Slide 1 - Welcome

Slide notes

Welcome to the lesson on Windows Navigation.

Slide 2 - Navigation

Slide notes

Here are the navigation instructions for these electronic learning modules.

Near the upper-left corner of each slide is the word MENU. If you roll your mouse pointer over that word, a lesson module menu will drop down. You may click on the desired topic in the menu to jump to that slide in the lesson.

At the bottom of each slide is a Playback Control Bar. The buttons on this bar allow you to Rewind to the beginning slide, Play or Pause the lesson, Back up to the previous slide, or go Forward to the next slide. The bar has a Progress Indicator in the middle. You may drag this progress indicator forward or back with your mouse. Also included is a button to turn the Audio On or Off, and a button to turn the Closed Captioning On or Off.

Near the upper-right corner of each slide is a red letter i. If you roll your mouse pointer over the i, an information box will pop up with information about this lesson. Also in the upper-right corner of each slide is the current slide number and the total number of slides in this lesson.

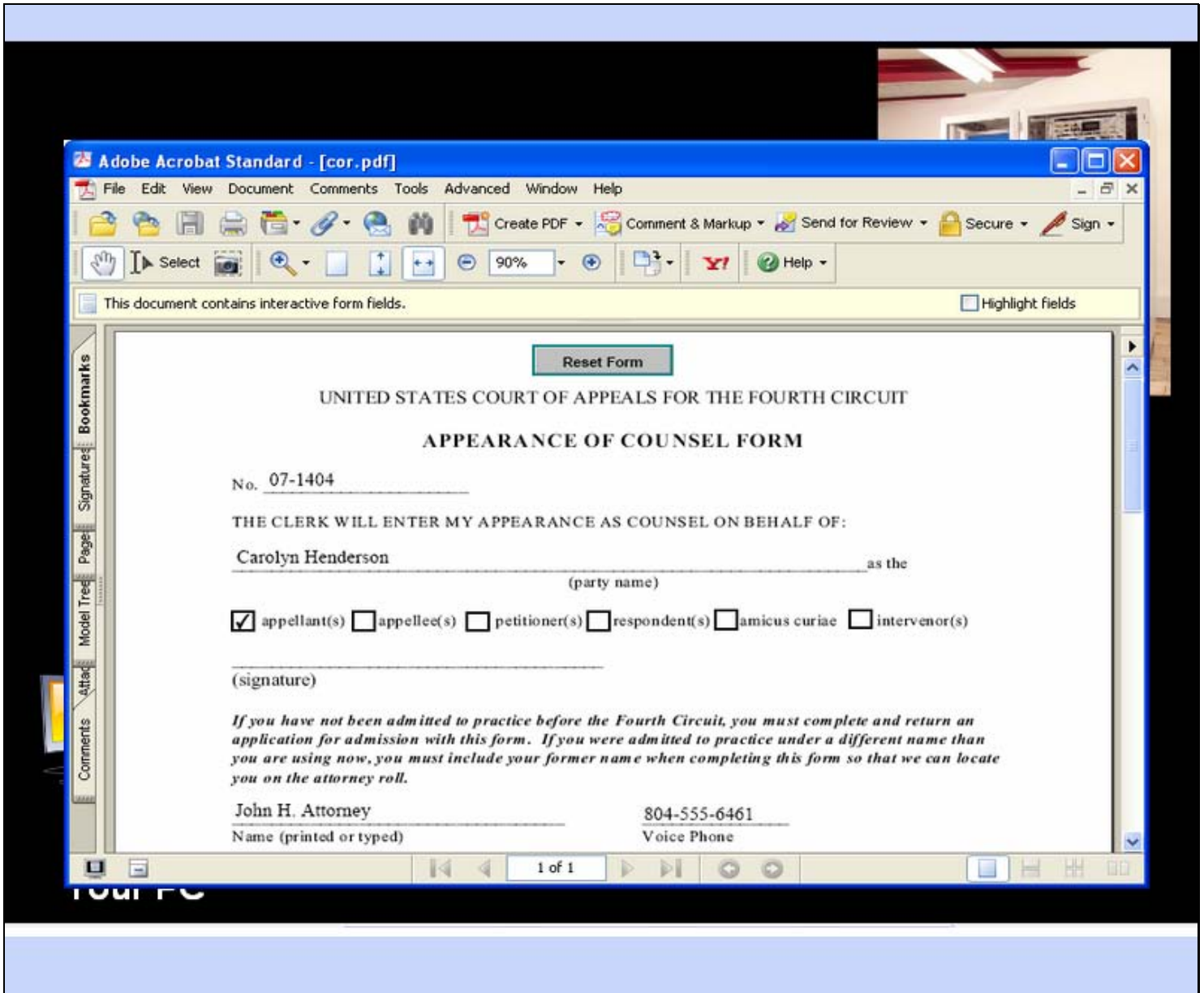Click the Continue button when you're ready.

