

Adjutant Software Customer Support Tech Notes

Document Title: Using Windows Explorer
Document Number: 015
Applies to: General Info

SUMMARY

Adjutant Software tech support does not include help with basic computer operations.

Windows Explorer is a general utility program that is included as a standard part of Microsoft Windows. Windows Explorer is used to copy, move, rename, locate, and delete files, as well as a number of other operations. Knowledge of how to use Windows Explorer is part of the basic set of skills necessary to properly use a computer. This Tech Note includes some of the basic operations of Windows Explorer, taken from the Microsoft help files. Some information in this Tech Note is copyrighted by Microsoft Corporation.

To learn how to do an operation, start Windows Explorer (*Not* Internet Explorer) and click on Help. Select “Help Topics”, and use Contents, Index, or Search to locate the topic you need.

Following are some of the more common operations.

PROCEDURE

To copy a file or folder

1. In **My Computer** or Windows Explorer, click the file or folder you want to copy.
2. On the **Edit** menu, click **Copy**.
3. Open the folder or disk where you want to put the copy.
4. On the **Edit** menu, click **Paste**.

Notes

- To select more than one file or folder to copy, hold down the CTRL key, and then click the items you want.
- To select a folder in the left pane of Windows Explorer, click the folder.

To move a file or folder

1. In **My Computer** or Windows Explorer, click the file or folder you want to move.
2. On the **Edit** menu, click **Cut**.
3. Open the folder where you want to put the file or folder.
4. On the **Edit** menu, click **Paste**.

Notes

- To select more than one file or folder, hold down the CTRL key, and then click the items you want.
- You can also move a file or folder by dragging it to the desired location.

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- To select a folder in the left pane of Windows Explorer, click the folder.

To delete a file or folder

1. In **My Computer** or Windows Explorer, click the file or folder you want to delete.
2. On the **File** menu, click **Delete**.

Notes

- For information on how to retrieve a deleted file, click **Related Topics**.
- You can also drag file or folder icons into the **Recycle Bin**. If you press SHIFT while dragging, the item will be deleted from your computer without being stored in the **Recycle Bin**.
- To select a folder in the left pane of Windows Explorer, click the folder.

To find a file or folder

1. Click **Start**, point to **Find**, and then click **Files or Folders**.
2. In **Named**, type all or part of the file name.

Enter a word or phrase in **Containing text** if you do not know the name of a file but know a distinctive word or phrase it contains.

If you want to specify the location to start the search, click **Browse**.

3. Click **Find Now**.

Note

- If you want the search to be case-sensitive, click the **Options** menu and make sure a check mark appears next to **Case Sensitive**. Click to create the check mark; click again to clear it.

To change file or folder properties

[Note - When a file is being taken from a CD, it will usually have the "Read Only" attribute set. Before the file can be used on your hard drive, the "Read Only" attribute must be unchecked.]

1. In **My Computer** or Windows Explorer, click the file or folder whose properties you want to change.
2. On the **File** menu, click **Properties**.
3. Enter any changes in the **Properties** dialog box.

Notes

- You can also right-click a folder or file that is on your desktop, and then click **Properties**.
- To select a folder in the left pane of Windows Explorer, click the folder.

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To change the name of a file or folder

1. Open Windows Explorer.
2. Click the file or folder you want to rename.
3. On the **File** menu, click **Rename**.
4. Type the new name, and then press ENTER.

Notes

- To open Windows Explorer, click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.
- You do not need to open the file or folder to rename it.
- A file name can contain up to 215 characters, including spaces. However, it is not recommended that you create file names with 215 characters. Most programs cannot interpret extremely long file names. File names cannot contain the following characters:
\\ / : * ? " < > |
- You can also rename a file or folder by right-clicking it and then clicking **Rename**.