



# Using Windows XP and File Management

**Jeff Potocki – Software Support Specialist**

**Computing and Network Services**

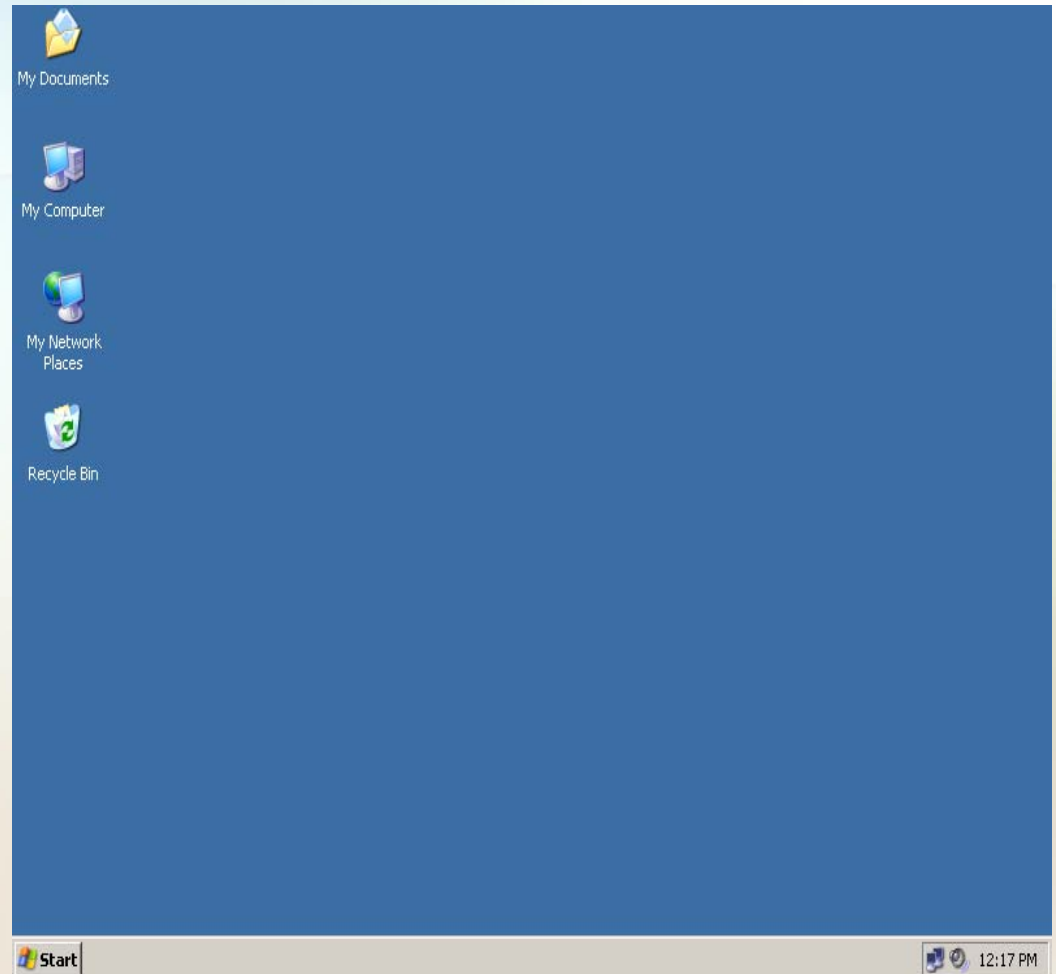
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# Session Breakdown

- **Handouts**
- **The Six Parts**
  - **The Windows XP Interface**
  - **Important Desktop Folders**
  - **Viewing Folders and Files**
- **Break!**
- **Managing Folders and Files**
- **Other Windows XP Tips**
- **File Management Using University Network Resources**
- **Question and Answer Session**

