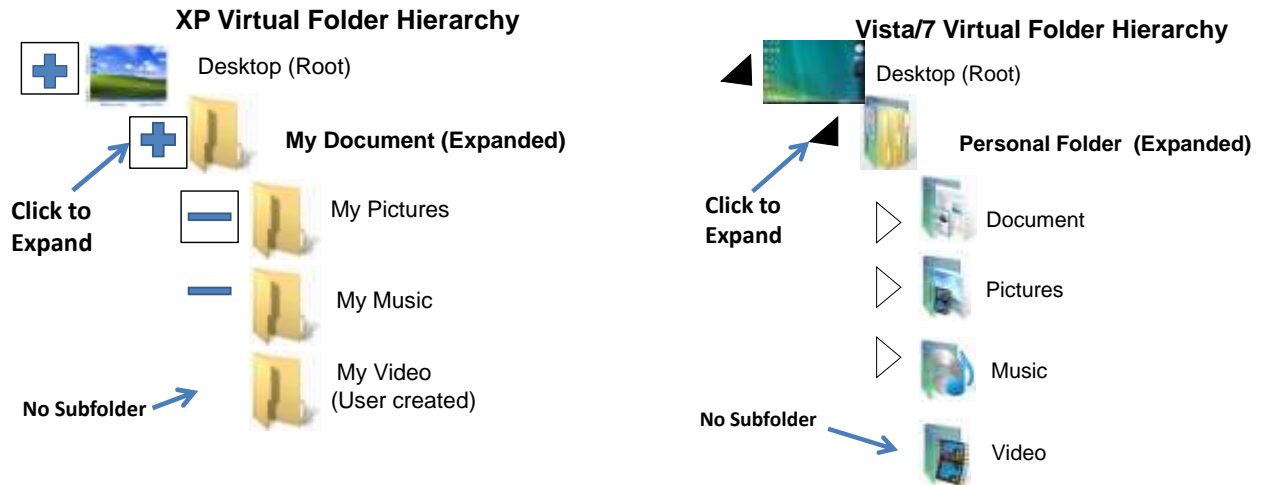


# The Differences between XP and 7 Folders

In Windows XP, “**My Document**” is replaced by Vistas “**Personal Folder**” which is setup when you first installed Windows. In most cases you would use your name. In Vista, **My Picture** and **My Music** are not sub-folders of **My Document**. Vista corrected this by creating sub-folders for **Document**, **Picture**, **Music** and **Video** at the same folder level.



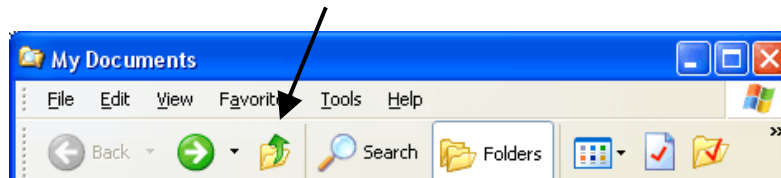
The indicators revealing all sub-folder has changed from + and – sign the directional arrows.

## Computer or My Computer

Use Computer to access any secondary storage device such as CD/DVD, flash drive, digital camera, etc

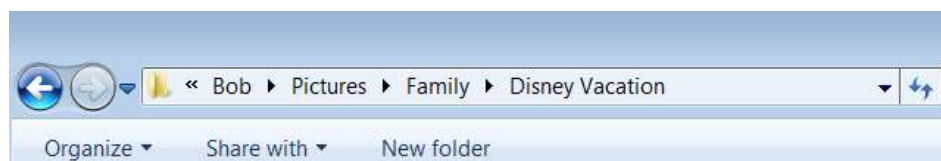
## XP UP Folder is gone!

The Windows XP **Up folder** button take you to the parent folder. This is gone in Vista and 7. However, you can use a simple control key to perform the same thing.



Use Alt + ↑ (up arrow) to perform the same operation in Vista or 7.

