

# My Documents – where are they? (Windows XP)

1. **My Documents** is the place on the computer where you store items which you have created.

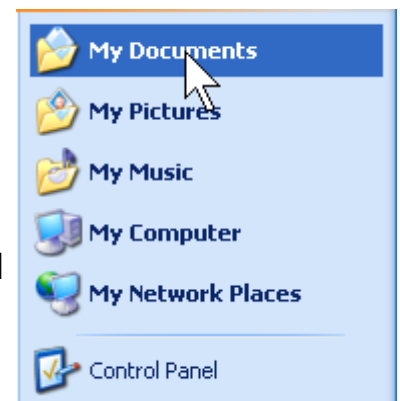
These items are called **Files**. **My Documents** is like a big Filing Cabinet containing lots of **Files** and **Folders** containing **Files**. These **Files** can be of any sort. **My Documents** is shown as a **Window** on your screen when it is open.



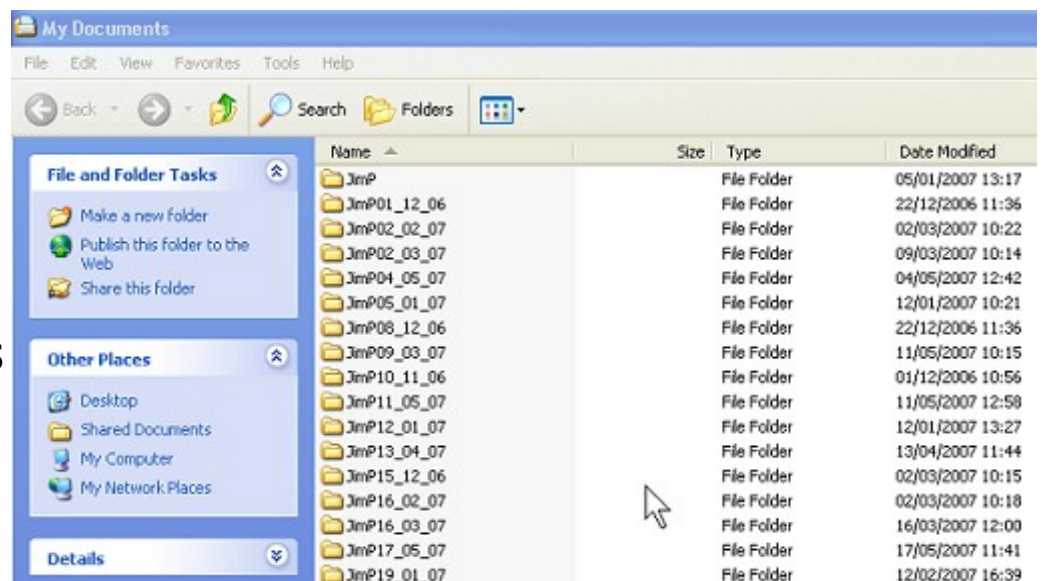
**My Documents** is also known as **Windows Explorer** because it allows you to find items.

2. To access **My Documents** you can **Either** left-click on Start and then left-click on **My Documents**

**Or** you may find that on the Desktop you can double click on **My Documents**.



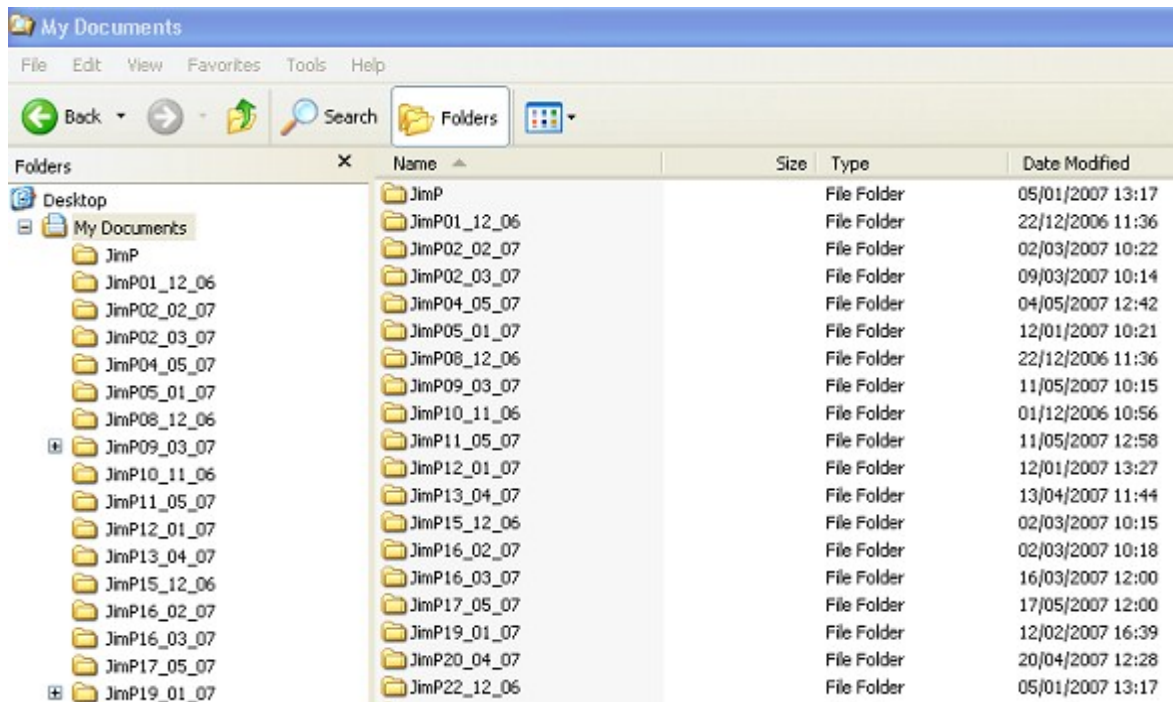
3. You will see a **Window** something like this. This shows the **Folders** which are contained