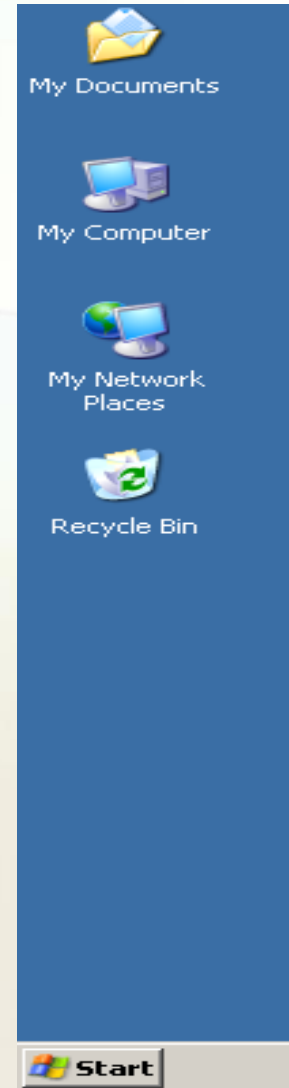
# The Windows XP Interface

- **Logging On to your computer**
- **Mouse Actions**
- **Explore the desktop with the Mouse**
- **Manipulate Open Windows**



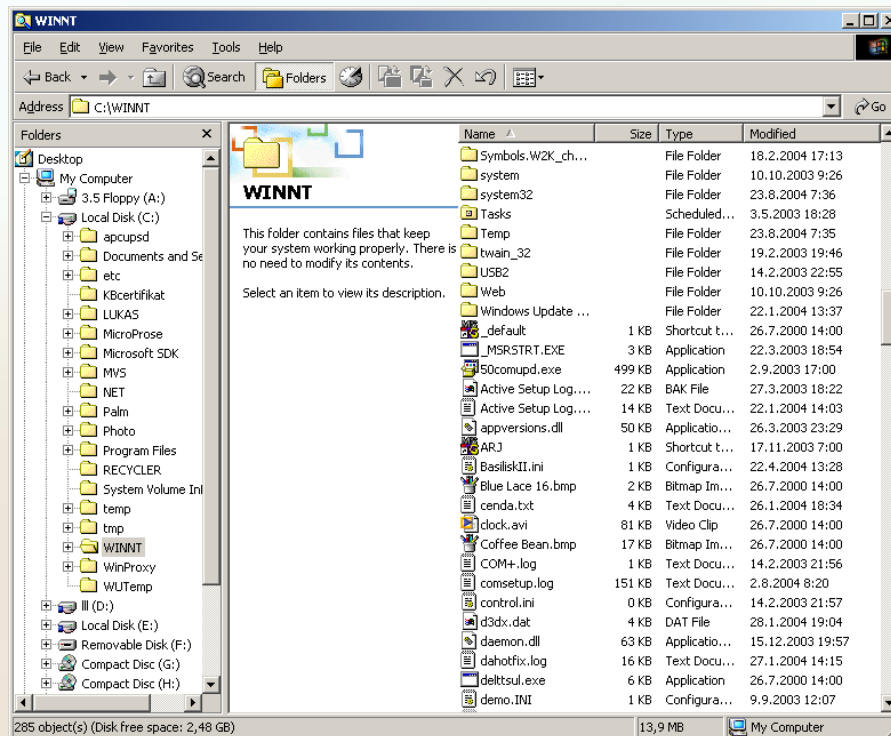
# Important Desktop Folders

- **My Computer**
- **My Network Places**
- **My Documents**
- **The Recycle Bin**



