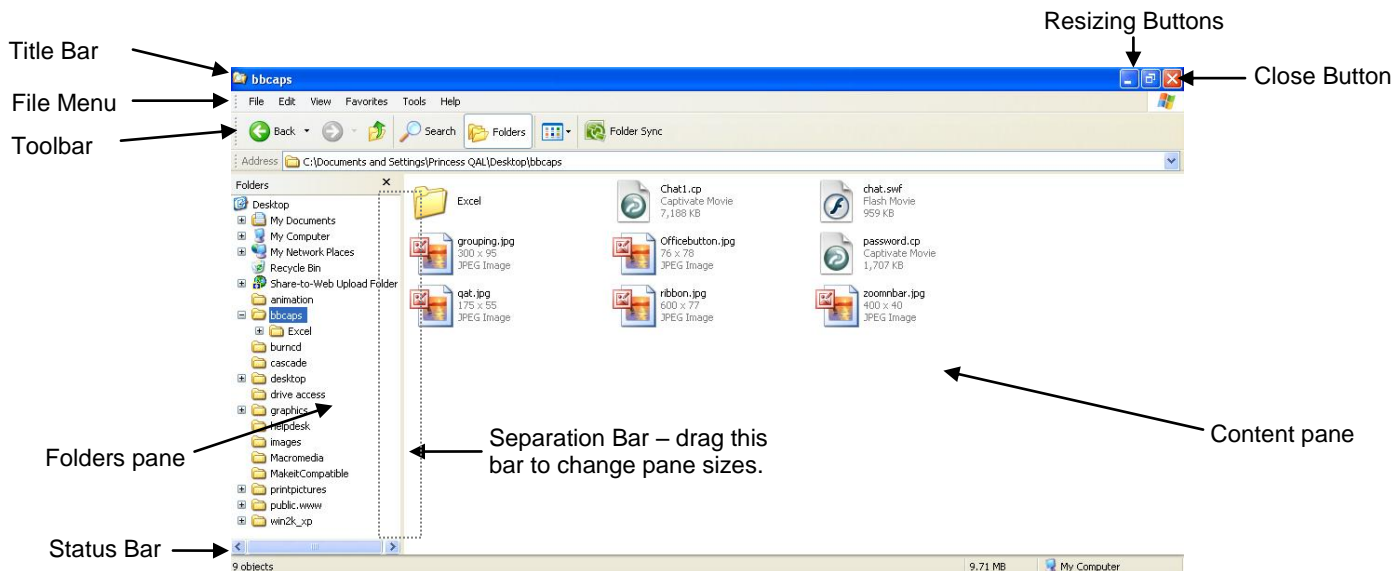


WINDOWS EXPLORER



The screen above shows the selected folder, (left-hand pane) highlighted in blue. The folder's contents are displayed in the right-hand pane. The minus sign (-) displayed to the left of the selected folder indicates there are additional folders/files available.

BASIC FUNCTIONS

Create a Folder

1. Right-click a white space in the desired destination/location (e.g., Window Explorer's content pane).
2. A pop-up menu appears. Move your mouse cursor over the word **New**.
3. Select **Folder** from the menu.
4. Type the folder name and press the Enter key.

To open a file or folder

Double-click the file or folder.

Rename a File or Folder

1. Right-click the file or folder.
2. A pop-up menu appears. Move your mouse over the "rename menu item.
3. Type the new file or folder name and press the Enter key.

Copy, Cut & Delete a file or folder

1. Right-click the desired file or folder.
2. A pop-up menu appears.
3. Click the desired option: **Copy**, **Cut**, or **Delete**.

Tip: Cutting differs from deleting. When you cut a file or folder, a copy is placed on the Clipboard for future use. When you delete a file or folder, it is sent to the Recycle Bin.

Paste a Cut or Copied file or folder

1. After cutting or copying, right-click the destination location.
2. A pop-up menu appears. Click **Paste**.

If you are moving a file to your public.www folder, always use the copy/cut and paste method. Dragging and dropping a file or folder may cause the file to be inaccessible on your website.

VIEWS

Views control how Windows Explorer displays information in the content pane.

Views include

- Thumbnails
- Tiles
- Icons
- List
- Details

To change views

1. Select the View Menu item.
2. Select the view you want from the drop-down list.

Details View

This view can be customized to display the *details* you want to see when evaluating your files for retention or deletion. Frequently, used details are name, size, type, date created and date modified.

To add a details column

1. Right click a white space on the column header. (e.g. size or "type.")
2. Select the desired detail from the pop-up menu.

To change to sort order

Click the desired detail name column header. The one clicked will then have a gray triangle in it. To return the list to its original status, click the detail name again.

