

Windows XP Pro: Basics 2

Searching for a Computer, File, Folder or Networked Printer with Windows XP Professional

There are several ways to find a computer, file, folder or printer on the network with Windows XP.

Searching for a computer, printer or folder via My Network Places:

1. Right click on **My Network Places**, which is located on the desktop.
2. A gray drop-down menu will appear with various selections.
3. Left click on **Search for Computers...**
4. Type in the file or computer name that you are looking for. For instance type in **CATBERT** in the *Computer Name* textbox
5. Click the **Search Now** button
6. Catbert will appear on the right-hand side of the screen.
7. Double click on **Catbert**.
8. Double click on **Student**.
9. Find the folder with the last two digits of your username.
→ You should now be in your personal **Student** storage folder.
10. Double click on the folder.
11. Double click on the folder that displays your full username.
→ You should now be in your personal **Student** storage folder.

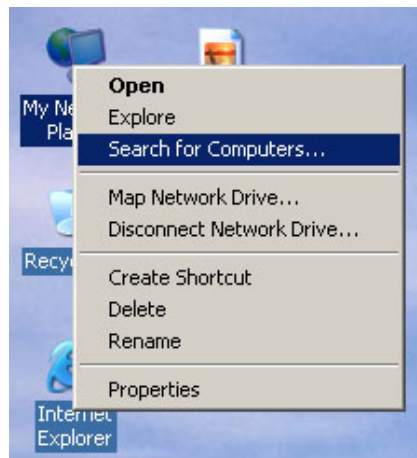


Figure 1. Search for Computers.

Searching for a file or folder via the Search button:

1. Click on **Start**.
2. Click on **Search**.
3. Click on the **All Files and Folders** link beneath What do you want to Search for on the left-hand side of the screen.
4. If you are searching for a file or folder on your hard-drive, type in all or part of the file name in the textbox provided beneath Search by any or all of the criteria below.
5. Click the **Search** button
→ Your file or folder will be displayed on the right-hand side of the screen.
6. Simply double-click on the file or folder to open it.

To search for a printer or computer via the Search button:

1. Click on Start.
2. Click on Search.
3. Click on the **Printers, Computers or People** link beneath What do you Want to Search for on the left-hand side of the screen.
4. Click on either **A printer on the network** or **A Computer on the network** link.
5. For a printer, type in the printer name in the Name textbox.
6. Select **nwmissouri** in the In textbox.
7. Click **Find Now**.
→ The printer will appear in the lower frame of the window.
8. Double-click on the printer to install it.
9. For a computer on the network, type in the computer in the Computer Name textbox.
10. For example, type in **CATBERT**.
11. Click the **Search** button.
→ Catbert will appear on the right-hand side of the screen.
12. Double click on Catbert to access the folder.

Viewing Files and Creating Folders

How to View a File:

1. Click the **My Computer** button on the taskbar to activate the My Computer window.
2. Click the **Maximize** button in the My Computer window, if it does not already fill the screen.
3. Double click the drive icon for your hard disk (C:).
4. Click the **Views** button on the C:\ toolbar. (See Figure 2)

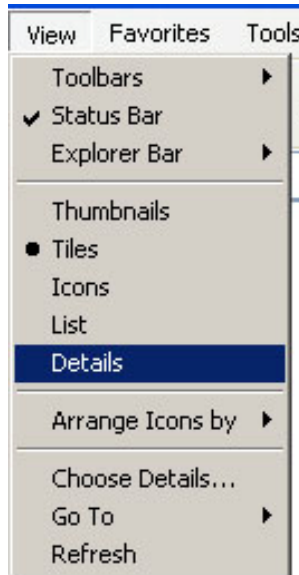


Figure 2. View menu.

5. Click **Details**.
 - In addition to the drive and folder icons, Details view also displays the type of drive or folder, the amount of total available space on the hard disk, and the remaining free space.
 - List view provides a slightly smaller amount of information, but is still mostly text-based.
6. Click **Tiles** under View on the toolbar.
7. Click **Icons** under View on the toolbar.
 - This view provides the same amount of information as the Tiles except that the icons are smaller and take up less space in the window.

8. Click **Thumbnails** under View on the toolbar.
 - This view provides a miniature version of an image for quick browsing through multiple images.
8. Click the **Up** button on the C:\ toolbar.
9. You will now be back in the My Computer window.

How to Create a Folder:

1. Insert a floppy disk into your computer and double click the 3½ Floppy (A:) icon.
2. Click **File** on the menu bar, point to **New**, and then click **Folder**. (See Figure 3)
3. Type **MY FOLDER** and press **[Enter]**.
 - You now have a folder named My Folder within your floppy disk.
 - You can do the same on the C:drive to create a folder within My Documents.

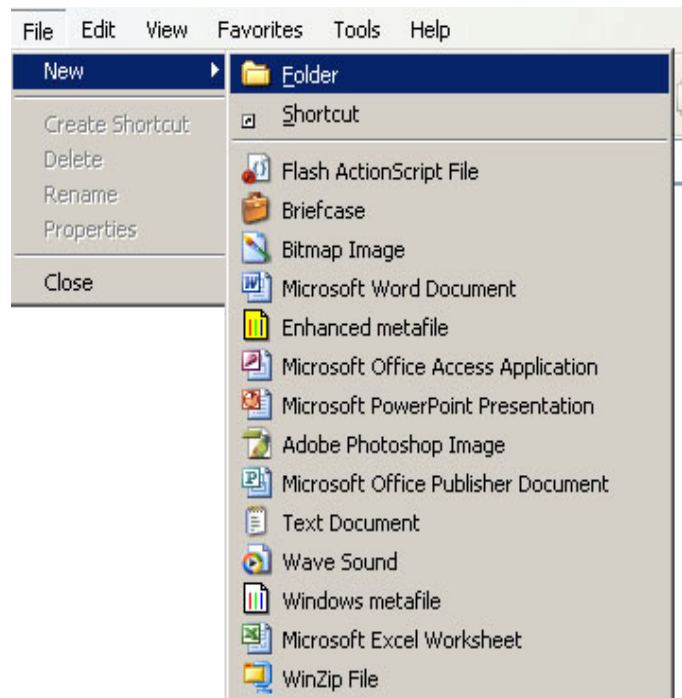


Figure 3. Creating a Folder.

