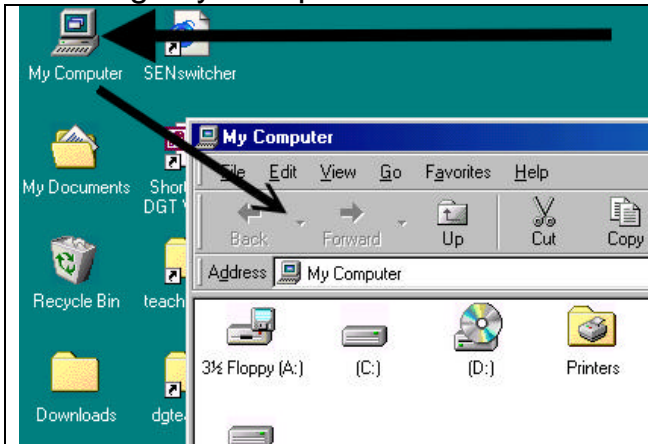
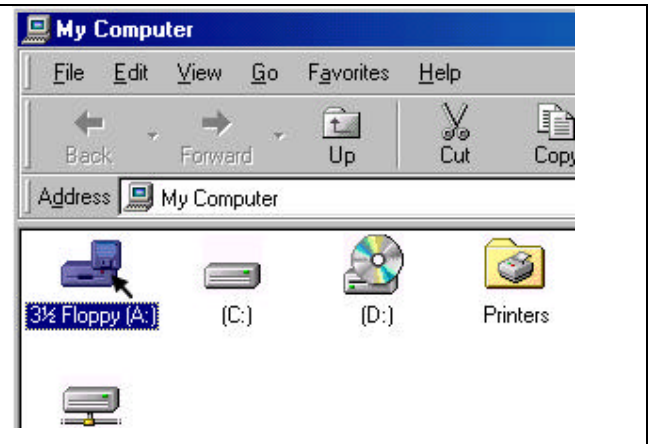


Files and Folders in Windows 95/98: How to explore drives on the computer

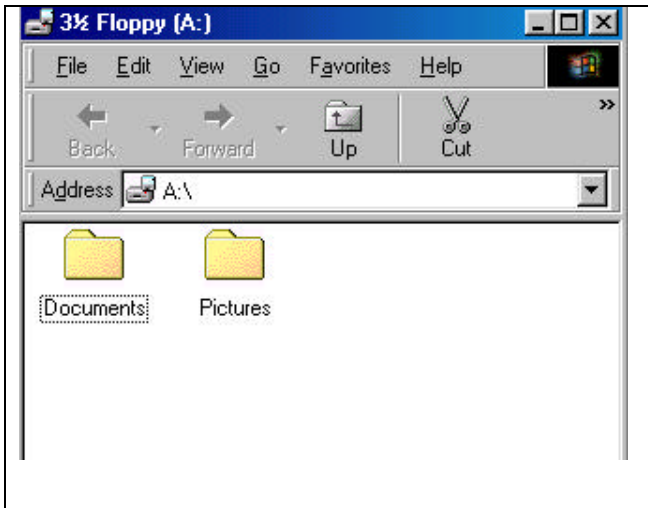
1. Using 'My Computer'



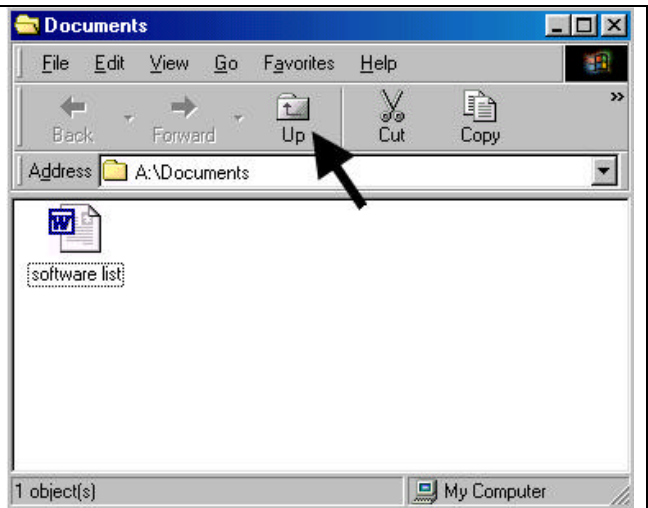
Double click the 'My Computer' icon on the desktop to open up the 'My Computer' window.



Double click on the drive that you want to look at. 'A:' is the floppy drive. 'C:' is usually the hard drive.

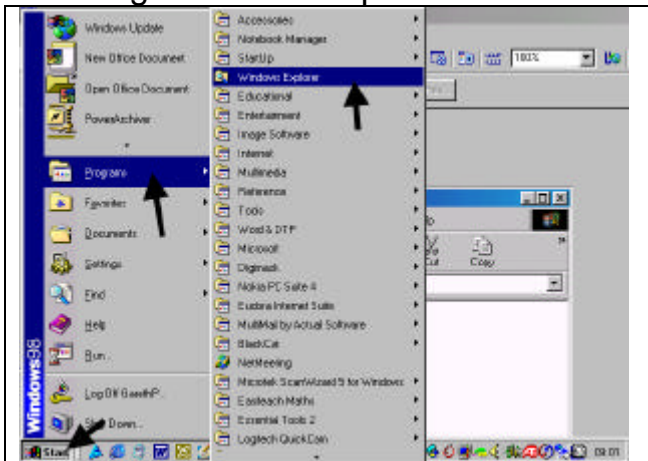


You will now be able to see the files on the disk. Double click on the files or folders to look at them.

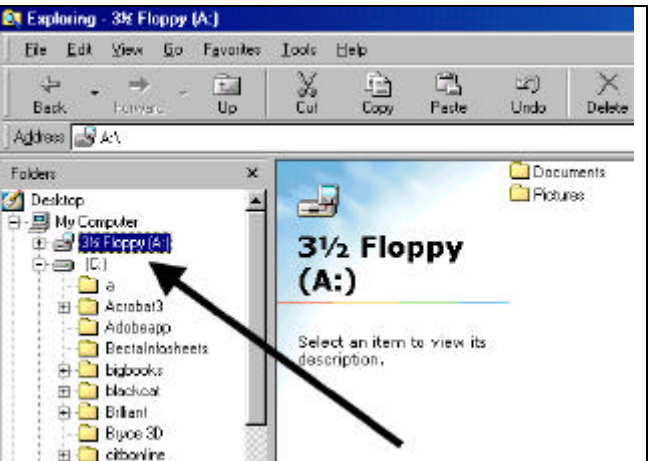


When you are inside a folder you can press the UP button to get out.

2. Using 'Windows Explorer'



To start 'Windows Explorer' click on the Windows 'START' button then on Programs and then Windows Explorer.



Use the column on the left to choose what drive and folder you look at. The files will appear in the column on the right hand side of the window.