



Universiteit Leiden

# Manual File Explorer



Windows 7™

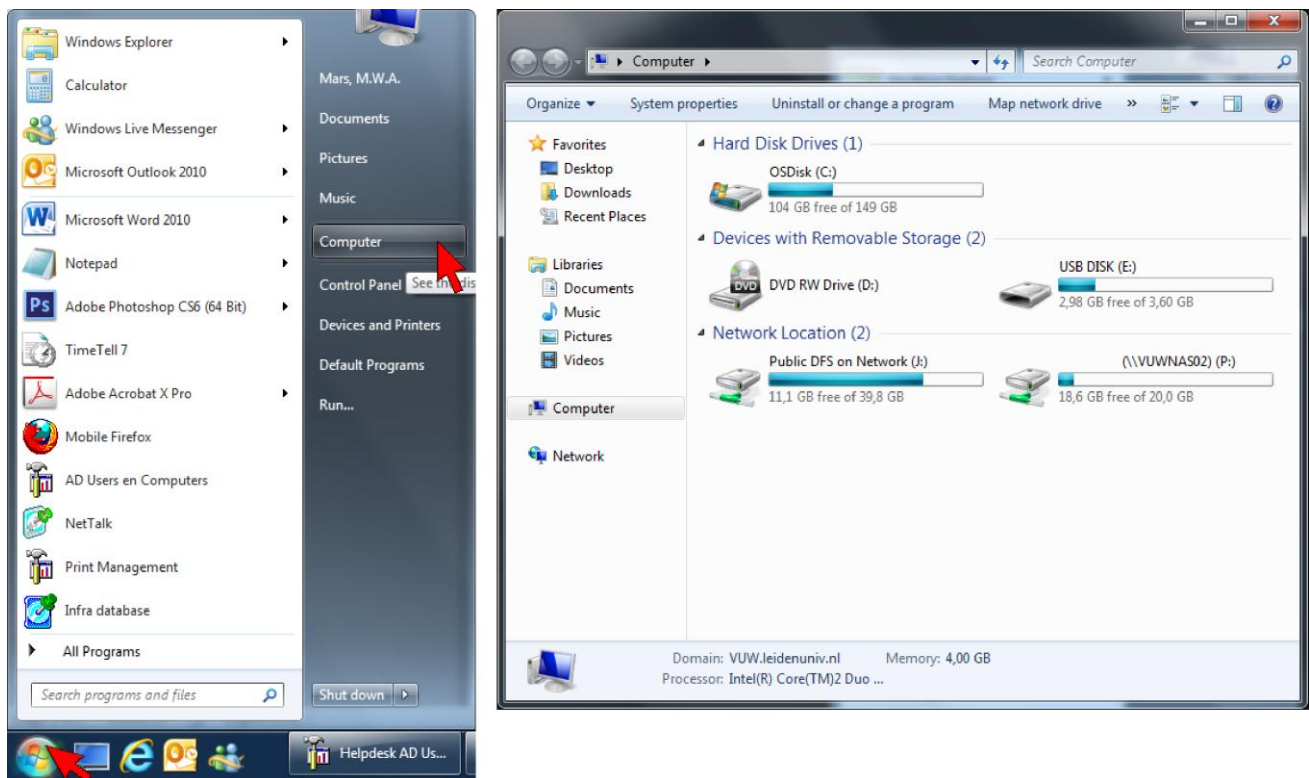
# Windows 7 File Explorer

This document describes in short how to search for your drives, folders (inc. create) and programs.

## Drive Mapping

The P:\ drive is the default location to store your files (and where to find the My Documents folder). This is a network drive which can only be accessed by yourself. This location is also accessible from the Remote Workspace.

Select the **Windows** button, followed by **Computer** the computer button and a new Window with all drive mappings will now appear (as shown in the screenshot right below)

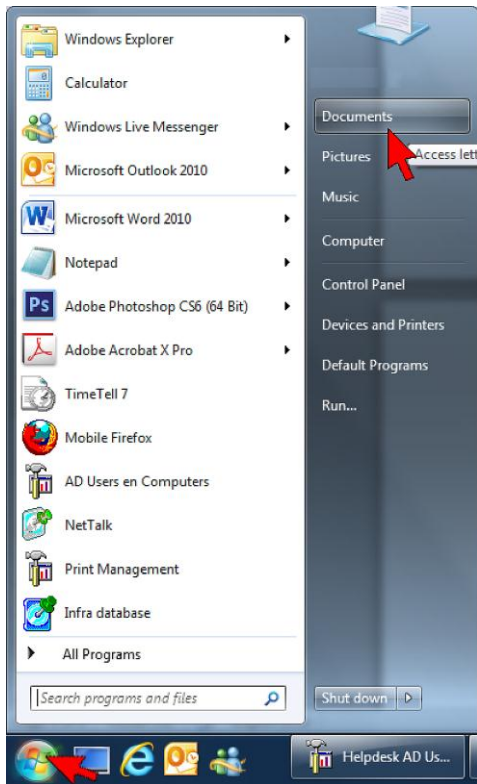


## Drive information

Location	Purpose	Remark
C:	Windows 7 + applications	Will be erased with a new installation
D:	CD/DVD RW Drive	Autorun disabled
E:	Connected USB Drive	Autorun disabled for USB
P:	Personal Drive	Backup available, remote access possible
J:	Department Shares + Workgroups	Backup available, remote access possible

