

SHORTCUT MENU OPTIONS FOR FILES AND FOLDERS

When working with My Computer and Windows Explorer, it is possible to use the Menu Bar to make selections for working with Files and Folders. However, it is also possible to click the right Mouse button and get a list of commands that will perform the same tasks. The table below describes the menu options that are available when a folder from the **Folders** list is selected.

Menu Options	Description
Expand/Collapse	This option is used to display folders that are below the selected one. If the folders are already displayed, the Collapse button option will display, which provides for the option of not displaying all the folders.
Explore	This option is used to open a folder or drive in Windows Explorer.
Open	To open a file or folder, choose this option.
Search	To find files in a folder or drive, choose this option.
Copy	This option is used to copy files or folders to the Clipboard.
Delete	To delete files or folders, select this option.
Print	To print the selected file, click this option.
Rename	This option is used to rename the selected file or folder.
Properties	To display the properties, such as size, of the file or folder, select this option.

This table describes the menu options that are available when a document is selected in the file list on the right side of the window.

Menu Options	Description
Open	This option is used to open a document with the program where it was created.
New	This option is used to create a document based on the one that has been selected.
Print	To send a document directly to the printer, select this option.
Open With	With this option, it is possible to open the document in a different program than the one it was created in or with the same program.

Menu Options	Description
Send to	This option is used to send the file or folder to a new location such as a mail recipient, a zipped disk, or to another disk drive.
Cut	Use this option to remove a file or folder from its original location and move it to the Clipboard.
Copy	To make a copy of the file and place the copy on the Clipboard, choose this option.
Create Shortcut	To create a shortcut for the file that may be placed on the Desktop or on the Shortcut Bar, choose this option.
Delete	This option is used to delete a file from the folder where it is stored. A message will appear asking whether or not the file should be deleted.
Rename	This option is used to rename a file.
Properties	This dialog box is used to change a document to read only and to change other properties of the document.

The table below provides a list of options that are available when a folder is selected in the files and folders list on the right side of the window.

Menu Options	Description
Explore	This option is used to move to the next level of folder or to display the documents in the folder.
Open	To open the document with the program where it was created, choose this option.
Sharing and Security	This option is used to specify whether or not a folder may be shared by more than one person.
Send to	To send the file or folder to a new location such as a mail recipient, a zipped disk, or to another disk drive, use this option.
Cut	To remove the file or folder from its original location and move it to the Clipboard, use this option.
Copy	This option is used to make a copy of the file and place the copy on the Clipboard.

Menu Options	Description
Paste	Use this option to insert a file or folder from the Clipboard into a designated folder so it can be accessed from that folder.
Create Shortcut	To create a shortcut for the file so that may be placed on the Desktop or on the Shortcut Bar, choose this option.
Delete	This option is used to delete the file from the folder where it is stored. A message will appear asking whether or not the file should be deleted.
Rename	This option is used to rename a file.
Properties	This dialog box is used to change a document to read only and to change other properties of the document.