

LESSON 72

VIEW CONTENTS OF MULTIPLE FLOPPY DISKS, CHANGE THE SIZE OF SCROLL BARS, AND CHANGE FOLDER ICON TYPES.

If you need to view the contents of several floppy disks using the same floppy drive here's an easy way to do it. Double-click on My Computer. then on the Floppy [A:] icon. The contents of any floppy disk in drive A: will be displayed. Now remove that disk and insert the next floppy disk you need to view. Press the F5 key and the contents of the new floppy disk are displayed.

Sometimes when we view open windows, a scroll bar at the bottom or on one side of the open window is hard to see. You can change the size of a scroll bar by right clicking on the Desktop and selecting Properties. Now click on the Appearance tab and open the Item drop-down box. Select Scrollbar and notice that the default size is set at 16. You can click on the up or down arrow and change the default size of a scrollbar. As you make changes, you can see the scrollbar narrow or widen with your changes. You can change the icon types for your folders. In an open folder select View, then select Folder Options. Left-click the File Types tab. Select the Folder item and click on Edit. Left-click on the Change Icon button and pick a new Icon. You can select Browse and look in the MORICONS.DLL file in the Windows folder. Click through close to complete the change.

