

SESSION # 3 - NOTES

“EXPLORE”

The “Explore” tool in Windows is an outstanding tool that can be used in a variety of ways. To open Explore right click on the Start button and then left click on Explore. With Explore one can open, scan, send to, cut, copy, create a shortcut, delete, rename, and check the properties of a file.

Think of the Explore window in this manner: Disk drives, Floppy, CD, DVD and Flash drives are all shown on the left side of the screen. If you place the cursor on a specific drive on the left side of the screen and then left click your mouse, the right side of the screen will show a breakdown of the folders, sub-folders and files that are associated with that specific drive.

Then, if you double left click on a folder on the left side of the screen all of the sub-folders associated with that folder will be shown underneath that folder on the left side, and also on the right side. Keeping the cursor on the left side, if you left click on a sub-folder the screen on the right will show all the sub-folders and files associated with the hi-lited sub-folder on the left side.

USING EXPLORE’S MENU

Here are a few examples of how you can use the options on the Explore menu box: (Note that to use the Explore menu box you must first hi-lite a file, or place your cursor on the file, and then right click your mouse to bring up the box).

Open - left clicking on this function will open the hi-lited file.

Print - if the print function is available simply left click on Print to print the document.

Open With - if you are having trouble opening a file click on this option to bring up a list of possible programs that might open the file..

Scan with Anit-Virus - if this option is available and you want to check to see if this particular file is, or might be corrupted, left click on this option

Send to - this is a great menu tool. Left click on Send To to bring up a menu box showing a number of options. You can use it to create a back up file, or to send photos or a document to a mail recipient. By clicking on Mail Recipient it should start up your email program and automatically attach the file to the email. Simply add an address and click send.

Did you ever wish that you could just click on an icon on your desktop to open a favorite file? Well, on the Send To menu box is the “Desktop (create a shortcut)” function. By clicking on this function it will add a icon to your desktop for that file. Next time you want to open the file just click on the icon on your desktop.

Cut - Don’t like where a particular file is presently located? You can use the Cut function to move it to another location. Hi-lite the file you want to move and left click Cut. Then, go to the location that you want to place the file, hi-lite it and right click. On the menu that comes up left click on Paste. The file will be removed from its original location and placed on the new location that you have selected.

Copy - by clicking on this function you can copy the file to another folder on your computer, or flash drive. Note that it will not remove the file from its present location.

Delete - use this function to delete a file you no longer need, or want.

Rename - this function allows you to easily rename a file. Just remember that if you have the file backed up in another location that you will need to rename that file also.

Properties - gives you information about a file. It will tell you when the file was created, modified and the last time it was accessed. You can also change the program that will open the file, if you need to.

Here are a couple of short cuts that you can use after opening Explore. Simply double left click on a file you want to open & it should automatically open. To delete a file simply hi-lite the file and push on the delete button on your keyboard.

ADDING & REMOVING PROGRAMS

Adding programs – this usually will be automatic after you insert the CD / DVD disk into your CD / DVD drive. If the new program should not happen to automatically start, use Explore and open up the files on the CD / DVD disk. Look for a file entitled “setup”, “auto run”, “start up” or something similar. Double left click on the file and see if that will start the installation of the program.

Removing programs - there are at least three ways that you can remove a program from your computer.

The best method is to go to the ADD / REMOVE PROGRAMS folder in Control Panel. (Vista users go to PROGRAMS & FEATURES in Control Panel). After the list is populated check to see if the program that you want to remove is listed. If it is, simply hi-lite the program and click remove. This method will do the cleanest and best removal.

The 2nd method is to click on Start and then click on All Programs. Place your cursor over the program that you want to remove and look for a menu to appear. If a menu does appear look to see if the program has a “Uninstall” feature. If it does, click on that feature and follow the directions for uninstalling the program.

The last and least desirable method of removing a program is to use Explore. Find the program and open all the folders and sub-folders. Look for a possible “uninstall” file. Double click it and see if it begins a uninstall of the program. If there is no uninstall file you can select all the files associated with the program and delete them manually. Deleting files manually, however, will not remove files from the Registry and you may subsequently receive error messages.

BACKING UP YOUR DATA

There are a number of ways that one can back up data on your computer. There are commercial programs to help you do this, and Windows XP Professional has a built in back up program. Windows XP Home does not have a pre-installed program for backing up. The back up program is on the Windows XP disk, however, and can be installed onto your computer and then used for backing up. See the addendum page in the handout for information on how to install this program on your computer, if you desire to do so.

