

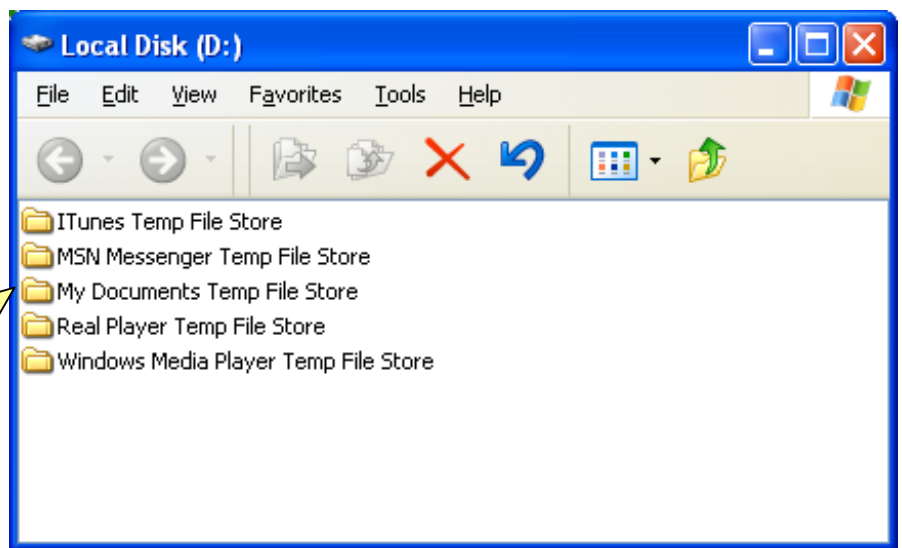
## How to.....

# Work in Windows Explorer

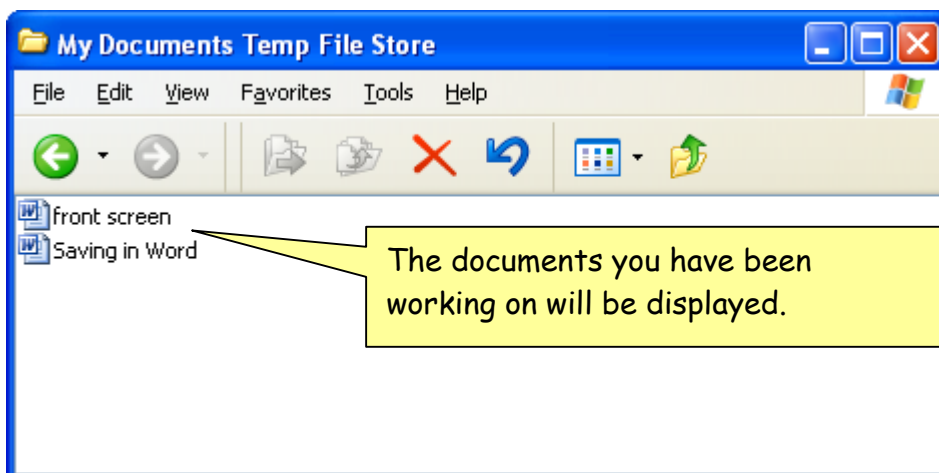
(2007 version) v2



Double click on the **My Documents** button top left of the screen.



