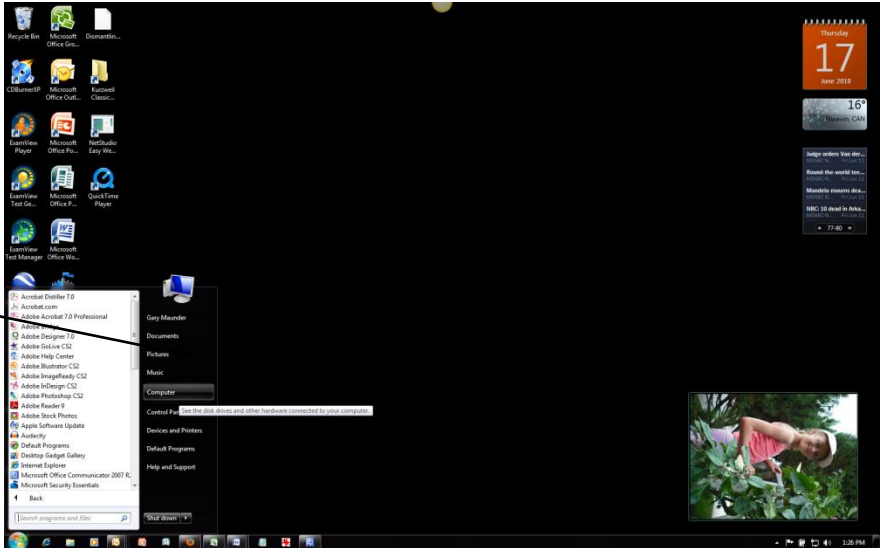


Using My Computer

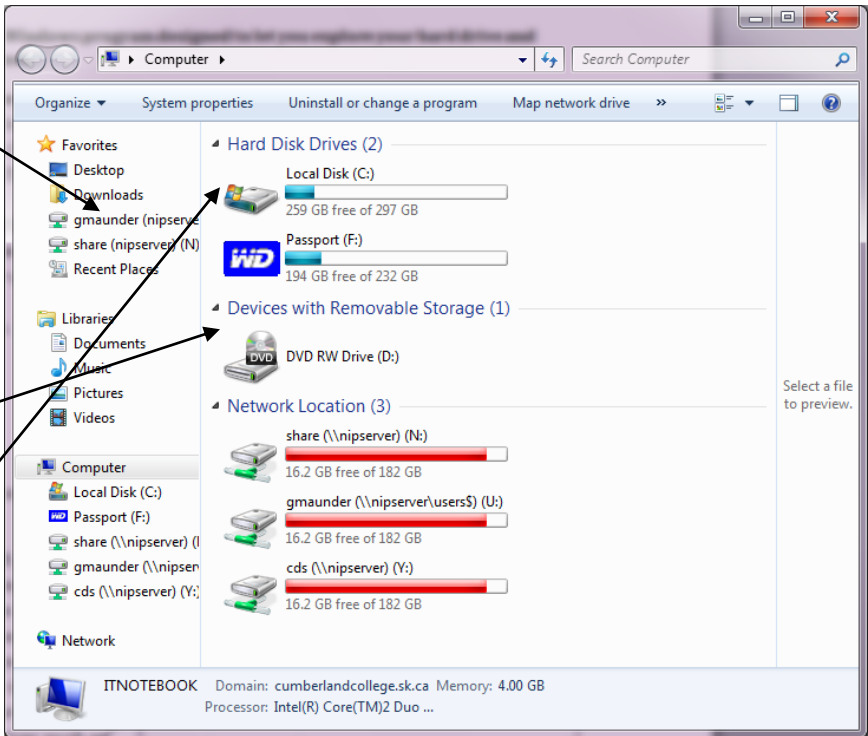
My Computer is a Windows program designed to let you explore your hard drive and manage your folders.

Using My Computer

- You can start My Computer by going to START and ALL PROGRAMS and you will see My Computer as one of your programs.*

