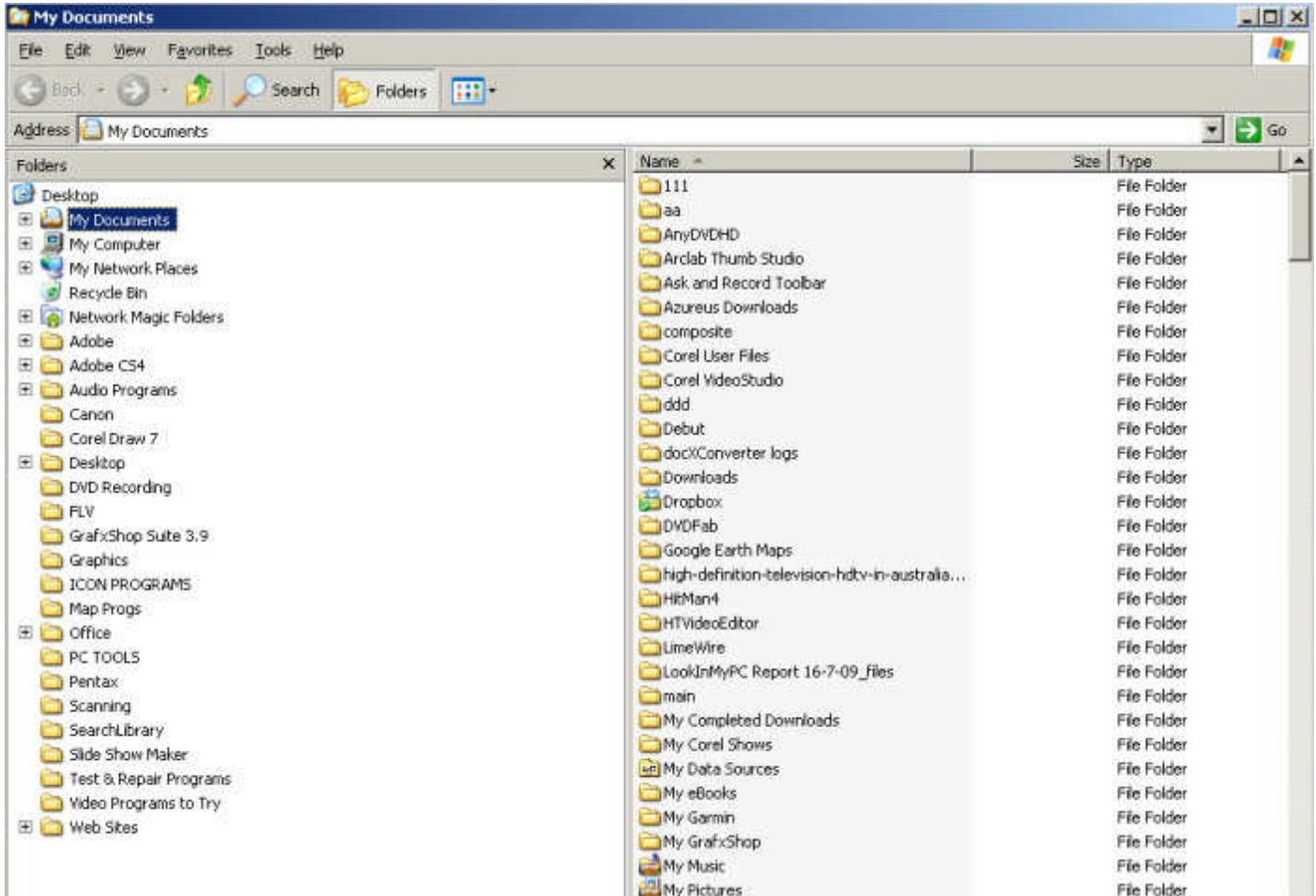


Essential Settings to Change in Windows Explorer

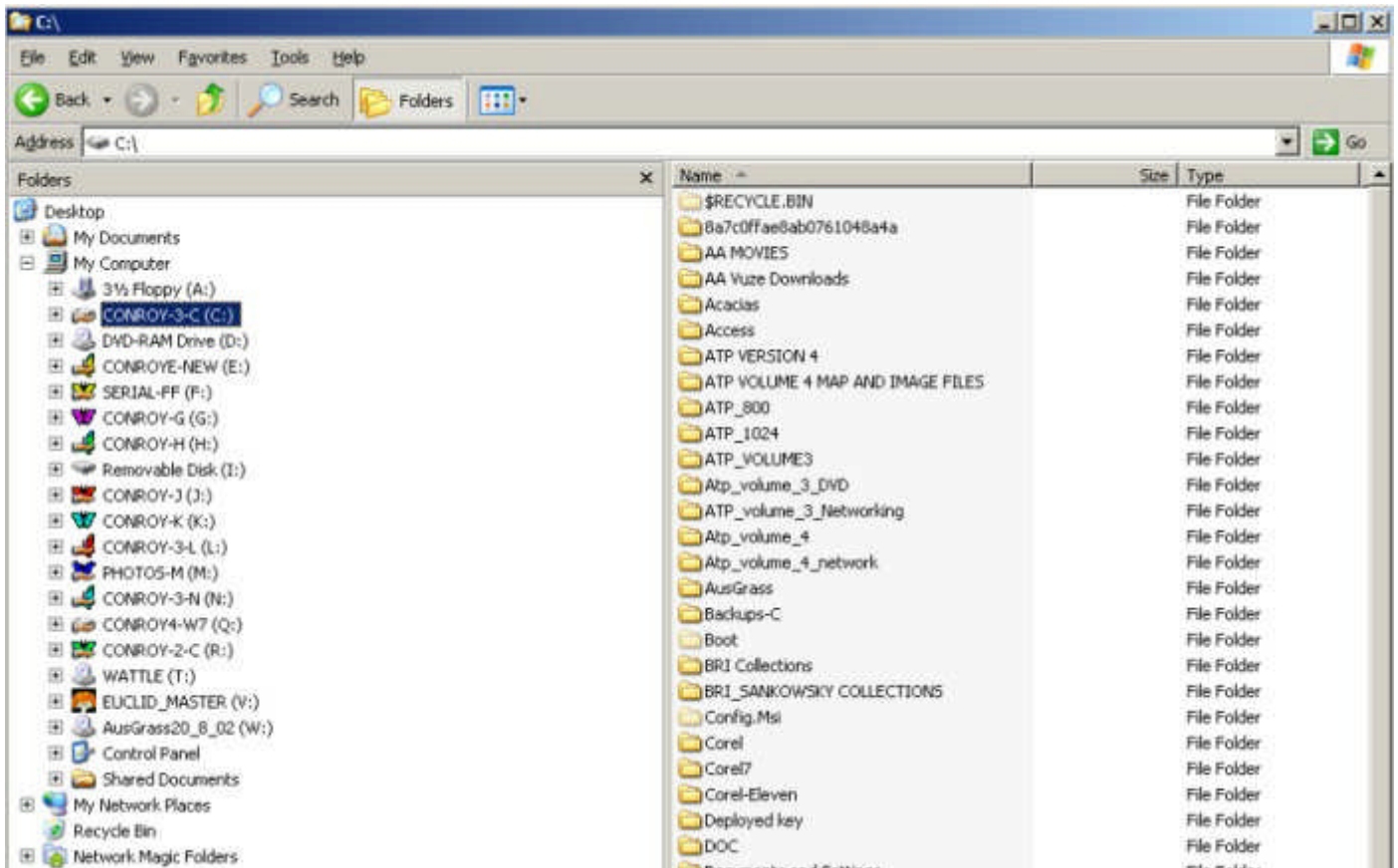
Windows Explorer is the most useful program that is built into the Windows operating system. In versions pre Windows 7 you can start this program by right clicking on the Start button and selecting 'Explore'. In Windows 7 Professional an icon for Windows Explorer is installed on the Task Bar at the bottom of the screen. For the Home Edition you right click on the Start button and select 'Start Windows Explorer'.

When Windows Explorer opens it looks like this:



The left window shows all the folders and disk drives on your computer and the right windows shows the folders and files on the disk drive or folder that is selected.

