

Using Windows Explorer and Libraries

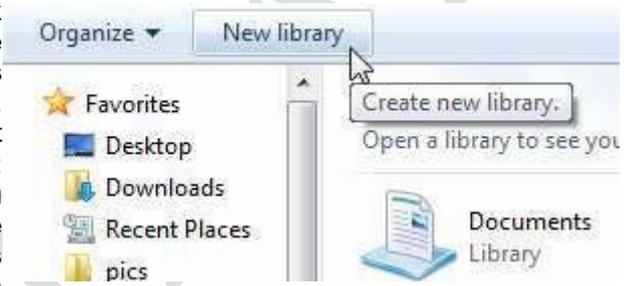
Windows Explorer is a program that is used like a folder to navigate through the different parts of your computer. Using Windows Explorer, you can view file hierarchy, move large volumes of files at once, and more. You should be pretty familiar with the basics of Windows Explorer by now, so in this lesson we will go over more detailed information.

Launching Windows Explorer

Windows Explorer is found by clicking Start □ All Programs □ Accessories □ Windows Explorer. It is also attached to the taskbar by default: When you open Windows Explorer, you will see links to the four default libraries: Documents, Music, Pictures, and Videos.

Windows Explorer Overview

At the top of the window is the command area. There are Back and Forward buttons, an address bar that shows you the current folder or drive you are viewing, and other commands that change depending on the content included in the folder. For example, when you first open Windows Explorer via the Start menu or taskbar, you have the option to create a new library: When viewing a folder that contains a variety of items, you will see these commands: These four commands are the most common ones you will see when using Windows Explorer. Let's take a moment to go over what each command does.

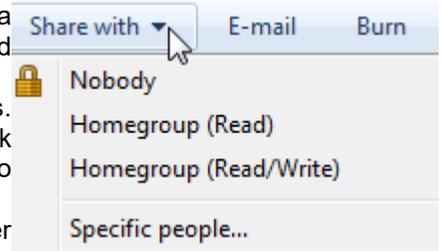


Organize

This option is available all the time when using Windows Explorer. This general menu lets you perform a number of common tasks:

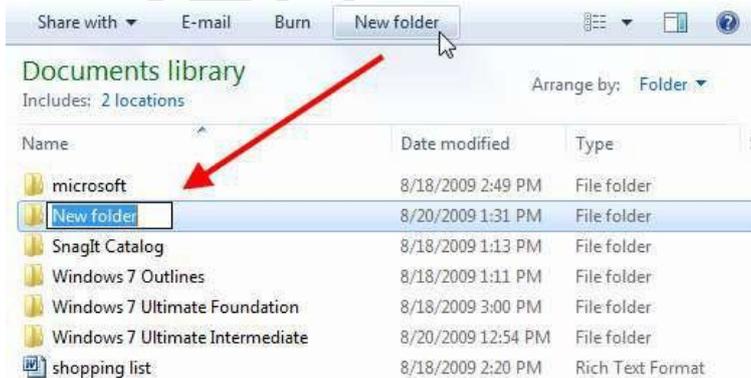
Share with

Windows has the ability to communicate with other computers that are part of the same network. Most offices have some sort of network established so all computers can save files in one location or share a printer. Many homes also have a network, either a wired one that was installed when the house was built or a wireless one via a wireless router. Windows 7 has the ability to communicate with other types of computers. Two or more Windows 7 computers can create a Homegroup; a simple network that allows for easy sharing of files. Most of the information relating to networking is beyond the scope of this manual. However, if you click the "Share with" option, you can share files with other users on your network:



Burn

Burn the contents of the current folder to a CD or DVD.



New folder

Use this command to add a new folder inside the current location. Click the command, then type a name for this new folder: If you are viewing files that can be played with Windows Media Player, you will see the "Play all" command:

Click this command to play all items in the folder. If you are viewing a folder that contains pictures, click "Slide show" to view all files at once:

