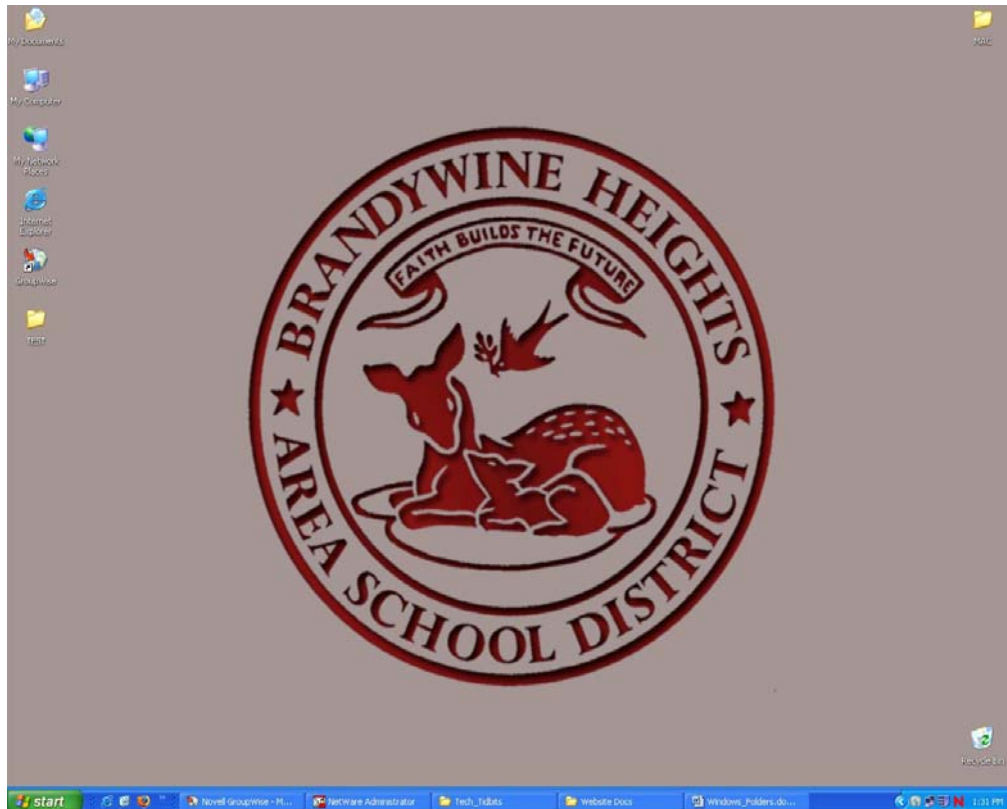


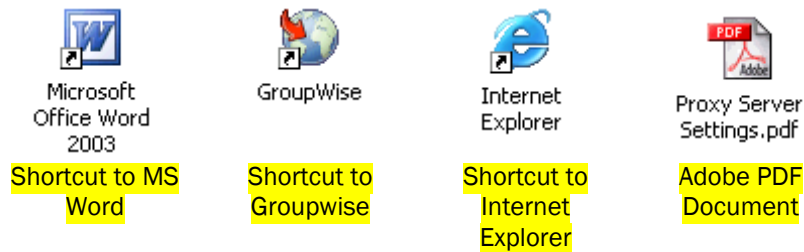
Windows and Folders - By Preference

Ever have trouble navigating through your folders and windows on your computer? Did you know that you can change the views of your folders for different reasons, to find out what type of file it is, when it was modified, etc.? Read more to find out how:

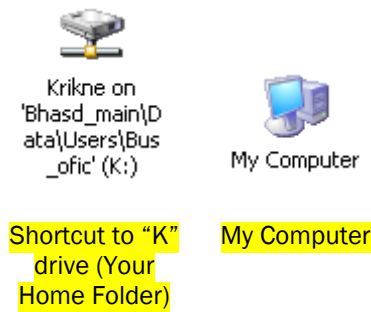
1. **DESKTOP:** The opening screen when you turn on your computer. Yours probably looks something like this (you may have a picture of some sort set as your desktop wallpaper/background):



