

# Beginning Windows XP

## Lesson 8

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### **Lesson 8 – Email & the Internet, File Operations & Windows Help.**

The following is a brief introduction to the popular subjects of Email and the Internet as demonstrated by your instructor. If you are interested in pursuing these subjects, consider signing up for the Email and Internet class in our next 8-week session. We will conclude this lesson with an exercise covering various essential tools for manipulating files and folders on the computer. It also discusses ways to search for files and obtain assistance with the Help function.

#### **Email and the Internet**

The Internet is like a giant telephone company for computers because it allows computers all over the world to communication with one another. Of course with computers most of the communication is not by voice (although they do that too) but with documents, images, sound recordings and even videos. To use the Internet your computer has to be connected to a local company which, in the computer world, is referred to as your Internet Service Provider (ISP).

Sometimes your local phone company (such as AT&T) is your ISP, or it could be your Cable TV Company or another company that you connect with over your home phone line.

Instead of a telephone, you use programs running on your computer to communicate with other computers. For example, one such program facilitates person-to-person messages using electronic mail (Email). The Email program

that comes with Vista is Windows Mail. It works much the same as ordinary (snail) mail, but you can exchange mail in minutes if not seconds — even with correspondents half way around the world! Instead of a telephone number, these programs use email addresses which have the form: “janedoe@somewhere.net” or similar.

Another type of Internet communication requires you to use an “Internet Browser” program. The browser program that comes with Vista is Internet Explorer. With this program your computer communicates with other computers that have been set up to respond to “calls”, i.e those with the odd www addresses. Although all computers on the Internet, including yours, have a unique Internet Protocol (IP) address — similar to a telephone number — only those set up to receive “calls” have a www (World Wide Web) address. You have probably heard of these as they take the form

“www.somecompany.com” or similar.

So, to place a computer “call” to, say, Bank of America, you enter their address into your computer browser program like this: [www.bofa.com](http://www.bofa.com) This connects you to something akin to the old telephone PBX board where the company operator says “Bank of America” and then asks where to direct your call. In this case, the bank’s computer sends you a message that the browser program displays on your screen. It is the bank’s “home page” usually containing a directory to their various departments, services or other information. When you select a particular place (called a “link”), the bank’s computer sends that “page” to be displayed on your screen. Thus, you can probe their “web pages” for the information you want. Computers with these internet addresses are referred to as “server” computers. Your computer is called the “client”. The servers serve the clients by sending the “web pages” you request back to your screen.

There is an astounding amount of information available as you browse the Internet. Almost any company or organization that you deal with will have a web presence as do just about all local, state and federal governments. For example, you can research health issues at the National Institutes of Health by going to the [www.nih.gov](http://www.nih.gov) web site.

### **Email Demonstration**

Your instructor will open the Windows Mail program, discuss its properties and demonstrate how you read, create and send Email messages. Please note that Windows Mail is a “local” Email program, i.e. it resides on your computer.

Another type of Email you may use is called “Webmail” where the program actually resides on a server computer and you use your Internet Browser program to access the server. Either one works although the local version is generally faster especially if you are using the slower dial-up type of Internet connection.

### **Internet Browser Demonstration**

The Internet Explorer program is accessed from the Vista Start menu. Your instructor will open this program and demonstrate some of its basic functions. All lab computers start browsing the Internet at the Google “home page.” Your home computer may start at a different page such as Yahoo or MSN. Your instructor can show you how to change your “home page” if desired.

The demonstration will include how to use the Google “search engine” to find documents, pictures, music and similar objects that are available from around the world. The Internet has literally billions upon billions of information sources that you can investigate.

### **Exercise 8 – Files, Folders & the Windows Help Feature**

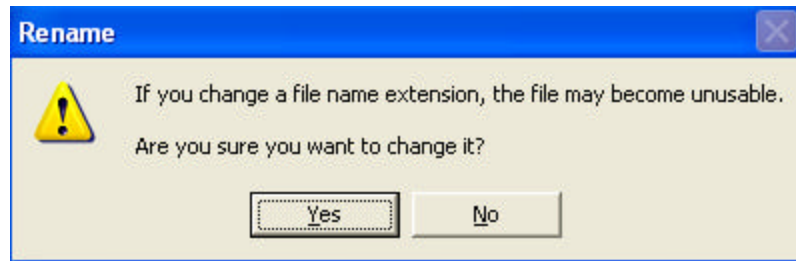
#### Creating and Renaming Files and Folders

In Lesson 6 you created a file by saving My First File on the floppy disk, and in Lesson 7 you created a copy of this file in the My Documents folder. In this exercise we will rename this file, create a new folder to hold copies of files, and learn how to move files between folders.

1. Open the My Documents folder and click once on My First File.rtf to highlight it. Go to the Task Pane and click on “Rename this file.” A text box will appear around the highlighted My First File.rtf, and the blinking Insertion Point symbol will appear at the right end of the box.
2. Before making any changes notice the “.rtf” extension on the file name. It is important to retain the extension when renaming a file.
3. Position the Insertion Point at the left end of the box. There are several ways to do this:
  - a. Position the mouse pointer there and click.
  - b. Press the Home key (this moves the Insertion Point to the beginning of a line).