Copying and Moving Folders

To copy or move a files with Windows XP is very simple. Here's one way to copy and move a file:

1. Click on **My Computer**, insert a 3½-inch floppy disk, and then click on **3 ½ Floppy (A:)**.
2. Point and click on **File**.
3. Point to **New** in the pop-up menu, then click **Folder**.
4. Type **TEMP**, then press **[Enter]**.
5. Point to **New** in the pop-up menu, then click **Folder**.

6. Type **NEW**, then press **[Enter]**.
7. In the **My Computer** window, left click and hold to select the **New** folder, then drag the folder on top of the **Temp** folder icon in the **My Computer** window and release the mouse button.
→ This will place the New folder inside the Temp folder.
8. Click the **Close** buttons in all open windows.
9. Holding down **[Shift]** while clicking the close button will

Sharing a Drive or Folder

When you share a folder on your computer, you allow other computers on the network to use it. To share a drive or Folder log on to Windows XP with a user account that has administrative privileges. To share a drive or a folder, please do the following:

1. Click on **My Computer** and select the folder you want to share.
2. **Right** click on the folder and click **Sharing and Security**.
3. Click the **Share this Folder** radio button, and type in the name for the shared folder in the **Share Name** textbox.
4. Click the **Permissions** button and add the individuals that you want to share this folder or drive with by clicking the **Add** button. Type the individual's username in the **Enter the object names to select** and click the **Check Names** button.

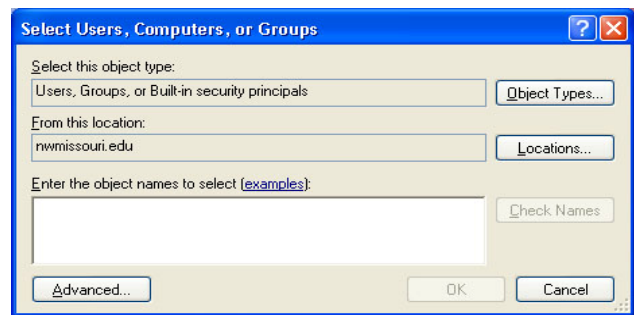


Figure 4. Select Users, Computers or Groups

- The name of the person you want to share the folder with will appear in the large white textbox.
5. Click **OK**.
6. Specify any **Permissions** by placing checkmarks in the available checkboxes, then click **OK**.

Mapping a Drive

To map [create a shortcut] a drive to another networked computer is easy with Windows XP.

1. **Right** click on the **My Network Places** icon on the desktop.
→ A drop down menu will appear.
2. Click on **Map Network Drive**.
3. Select an open drive by clicking on the small black **arrow** next to **Drive**.
4. Click the **Browse** button.
5. If you are on the Northwest network, **left** click on **Nwmsu**.
→ Scroll down through the list of available computers.
6. **Double** click on the computer you need.
7. Click on the **folder** that you want to map a drive to and click **OK**.
8. Click **Finish**.

- The mapped drive will appear within the My Computer folder.

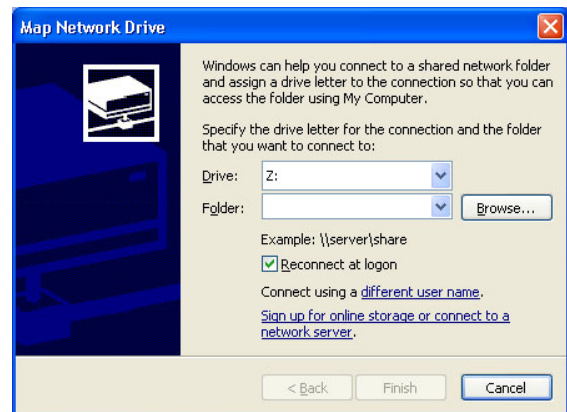


Figure 5. Map Network Drive window.

Formatting a Floppy Disk

To format a floppy disk in Windows XP follow these simple steps:

1. Double-click **My Computer** on the desktop (if there is no such icon click **Start** and click **My Computer**)
2. Right click on the **31/2 Floppy (A:)**
3. Select **Format...**
4. Leave all settings how they are, and click on **Start**. (See Figure 6)



Figure 6. Formatting options.

- A dialog box will pop up and prompt you with a warning letting you know that this process will erase anything on the disk.

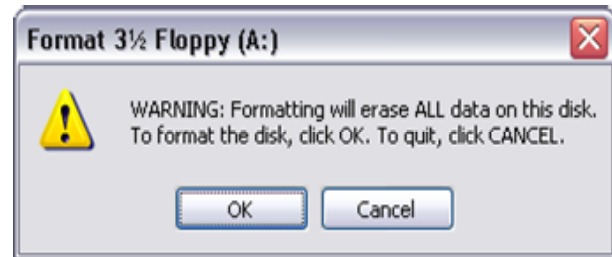


Figure 7. Warning Notice.

5. Click **OK** if you want to proceed with the format.
→ When you click **OK**, it will start to format the floppy disk and the progress bar will start to fill. When the progress bar is full and the formatting is done a dialog box will pop up stating that the formatting is complete.



Figure 8. Format Complete Notice.

7. Click **OK**.
→ Your disk will now be formatted and ready to store your files.