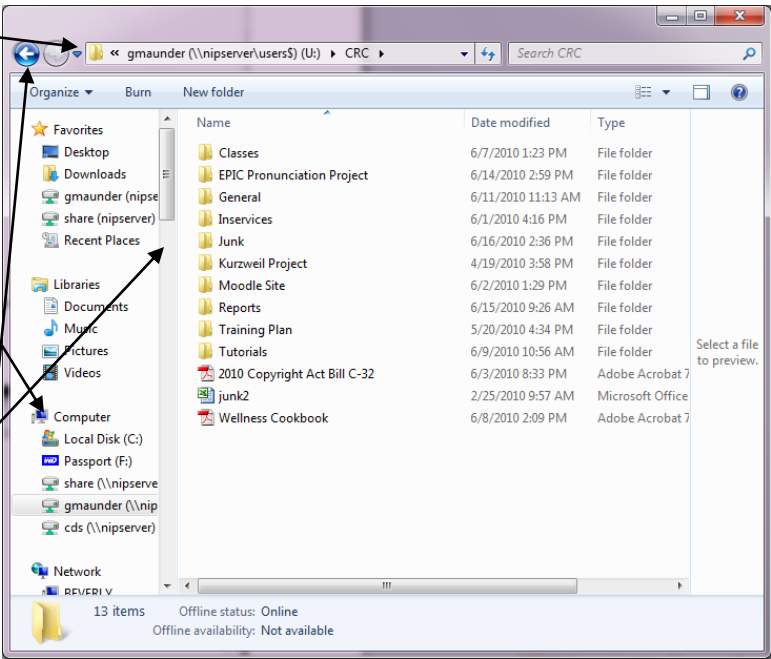


- Here's what you will see:*
- On the left pane are your various storage drives. On the right, are the contents of the drives of your computer including the network drives. Other devices such as Flash drives will be shown as well.*

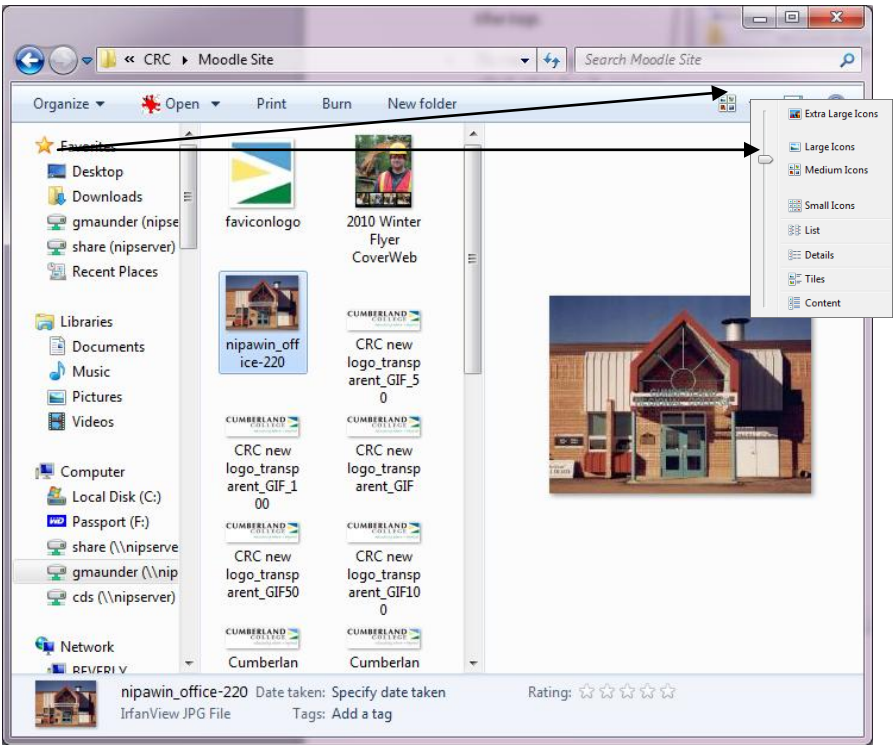


- Double click a drive or a folder to see its contents*

- Along the top is a trail of which drives and folders you have double clicked.
- On the left are the major drives of your computer.
- On the right is the contents of the drive or folder of the folder you have clicked on.
- To retrace your steps, click this back arrow



- Useful Tip: If you have any picture files saved, you can see a thumbnail of the file by clicking here and sliding the pointer up and down
- Any file you click on will be previewed on the right