Choosing a Layout

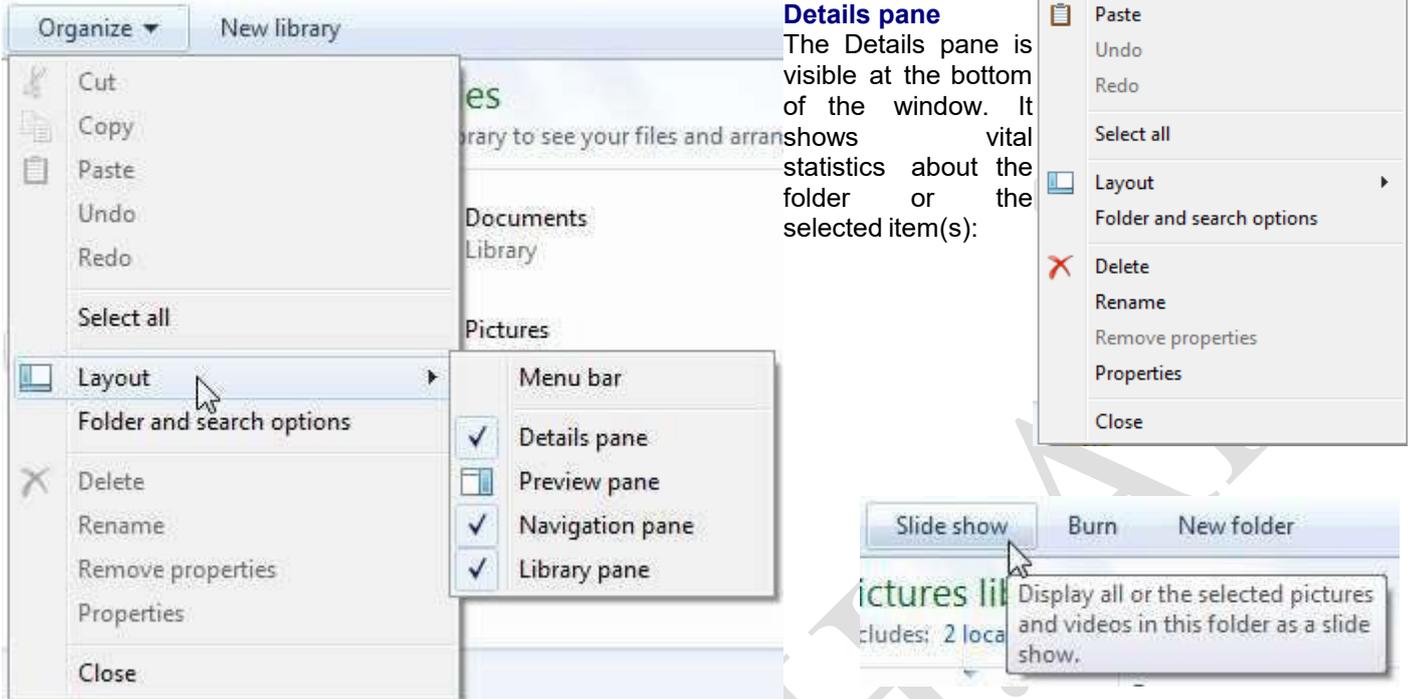
If you want to choose a different layout for Windows Explorer, use the Organize command and point to Layout. You can enable or disable different parts of

the window here: Let's go over the different components:

Menu bar

The Menu bar is disabled by default. This option adds some menus to the top of the window:

File lets you create and manage objects in the folder. Edit lets you select, cut, copy, and paste items. View lets you change how items in the folder are displayed. Tools offers advanced networking options. Finally, Help lets you view the Help file and legal information about Windows.



Details pane

The Details pane is visible at the bottom of the window. It shows vital statistics about the folder or the selected item(s):

Preview pane

The Preview pane is useful when viewing pictures or other graphical media. It displays a small image on the right side of the window: This lists the major folders and locations on your computer:

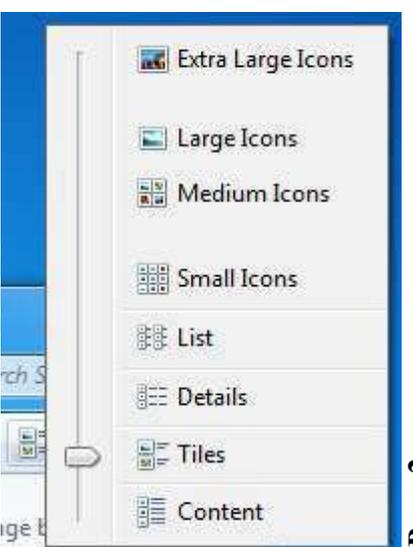
Navigation pane

Library pane

The Library pane is only visible when viewing libraries. It shows the library name, a link to the number of locations referenced by the library, and a menu to arrange the data in the library



“More options” command: This command lets you choose between a variety of different views. Extra Large, Large, and Medium icons are great when viewing folders containing pictures: List and Details are great when viewing data or system files, or many files of the same type



Below is an example of the Details view, which provides vital statistics about different files:

Using Search

It's just as easy to misplace a folder or file on your computer as it is to misplace your car keys—maybe even easier! The Search feature is a powerful solution for finding your lost folders and files.

Windows Explorer

If you have an idea regarding where the folder or file you're looking for is located, use the Search box in Windows Explorer. The Search box appears at the top of every Windows Explorer window and searches the contents, including subfolders, of that window for the text that you type. If a file's name, content, tags, or other properties match the searched text, it will appear in the search results.

1. Open the folder or library where the file you're looking for is located.

2. Type a keyword for the file in the **Search** box. As you type, items that match the keyword become highlighted.

Tip:

Once the file you want appears, you can stop typing: there is no need to press <Enter> to submit your search text.

Search filters

You can quickly refine your searches in Windows 7 with Search Filters. Use a search filter to display only those files that meet the criteria you specify.

1. Click in the **Search** box.

A list of search filters appears.

Tip: The filters available will vary depending on the contents of the folder.

2. Click the filter you want to use, and then specify the filter criteria.

The contents of the folder are filtered.

Start menu

The Search box in the Start menu can also be used to perform a search. Searching from the Start menu finds files, folders, e-mails, and programs.

1. Click the **Start** button.

An insertion point appears in the Search box at the bottom of the Start menu.

Working with Folders and Files

Type a keyword in the **Search** box.

As you type, items that match the keyword appear in the Start menu.

Tip: Once the item you want appears, you can stop typing: there is no need to press <Enter> to submit your search text.

Preview Pane button

Tips

To clear a search, click the **Close** button (X) in the Search box.

Use the Preview pane to preview your search results without having to open the actual file. Click the **Preview Pane** button on the command bar to display the Preview pane.

Now you can save your searches and return to them later. Click the **Save search** button on the command bar, enter a name for the search, and click **Save**.

Figure above: Use the Preview pane to preview search results without having to open the actual file.