Slide 3 - Objectives

Slide notes

Here are the objectives for this lesson. These are the things you will be able to do when you complete this lesson module.

Click the continue button when you're ready.

Slide 4 - Slide 4

Slide notes

Here's the situation. You have completed an Appearance of Counsel Form for one of your cases in the Court of Appeals for the Fourth Circuit. This form is in Portable Document Format (PDF) and is located somewhere on your computer. Your objective is to submit the file to the court using the court's new electronic filing system called CM/ECF. But in order to do that, you must be able to locate the file first.
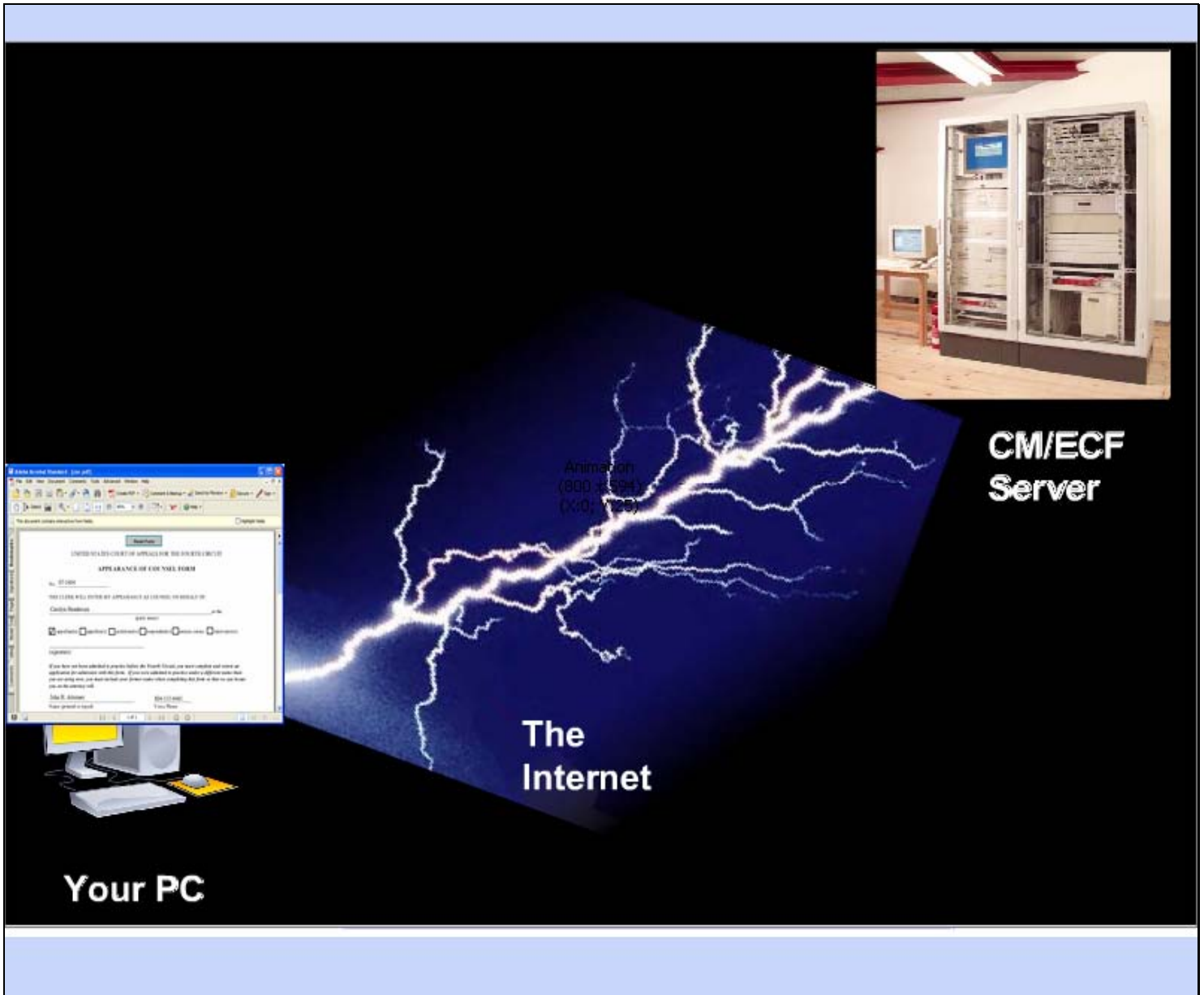
Slide 5 - Slide 5
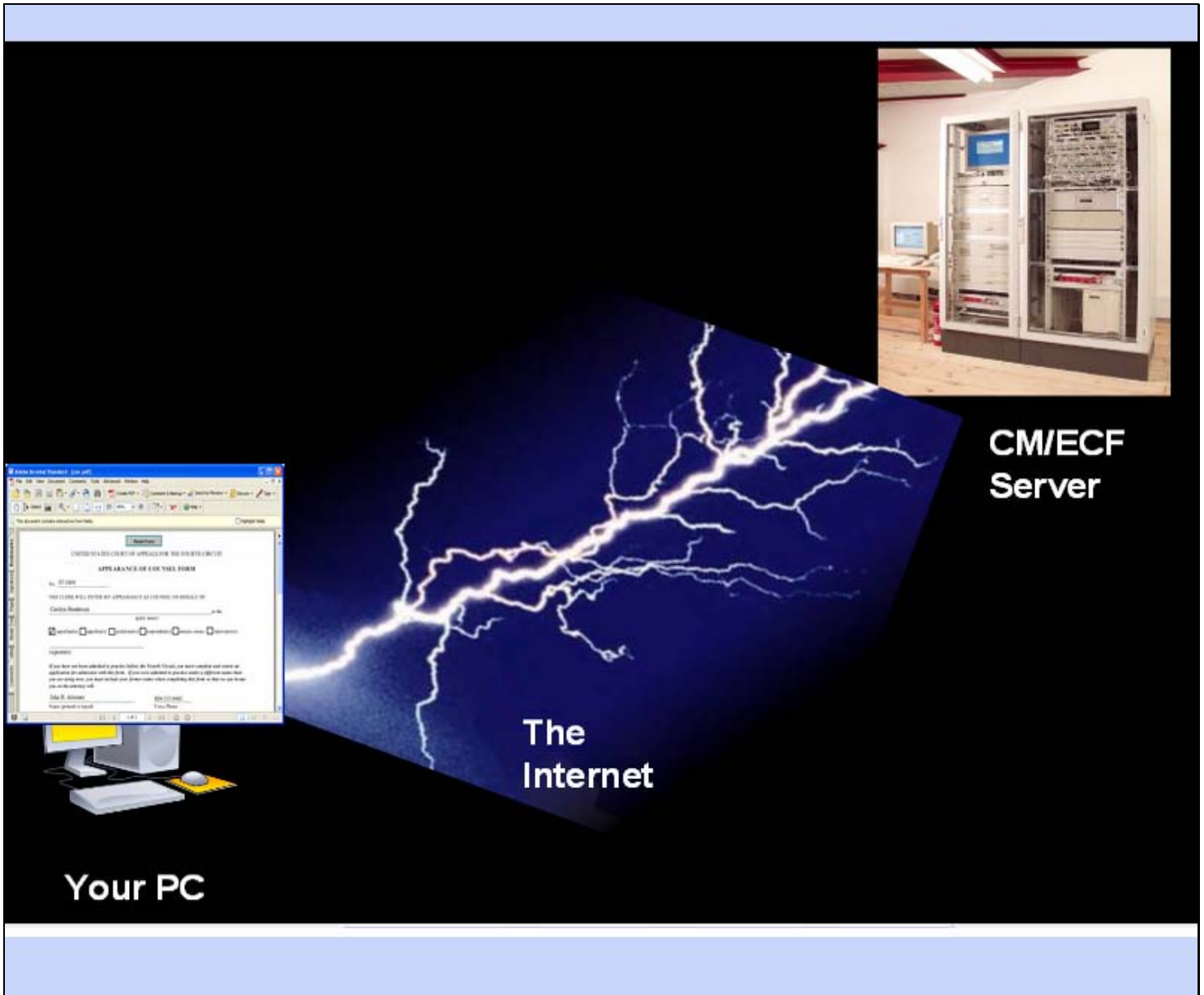
Slide notes

The file is somewhere on your PC. Once you locate the file, you can use the Internet to connect your computer to the court's CM/ECF server and submit your appearance form.

