

How To Organize Your Hard Drive

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1.Windows Explorer

Where To Find It

START, PROGRAMS, ACCESSORIES, WINDOWS EXPLORER

Right-Click, Copy, Go to any blank area of your Desktop and click Paste!

2.What You See (You can make changes with the right mouse button)

Explorer Page with Standard Buttons, Address Bar, Two Window Panes

Folder "Tree" of Your Hard Drive

Desktop, My Documents, My Computer, My Network Places

Click on the "+" to open a Folder.

Click on the "-" to close a Folder.

3.How To Organize

Put all Data Folders **INSIDE** of **My Documents**

4.How To Make a New Folder

Put the mouse pointer **INSIDE** the Folder you want to work in.

Click FILE, NEW, FOLDER.

A new Folder will appear with the title "New Folder" in BLUE.

RENAME the folder by typing **OVER** the name in blue.

Hit ENTER.

To go into the new folder, click on the name of that folder and you will be **INSIDE** the new folder!

5.How To Make a Downloads Folder

Got to MY COMPUTER AND HIT THE "+"

Go to Local Disk (C:) and HIT THE "+".

Highlight Local Disk (C:) (in Blue).

FILE, NEW, FOLDER

Type "Downloads" (in Blue).

Hit ENTER

Right-Click on "Downloads" and Select COPY

Close EVERYTHING and Right-Click on an empty part of your Desktop.

Click on PASTE (An Icon will appear and it will say "Downloads" under it.)

6.How To Follow Your PATH!

Your PATH is always shown in the ADDRESS BAR. **Keep a pencil and paper handy!**

7.How To Change an Icon!

Right Click, PROPERTIES, Customize, Change Icon, "Look for Icons in This File" "C:\WINDOW\ System 32\Shell32.dll" !

8.How To SEARCH!

START, SEARCH, Check off what type of file you are looking for, type in part of name, SEARCH!

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