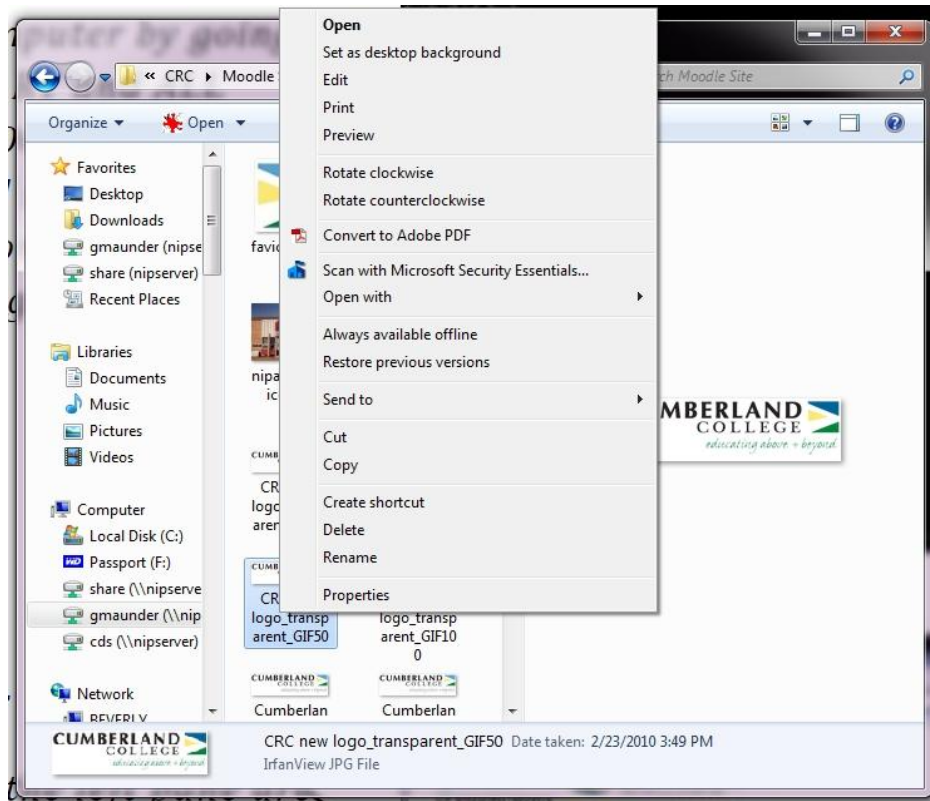


- *Useful Tip: Explorer will allow you to copy, move or delete files*

- *Right click a file and choose the option you wish.*

- *Note: Cut, Copy and Paste are available however several*

photo options are also available such as Rotate and Edit.



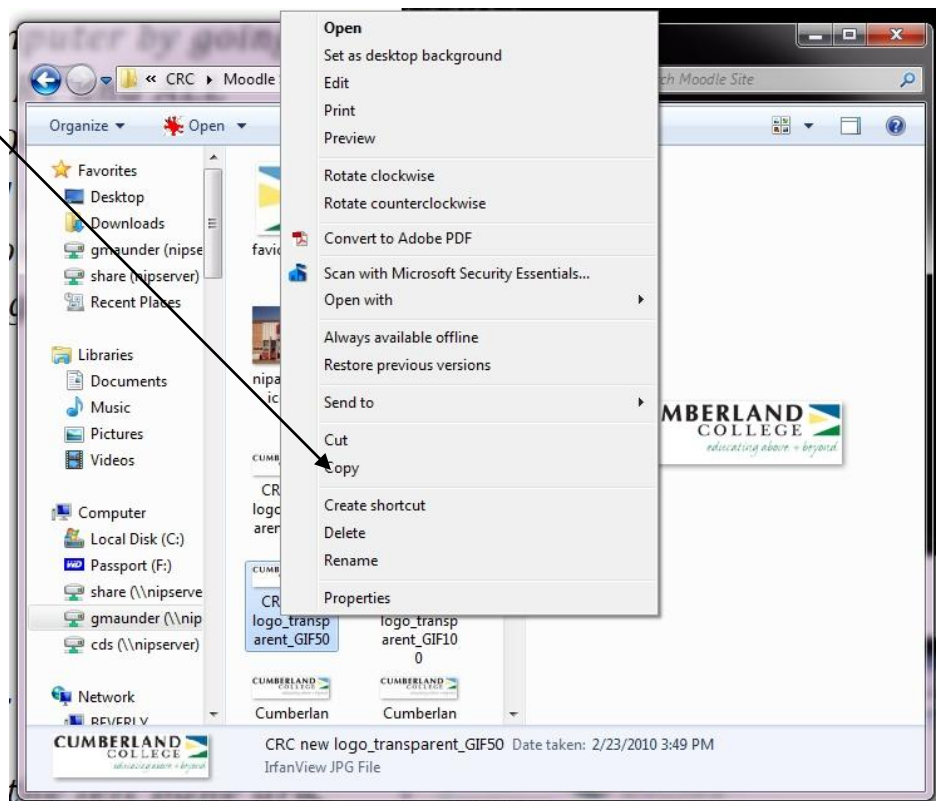
- *To copy a file: Right click it and choose copy*

