorer, move up and down the folder structure until you see "My Documents". In Windows XP the My Documents folder is found under "Documents and Settings, *username*, My Documents.

For this example we will assume that you have a picture file called MyPhoto.jpg in your My Documents folder and you want to put a copy of it into the My Pictures folder which is also in the My Documents folder.

- Click on the plus sign in front of My Documents. You will see a group of folders. One will be "My Pictures". DO NOT click anything yet.
- Click on the My Documents folder name.
- The content of the right pane of Explorer will be whatever is in the My Documents folder.

### **Drag & Drop:**

To copy MyPhoto.jpg into the My Pictures folder using Drag & Drop method:

- Click on MyPhoto.jpg (the part after the period might not be displayed) in the right pane of Explorer. The icon or listing will be highlighted to indicate that it is selected.
- Press and hold down the CTRL key (lower left corner of keyboard). Notice that a small plus sign appears at the lower right of the mouse cursor. This indicates that a "Copy" is about to be processed.
- With the mouse cursor over the selected file, press and hold down the left mouse button.
- Move the mouse into the left pane of Explorer and over the folder that you want to copy the files into. Let's assume the My Pictures folder for now. The folder will become highlighted to show that it is selected.
- Release the left mouse button. The file will be copied to the My Pictures folder. If it were a large file Windows would display the progress window showing the papers flying from one folder to the other.

If you want to copy all the files in My Documents to My Pictures do this:

- Click on My Documents in the left pane.
- Click on any of the files in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- Press the "a" key. All the files will be selected.
- Position the mouse over one of the selected files.
- Press and hold down the left mouse button.
- Move the mouse, dragging the files, to the left over the folder My Pictures.
- When the folder is highlighted, release the mouse button.
- The files will be copied into the folder. It may take a while.

If you want to copy some of the files do this:

- Click on My Documents in the left pane.
- Click on a file that you want to copy in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- While holding the CTRL key, left click on the files you want to copy. As you click on each one the files will be selected.
- Position the mouse over one of the selected files.
- Press and hold down the left mouse button.
- Move the mouse, dragging the files, to the left over the folder My Pictures.
- When the folder is highlighted, release the mouse button.
- The files will be copied into the folder. It may take a while.

### **Hot Keys:**

To copy MyPhoto.jpg into My Pictures using the Hot Keys method:

- Click on MyPhoto.jpg (the part after the period might not be displayed) in the right pane of Explorer. The icon or listing will be highlighted to indicate that it is selected.
- Hold down the CTRL key and press the c key (copy)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Hold down the CTRL key and press the v key (paste). The file will appear in the right pane.

If you want to copy all the files in My Documents to My Pictures do this:

- Click on My Documents in the left pane.
- Click on any of the files in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- Press the "a" key. All the files will be selected.
- Hold down the CTRL key and press the c key (copy)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Hold down the CTRL key and press the v key (paste). The files will appear in the right pane.

If you want to copy some of the files do this:

- Click on My Documents in the left pane.
- Click on a file that you want to copy in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- While holding the CTRL key, left click on the files you want to copy. As you click on each one the files will be selected.
- Hold down the CTRL key and press the c key (copy)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Hold down the CTRL key and press the v key (paste). The files will appear in the right pane.

### **Top Menu:**

To copy MyPhoto.jpg into My Pictures using Top Menu method:

- Click on MyPhoto.jpg (the part after the period might not be displayed) in the right pane of Explorer. The icon or listing will be highlighted to indicate that it is selected.
- Click on Edit in the top menu
- Click on Copy (notice the Hot Key - Ctrl C is display there)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Click on Edit in the top menu
- Click on Paste. The file will appear in the right pane.

If you want to copy all the files in My Documents to My Pictures do this:

- Click on My Documents in the left pane.
- Click on any of the files in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- Press the "a" key. All the files will be selected.
- Click on Edit in the top menu
- Click on Copy (notice the Hot Key - Ctrl C is display there)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Click on Edit in the top menu
- Click on Paste. The files will appear in the right pane.

If you want to copy some of the files do this:

- Click on My Documents in the left pane.
- Click on a file that you want to copy in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- While holding the CTRL key, left click on the files you want to copy. As you click on each one the files will be selected.
- Click on Edit in the top menu
- Click on Copy (notice the Hot Key - Ctrl C is display there)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Click anywhere in the right pane.
- Click on Edit in the top menu
- Click on Paste. The files will appear in the right pane.

**Short Menu:**

To copy MyPhoto.jpg into My Pictures using Short Menu method:

- Right click on MyPhoto.jpg (the part after the period might not be displayed) in the right pane of Explorer. The icon or listing will be highlighted to indicate that it is selected, and a short menu will appear.
- Click on Copy
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Right click anywhere in the right pane.
- Click on Paste. The file will appear in the right pane.

If you want to copy all the files in My Documents to My Pictures do this:

- Click on My Documents in the left pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- Press the "a" key. All the files will be selected.
- Right click on any of the files in the right pane. A short menu will appear.
- Click on Copy (notice the Hot Key - Ctrl C is display there)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Right click anywhere in the right pane.
- Click on Paste. The files will appear in the right pane.

If you want to copy some of the files do this:

- Click on My Documents in the left pane.
- Click on a file that you want to copy in the right pane.
- Hold down the CTRL key. (Lower left corner of the keyboard)
- While holding the CTRL key, left click on the files you want to copy. As you click on each one the files will be selected.
- Right click on any of the selected files in the right pane. A short menu will appear.
- Click on Copy (notice the Hot Key - Ctrl C is displayed there)
- In the left pane, click on the My Pictures folder. The contents of My Pictures will now be displayed in the right pane.
- Right click anywhere in the right pane.
- Click on Paste. The files will appear in the right pane.

There is an additional way to select files that are contiguous or all together in a list.

- Highlight the first file you want to select by clicking it or placing the cursor on it with the arrow keys.
- Hold down the shift key and click on the last file you want to select. All the files in between will be selected.

**Moving Files:**

To move files in Explorer, use the same method to select the files. In the drag and drop method, hold down the shift key instead of the CTRL key. No plus sign will appear on the cursor and the files will be deleted from the source folder and added to the destination folder. This is the default action when moving files from one folder to another on the same drive. Copy is the default action if you drag and drop a file from one drive to another.

In the Hot Key method substitute CTRL x for CTRL c. The X stands for cut. CTRL v still pastes the file(s). In the menu methods just select Cut instead of Copy.

These methods can be used to copy and move files from any folder on any drive to any folder on any drive. We used My Documents and My Pictures as examples only and because exist in all Windows PC's.

These same methods, Drag & Drop, Hot Key, and both menu methods, can be used to copy, move or delete any selected item (pictures, text, controls etc.) in most Windows programs. For example you can use the methods to copy and move selected text and pictures around in Microsoft Word. Or you can copy and move the contents of cells in a spreadsheet program like Excel. These functions are provided by Windows for the various programs, that's why they are universal within Windows.

Good luck!!