- c. Use the left-arrow key to move the Insertion Point one character at a time until it is at the left end.
4. Type “Copy of “ then press the Enter key. The file name changes to Copy of My First File.rtf.

You could have changed the name to something else entirely by typing a new name. One caution — you must follow the new file name with “.rtf” to add the proper extension. If you don’t, then this warning message will appear reminding you to provide an appropriate extension.




Suppose you wish to keep copies of certain files in a separate folder from the rest. This is easily accomplished by first creating a new folder and then moving the file copies into it. Try the following.

5. Open the My Documents folder (if not already open). With no file or folder highlighted go to the Task Pane and click on “Make a new folder.” A folder will appear with the name “New Folder” highlighted and the Insertion Point positioned at the right end of the name. This time we don’t have to worry about file extensions, so simply type “Copies of Files” and press the Enter key. What you type will instantly replace “New Folder”, and you will have a new folder inside of the My Documents folder named “Copies of Files.”
6. Move the Copy of My First File.rft into the “Copies of Files” folder using the familiar drag and drop technique. Click on the file name to highlight it. With the mouse pointer inside the highlighted area, hold the left button down and drag the pointer over to the “Copies of Files” folder. When the folder becomes highlighted let go of the mouse button. Notice that Copy of My First File.rtf disappears from the My Documents folder.
7. Open the Copies of Files folder and notice that it now contains the file you moved.
8. Close the folder and return to the Desktop.

## Renaming Folders

You can rename folders the same as files.

## Backtracking

If you move or rename a file and suddenly realize that this was a mistake. Go to the toolbar and click on the Undo button . (If the Undo button does not appear on your toolbar, then go to the Menu Bar, click on Edit and click on the Undo option.)

## Searching for Files/Folders

If you forget where you saved a file or folder you can use the XP Search facility to find it.

1. Go to the Desktop, click on Start and then click on Search. This opens the Search window. Go to the Task Pane and click on “Documents ...”. Click inside the “All or part of the document name” text box to place the Insertion Point. Type “Copy of My” and then click on the Search action button.
2. When the search is finished you can click on the file Copy of My First File.rft to open it.
3. Close Copy of My First File.rft if you have opened it.

If you have a file folder open, you don't need to go to the Desktop to initiate a search. Just click on the Search button on the toolbar.

## Deleting and Restoring

When you are through with documents or folders it is time to delete them. However, the computer has an extra safety feature regarding deletions. All deleted items are actually sent to the “Recycle Bin,” which is simply another folder on your computer's Desktop. If you decide to recover one or more of your “deleted” files you can go to the Recycle Bin and restore them to their original location. Of course, once you empty the Recycle Bin, the files are permanently deleted.

1. Open My Documents and then the Copies of Files folder. Click once on Copy of My First File.rft to select (highlight) it. Press the Delete key and answer Yes to the “are you sure ...” question. The file will be sent to the Recycle Bin.

2. Return to the Desktop. Click on the Recycle Bin icon. Notice that Copy of My First File.rtf is there. Click once on Copy of My First File.rtf to highlight it, then move the mouse pointer into the Task Pane and click on Restore. The file will disappear from the Recycle Bin and be restored to its original location.
3. Return to Copies of Files and note that Copy of My First File.rtf was restored to the original location.
4. Click on the “Back” icon on the toolbar to return to the My Documents folder. Highlight the Copies of Files folder then press the Delete key to send this folder and its contents to the Recycle Bin.

When the time comes to permanently get rid of files, go to the Desktop, open the Recycle Bin, go to the Task Pane and click on “Empty the Recycle Bin.” Do this now to permanently delete the Copies of Files folder.

### Windows Help

Windows XP has an extensive Help and Support feature. This exercise uses the Search Box to demonstrate a typical use of the Help application.

1. Click on Start and then on Help and Support. This will open the Help window. Near the upper left corner of the window is the Search Box. Click inside the box to place the Insertion Point, then type Recycle Bin and click on the green arrow to the right of the box.
2. The search results are listed in the Task Pane along the left side of the window. Click on “Delete a file or folder” and notice that the right side of the window now displays information on how to use delete. Notice that everywhere your search term (Recycle Bin) occurs, it is highlighted.
3. Read through the instructions and you will see much of what you learned in the above section on Deleting and Restoring. You will also discover some new facts about permanently deleting files or folders.
4. As you have time, explore other features of the Help window. Perhaps you have questions on a particular subject. Try searching for keywords related to that subject, and observe how the help system works.

This concludes your introduction to Windows XP. You have learned the basics, and you are encouraged to continue by practicing what you have learned so far. Explore the many other features of XP on your own using the Help feature. Don't hesitate to experiment and learn with this wonderful new tool.