- *A copy was then invisibly placed on a section of memory called the clipboard*

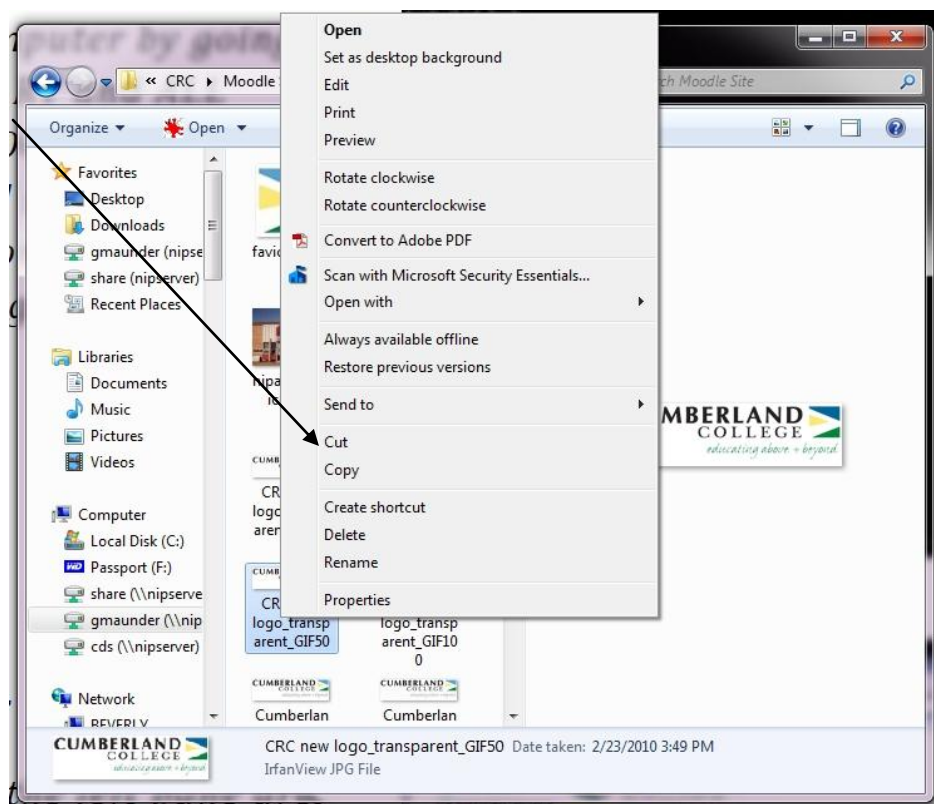
- *Click on another folder of your choice on the left*

- *Move to the right hand side and right click*

- *Choose Paste and the file will be copied into the new folder*



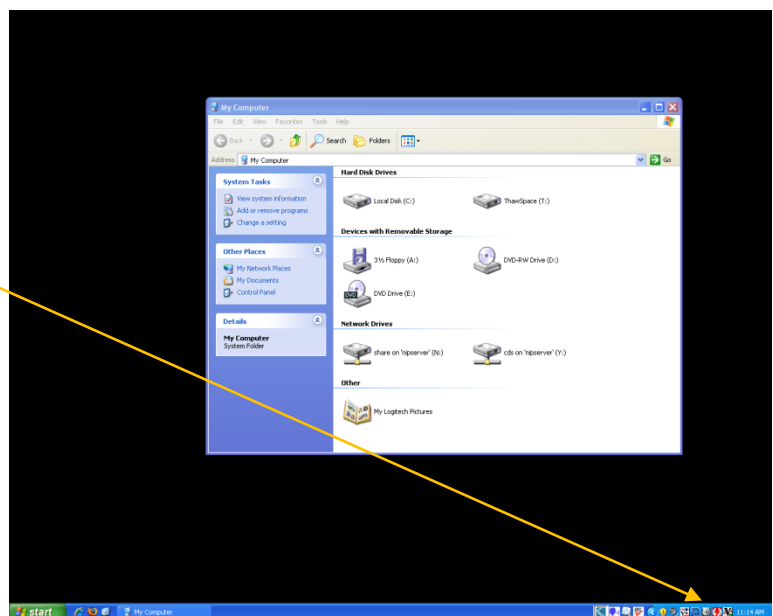
- *To move a folder instead of copying you right click and choose Cut*
- *Then go to your new folder as you did before*
- *Right click in the right pane and choose Paste*
- *The file will be cut from the first folder and pasted in to the second*



- *BE CAREFUL WITH ALL OF THESE PROCEDURES. DO NOT OVERWRITE OR DELETE FILES UNLESS YOU KNOW THEY WILL DO NO HARM*

DeepFreeze and Saving

- *You will know when DeepFreeze is active on your machine because of a small icon in the lower right hand corner.*
- *When DeepFreeze is active, every time it reboots, it will return your computer to the state it was when the administrator “froze” it in time.*



- *To install any new program you must first “thaw” the machine and you have to be the administrator to do this.*
- *A special part of the hard drive has been kept separate and will be untouched by DeepFreeze.*
- *It is designated as Drive letter T: Thawspace*
- *It is approximately 1GB when empty however it should not be used as a place to save file since it is accessible by everyone and is periodically erased by the administrator*
- *A better place to save will be your network folder designated (on my computer) gmaunder on nipserver G: or share on nipserver N: Either place is untouched by DeepFreeze*