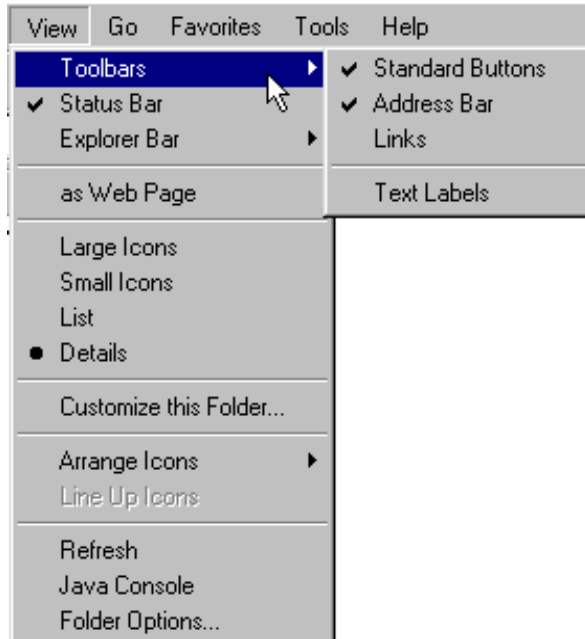


## Keeping Things Organized - Part 2

You need to learn several Windows Explorer features before you can effectively use this tool. We will limit the discussion here to the essential points needed for this section starting with windows 98 features.



Let's start by setting up the way things are displayed. Viewing options are set by clicking on View in the menu bar.

A **T** or **Z** in front of a menu item indicates that the option is active.

Toolbars add a couple of user-friendly options.

Standard Buttons add a row of icon shortcuts to commonly used features.

The Address Bar helps you confirm the device or folder you have selected.

Text Labels places a label under the icons to explain what function they serve. This is an

option you will probably want to turn off after you feel comfortable with the program. The text labels take up valuable space. The more options you have selected, the less room you have to view files. Just hover the cursor over an icon if you are not sure what an icon means.

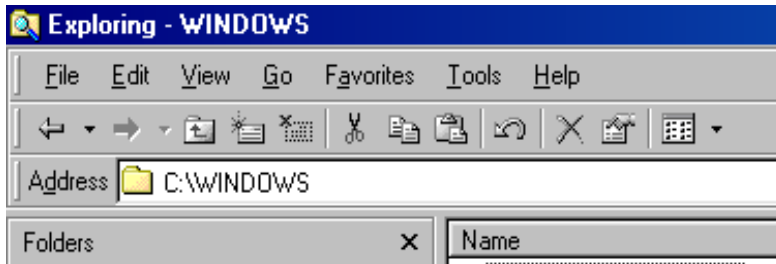
All the icons duplicate features you can activate by using menu pull-downs or using keyboard shortcuts.

Use the View menu option to ensure that Status bar, Standard buttons and Address bar have been turned on. They should have a **T** if they are selected.

Turn off "as Web Page" if it is selected.