Please view the File Management tutorials listed below for detailed instructions:

Views – <http://www.gc.maricopa.edu/ic/gcchelp/tutorials/fm/views.html>

Details - <http://www.gc.maricopa.edu/ic/gcchelp/tutorials/fm/details.html>



CONNECTING TO YOUR H: AND S: DRIVES FROM OFF CAMPUS:

H: (Your Personal Space on EGCC)

WINDOWS:

- 1. Open "My Computer." Be sure that the Folders button is not selected.
2. On the left-hand column, under "Other Places", select "My Network Places".
3. Under "Network Tasks", select "Add a network place".
4. The Add a Network Place Wizard opens, click Next.
5. Double-click "Choose Another Network Location".
6. Enter the Address to your H: Drive. Click NEXT. (e.g. https://files.gccaz.edu/home/"first letter of your username"/"second letter of your username"/"username")
When prompted for a username and password, use your eGCC username and password. Click OK. (Vista users, please enter: gccaz\eGCCusername)
7. When asked to name the short-cut to your folder, you can choose to use the default name. Click NEXT.
8. You may check "Open this network place when I click Finish". This is optional.
9. Click Finish.

After the shortcut has been established, navigate to "My Network Places", double-click the H: Drive shortcut and enter your eGCC username and password to access your personal files on eGCC.

MAC:

- 1. From the Finder, select "Connect to Server" from the Go menu.
2. On the screen you should see "Connect to Server." Enter the server address in this box: (e.g. https://files.gccaz.edu/home/"first letter of your username"/"second letter of your username"/"username")
3. In the resulting box titled "WebDAV File System Authorization", enter your eGCC (Palette) username and password, then select "OK."
4. A window will open displaying the files in your home directory.

S: (Courses on EGCC)

WINDOWS:

- 1. Open "My Computer." Be sure that the Folders button is not selected.
2. Under "Other Places", select "My Network Places".
3. Under "Network Tasks", select "add a network place".
4. The Add a Network Place Wizard opens, click Next.
5. Double-click "Choose Another Network Location".
6. Enter the Address to your S: Drive, which is https://files.gccaz.edu/shared . Click NEXT. When prompted for a username and password, use your eGCC username and password. Click OK. (Vista users, please enter: gccaz\eGCCusername).
7. When asked to name the short-cut to your folder, you can choose to use the default name. Click NEXT.
8. You may check "Open this network place when I click Finish". This is optional.
9. Click Finish.

After the shortcut has been established, navigate to "My Network Places", double-click the S: Drive shortcut and enter your eGCC username and password to access your personal files on eGCC. (

MAC:

- 1. From the Finder, select "Connect to Server" from the Go menu.
2. On the screen you should see Connect to Server enter the server address in the box: https://files.gccaz.edu/shared then select Connect.
3. In the resulting box titled "File System Authorization" enter your eGCC (Palette) username and password then select OK.
4. A window will be opened displaying the file directories available to you in the shared space.

USING H: AND S: DRIVES OFF CAMPUS

To obtain a file from either your H: Drive or S: Drive:

- 1. Double-click the My Computer icon on your desktop.
2. Click-once on Network spaces.
3. Double-click either H: Drive or S: Drive.
4. Right-click the desired file.
5. Select copy from the pop-up menu.
6. Navigate to the desired destination folder (i.e., My Document s on your home computer.)
7. Open the folder, right-click and select paste from the pop-up menu.

To move a file to either your H: Drive or S: Drive:

Right-click the file to be moved and select copy from the pop-up menu. (This creates a copy of the file for later use and also retains the original file on your computer.)

- 1. Double-click the My Computer icon on your desktop.
2. Click once on Network spaces then double-click either H: or S: drive. If necessary, open the desired destination folder, right-click and select paste from the pop-up menu.

To delete a file:

- 1. Right-click the file to be deleted.
2. Select delete from the pop-up menu.

ALTERNATIVE STORAGE OPTIONS

To safeguard your documents and manage your server space, we suggest that you also store your data on removable medium.

Commonly used media types

CD-R/CD-RW

Storage Size: 650-700MB. Rewritable: Only if the CD and drive have CD-RW capability.

Please select the link below to access both Windows and MAC CD Burning instructions:

http://www.gc.maricopa.edu/gcchelp/tutorials/egcc/burn.html

USB Flash Drives

Storage Size: 32 MB-1GB (approx. 30 floppies). Note: Some USB Flash Drives come preloaded with encryption software. This software can not be installed on our GCC system

3.5" Floppy Disk

Storage Size: 1.44 MB. Rewritable: Yes, until the disk wears out.