

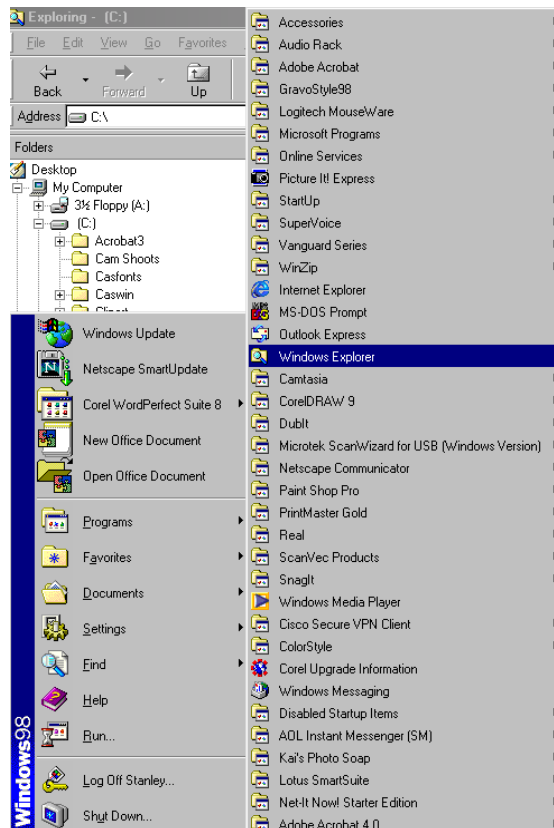
# Windows Explorer

1. Windows Explorer is an application that allows you to maintain your files and folders on your computer. You can add and delete files, copy files to other locations and move or copy to other drives. There are a couple of places you shouldn't move or copy files to. **DO NOT** place files in the Root Directory or the Windows Directory.

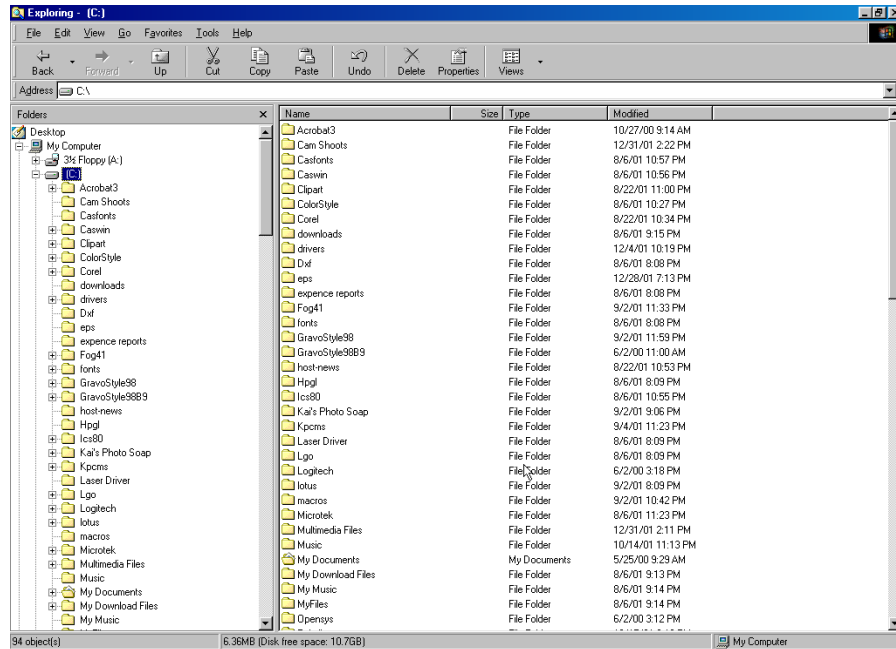
There are different ways to get to the Windows Explorer. The first way is to Right Click on the Start Button. Point your cursor at Explore and Left Click.