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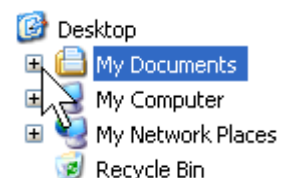
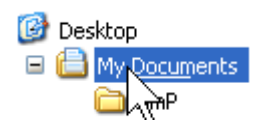
in **My Documents** along with some details. It may instead have a series of icons depending on which View Menu you have selected.

4. If you left-click on the **Button** for **Folders** you will get a different **Window**.





This **Window** is split into two sides. The right hand side is a breakdown of what is contained in the left hand side highlighted item (in this case **My Documents**). To highlight an item left-click on it.

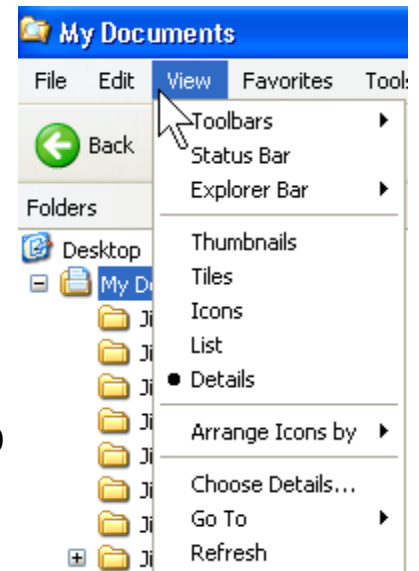
Notice that next to the folder icon there is a – in a box. This means that there will also be a breakdown below the highlighted item. If a + shows then the breakdown is not shown. You can click on these to change between the views.



5. **Folders** have an icon. **Files** have different icons depending on what type of **file** they are. The type of **file** is

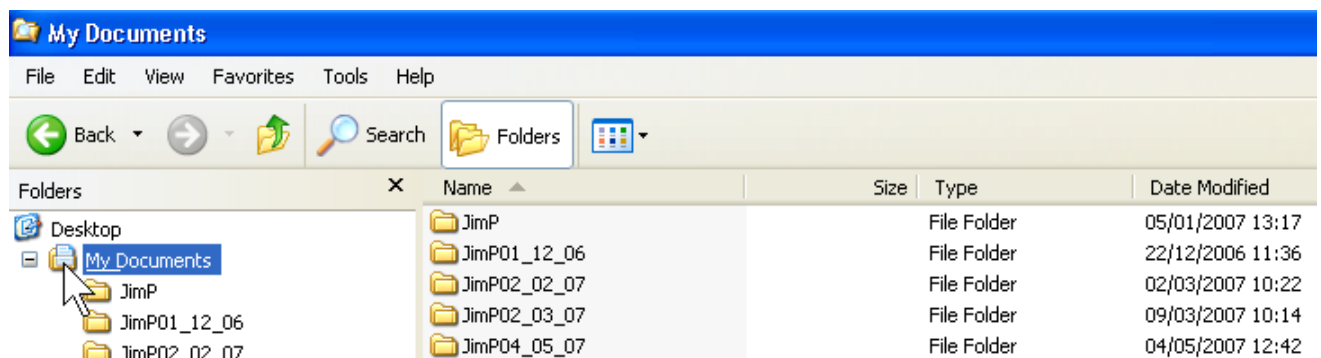
indicated by its **file extension**. For instance a document from Open Office would have the form eg letter.odt where .odt is the **file extension**. The type of **file** is indicated by an icon  as well. Typical **file extensions** are .jpg for photos, .doc for Microsoft Word documents.

