

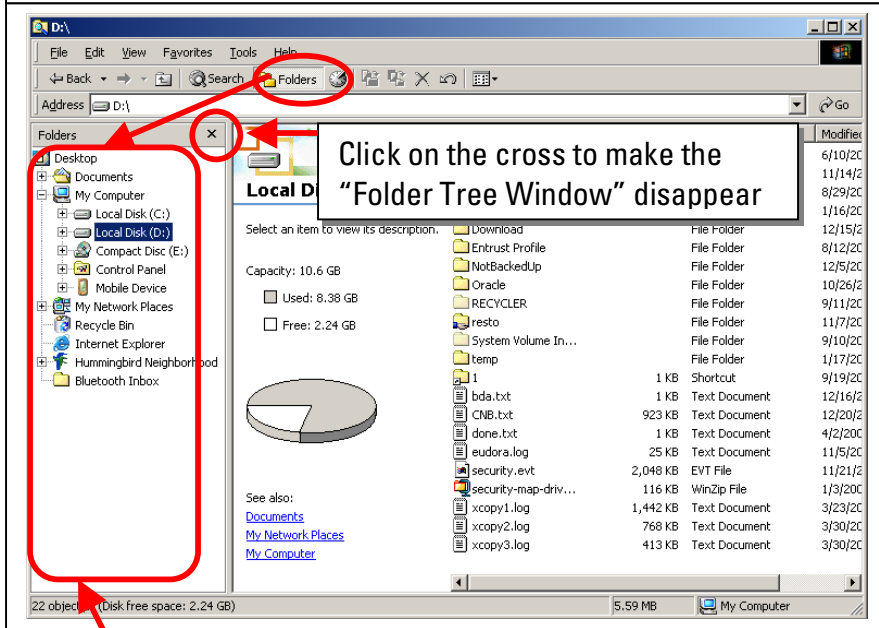
The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: [ssa-tips-feedback@slb.com](mailto:ssa-tips-feedback@slb.com)

## Explorer window and Tricks.

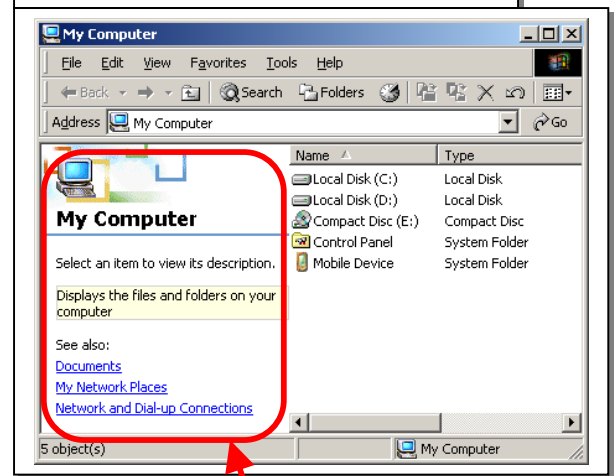
The explorer window is the main tool to navigate among the files of your computer. On the recent version of systems (Windows 2000, Windows XP, Internet Explorer 5.x), the internet browser (Internet Explorer) is strongly linked to Windows Explorer.

### Main windows description:

To start "*Windows Explorer*", use the windows logo shortcut key



Or Double Click on "*My Computer*"



**Folder Tree Windows.** This is an easy way to drill down your folders structure. You can make it appear by clicking on the "*Folder*" icon from the standard bar.

The description zone appears only if the window is wide enough and the option activated: **Tools-> Folder Options...** then in the "**General**" Tab "**Enable Web Content in Folders**" has to be checked.

### For Windows 98 environment.

Click on: **Tools -> Folder Options -> General Tab** - check **Custom Settings** and click **Settings button** - check "**For all folders with HTML content**" under View web content in Folders.

### Description of the "Folder Tree Window"

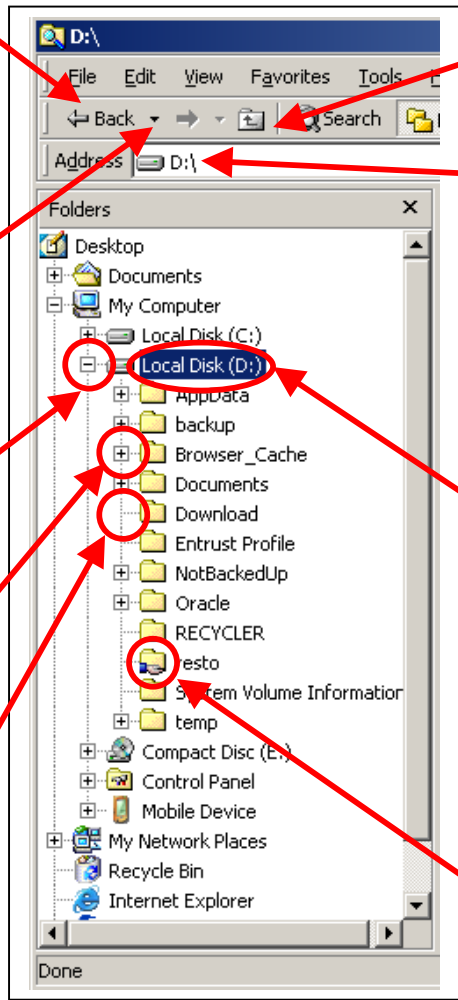
"Back" button is the same as the keyboard key: "< Backspace". It changes the folder location to the last selected folder.

The "Arrow Down" let you see the history. You can select a specific pre-visited folder, and go directly into it.

Click on "-" to regroup tree

Click on "+" to expand tree of sub-folders.

If there is no "+" or "-", then there are no sub-folders



"Up" button, lets you change selected folder and go up one level on the folder tree structure.

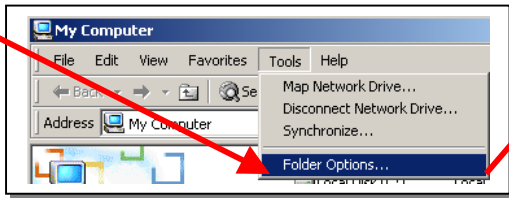
"Address Line": It shows what is displayed in the main windows (selected folder from the "Folders window"). If you type a web address (ex: [www.ssafara.net](http://www.ssafara.net)) it will automatically display the page using IE interface in that same window. 😊

Select a folder by clicking (one click) on it. The folder is then highlighted and the content will be displayed on the right part of window on its main part.  
**Note:** Double click on the folder will expand or regroup the tree structure.

A "hand" under a folder, means that this folder is shared on the network.

### Suggested options for Windows Explorer

Click on "Tools -> Folder Options", then click on the "View" tab.



- Select:**
- Display compressed folder in blue.
  - Display full path in the address bar (therefore you see which folder is selected and where it is located exactly).
  - Display full path in the header bar. (Same as above but displayed in the top blue bar).
- Deselect:**
- Hide Extensions.
  - Remember each folder's view settings.

