# Windows 7 (#7) - Windows Explorer Navigation

## Text Version

### General Introduction

Hi, I’m Greg Gill from the Office of Learning.

Welcome to the Windows 7 operating system with JAWS Audio On Demand (or AOD) broadcasts. The AODs lay the groundwork for your smooth transition into the Windows 7 operating system using JAWS. There are multiple AODs for each of the following topics:

* Windows 7
* Microsoft Office 2010, and
* Internet Explorer 8

You may review the AODs in any order, but we have numbered the productions for each key topic so that they follow a logical order. For example, we highly recommend that you first listen to the AODs that discuss the Microsoft Office Ribbon before listening to the other Microsoft Office AODs.

For your reference, there are print materials available to accompany these AODs on the Office of Learning's [Visually Impaired Curriculum](http://learning.ba.ssa.gov/OL/ewd/VIcurriculum.asp) Web page, including a list and topic description for each AOD.

### Introduction and Purpose

Microsoft’s Windows 7 is the successor to Windows Vista. As such, it takes its place as the most recent desktop and workstation upgrade implemented by the Social Security Administration. Windows 7 (or “Win 7”) and Windows Vista operate very similarly.

With the release of Vista, Microsoft merged the concepts of Windows Explorer and My Computer, calling it simply, Computer. For purposes of this AOD, we will call it by its more commonly known name, Windows Explorer.

In this AOD, we will discuss navigating in Windows Explorer in Windows 7. You can access Windows Explorer by pressing **WINDOWS KEY + E**.

### Navigation

The hotkey to open Windows Explorer is still **WINDOWS KEY + E**. When Windows Explorer opens, your cursor will be in the first selection in the ListView Pane, normally the workstation’s C drive. JAWS identifies this pane as, “**Items view multi-select list box**.”

Press **F6** to move from area to area. The order of movement is not from top to bottom, but follows a circular path. The order is as follows:

* **ListView Pane**: JAWS says, “**Items view multi-select list box**,” reads the item that has focus, and gives the state of the Tree.
* **Header Bar**: In Details View JAWS says, “**Name split button**.”
* **Address Bar**: JAWS says, “**Toolbar Desktop split button**.”
* **Explorer Toolbar**: JAWS says, “**Command Module toolbar, Organize button**.”
* **TreeView Pane**: JAWS says, “**TreeView TreeView**” and gives the state of the tree.

**SHIFT + F6** moves you in reverse order to the prior screen element, but it may not move you to the first item in the element. For example, if you are in the Explorer Toolbar and press **SHIFT + F6**, you will move to the Address Bar, but you may not move to the Address field; you may move to the Search box.

### Address Bar

The Address Bar appears as the second line at the top of Windows Explorer and displays your current location as a series of links separated by split buttons. The Address Bar displays the current folder path and the display changes as you move your focus from folder to folder. When you move to the Address Bar with **F6**, JAWS identifies the Address Bar as "**Toolbar Desktop Split Button**.”

The Address Bar is an efficient way to directly move to any folder or subfolder without having to expand nested data to physically locate the folder or subfolder. If you have navigated to the Address Bar with **F6**, press the **spacebar** to activate the Address Edit Combo box. You may also move directly to the Address Edit Combo box from other areas of Windows Explorer by pressing **ALT + D**. Once you have moved your focus to the Address Edit Combo box, type the complete path to a new drive or folder location, and then press **ENTER** to move to the location.

Alternatively, as you begin typing the path in the Address Edit Combo box, the system will autocomplete to display a list of folders or files that meet the criteria you are beginning to type. As you continue to type, the system will narrow the list until your selection is displayed. If you do not remember the name or spelling of a particular folder, type the part of the path you know, then **down arrow** to review the choices in the list. Press **ENTER** to move to the ListView for the folder. You can even move directly to a document or spreadsheet by typing the complete file path or by narrowing your search by typing part of the file path.

For example, if I want to navigate to the Worddata folder, but I don't know whether it is spelled with one D or two Ds, I would press **Alt + D** to move to the Address Bar and type the path: "**P:\word**." I would then **DOWN ARROW** to locate the P:\worddata entry in the list and press **Enter** to move to it.

**Note**: Do not type a space after typing "word."

The second function of the Address Bar is to record the path you are taking when you open folders directly in the TreeView. As you open folders, the Address Bar lists each folder as you open it, separating the divisions with a split button (which graphically is represented by a right-facing arrow). These segments are called “breadcrumbs.” These breadcrumbs will show the path you took as you explored the folders on the system. Since the segments of the Address Bar are separated by split buttons, you may move to the Address Bar, and **RIGHT** or **LEFT ARROW** through each selection to get to any level of folder in the path. Pressing **enter** or **SPACEBAR** on any breadcrumb will move you directly to the folder at that level. Pressing the **DOWN ARROW** on the split button will display a list of sub-folders at that level.