One of the easiest methods for backing up data is to use the simple “Send To” method, or the “Copy” and “Paste” method. We will discuss each one separately.

“Send To” method:

Using “Explore” we find the file that we want to back up. Left click once on the file to hi-lite it. After the file has been hi-lited keep the cursor on the file and right click the mouse once. This will bring up a menu box and about half way down the menu box you will see the “Send To” option. Put your cursor on the “Send To” option and another menu box will magically appear. From this box we can choose where we want to send the file. After making your selection place the cursor on that selection and left click once. The file will automatically be sent to that location, completing the back up of the file. (The original file remains in its original location).

“Copy and Paste” method:

We once again use “Explore” to find the file that we want to back up. Once you find the file left click once on it to hi-lite it. After the file has been hi-lited keep the cursor on the file and right click the mouse once to bring up a menu box. Move your cursor down the menu box to the “Copy” option and left click your mouse once. This will place the file you want to back up on the “clip board”, a magical, mysterious place in Windows where we can temporarily store things.

Now, we use “Explore” to find the disk drive and/or folder where we want to put a back up copy of this file. Once we find that disk drive / folder we left click once on the disk drive / folder to hi-lite it. Once it is hi-lited keep your cursor on the selected item and right click the mouse once to bring up a menu box. Slide your cursor down the menu box to the “Paste” option. With your cursor on the “Paste” option left click your mouse once to paste the file to the new location, completing the back up.

It is strongly suggested that you, as a minimum, back up your address book and your favorites.

Addendum -- *Smart Computing March '07 article.*

Backing Up Your System and/or Data

Failing to back up your system is like skipping regular visits to the dentist; you may get away with it for a while, but your chickens will eventually come home to roost.

Windows XP includes a built-in Backup utility you can use to safeguard your precious data. If you're running WinXP Professional or Media Center Edition, the utility is already installed on your system.

As it turns out, you won't find the Backup utility on WinXP Home Edition because it's not preinstalled, and you can't add it via the Add Or Remove Programs. All is not lost, though: You can still use WinXP's Backup utility with WinXP Home. It's on the original Windows XP CD-ROM, where you'll find it in the

Valueadd\msft\ntbackup folder. Double-click the Ntbackup file in that folder to install the utility on your system. No matter which version of WinXP you have, once it's installed, you'll find Backup under Start, All Programs, Accessories, and System Tools.

Back Up Data In Wizard Mode

Backup starts in a wizard mode that walks you through configuring and customizing your backup. You'll first be asked to specify whether you want to perform a Backup or Restore: Choose Back Up Files And Settings, which should be the default option.

Then it's time to select the data you want to back up. The first two options are to back up My Documents And Settings (the "My" in this case refers to the Windows account that you're logged in to) or Everyone's Documents And Settings. These options will back up a variety of information associated with a Windows profile, including files saved to My Documents or on the Desktop. (You can also opt to back up All Information On This Computer, which we'll discuss later.)

You should choose the last option, Let Me Choose What To Back Up, if you keep any important data saved in nonstandard locations (for example, a folder outside My Documents). This option is also useful when you don't want to back up all the files in a given location.

After you've decided what to back up, decide where to save your backed up data. Select from the Choose A Place To Save Your Backup drop-down menu or click the Browse button to specify another location.

The best place to put backups is an external hard drive, such as the kind that connects to your system via USB or FireWire. Another option is to use a network folder if one's available. You can also store backups on a USB flash memory drive, but because they have very limited capacity compared to hard drives, they only make sense when you're not trying to back up a large amount of data. Backup won't let you burn backups to a writeable CD or DVD.

Another shortcoming of Backup is that it doesn't compare the amount of data you're trying to back up to the available storage on your target drive before beginning the backup, so it will end prematurely if you run out of space. Therefore, make sure you have enough free space before starting your backup

Note that, in a pinch, you can save backups to an internal hard drive, including the same one that contains the original files you want to protect. Of course, this route provides only limited protection for your data.

The wizard will present you with a list of the choices you've made. Click Finish to immediately start the backup, or further customize your backup by clicking Advanced.

Restoring Backups

To restore data you've backed up, run the Backup as you did above but select Restore Files Or Settings. The wizard will prompt you to provide the location and name of the backup file you want to restore. (Backups are saved as a single file with a .BKF extension.)

Before beginning the restore process, you can click the Advanced button again to specify advanced options such as where to restore files and whether to overwrite existing files with the same name. The restore will begin once you complete the wizard and click Finish.