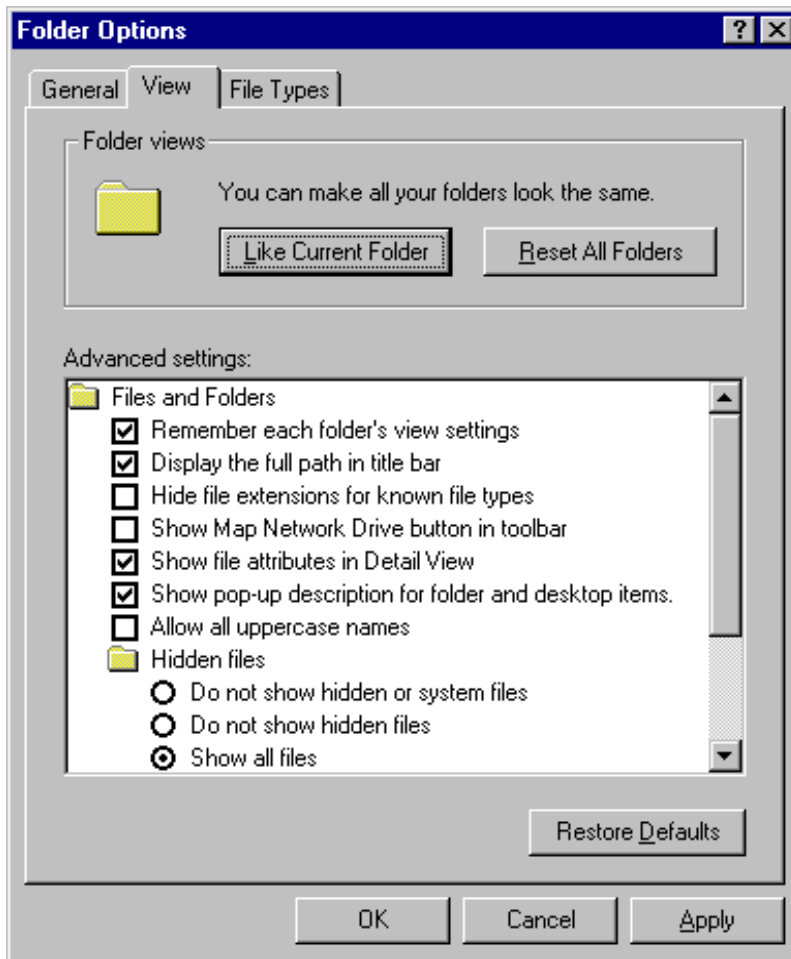
Windows 95 and 98 have 4 ways that files and folders can be viewed in the right panel. Large icons, small icons, list and detail. Detail is the most useful and gives the greatest amount of information.

Select each of the views to see the display changes. Return to Detail View before proceeding.



Select Folder Options... from the View menu.

Select the View tab and insure that you have the same options set.

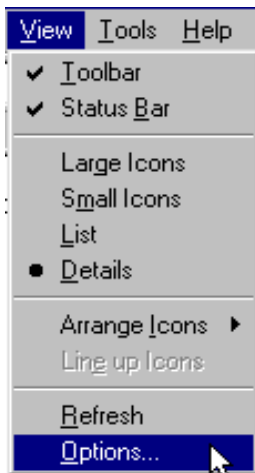
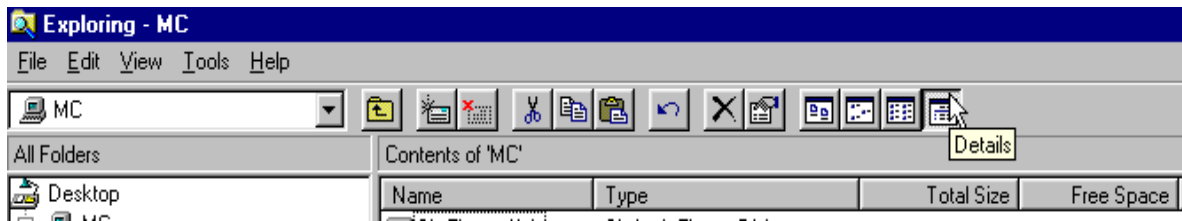


The operating system can hide several types of files and file extensions. These settings insure that nothing gets hidden.

In the section which follows you will need to know as much about each file as Windows will tell you.

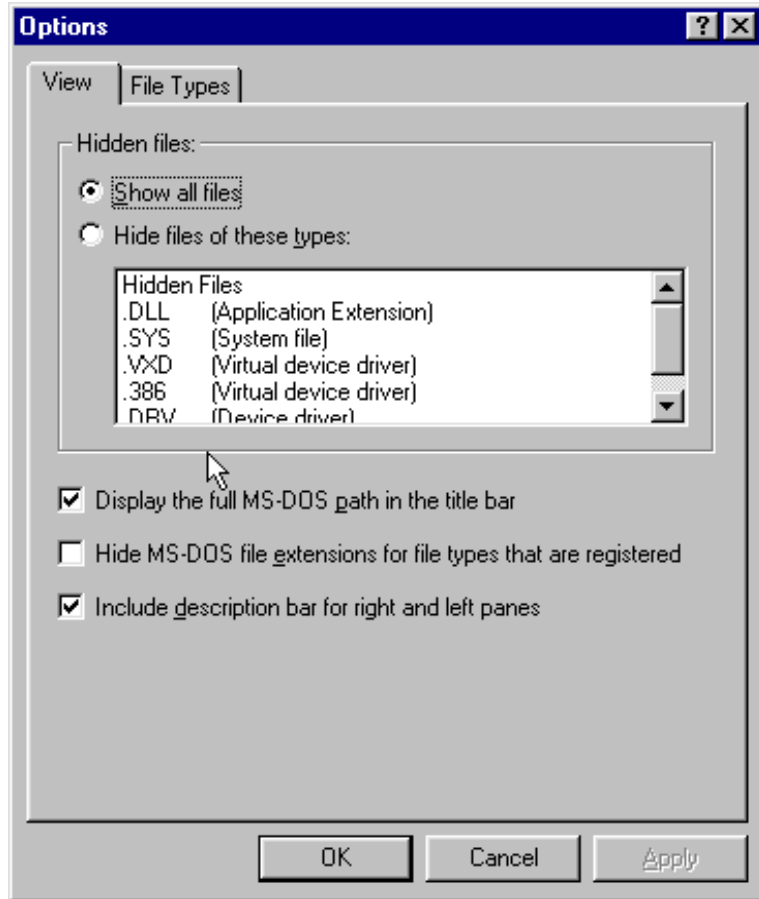
File and folder names are made up of two parts. The name and the extension. The extension is the part of the name after the period. .EXE is the extension of the file name SOL.EXE.

