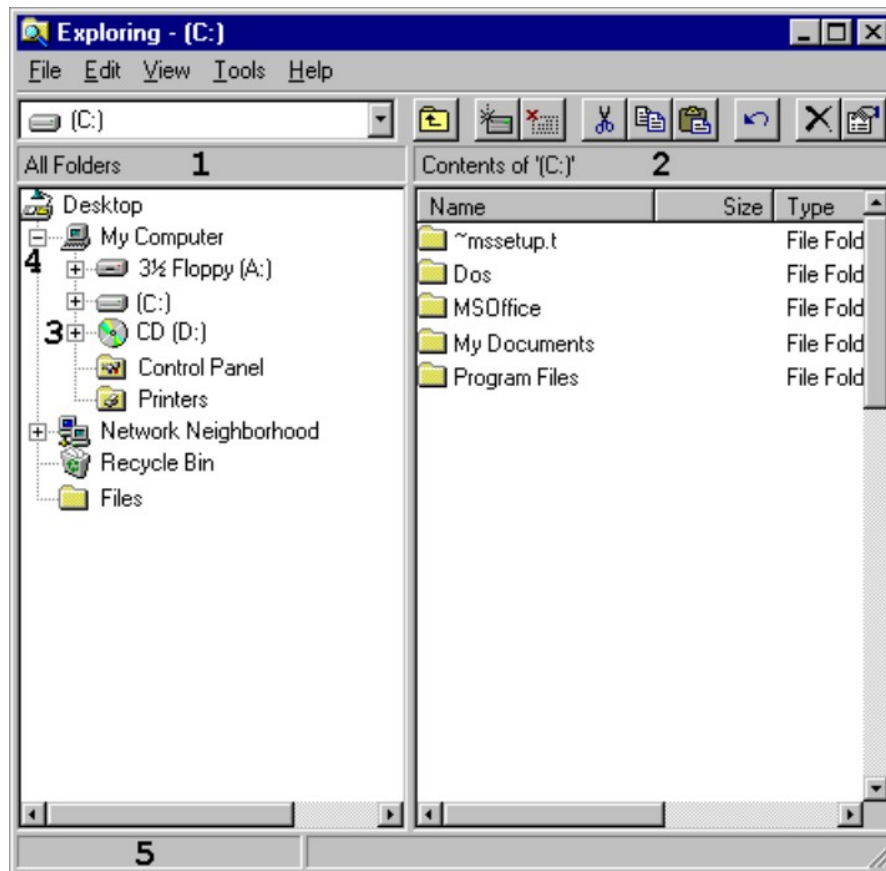


# The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

## Windows Explorer

The Windows Explorer is a handy program that lets you see where all your files are on the hard drive and the path to get there. It can be accessed from the Programs menu in the Start menu. The Explorer is divided into two panes: the **Tree Pane (1)** and the **Contents Pane (2)**.



The left Pane is the **Tree Pane**. This window displays a hierarchy of folders and Windows resource icons found on your computer. A "+" (3) sign next to a folder signifies that there are subfolders within this folder. To expand the tree to display the subfolders, you can either double-click on the icon or click once on the "+" sign to the left of the icon. When the branch is expanded, the "+" sign becomes a "-" (4) sign. To collapse the subfolders tree, either double-click on the main icon or click once on the "-" sign.

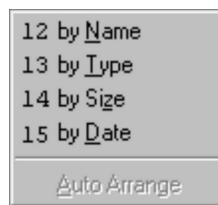
The right Pane is the **Contents Pane**. To view the files in a folder, highlight the folder in the Tree Pane on the left. Files in that folder will then be displayed in the Contents Panel on the right. Double-click on files in the Contents Pane to launch them.

You can also gain information about that file from the **Status bar (5)**, located at the bottom of the window. If it is not present, select **Status bar (6)** from the **View** menu.

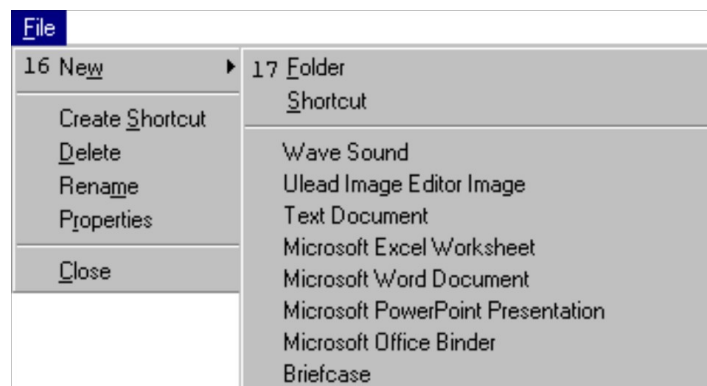


The filenames and their icons can also be displayed a number of ways using the **View** menu. The options are: **Large Icons (7)**, **Small Icons (8)**, **List (9)**, and **Details (10)**.

You can also change the arrangement of the icons by opening the **Arrange By (11)** menu in the **View** menu. The options here are: **by Name (12)**, **by Type (13)**, **by Size (14)**, and **by Date (15)**. The **Arrange By** and **View** options apply to all icons in the **Contents Pane**.



**New folders** can be created in the Contents Pane two ways. One way is to select **Folder (17)** under the **New (16)** menu in the **File** menu. Another way is to **right-click the mouse in the Contents Pane**. Select **New**, then **Folder**.



There are two ways to **highlight multiple files**. One way is to hold down the **Shift key and the left mouse button** while dragging the mouse over the files to be highlighted. Note that this function is performed on a group of files. To make multiple highlights, but do it one file at a time, hold down the **Control key and left-click** on the files you want to select.

Once a file or group of files and/or folders are highlighted, they can be easily moved

around by **dragging and dropping**. Move the mouse over a highlighted file or group of files, then click and hold down the left mouse button and drag the file over to the folder you want to put it in. Release the mouse button and the files will be moved or copied into the desired folder.

If the original file and the receiving folder are on the same drive, the file will be moved. If they are on different drives, the file will be copied.

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