Slide 6 - Slide 6

Slide notes

During the filing process, your cor.pdf file will be sent via the Internet to the court's server. But, you have to find the file first. You have to be able to navigate your computer's files and folders to locate the form. Let's see how to do that.

Slide 7 - Launch Windows Explorer
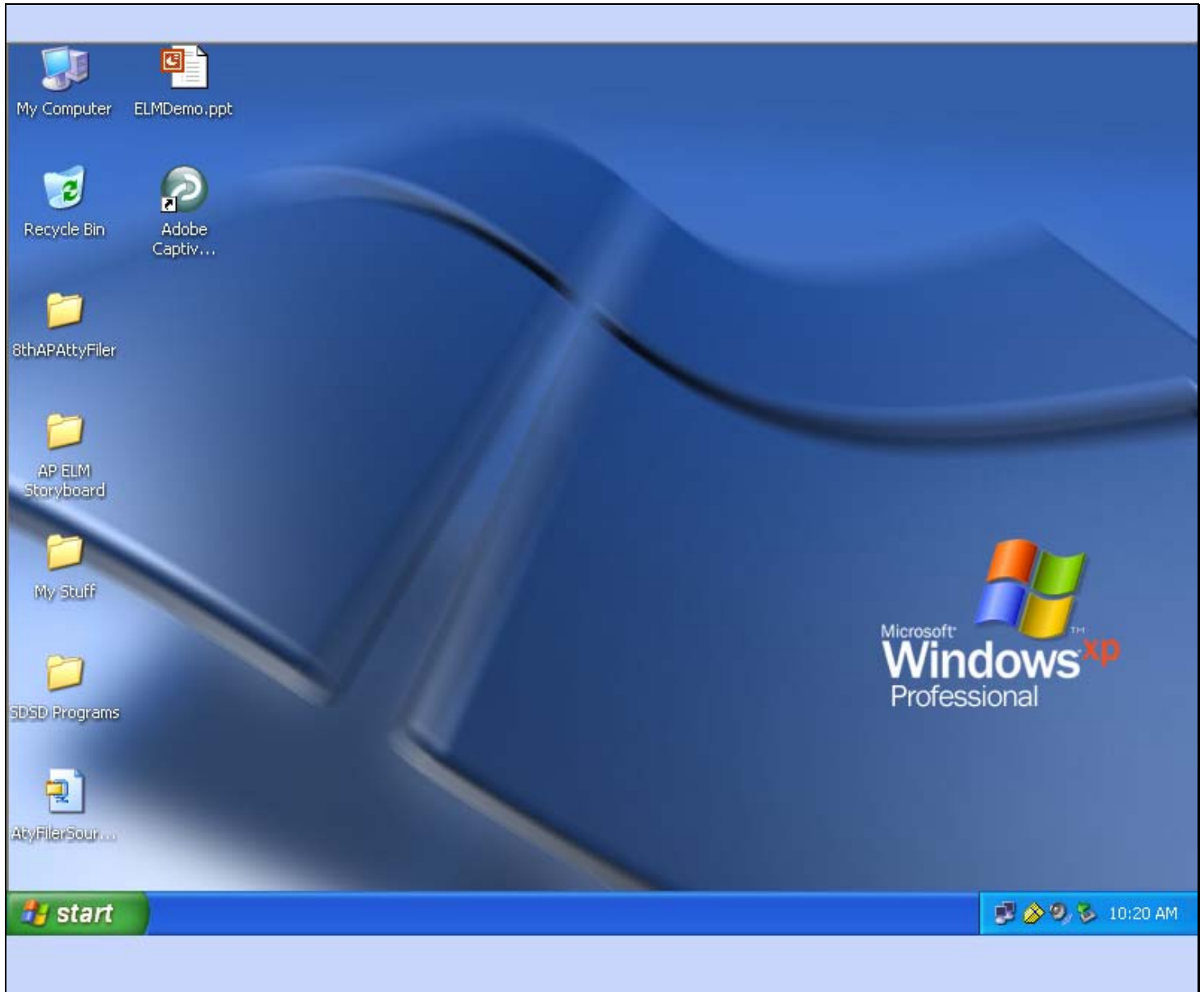
Slide notes

This is a typical Windows desktop. By the way, the screens in this lesson are from Microsoft Windows XP Professional, but other versions of Windows work in a similar way. We will use a tool called Windows Explorer to explore our computer and locate the file. Windows Explorer is built in to Windows, so you don't need to buy any other software. Also, there are other ways to locate files on your computer, but this tool is one of the easier ways.

