

There are five ways to open (start) programs in Windows. All these ways open a file. Although the methods differ, the results are the same for each method. Use the one that is the most familiar and comfortable to you.

- Using the 'Start' button. To use this method you will have to know the name of the program and sometimes the name of the company that created the program. See 'Using the Start Button' below.
- Using Windows Explorer. To use this method you will need to be familiar with navigating through drives and folders. You will also have to know the name of the program you are looking for. See 'Using Windows Explorer' below.
- Using the 'My Computer' desktop icon. See 'Using My Computer' below.
- Using the 'Run' function. To use this method you need to know the full path and filename of the program you want to open or how to navigate through drive and folder hierarchies See 'Using the Run Function' below.
- Using a Desktop or 'Start' Menu Shortcut. To use this method the desktop shortcut or the 'Start' menu icon must exist. See 'Using a Desktop or 'Start' Menu Shortcut' below.

Other Useful Windows Methods

- When navigating in 'My Computer' or in 'Windows Explorer' individual files may be displayed in a number of different ways depending on the settings of the 'Folder Options'. Appropriate folder options allow you to view filename extensions, paths and other useful information. See 'Folder Options Overview' below.
- Windows allows you to select the number of mouse clicks you want to use to open an item. Your choices are a single mouse click or a double click. A double click is two left mouse button clicks that occur together. The instructions in this document call for double clicks to open items; but, depending on the Folder Options, it may be one or two clicks. To check or change whether your computer uses one or two clicks to open an item, see 'Checking the Number of Mouse Clicks to Open Items' below.

Using the Start Button to Start a Program

Click **Start**, point to **Programs**, and then navigate through the menus to the program you want and click it.

Notes

- After you start a program, a button representing the program appears on the taskbar. To switch from one running program to another, click its taskbar button.
- If a program does not appear on the **Start** menu or one of its submenus, you can perform a search for it. Use the 'Help' selection on the 'Start' menu to get information about searching for programs.

Using Windows Explorer

You might need to be logged on as an administrator or a member of the Administrators group in order to perform some tasks.

Windows Explorer displays the hierarchical structure of files, folders, and drives on your computer. It also shows any network drives that have been mapped to drive letters on your computer. Using Windows Explorer, you can copy, move, rename, and search for files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag the file to another folder or drive.

There are other places in Windows where you can view and work with files and folders. My Documents is a convenient place to store documents, graphics, or other files you want to access quickly. You can also view My Network Places, which lists other computers that are connected to your local area network (LAN). When you delete files or folders from your hard disk, Windows places them in the Recycle Bin, where you can retrieve them, until you empty the Recycle Bin. Files or folders deleted from a floppy disk or a network drive are permanently deleted and are not sent to the Recycle Bin.

Notes

- To open Windows Explorer, click **Start** with the right mouse button, click on Explore on the menu. – or –
- Click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.

Using My Computer

My Computer shows you the contents of your floppy disk, hard disk, CD-ROM drive, and network drives. You can also search for and open files and folders, and gain access to options in Control Panel to modify your computer's settings.

Notes

- To open My Computer, double-click the **My Computer** icon on the desktop.
- For more information, click **Related Topics**.

Using the Run Function

Click **Start**, then click on the **Run** selection. This will produce a dialog box with a place to enter the path and filename to run. You can also click on the 'Browse' button and navigate the drive and folder hierarchy. When the correct path and file name is in the 'Open' text area, click on the 'OK' button.

Using a Desktop or 'Start' Menu Icon

To use a desktop icon click or double-click on the correct icon. To use a 'Start' menu Icon, click **Start** then click on the correct menu icon.

Folder Options Overview

With Folder Options, you can specify how your folders function and how content is displayed. For example, you can indicate that you want your folders to display hyperlinks to common tasks, other storage locations, and detailed file information. You can also choose to open items with either a single or a double click.

You can change the program that opens a file type. You can also change the items that appear on your desktop.

To change folder options settings, open Folder Options in Control Panel. Or, to open Folder Options from a folder window, click **Tools**, and then click **Folder Options**.

Note

- Changes you make in Folder Options apply to the appearance of folder contents. However, Folder Options settings do not apply to the folder toolbars. For information about changing folder toolbars check the 'Help' function on the 'Start' button menu.

Checking the Number of Mouse Clicks to Open Items

To change the number of mouse clicks required to open items

1. Open Folder Options in Control Panel.
 - Click **Start**, point to **Settings**, and then click **Control Panel**.
 - Double-click **Folder Options**
2. On the **General** tab, under **Click items as follows**, click the option you want.

Notes

- If you click **Single-click to open an item (point to select)**, you can also specify when icon titles are underlined.
- To check your current browser settings for underlining links, open Internet Options in Control Panel. To open Internet Options, click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Internet Options**. On the **Advanced** tab, check the setting for **Underline links**.