

## IN BRIEFS

### Windows 7 - 2

#### Display Computer Window

1. Click Start button
2. Click *Computer*.

#### Change Current View

Click down-pointing arrow next to Views button and drag slider to desired view.

#### Change Folder and View Options

1. Click Organize button
2. Click *Folder and search options*.
3. Click desired option(s).
4. Click OK.

#### Create New Folder

1. Display Computer window.
2. Double-click device on which to create folder.
3. Click New folder button on toolbar.
4. Type folder name, then press Enter.

#### Rename Folder or File

1. Display Computer window.
2. Navigate to desired drive and/or folder.
3. Right-click file to be renamed.
4. At shortcut menu, click *Rename*.
5. Type new file name, press Enter.

#### Copy Adjacent Files to New Folder

1. Display Computer window.
2. Navigate to desired drive and/or folder.
3. If necessary, change current view to *List*.
4. Click first file name.
5. Hold down Shift key and then click last file name.
6. Right-click in selected group of files and click *Copy*.
7. Navigate to desired destination drive and/or folder.
8. Right-click in blank area of Content pane and click *Paste*.

#### Move Nonadjacent Files to New Folder

1. Display Computer window.
2. If necessary, change current view to *List*.

3. Navigate to desired drive and/or folder.
4. Click first file name.
5. Hold down Ctrl key, click each additional file name, and then release Ctrl key.
6. Click Organize button and click *Cut*.
7. Navigate to desired destination drive and/or folder.
8. Click Organize button and click *Paste*.

#### Delete File/Folder

1. Display Computer window and navigate to desired drive and/or folder.
2. Click file/folder to select it.
3. Press Delete key.
4. At confirmation message, click Yes.

#### Restore File/Folder from Recycle Bin

1. At Windows desktop, double-click *Recycle Bin* icon.
2. At Recycle Bin window, click file/folder to select it (or select multiple files/folders).
3. Click Restore this item button on toolbar.

#### Delete File/Folder from Recycle Bin

1. At Windows desktop, double-click *Recycle Bin* icon.
2. At Recycle Bin window, click file/folder to select it (or select multiple files/folders).
3. Press Delete key.
4. At confirmation message, click Yes.

#### Display Control Panel

1. Click Start button.
2. Click *Control Panel*.

#### Search for Programs or Document from Start Menu

1. Click Start button.
2. Type search criteria in *Search programs and files* text box.

#### Search for Document

1. Open Computer or Documents library window.
2. Type search criteria in Search text box.