

HOW DO YOU. . .

FIND PERSONAL FOLDERS?

Recall that your personal folders are stored under the My Documents folder. That folder is in Windows Explorer, an important part of Windows that you should understand.

All of your files are stored there. To find Windows Explorer, click Start>>All Programs>>Accessories>> Windows Explorer. In the left panel, you'll find a list of yellow folders. That is actually a diagram (called a "tree") of your hard drive. You'll find My Documents listed on the tree. Click it, and its contents will be displayed on the right. Included are your folders and, perhaps, some files.

You probably keep all your stuff in My Documents. Just open Windows Explorer to access My Documents.

But you can also do it from the desktop (the screen you see when Windows boots up). Depending on your version of Windows, there may be a My Documents icon on your desktop. If so, you can open it by double-clicking. Your personal folders then will be listed.

If the icon is not on your desktop, or if it doesn't work, you can create a shortcut to the desktop. In Windows Explorer, click Desktop in the left panel. My Documents will be listed on the right. Right-click My Documents. Select Create Shortcut. A link, entitled Shortcut to My Documents, will appear at the bottom of the list in the right panel. Put the cursor on it, press the left mouse button, and drag it to Desktop in the left panel. Release the button. The shortcut will now be on the desktop. Double-click it to access your folders. See, that was easy!

MAKE INTERNET EXPLORER FILL IN THE BLANKS?

Internet Explorer can fill in the blanks for you when you're using Web forms. For instance, it can remember your password. Put in your user name, and the password is added automatically. This function is known as AutoComplete.

To find it, open Internet Explorer. Click Tools>>Internet Options. Select the Content tab and click AutoComplete.

You can set up AutoComplete to remember Web addresses, form information and user names and passwords. For instance, if you have entered your address previously, AutoComplete will remember it. In the future, when you enter the first number, AutoComplete will offer the full address. You can call up everything available for a particular form. For instance, go to a search site and double-click the blank. A selection of search terms will be offered. You can choose one, or you can delete some. Highlight the term by putting the cursor on it. Then click Delete. Unfortunately, that will not work with Web addresses.

The places you visit will be stored in the address bar in Internet Explorer. You cannot delete them individually. You must delete them all. Click Tools>>Internet Options, select General and click Clear History.