6. What you see depends on what you select under the Menu View (or on the **Button**  ).



Try these out to see the difference. You have the choice of

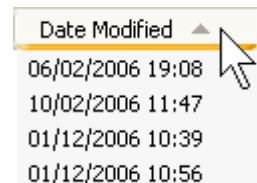
- Thumbnails – gives you a little picture to indicate what is in the file,
- Tiles – gives you large icons to indicate the type of file,
- Icon - gives you small icons to indicate the type of file,
- List - gives you smaller icons to indicate the type of file and puts them in a list.
- Details – gives you icons as in List but with added details of eg Size of the file, Type of file and Date the file was Modified. Other details can be added.



Other options such as Filmstrip, eg when you select My Pictures , and Customize may be available. **PTO**








You will find that different views have advantages for different uses. If you are looking at picture files then selecting the option Filmstrip allows you to see a thumbnail of the picture as well as an enlarged picture of the file selected.


7. You can sort the **files** by left-clicking on the relevant Details column. Supposing you wanted to sort them in order of Date Modified. You left-click on the head of the column to sort it in ascending or descending order (indicated by the arrow) and similarly with the other columns.






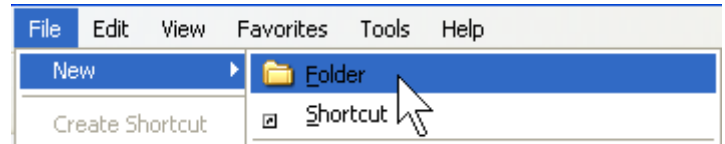
8. There are a number of **Buttons** on the **ToolBar**. These allow you to navigate around the **Folders** and **Files**. You left-click on these to select them.



- Back  takes you to the previous **Window** in My Documents. There is also a drop-down Menu available by left-clicking on the arrow to allow selection of how far back.
- The Forward arrow  takes you to the next **Window** (and will only appear if you have previously selected Back).
- Up  takes you up to the next level in the hierarchy eg if you have selected a **Folder**  within **My Documents**  and you left-click on the Up arrow it will take you to **My Documents** .
- Search  allows you to look for **Folders** and **Files** eg by **filename** or by text within the file (if you

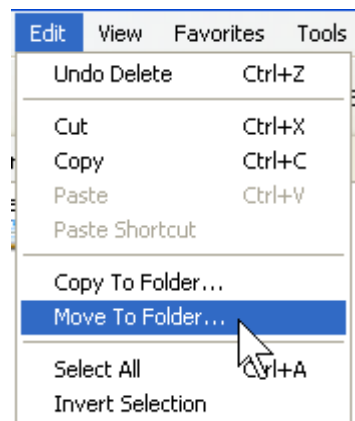
- left-click on the **Search Companion** [Click here to use Search Companion.](#)  ).
- Folders – see paragraph 4 above.

9. Sometimes you may want to create a New Folder **either** in **My Documents**  **or** in an existing **Folder** . Left-click on the File Menu and then slide the pointer onto New and then onto Folder and left-click. A **New Folder**  appears in the **Folder** in which you started. Type the name you want to call it by and press Enter.



10. If you want to rename a **File** you can **Either** left-click on the name and type in the new name **Or** for **Folder** or **File** left-click on the File Menu and then on **Rename** and type in the new name.

11. You can copy and paste or move **Folders** and **Files** using the **Edit Menu** or shortcuts. First left-click on the **Folder** or **File** you wish to work on. Then left-click on **Edit** and the drop-down Menu shows the alternatives such as **Cut, Copy, Paste**. **Paste** will only show as selectable when something has already been **Cut** or **Copied** (ie it is held in the Clipboard). Where **Copy to Folder...** or **Move to Folder...** is selected a further **Window** opens allowing selection of the destination.



12. The shortcuts are as shown in the drop-down Menu and are much easier to use. These are (with both keys held down together):

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Ctrl X = **Cut** (ie remove the highlighted item and put it into the clipboard, a temporary store, for use later)

Ctrl C = **Copy** (ie take a copy of the highlighted item and put it into the clipboard for use later)

Ctrl V = **Paste** the item in the clipboard onto where the cursor is.

Ctrl A = **Select All** the items in that **Folder**.

You can always **Undo** the last actions using Ctrl+Z as many times as you want.

13. Selection of **Folder Options...** by left-clicking on Menu Tools allows various options to be set up such as how the **Folders** or **Files** are displayed and what happens to the **Window** in **My Documents** 📁 last used when you first switch on the computer.

