

LESSON 164

SURFING YOUR COMPUTER

ADJUSTING SYSTEM TIME & DATE

Wouldn't it be nice to "surf" the contents of your computer like you do on the Internet using your Web browser? You can, and here's how.

Double-click on My Computer to open a window. Click on View (on the menu bar at the top of the window). Click on "as Web page". Now there is a check mark to the left of "as Web page", making it the default view.

Now when you click on an item, useful information appears on the left side of your screen. For example, when you click on a drive in My Computer, the size of that drive and the amount of available space appears. When you point to a folder, a folder description appears. Point to a file and you'll see document details, and if you point to a graphic image, you'll see a thumbnail image of the file.

In Windows ME, double-click on My Computer and then on Control Panel. Double-click on the Folder Options icon, and on the General tab, locate the Web View section. Click in the circle to the left of "Enable Web content in folders". Click on "Use Windows classic folders" to go back to the standard Windows view.

Windows will adjust your computer's time setting to turn daylight savings time on and off on the proper day of the year. It even asks you if you want to make those changes, because daylight savings time isn't in every state.

You can always adjust the date and time settings on your computer manually. The time is displayed on the Windows System Tray, located at the bottom-right corner of the Windows Desktop. Double-click on the time to open the Date/Time properties box. Now you can set the correct year, month, date and time. You can select the correct time zone in this window, and you can enable or disable the automatic daylight savings time adjustment.