To begin Windows Explorer, the first step is to right-click on the Start button in order to get a pop-up menu. Watch your screen as I do that right-click for you.

Slide 8 - Slide 8
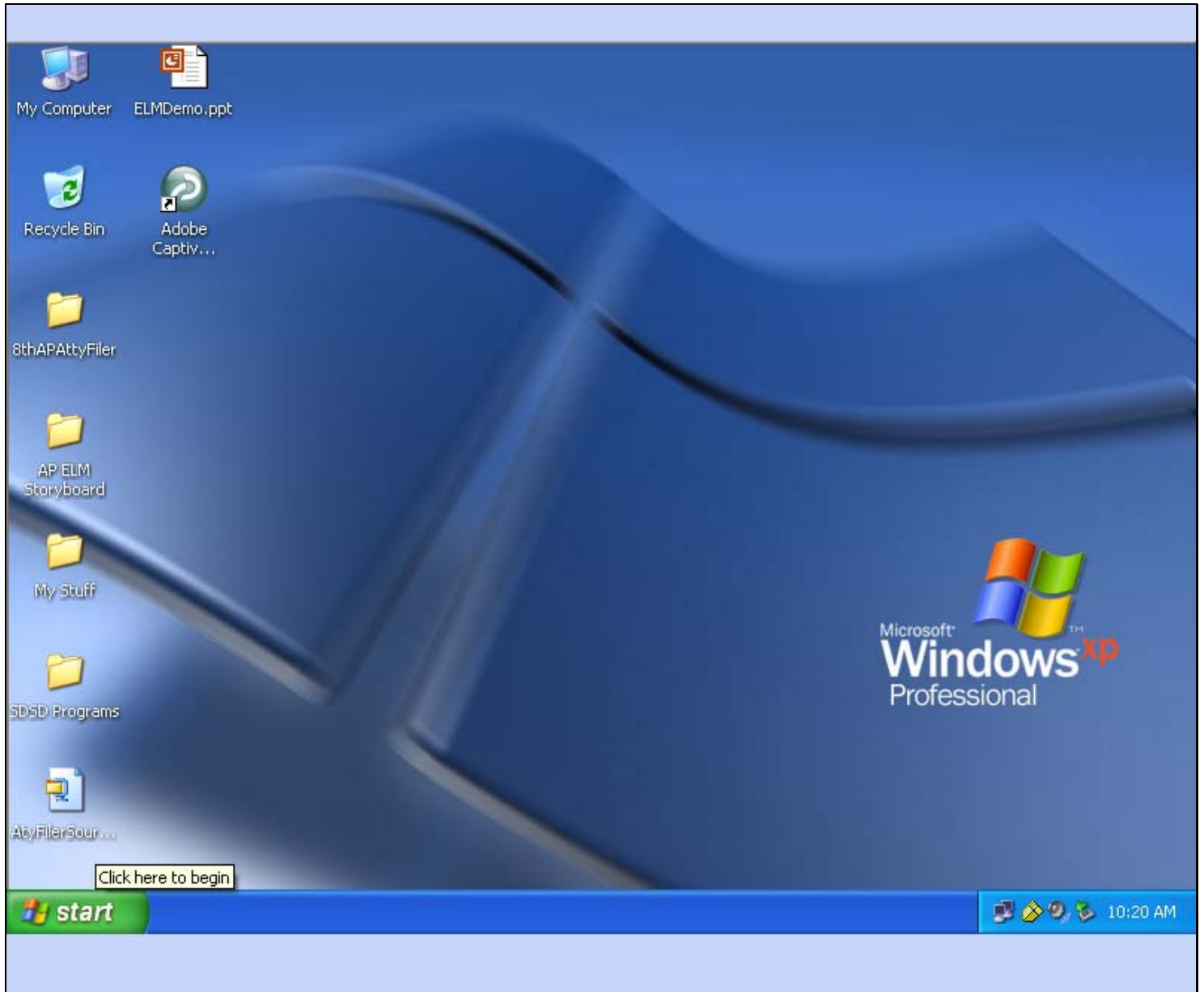
Slide notes

(Note: This is a transition slide.)

