

- ▣ Working With Windows
- ▣ Palm Creek
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Whenever you open a *program*, *file*, or *folder*, it appears on your screen in a box or frame called a *window* (that's where the Windows operating system gets its name).

Because windows are everywhere in Windows, it's important to understand how to move them, change their size, or just make them go away.

Although the contents of every window are different, all windows share some things in common.

For one thing, windows always appear on the desktop – the main work area of your screen. In addition, most windows have the same basic parts:

- ✚ **Title bar**. Displays the name of the document and program (or the folder name if you're working in a folder).
- ✚ **Minimize, Maximize, and Close buttons**. These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively (more details on these shortly).
- ✚ **Menu bar**. Contains items that you can click to make choices in a program.
- ✚ **Scroll bar**. Lets you scroll the contents of the window to see information that is currently out of view.
- ✚ **Borders and corners**. You can drag these with your mouse pointer to change the size of the window.
- ✚ Other windows might have additional buttons, boxes, or bars. But they'll usually have the basic parts, too.

Moving a window

- ✚ To move a window, point to its title bar with the mouse pointer .
- ✚ Then drag the window to the location that you want. (*Dragging* means pointing to an item, holding down the mouse button, moving the item with the pointer, and then releasing the mouse button.)

Changing the size of a window

- ✚ To make a window fill the entire screen, click its **Maximize** button or double-click the window's title bar.
- ✚ To return a maximized window to its former size, click its **Restore** button (this appears in place of the Maximize button). Or, double-click the window's title bar.
- ✚ To resize a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse pointer changes to a two-headed arrow, drag the border or corner to shrink or enlarge the window.

Hiding a window

- ✚ Hiding a window is called *minimizing* it. If you want to get a window out of the way temporarily without closing it, minimize it.
- ✚ To minimize a window, click its **Minimize** button . The window disappears from the desktop and is visible only as a button on the taskbar, the long horizontal bar at the bottom of your screen.
- ✚ To make a minimized window appear again on the desktop, click its taskbar button. The window appears exactly as it did before you minimized it.

Closing a window

✚ Closing a window removes it from the desktop and taskbar. If you're done with a program or document and don't need to return to it right away, close it.

✚ To close a window, click its **Close** button .

✚ **Note**

✚ If you close a document without saving any changes you made, a message appears that gives you the option to save your changes.

Switching between windows

If you open more than one program or document, your desktop can quickly become cluttered with windows.

Keeping track of which windows you have open isn't always easy, because some windows might partially or completely cover others.

Switching between windows using the Task Bar

The taskbar provides a way to organize all of your windows. Each window has a corresponding button on the taskbar.

To switch to another window, just click its taskbar button.

The window appears in front of all other windows, becoming the *active* window – the one you're currently working in.

Working with Folders

- ✚ Folders (or directories) are containers for files that enable you to organise your data. This tutorial will show you how to create your own folders.
- ✚ There are a number of techniques to create a folder, all of which achieve the same effect.

Creating a folder – Method 1

- ✚ Right click on an open area of your desktop, or in an open area of Windows Explorer.
- ✚ Then left click **New**
- ✚ Then left click **Folder**.
- ✚ Once your folder appears either on your desktop or in Windows Explorer you will notice that the folder name is highlighted. This is giving you the opportunity to name your folder. It is always best to give your folder a very memorable name that accurately describes its contents. Then left click **New**
- ✚ Type in the name you want to give to your newly created folder, and then hit Enter to complete the process.

Creating a folder – Method 2

- ✚ Open up Windows Explorer ((Hold down the Windows Key and press E) or left click Start/Programs/ Accessories/Windows Explorer)
- ✚ Navigate to the place you where you want your new folder to be created.
- ✚ Then from the top toolbar click **File**
- ✚ Then left click **New**
- ✚ Then left click **Folder**
- ✚ Once your folder appears either on your desktop or in Windows Explorer you will notice that the folder name is highlighted. This is giving you the opportunity to name your folder. It is always best to give your folder a very memorable name that accurately describes its contents.
- ✚ Type in the name you want to give to your newly created folder, and then hit Enter to complete the process.

Working with Photos

Transferring Photos from the Camera

- ✚ Usually uses “proprietary” software
- ✚ Does not always allow easy creation of folders and sub folders
- ✚ Naming “conventions” may be complicated
- ✚ It usually does work

Transferring Photos from a “Memory Card”

- ✚ Uses standard Windows software commands (copy/paste)
- ✚ Allow easy creation of folders and sub folders
- ✚ Naming “conventions” are not necessary
- ✚ It usually does work
- ✚ May require purchase of a “card reader”

Plug Card Reader into Computer

- ✚ Open Folder to view files
- ✚ Open folder (double click)
- ✚ Continue until you find the picture files.
- ✚ Use the “Views” option to find “Details.”.
- ✚ Create new Folders.
- ✚ Copy from Memory Card to New Folder .