# Windows 7 (#6) - Windows Explorer Configuration and Screen Study

## 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 are very similar.

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 the configuration of Windows Explorer in Windows 7 and review the layout of the Windows Explorer screen. You can access Windows Explorer by pressing **WINDOWS KEY + E**.

### Folder Options –General Page

Your Menu Bar may or may not be present on your screen. The Menu Bar is hidden in the default configuration. You can access the Menu Bar, even if it is not visible, by pressing the **ALT** **KEY**.

The first step in the configuration process will be to access **Folder Options**. Press **ALT + T** to open the **Tools** Menu and then press **O** to open the **Folder Options** dialog box.

Your focus will be in the **General** page of the dialog box. Press **ALT + X** to check the **Automatically expand to current folder** checkbox.

### Folder Options –View Page

Press **CONTROL + TAB** to move to the **View** page of the **Folder Options** dialog box, and then press **TAB** to move to the **Advanced settings** Treeview. JAWS will say, “**Treeview**, **Files and Folders opened**,” and will then tell you the number of items in the list.

**DOWN ARROW** to the following list items and check or uncheck the items as directed by pressing the **SPACEBAR**:

* **Always Show Menus** – Check this item.
* **Display the full path in the title bar** **(Classic theme only)** – Check this item.
* **Hidden Files and Folders** – **DOWN ARROW** to **Show hidden files, folders, and drives** radio button; press the **Spacebar** to select. JAWS will say, "**Show hidden files, folders, and drives-ON**."
* **Hide extensions for known file types** – Uncheck this item.
* **Hide protected operating system files** – Uncheck this item. If a warning dialog box displays, press **Y** for **Yes** to continue.

Tab to the **OK** button and press **Enter** to save your **Folder Options** settings.

### View Options

You should also modify the following settings through the **View** Menu:

* **Status Bar**: Press **ALT + V**, then **B** to turn on the Status Bar. This is a toggle.
* **List View**: Press **Alt + V**, then **L** to select the ListView, or **Alt + V**, then **D** to select the ListViewwith **Details**.

These view options are more JAWS friendly than utilizing the icon view options.

Windows Explorer should now be optimized to work with JAWS.

### Screen Study

Now, let’s talk about the screen layout of Windows Explorer.

At the top of the screen is the Title Bar, which includes the Minimize, Maximize, and Close buttons. While there is no visible title, if you press **INSERT + T**, JAWS will say the name of the current folder path. For example, when you first open Windows Explorer with **Windows Key + E**, if you press **INSERT + T**,JAWS will say, "**Computer**." If you subsequently navigate to the P:\Worddata folder and press **INSERT + T**,JAWS will say, "**P colon backslash Worddata**."

The second line at the top of the screen is the Address Bar. There are two elements located on this bar, the Address Bar and Search Box edit field.

Beneath the Address Bar, on the third row, is an optional Menu Bar. In the default configuration, the Menu Bar is hidden. If you have modified your Folder Options on the View page, as we discussed earlier, the Menu Bar will always be visible.

The fourth row is the Explorer Toolbar, which JAWS calls the “Command Module” toolbar. The first item on this toolbar will always be the Organize Button. The additional selections are dynamic and depend on the current task and your profile.

The last items on this row are generally the **View Split button**, the **Preview Pane checkbox**, and the **Help button**.

The majority of the screen is divided into two panes. There is a TreeView Pane on the left and a ListView Pane on the right, much as it was in Windows XP and Vista. Each of these panes has had additional elements added. There is a Favorite Links area above the Tree in the left pane, and there is a Header Bar above the folders and files in the ListView.

### Conclusion

This concludes the **Windows 7: Windows Explorer Configuration** **and Screen Study** AOD. The next AOD in the series focuses on navigating in Windows Explorer.

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