Window 95 View Options.

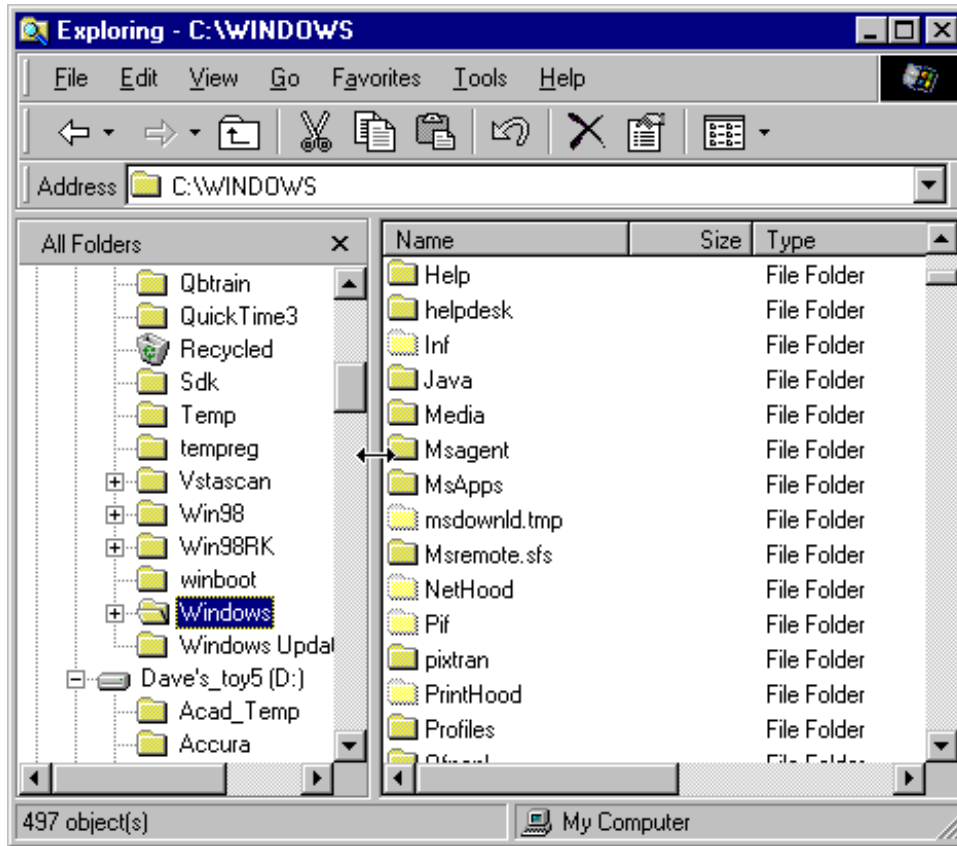


Windows 95 has fewer options.

Click on View | Options...  
To change options.



MSDOS restricted file names to 8 characters and extensions to 3 characters. Windows limits each to 256 characters. Let's think about that for a minute. A typical typed line can hold about 70 characters. A 256 character file name would take more than 3 lines of type and the extension could take another three lines. File names should be kept reasonably short but descriptive. Extensions are parts of the file names which are generally added to the file's name by the program which created the file.