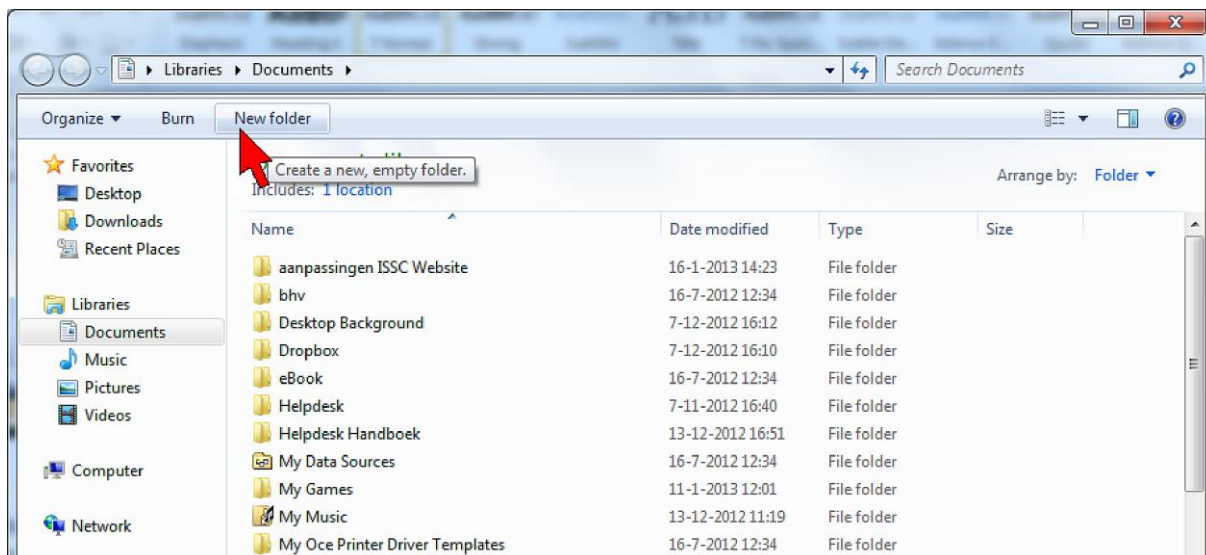
## Documents Folder

The **My Documents** folder can also be directly accessed by selecting the **Windows button** followed by **Documents** as shown below.

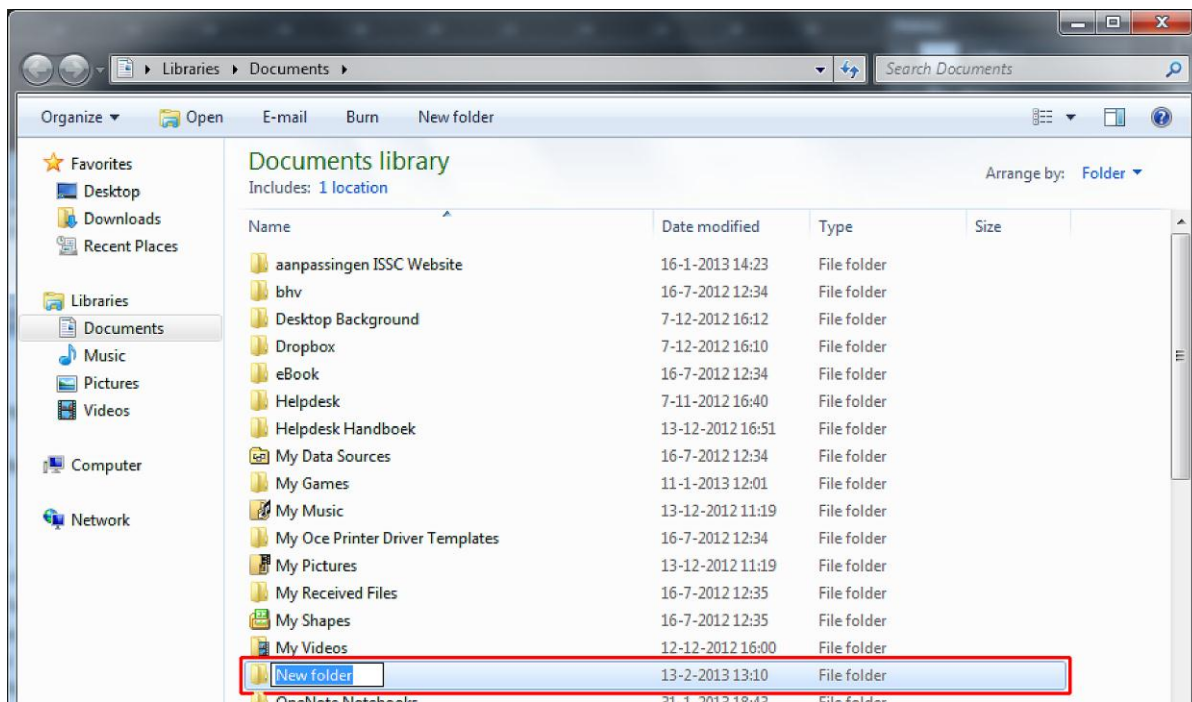


## Creating a new Folder

You can create a new folder by pressing on the “**New folder**” button



A new folder will appear with the marked name “New folder”.  
You can type its new name and press <Enter> when you have finished typing.



### Searching for files/folders/programs

In Windows 7 you can access your files and programs by typing for its name (or a part of it) in the **search bar** on top of the **Windows button** (left screenshot). In the example at the right we search for “word”. All results appear in a categorized order. Of course you can browse for files and programs as you did in Windows XP