You may also enter Web addresses into the Address Bar in the same format as you would in Internet Explorer.

### Searching the computer

To the right of the Address Bar is the Search Box edit field. You may reach it directly by pressing **CONTROL + E**. As you type in the edit box, the system will begin searching, narrowing the scope of the search as you type additional characters.

**Note**: If an open folder has focus when you press **CONTROL + E**, it will search **only** that particular folder and any subfolders and documents within it. For example, if you open your WordData folder, and search for an Excel spreadsheet located in your XcelData folder, it will not be found.

Results are displayed in the ListView Pane. Press **SHIFT + F6** to move to the ListView and **DOWN ARROW** until you reach the file or folder you want. Press **ENTER** to open that selection.

To modify your Search in the same folder, press **Control + E** to return to the Search Box edit field, and then clear or modify your search terms.

To change folders and re-execute your search, press **Shift + Tab** from the Search Box edit field, or press **Alt + D** from anywhere, to move to the Address Bar, type the path of the new folder and then press **Enter**. This will change the folder, but it will also clear your search. Press **Control + E** to return to the Search box and enter your search terms.

The easiest way to clear the Search Box edit field without closing Windows Explorer or changing your folder location is to press the "back" keystroke, **Alt + Left Arrow**, which returns you to the folder you were in before you started the search and removes the search filter.

### Menu Bar

You can move to the Menu Bar by pressing the **ALT** **KEY**. You can move across the Menu Bar with the **LEFT** and **RIGHT** **ARROW KEYS**; press **DOWN ARROW** to expand the desired menu. Alternatively, you can press **ALT** plus the **ACCESS KEY** (the underlined letter) to access a menu directly. The Menu Bar has the same selections as the Windows XP and Vista Menu Bars. The Menu Bar is a more accessible way to change views and other parameters than using the Explorer Toolbar.

### Explorer Toolbar

The Explorer Toolbar contains buttons and split buttons that duplicate the selections found on the Menu Bar. In addition, it may contain direct access to the Control Panel and other system tools. Split buttons on the toolbar may perform different actions depending on whether you press **ENTER**,press the **SPACEBAR**,or press the **UP** or **DOWN ARROW keys**. Press the **LEFT** or **RIGHT ARROW** **KEYS** to move from button to button in the toolbar.

If a folder or file has focus in the Tree or ListViews, the Burn Button may be available. Pressing the **SPACEBAR** on this button will allow you to write the file to a CD directly.

If there are too many icons to fit on a toolbar, Win 7 will add an Overflow MenuButton (graphically represented by double right facing arrows). Pressing **ENTER** or **SPACEBAR** on this button will open a Context Menu to review the remaining choices. Press **ESC** to close the Context Menu.

### TreeView

The TreeView in Windows Explorer is also known as the Navigation Pane and includes:

* Favorites
* Libraries
* Computer
* Network

When you move to the TreeView, your focus will be on Computer, which is in the middle of the pane. The Favorites and Libraries lists are above the entry for Computer and Network is below the entry for Computer. You can press the **HOME KEY** to move to the Favorites List. You can also use **UP** and **DOWN** **Arrows** to move through the Navigation Pane or use first letter navigation to move to a particular item. For example, press **F** for Favorites, **L** for Libraries, **C** for Computer, or **N** for Network.

The Favorites List is a way to get to your most frequently used folders quickly. Libraries are used to manage documents, pictures, or other files. Libraries are similar to folders, but you can include files stored in several locations. Your files are not actually stored in the Libraries, but you can include files from different locations and navigate to them quickly.

If Computer is opened, meaning that the folder is expanded, your drive list is displayed immediately below Computer. Use **Right ARROW** to open a folder or subfolder. Use **left arrow** to collapse a folder, or if the folder is already closed, to move up one level in the Tree. The C and D drives are now labeled, “Local C Drive” and “Local D Drive.”

While you can navigate to specific folders through Computer in the TreeView, it is generally easier to type the address in the Address Bar and move to the folder directly.

The last item in the TreeView Pane is your list of available Network locations.

### ListView

The ListView Pane has some additional view options, but has not changed in structure. The processes for saving, deleting, copying, and moving files have not changed.

### Conclusion

This concludes the **Windows 7: Windows Explorer Navigation** AOD. This is also the final AOD in the Windows 7 series. Keep your ear to the ground for future AODs for Microsoft Office 2010 and Internet Explorer 8.

# FEEDBACK SHEET:

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in the lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons that appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

**Mail to:**

Gregory Gill

Social Security Administration

EHR Ste 100

6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)