

Computer Instructions

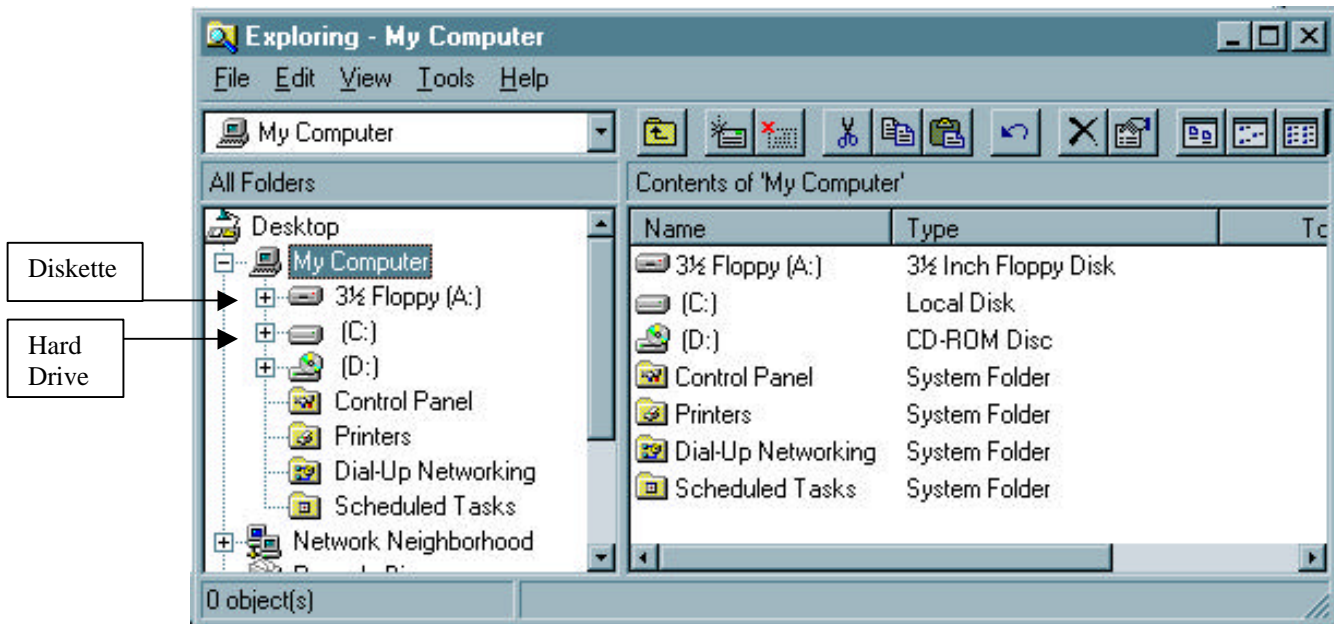
Windows Management

Understanding where files are saved will allow you too:

- Attach files to E-mail
- Easily back-up or clean-up your work
- Save files to the server so they may be opened from another computer or user
- Save copy files to diskettes
- Import images into you publications

Windows Explorer

1. Click on the **Start** menu.
2. Drag the mouse up to the **Programs** selection.
3. Click the mouse on **Windows Explores**.



Drivers:

A = Floppy Drive (diskette)

C = Hard Drive

F = Network Drive = "The server"

Think of Windows Explorer as a file cabinet. Your files are 'filed' in drawers and folders. You can look to see where things are filed by clicking on objects in Windows Explorer.

A **single left click** allows you to select an object.

A **double left click** allows you to open a drive (think of it as a drawer) or a folder (think of it in the drawer). If you double click again, you close the drawer or folder.

A **double left click on a file** opens a file (such as a Word document).

A **right click** on an object to copy or paste an object.

Typical file extensions:

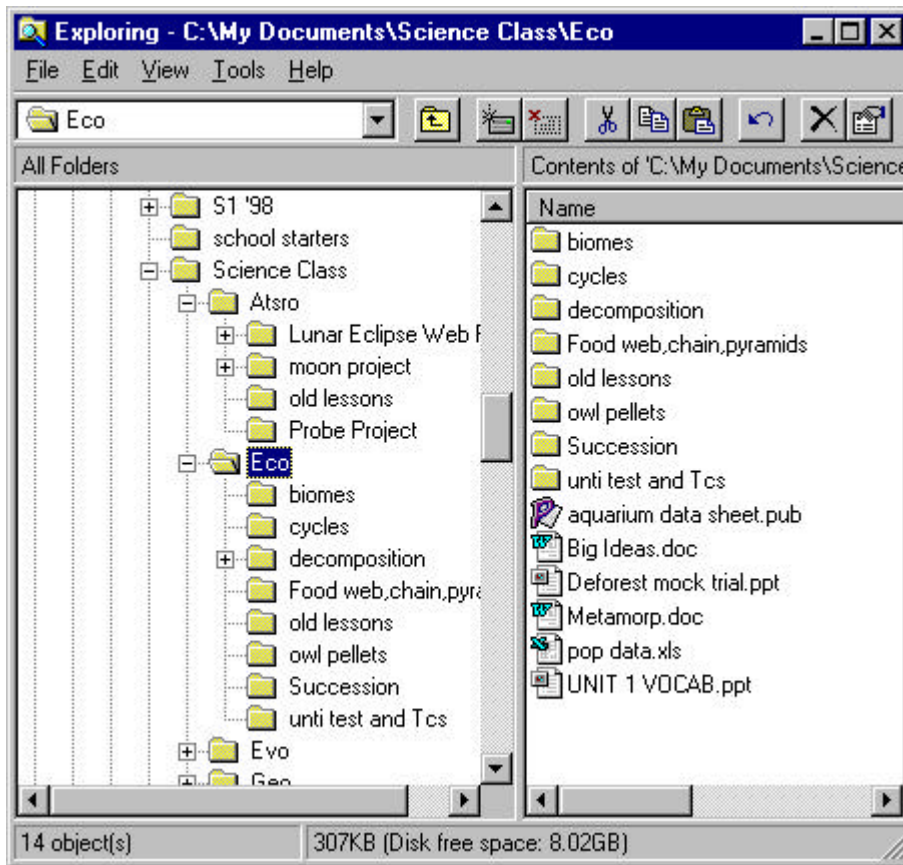
.doc = Word Document

.pub = Publisher Document

.ppt = Power Point

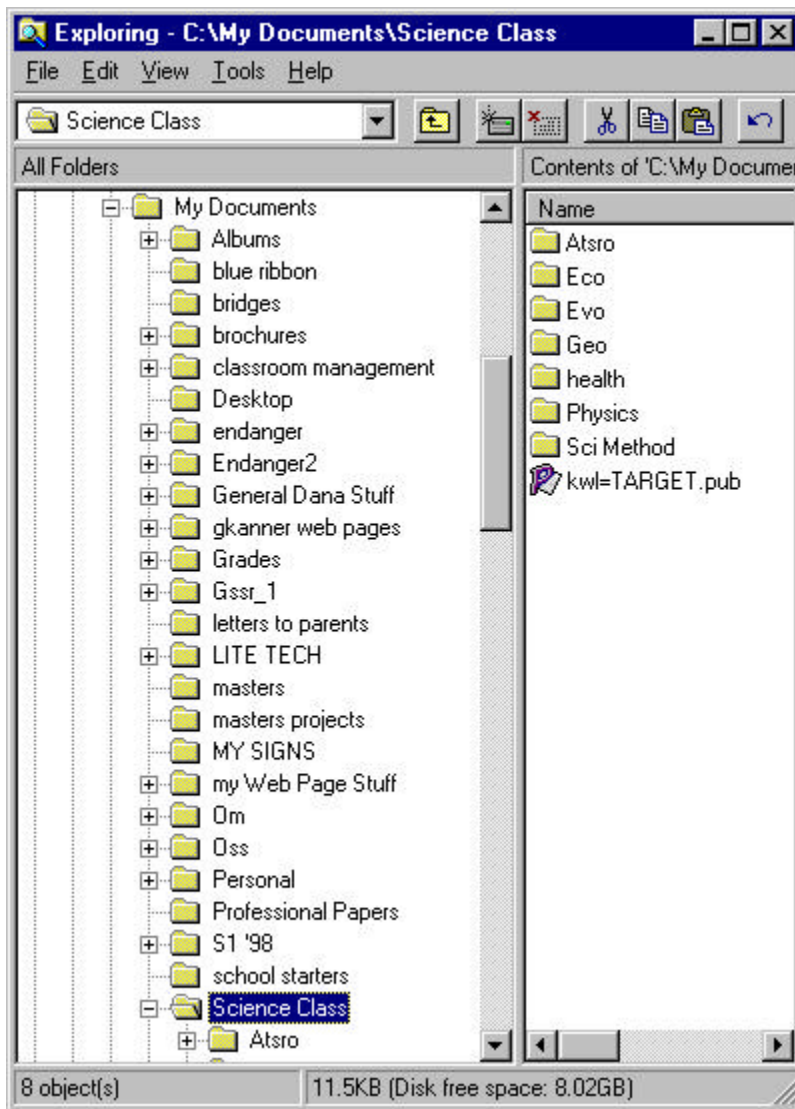
.gbk = GradeQuick

.xls = Excel files



Saving to "My Document". Why? Then you only need to back up this folder AND you can always find your files.

Create folders, just as you would set up your file cabinet.



1. Open "My Documents" in Explorer.
2. Pull down the **File** menu.
3. Select **New**.
4. Select **Folder**.
5. Type the name of your folder.
6. Press Enter.

Next Time you create a file, put it in the proper place.