### Moving the center bar

Sometimes it is hard to view folder names in the left panel. You can drag the center bar by hovering the mouse over the center bar until it changes to a double headed arrow.

This is the same technique used when we changed the size of the task bar.

Several elements of the right and left panels can be

adjusted.

Note the scroll bars on the right and bottom side of the left and right panels.

Windows will display scroll bars automatically when there is more information to show than will fit in a single panel.

To help with this demonstration click on the (C:) drive icon in the left panel. If the scroll bars still don't appear, "Restore" the windows size.

### There are several ways to operate the scroll bars.

By clicking on the small triangles at the end of the scroll bar, the display will change by one line each time you click. Click on the lower triangle and hold the left mouse button down. The screen will continually scroll.

You noticed that the button on the scroll bar moved. Click on the scroll button and hold the mouse button down. Now drag the scroll button to a new position before releasing the mouse button.

Moving the button might make things move too fast and using the triangles might make the moves too slow. One last method is available. Click on the scroll bar area between the scroll button and the triangle. This will cause the screen to change by larger increments.

With each click the Scroll button moves. It is showing you which area you are viewing relative to the total area which can be viewed.

The right panel is divided into several columns. Each column has a heading like Name, Size, Type, etc.

Name	Size	Type	Modified	A...
Corel Us...		File Folder	06/26/1998 6:48 PM	
My Pictur...		File Folder	07/03/1998 8:19 AM	R
Offline		File Folder	11/05/1998 9:01 AM	H
Pagis Inb...		File Folder	10/06/1998 1:09 AM	
10_6_98...	5,35...	Registration Entries	10/06/1998 4:23 PM	A
home[1].gif	1KB	GIF Image	11/27/1998 5:23 PM	A
page1.htm	1KB	Netscape Hyperte...	11/12/1998 9:42 PM	A
QB5Pro...	572KB	Easy CD Creator L...	10/22/1998 2:50 PM	A
Quicken...	525KB	Easy CD Creator L...	10/11/1998 1:20 PM	A
shutdown...	183KB	Bitmap Image	12/23/1998 7:14 PM	A
Simon.cl3	10KB	Easy CD Creator L...	10/28/1998 7:55 PM	A
Untitled.cl3	1,25...	Easy CD Creator L...	07/19/1998 9:08 PM	A
Untitled.txt	1KB	Text Document	11/12/1998 9:36 PM	A
ybcce.cl3	1,26...	Easy CD Creator L...	09/03/1998 9:58 PM	A

Column widths can be adjusted by placing the cursor into the header area over the line which separates the columns. When the double headed arrow appears, drag to change the width.

A quicker way to automatically open a column wide enough to show all the information is to double-click while the double headed arrow appears.

You can expand all columns at the same time by pressing CTRL and the '+' key on the numeric keypad.

### Changing the order of things.

To change the displayed order, double-click on the column headings. The sort order of the list will change from ascending to descending order. Clicking on each column heading will change the displayed order of the whole panel based on that column.

The dates associated with a file or folder reflect the date they were last modified. For a new file, this could also be the creation date.

As an example, let's assume that you have a folder named MyFiles. In this folder you keep all the documents you have created. After opening this folder, you can double-click on the 'Modified' column heading to sort the folder objects by date. Using this method, you can determine which objects were created recently. If you wrote a letter and cannot remember the file name, sorting by date might allow you to locate the document.

Windows uses file extensions to open applications which can read or run the file.

Some examples of file extension:

.WPD	WordPerfect
.DOC	MS WORD
.XLS	MS EXCEL
.HTM	Internet browser

If you are curious about file extensions, the chapter "What's in a name" has a detailed discussion about file extensions and associations.

Note in the example that several of the items in the Name, Size and Type columns have a series of dots at the end of the line. These dots indicate that there is not enough room to display all the information.

Example:

Corel Us....  
5,35...

FIND is another method to locate files. FIND is covered in the Advanced Topics article, "Finding Files".

Note: If you selected the option 'Show file attribute in Detail View' in the previous section, the option might not take effect until you restart your computer. (This feature doesn't always show in Windows 95.)