

Organizing the Hard-Drive

Using Windows Explorer

1. Explaining the areas of the Explorer window.

Titlebar, Menubar, Toolbar, Addressbar-window with down arrow.

Left window pane (Folder window) , Right window pane (file window)

Scroll bars.

Demonstrate and show those individual areas!

2. Making new Folders and subfolders.

a) Open the Windows Explorer!

Right click START, click EXPLORE, highlight the drive letter in which you wish to make new folders.

Go to FILE, click NEW, click FOLDER

Give the NEWFOLDER a name, while the new folder box is flashing,

Type the name you decided the new folder should have.

b) Creating new sub-Folders!

Highlight the Folder under which you'd like to create a subfolder.

Go to FILE, NEW, FOLDER

Type the name of your new folder while the box is flashing, then, press ENTER!

Voila! your new Folder hierarchy is created.

3. Moving files and folders

a) To move any file or files:

Highlight the file(s) you want to move.

Right click and drag them to the new designated folder, when that folder lights up, let the right button on your mouse loose. A menu opens. Click the MOVE command

b) To move folders:

Highlight the folder(s) to be moved.

Right click and drag the same to its new location.

When the drive or folder lights up, let the right button loose.

On the popup menu, click the MOVE command!

4. To Copy Files and Folders:

Right click and drag as you did in #3. Only now, invoke the COPY command on the pop-up menu!