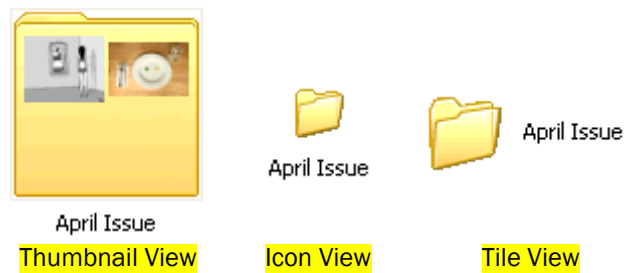
2. **ICONS:** The small pictures on your desktop which represent files or programs. Some examples are:



3. **MY COMPUTER and your Network Drive K:** The desktop icon from which you can navigate your way through the various drives, folders and files on your computer.

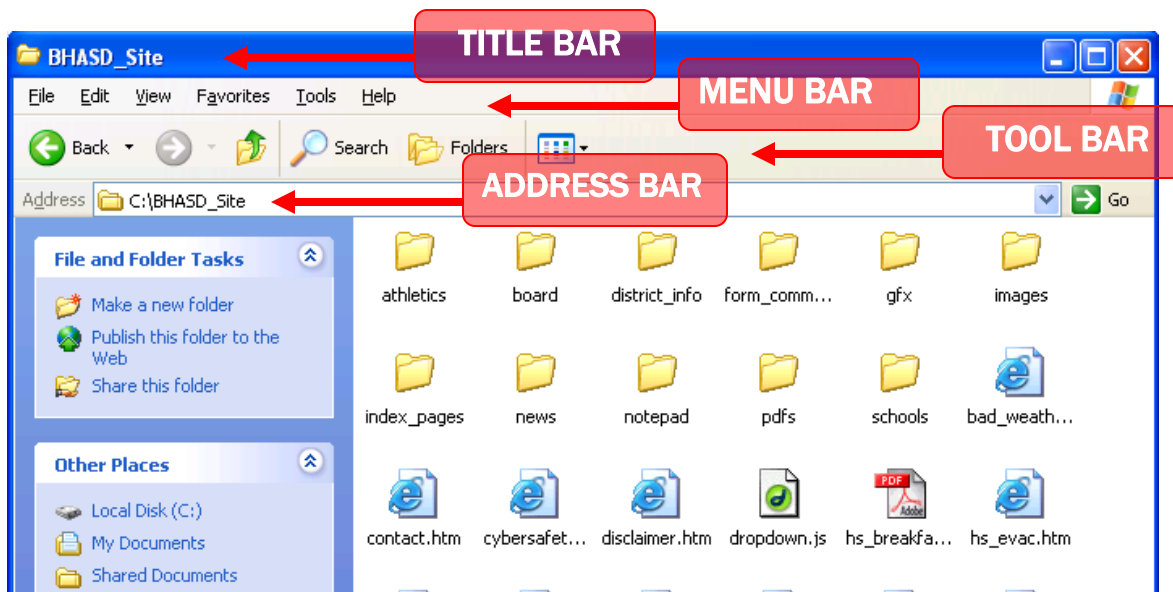


4. **FOLDERS:** The basic organizational structure in Microsoft Windows. Like a giant filing cabinet, your computer uses folders to organize everything in it. Here are some sample folder icons:



You might notice that your icons and folders might look different. When ever you open a folder (by double clicking on it) a new window opens to show you what is in that folder. You can change how the icons (files) are displayed in a window. Here's how:

- 1) Open a folder, any folder.
- 2) Every window has the following "Bars" at the top:

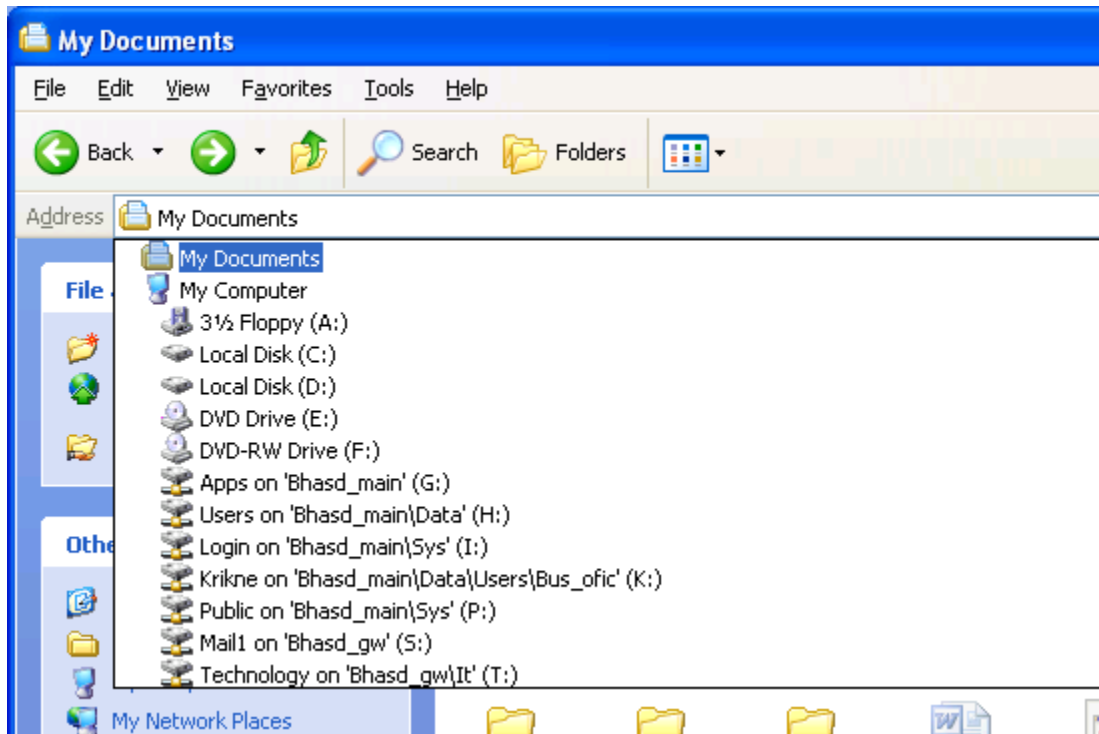


The **Title Bar** tells you the name of the folder you are in. In this example the title bar tells you that you are in folder "BHASD_Site"

Each word on the **Menu Bar** gives you a drop down menu of options. To get the drop down menu, click on any one of the following words in the **Menu Bar**.

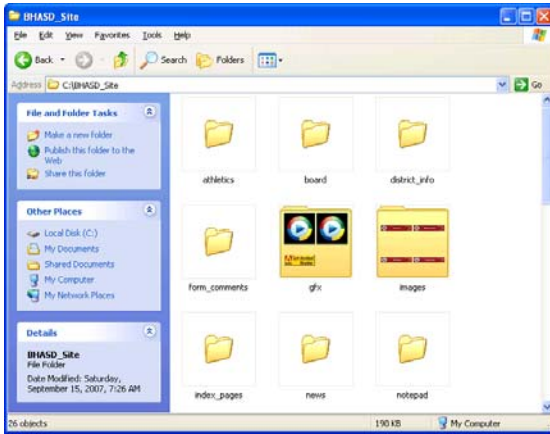
The **Tool Bar** offers you shortcuts for common tasks. You can customize your **toolbar** by right-clicking on it to add/delete features.