When you expand the details of "My Computer" by clicking on the + sign just to the left of the name it looks like this:



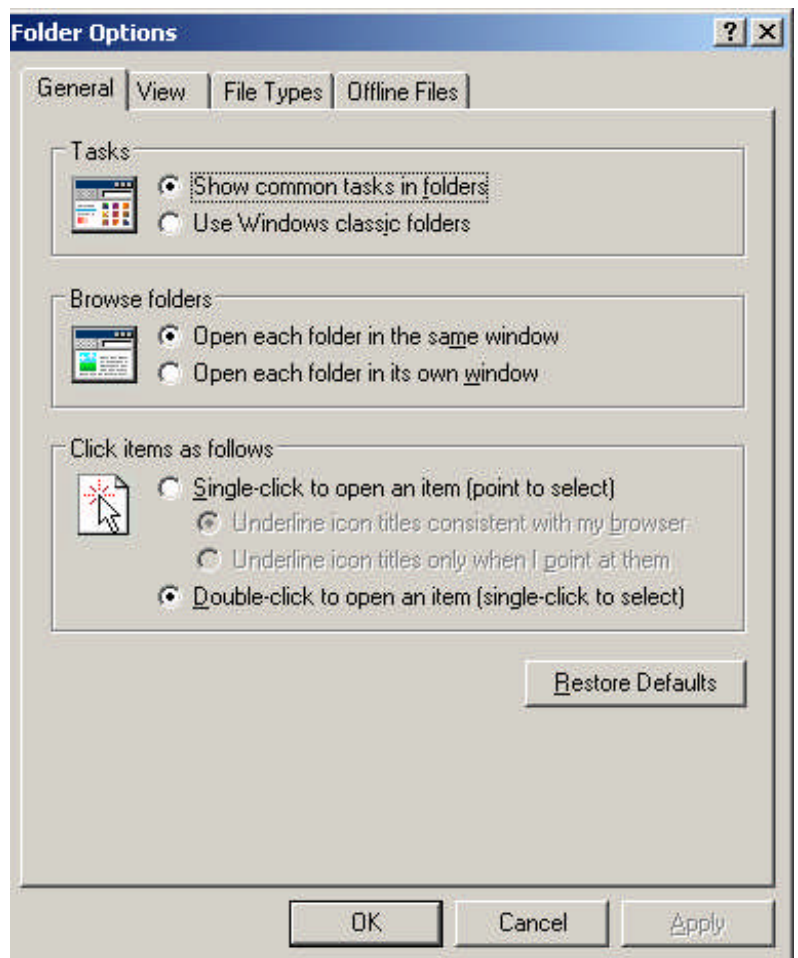
In the left window are shown all the disk drives as well as 'My Documents' and 'My Network Places'. The right windows shows all the folders on C drive (which is selected).

You need to open Windows Explorer and examine you computer to see where all the folders and files are. Without this you will have no idea of where files are stored.

One of the most annoying things about the default settings is that it hides the extensions of many files. Each file has an extension (a . + three letters such as .exe This tells you what type of file it. For instance if the extension is .exe it is a program file, if the extension is .doc it is a Microsoft Word document and if it is .xls it is a Microsoft Excel spreadsheet.

To make these extensions visible simply do this:

Click on "Tools" on the top menu of Explorer and select "Folder Options", this window will appear -