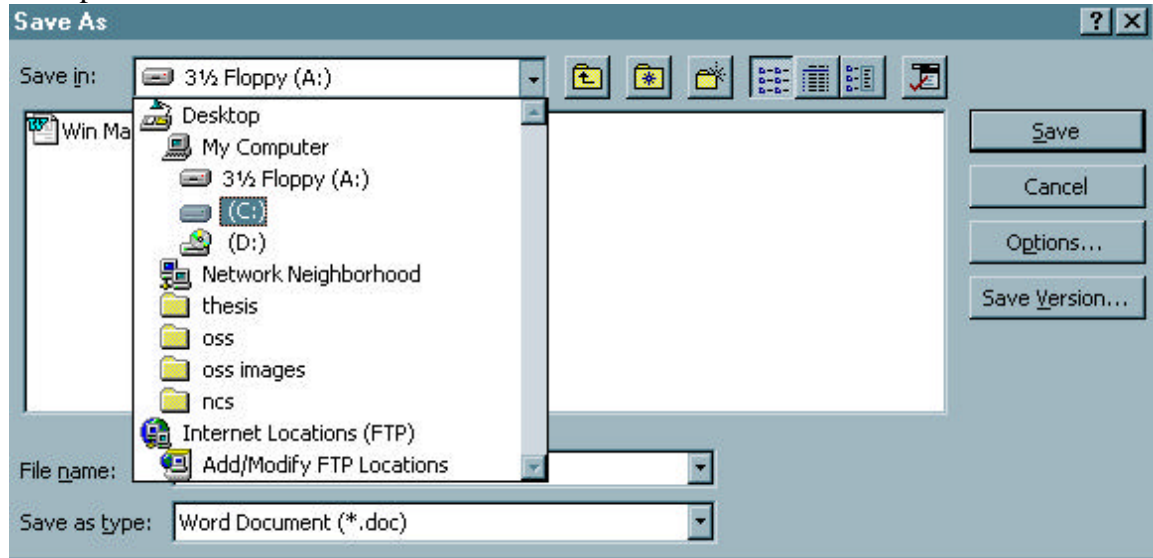
In any application, such as Word:

1. Pull down the **File** menu.

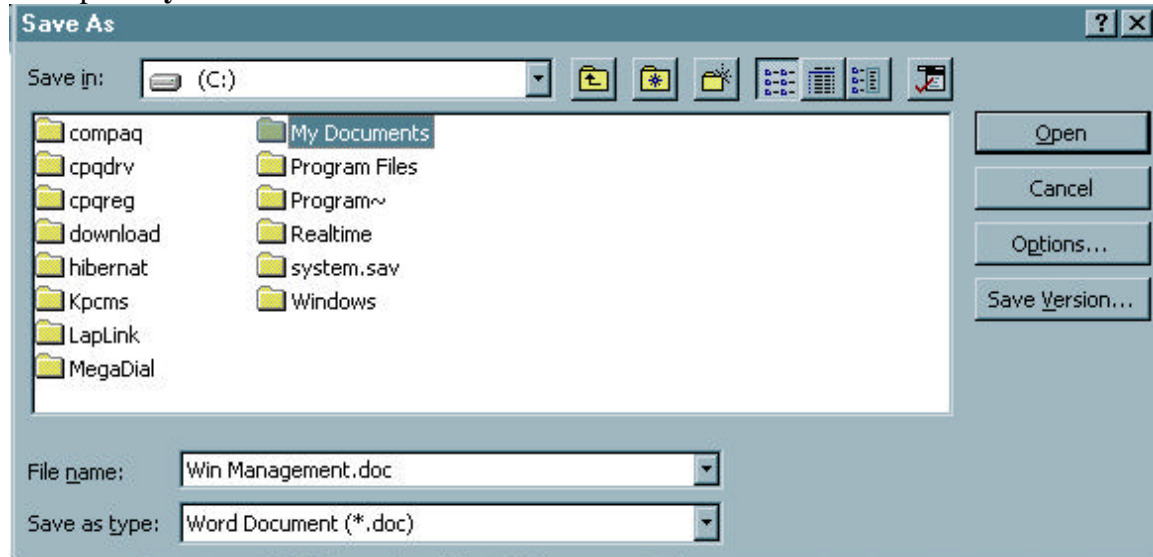
2. Select **Save as . . .**

The following steps may vary:

3. Open the **C:** drive.



4. Open **My Documents**



5. Open the folder you wish.

6. Click **Save**.

Now you will know where to find it in the future.

Saving to the Server (F: Drive)

In any application, such as Word:

1. Pull down the **File** menu.
2. Select **Save as . . .**

The following steps may vary:

3. Open the **F:** drive.

You now can save your file to a location only you can see (User directory) or to a places where anyone can see it (Teacher directory). A file saved on the server can be accessed form any computer on campus.

Students should save their files to their user directories.

4. Open **Users**.
5. Open the folder of the user. For students this will be their student ID number on a folder.
6. Click on **Save**.

To save to a public place, where anyone can use (copy, read, or delete) your file.

4. Open **Teachers**.
5. Open your folder.

If you do not have a folder, you can create one.

- Pull down the **File** menu.
- Select **New**.
- Select **Folder**.
- Type you last name.
- Press Enter