The **Address Bar** tells you which folder you are in and also offers you a way to access other folders. If you click the triangle on the Address Bar you can see a drop down list of other folders and pathways to them:

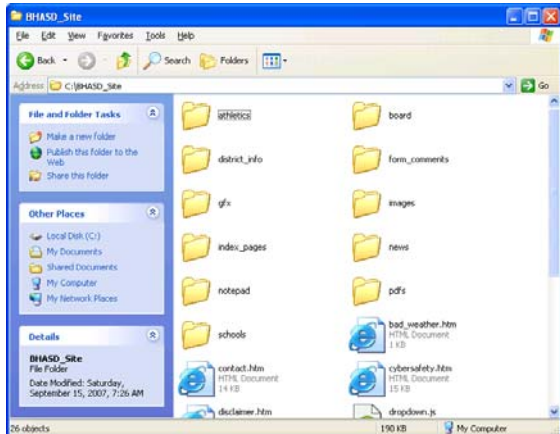


3) To change the view, click on the word "**View**" on the menu bar and select a new view from that list. Each view has its own advantages and disadvantages. For example, if you are looking at a folder full of pictures you might want to use the "**Thumbnail**" view so you can see what each picture looks like. If you want to know what type of file you have, to see the files size, or to see when it was created, you might want to use the "**Details**" view to find the largest files or when the file was created. Or if you are like me and just want your folders to look neat, you can use the "**List**" view. Here are some sample views of the same folder:

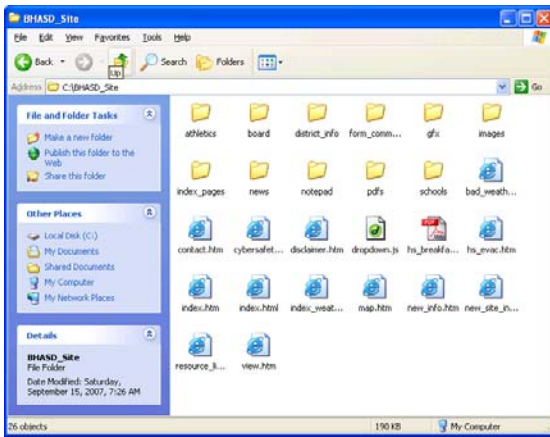
(image below)



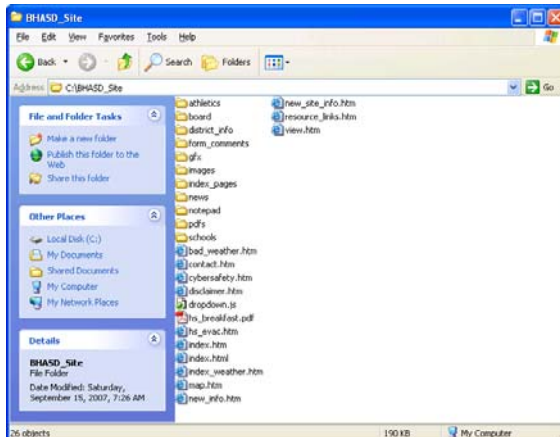
Thumbnail View



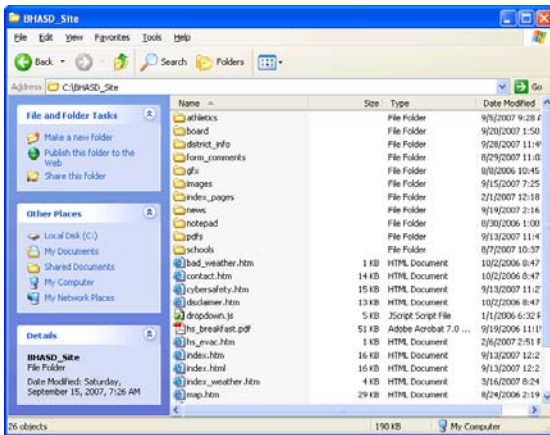
Tiles View



Icon View



List View



Detail View