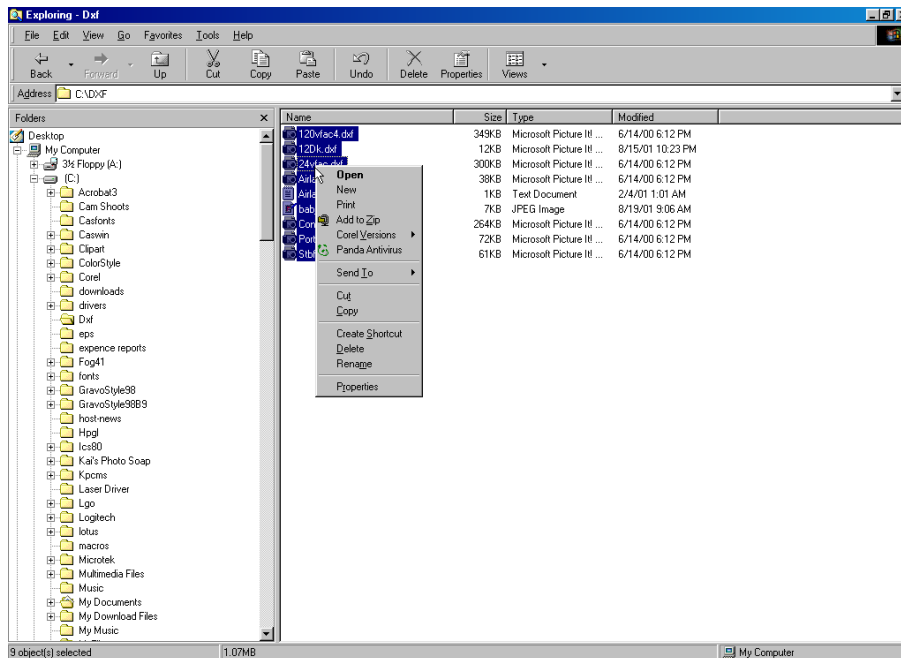
The next way is to Left Click on the Start Button, up to Programs then to Explorer and Left Click.



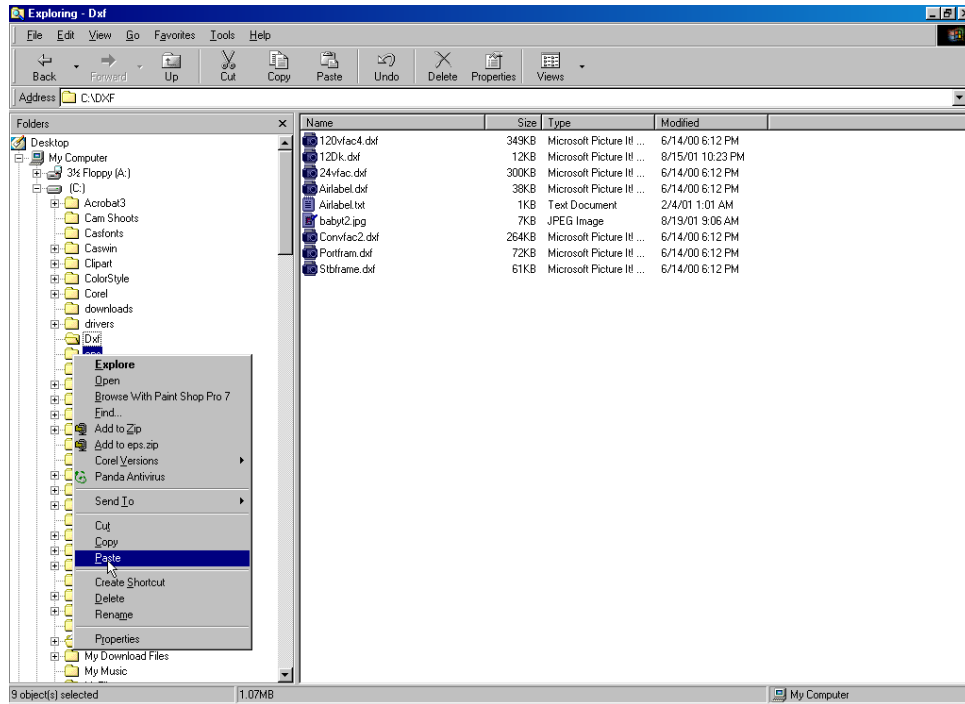
- This will open Windows Explorer. Now we are in an area to do some housekeeping on your files and folders.



When you open a folder, by Left clicking on the folder, you will see all the files in that folder on the right side. Move those files, any or all, by Left Clicking, holding down on the Mouse Button, and Dragging to the folder that you want to move them to. You can also Select the files that you want and Right Click on them and A Menu will pop-up allowing you to accomplish many different tasks.



If you Cut or Copy them, Explorer Cuts or Copies them to the Clip Board. Right Click on the folder that you wish to place them in and Left Click on Paste.



3. To Add a New Folder to place files into, Simply Left Click on the folder or drive, then Click on File, then New. This will place a New Folder in that Directory and you will have to type a name of your new folder. Then hit the Enter Key.