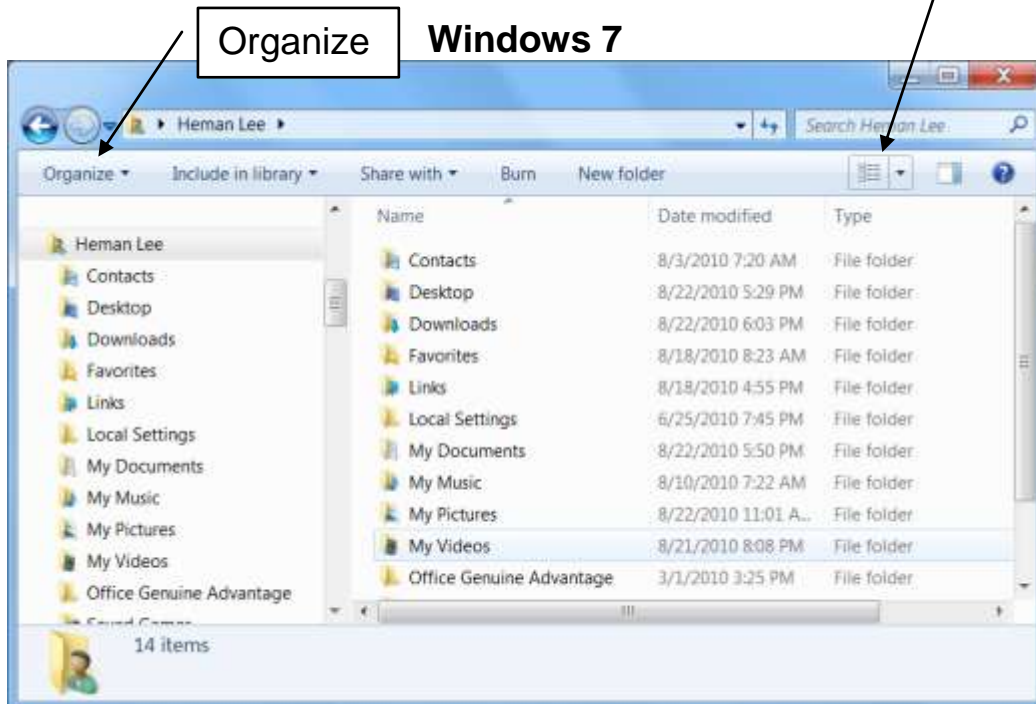
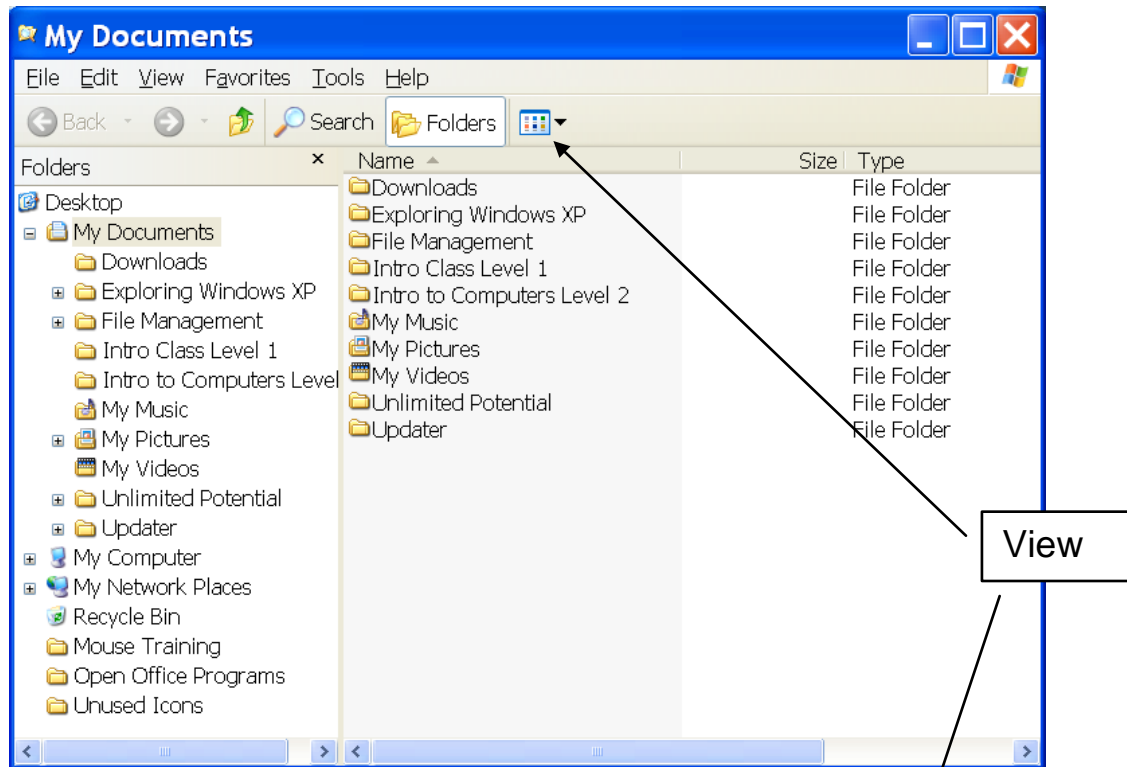
In Vista/7, you navigate any folder using the address bar. Just click on the folder name.



# Windows Explorer

## XP

In order to see the folder pane, select the **Folder** button on the toolbar. If Vista or 7 the folder pane is already the default view.



If you are use to the XP style menu, press the ALT key. All file management function can be found using the **Organize** button.