

## FILE MANAGER Starting Windows Explorer

Like map, Windows Explorer shows the location of every folder and file on your computer.

## **FOR WINDOWS 7 USERS:**

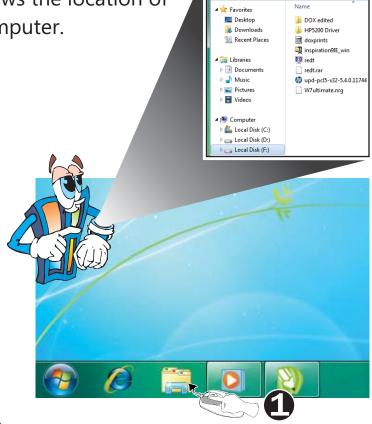
Move the mouse Nover the Windows Explorer program icon in the taskbar.

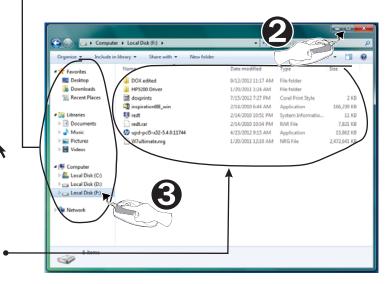
Windows Explorer window appears.

2. To enlarge the window to fill your screen, move the mouse ▶ over ■ and then press the left button.

This area displays the organization of the folders on your computer.

3. To display the contents of a folder, move the mouse \* over the name of the folder (example: Local Disk (F:) and then press the left button.





## **FOR WINDOWS 8 USERS:**

## Starting File Explorer

- Move the mouse to the bottom left corner of your screen / desktop. Click the Start button when it appears.
- 2. Type **file explorer** on the search box as shown.
- 3. Click **File Explorer**.

The Windows Explorer window appears.

4. To enlarge the window in order to fill your screen, move the mouse ★ over ■ and then press the left button/click.

This area displays the organization of the folders on your computer.

5. To display the contents of a folder, move the mouse ★ over the name of the folder (example: **Program Files**) and then press the left

This area displays the contents of the folder you selected.

