CREATE A FOLDER

1. Right Click START…click EXPLORE to get to the WINDOWS EXPLORER screen.

2. On the left column click the up arrow at the line that divides the page, to scroll up until you see the C: drive. Click to highlight it.

3. On the top control bar Click FILE...NEW…FOLDER.

4. A box will appear on the bottom right side saying "new folder" with a blinking cursor in the box. This blinking cursor is asking you to type in a name for this new folder you've just created. If you use something like AAA, it'll be very easy to find because things are listed alphabetically and it will be at the very top. But you can name it MY FILE or anything you want.

5. After naming, place your cursor outside the box and click on a blank area of the right screen. The Folder will jump over to the left side of the page and now is ready for you to store anything you wish in it.

6. If you wish, you can create subfolders in this folder by using the same process as above but highlight this folder instead of the C:drive so that the new one created will go under this folder.

FOLDER-NAMING TRICKS

Want to make sure a particular folder appears at the top of the list--for example, when you're viewing the contents of your hard drive inside an Explorer window? Windows 95 lists folders in alphabetical order, so all you have to do when naming a folder is type a name that starts with A. Better yet, start it with a double A, or even a triple A. The more A's, the higher up the list it goes.

Too many A's already? Start the name with a number. Numbers top letters. And to truly top the list, start the name with an underscore, as in _AholdingTank (This is one I created on my hard drive to hold all miscellaneous downloads.)

This trick works for most Address books also. If you want one name to be at the top, just put an A in front or a symbol such as !

ORGANIZE FOLDERS AND FILES

In Windows Explore, the default is to alphabetize folders, alphabetize the subfolders within a folder and to alphabetize the files within a folder or subfolder. However, if you prefer to organize your Windows Explore Folders, subfolders and files according to DATE created or modified you have that option.

1. Click VIEW on the Windows Explore menu bar and select DETAILS.
2. Doubleclick a particular folder and you will see the subfolders and files listed on the right side of the screen. They will be alphabetized by Name.
3. At the top of each column is a description of it’s content: NAME, SIZE, TYPE, DATE MODIFIED. Doubleclick the DATE MODIFIED column title and viola!!

The subfolders are now viewed according to the date that folder was created. The files are now listed according to date created or modified.

Note: you may also view them by Size or Type by again, clicking the column title.

SAVE A FILE

To save a document, etc in this folder:

1. Once you have the document created in your wordprocessor, click File...SAVE.
2. A box will pop up asking where you want to save this file. The top box says SAVE IN: click the down arrow by this box and select C: drive, doubleclick it to show its folders.
3. Find and double click the folder you created above for this purpose so that it's name is listed in the SAVE IN: box window.
4. In the box at the bottom FILE: type in the name you're giving to this particular list or document that you are saving.
5. Click SAVE to the right of the box where you typed the name.

OPEN A FILE

When you want to open a particular file to work on or to print, to store on a floppy ,etc :
1. Open your Wordprocessor, Click FILE...OPEN...
2. At the LOOK IN box at the top of this page, click the down arrow and double click the C:drive, find the folder and doubleclick it, find the file and doubleclick it and it will be opened so you can add to it, change it, print it, etc.

CLOSE A FILE:

1. If the file has not been saved, you must first save the file before closing it or you lose your information.
2. Click the X in the top right corner of the document. Do not click the X in the top right hand of the program or you close the Program in which you're working.

ADD TO An Existing FILE

1. Highlight item you wish to save, click CTRL+C or EDIT and COPY.
2. Click FILE, OPEN, select the drive on which the file already exists (e.g. click C: or A:)
3. Scroll down until you locate the FOLDER the file is in, doubleclick to get a list of the files in that folder.
4. Scroll to find the file and doubleclick
5. Click CTRL and END to take you to the bottom of what is already in the file.
6. Place cursor at the bottom and clickCTRL+P or EDIT and PASTE
7. Click FILE and SAVE.

ASSOCIATING FILES WITH PROGRAMS

Ever get a file and it has the little Microsoft icon and when you doubleclick to open it, you get a message stating, "Which program do you want to open this with?" and an **OPEN WITH** box pops up with a list of all the programs in YOUR computer?

Select the correct program,(if you know which one to select) and **check** the "**Always use this program to open this type of file"** box at the bottom of the list. DO NOT leave the check in that box unless you are **sure this is the correct program** to **Always** use to open this file. It is wiser to uncheck the box, and then select the program to open the file. IF it does open the file, then you can repeat the process leaving the check in the box. By leaving the box below UNCHECKED it allows you to try a different program if the first one you tried DIDN'T open the program. If the check is in the box and you select a program that will not open the file….you've just associated EVERY file in your computer that has the same extension (those 3 letters after the dot found at the end of a file name) with a program that can't open those files.

Just in case, you did that….not to fear….here is a way out for you.

UNASSOCIATING FILES (Just in case you forgot to take the little check out of the box below the Associate box in the instructions above as I have often done, to my distress later. jmax)

Ever encounter an application that designates itself as the default program for a file extension previously owned by another program? The quickest way to get out of this jam under Win9x is to find an example of an incorrectly associatedfile. Click on the file once to select it, then hold down the **Shift** key while you right-click on it. Choose **Open With**. Select the correct program, check the "Always use this program to open this type of file" box and click on OK. Or, if you don't find the program, click on the **Other** button and navigate to the correct program on your drive.

Or, Click on MY COMPUTER
Click on VIEW (on the menu bar at the top)
Click on OPTIONS
Click on FILE TYPES tab
You'll see a list of REGISTERED FILE TYPES

REGISTERED means the computer knows what action to take when this type of file is accessed (associated). For example, when you select Bitmap Image or .bmp, the FILE TYPE DETAILS area reveals the type, extension, and content and which program will be used to open these files.

Clicking the EDIT button will allow you to modify the settings. default program for a file extension previously owned by another program? The quickest way to get out of this jam under Win9x, ME or XP is to find an example of an incorrectly associated file. Click on the file once to select it, then hold down the Shift key while you right-click on it. Choose Open With. Now, select the **correct** program, and be sure the check is in the box by "Always use this program to open this type of file" and click on OK.

Or, if you don't find the program, click on the Other button and navigate to the correct program on your drive

Revised 6/16/2009 JMM