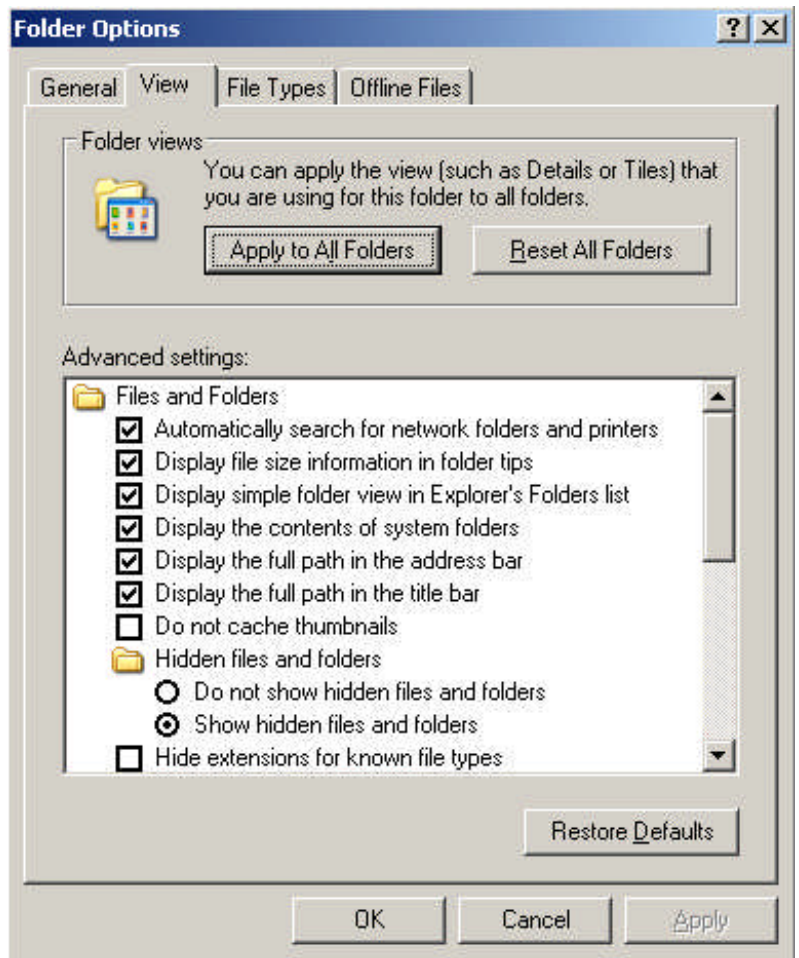


Click on the “View” tab and this window will appear.

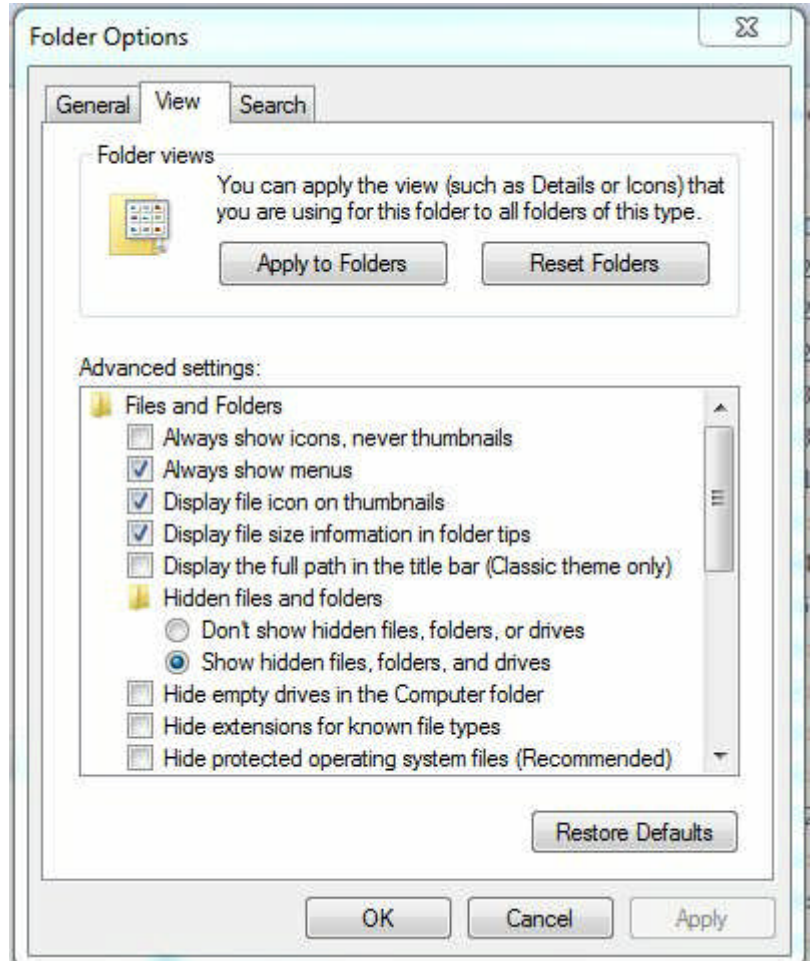
You then just click in the box “Hide extensions for known file types” to uncheck it - mine has been unchecked. Then click on “Apply” and “OK”

You will now be able to see all the file names.

I have selected “Show hidden files and folders” but until you are very familiar with all the files on your computer it is best to leave the “Do not show hidden files and folders” option on.



This is what the Windows 7 version looks like. As you can see it is almost exactly the same.



See next page for unzipping update files for Australian Tropical Plants.

To unzip a Zip file (one that has the file extension of .zip) do this:

Open Windows Explorer and browse to the folder where the file is located. Double click on the file and a window will open showing all the files within the zip. Then click back into the Windows Explorer window and make the necessary adjustments so the folder where you want the files to be extracted to is visible. Then press Alt+Tab to jump back to the previous window. Click on Edit and select "Select All" All the files will be highlighted - you then right click on any one of the files and while holding the mouse button down (don't lift your finger after you click) drag the files to the folder shown in the Windows Explorer window, take your finger off the button and select "Copy Here" from the option window that will appear. Say "yes" to overwrite existing files if you are updating them.

