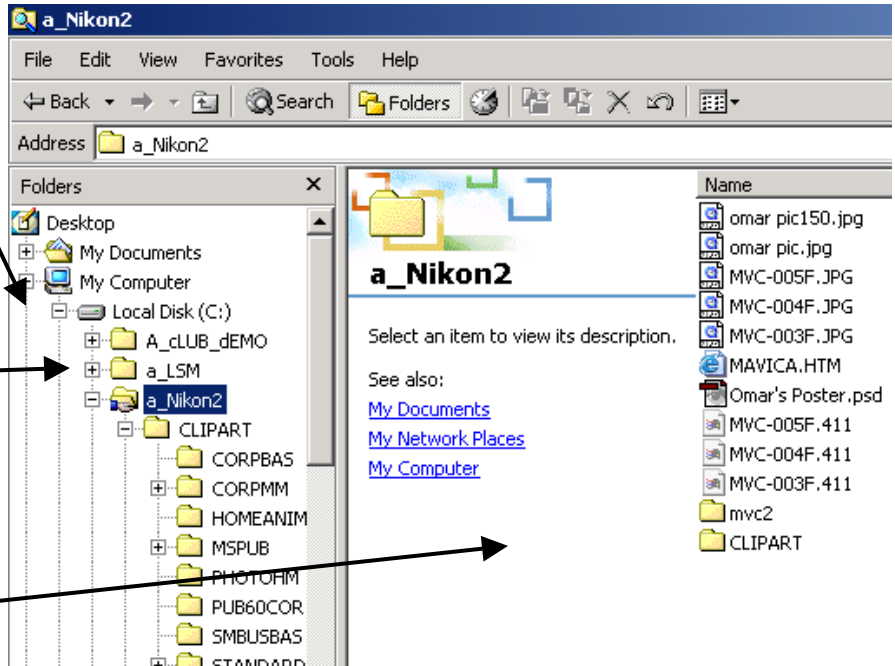


Here's another avenue via which you Copy, Paste, Cut, Move, Delete, Rename and open Folders and files. To access this window, RIGHT click on the Start button and click Explore.

**Explore** displays the hierarchy of your computer's data storage devices and their folders and files. This hierarchy is displayed graphically (in pictures) so just follow the lines up or down to see their relationships to one another. Click on the + or - sign to the left of the folder to open or close it. Double click on the folder and it opens or closes. The contents of the folder you click on displays in the right column.

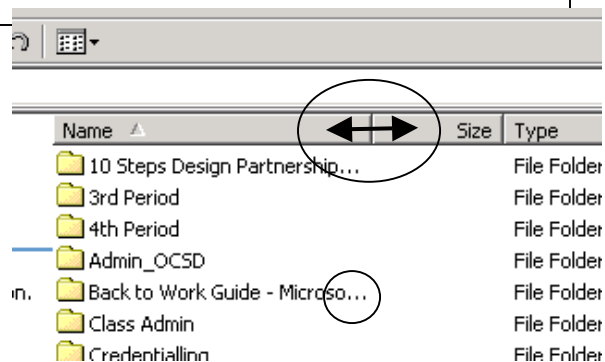


### Making a New Folder

Right click (in the right side of this of this Explore window)>New>Folder  
 Watch where the New Folder appears and name it. If it does not appear where you want it, just select it and drag it to the desired location. Or, right click on it and select 'delete'. About deleting, holding down the shift key + clicking the Delete will shred it as opposed to just sending it to the Recycle Bin. When you click Delete without holding down the Shift Key it just gets parked in the Recycle bin.

You can change the width of the columns in the right hand side of your Explore window. Just roll your cursor over the dividing line and when the cursor changes to the arrow hold down the left mouse button and drag.

When you move a column divider over the folder names the names display with three dots.



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