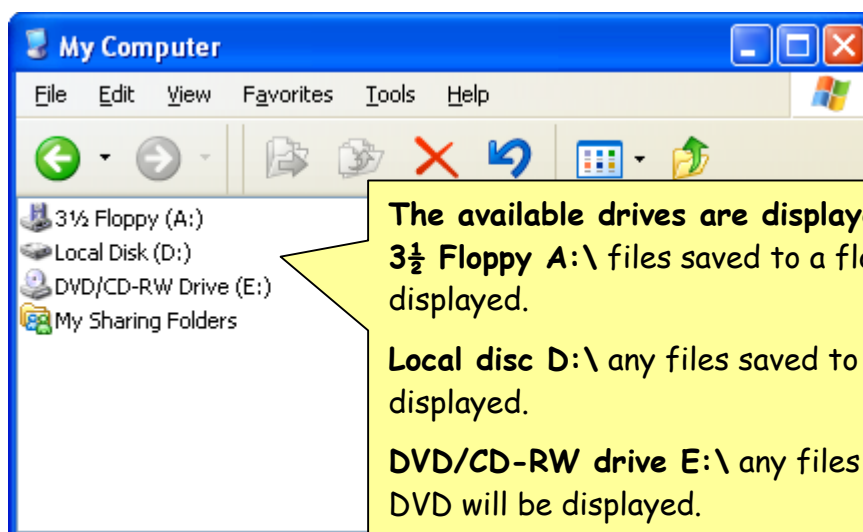
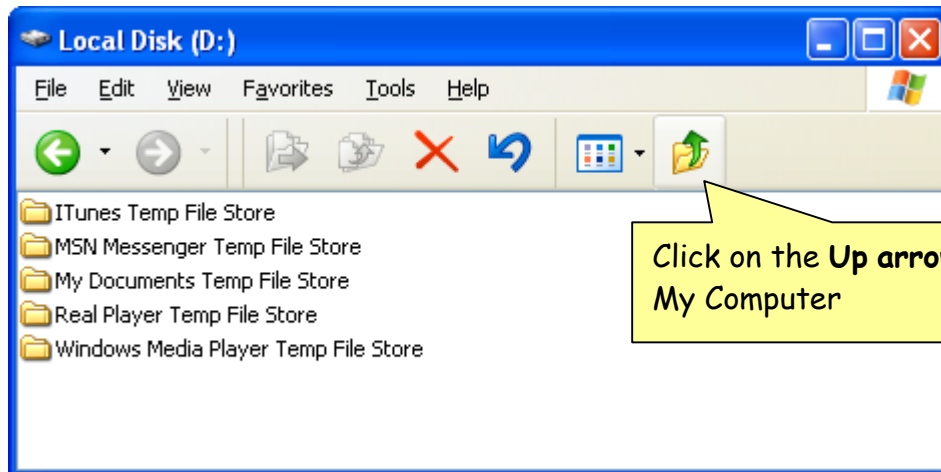
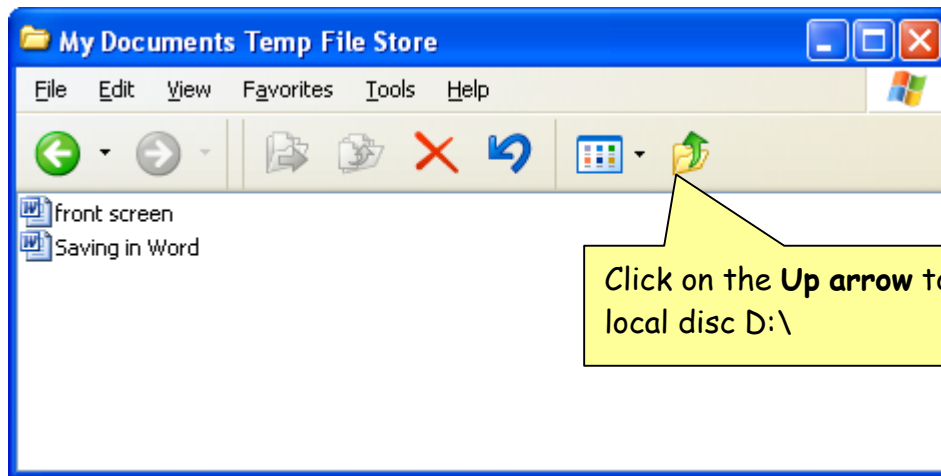
The location of the D:\ drive will be displayed. To locate the files you have saved during your logged in time, double click on **My Documents Temp File Store**.



The documents you have been working on will be displayed.

## View the other drives on the computer

To view the A:\ drive and the DVD/CD-RW drive (E:)



**The available drives are displayed.**  
**3 1/2 Floppy A:\** files saved to a floppy disc will be displayed.  
**Local disc D:\** any files saved to the D:\ drive will be displayed.  
**DVD/CD-RW drive E:\** any files located on a CD or DVD will be displayed.