# Viewing Folders and Files

- Folder and File Organization
- Windows Explorer

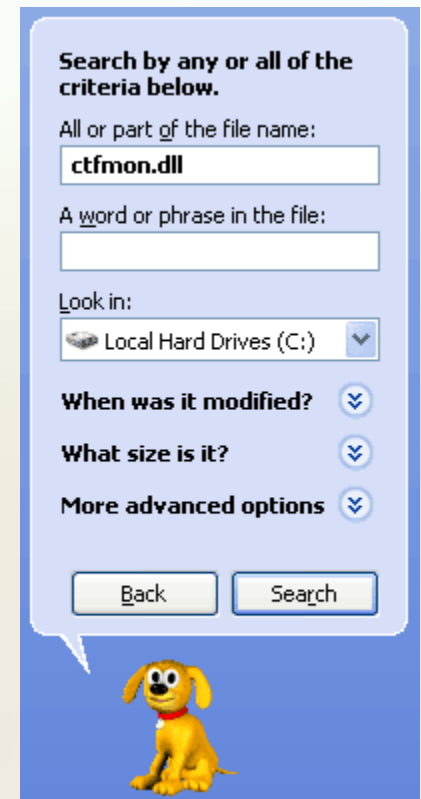
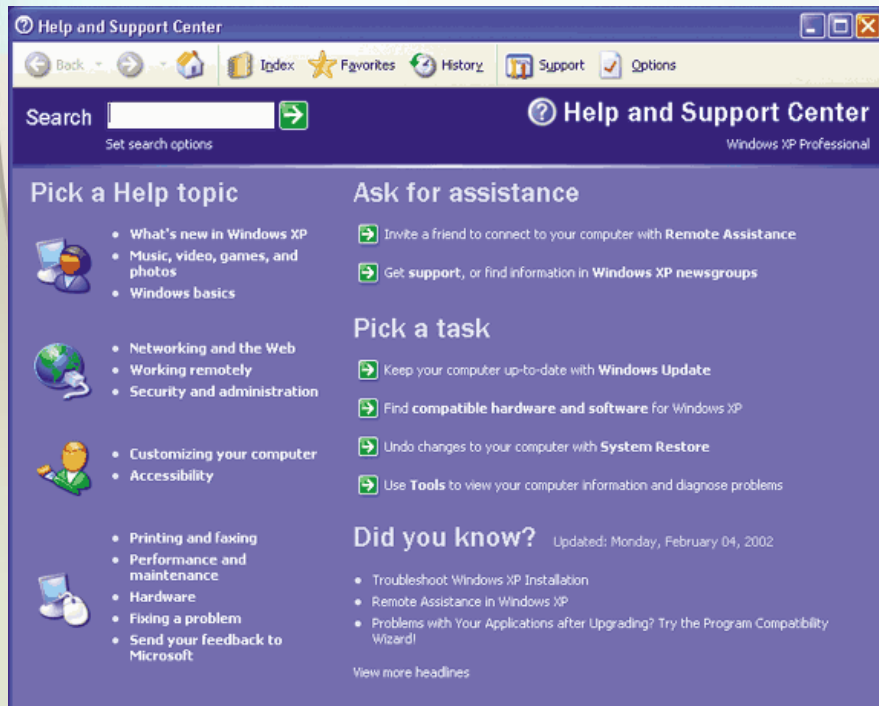


# Managing Folders and Files

- **Work with Folders**
- **Work with Files**
- **Create Shortcuts**
- **Saving a document**
- **Cut, Copy, and Paste Information**

# Other Windows XP Tips

- Using Programs Correctly
- Use Help and Support
- Use the Search companion
- Keyboard Shortcuts



# File Management Using University Network Resources

## University Servers and how they can be of use to you!

- **Artemis**
  - Faculty and Staff File Sharing and Storage
- **Achilles**
  - Remote Desktop Connection
  - <http://www.faculty.fairfield.edu/remoteaccess>



# **File Management Using University Network Resources**

- **What can you do on Artemis?**

- **How can you get space on Artemis?**

- **Connecting to Artemis and its Limitations.**

- **What is Achilles used for?**

- **What must be setup on my PC or Mac?**

- **Issues with Terminal Services.**

- **Terminal Services from your own PC!**

# Contact Information and References

- **C&NS Training Website**
  - **<http://www.fairfield.edu/cnstraining>**
- **C&NS Helpdesk**
  - **X4069**
  - **[cns@mail.fairfield.edu](mailto:cns@mail.fairfield.edu)**
  - **[cnstraining@mail.fairfield.edu](mailto:cnstraining@mail.fairfield.edu)**

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**Questions???**

**Please fill out the Survey!!**

**And**

**Thank You!!**