Slide 9 - Slide 9

Slide notes

When you right-click the Start button, Windows pops up a menu. The second choice is Explore. Click that option.
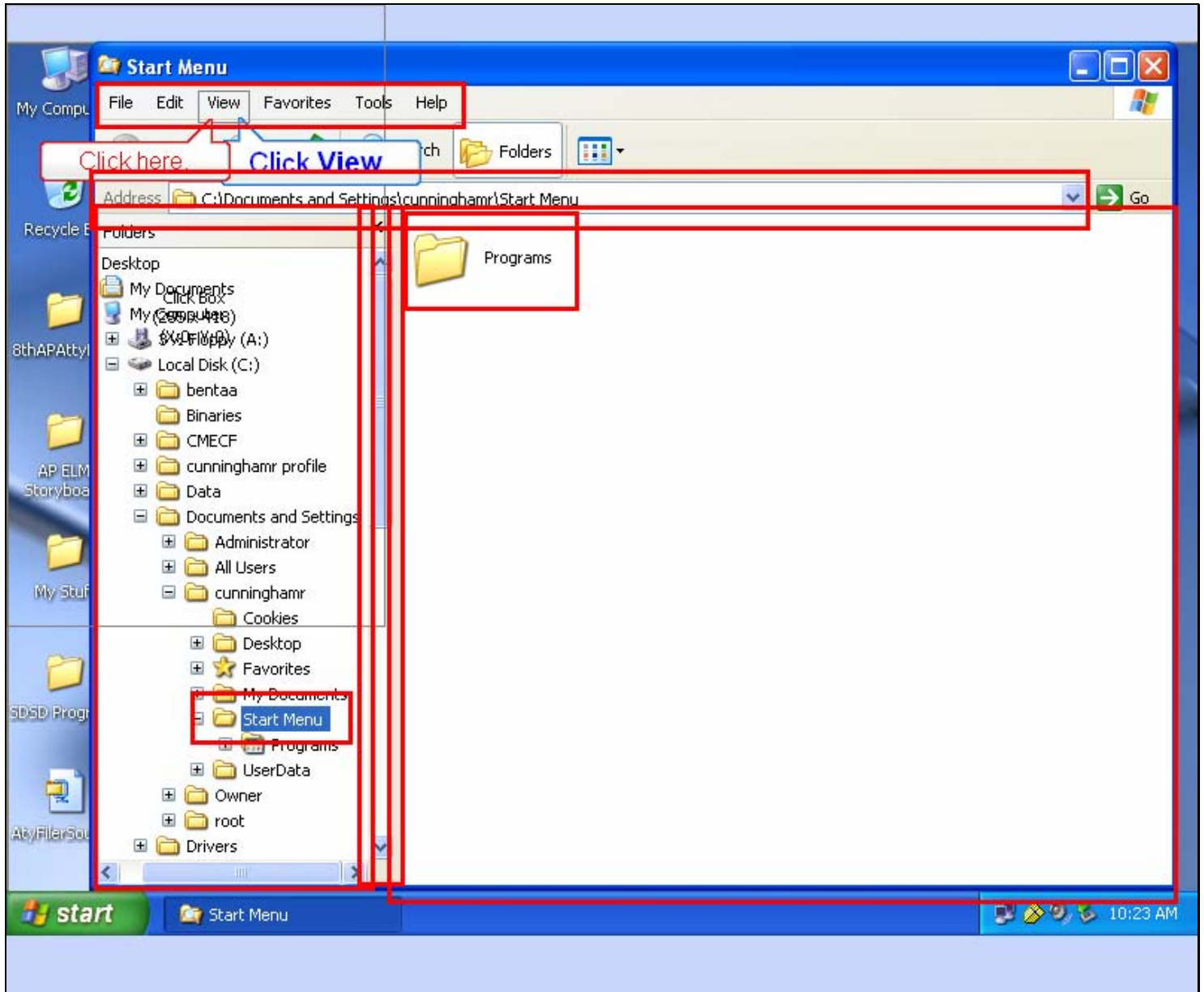
Slide 10 - Slide 10

Slide notes

(Note: This is a transition slide.)

Slide 11 - Explore Window

Slide notes

Windows Explorer opens a new window. Let's look at some of the window features.

First, notice the window is divided into two panes. The left pane shows your computer's disk drives and folders. The right pane shows the contents of the folder that is selected in the left pane. In this first screen, notice the Start Menu folder is highlighted, or selected, in the left pane; and the right pane shows that folder's contents - another folder named Programs. We commonly refer to a folder within a folder as a sub-folder.

The folders pane on the left is sometimes referred to as the Tree view. Notice also that it has a vertical scroll bar, indicating there are more items (either disk drives or folders) further down.

Notice also near the top of the window is an Address field. This field shows what is called the path of the selected item below. Like a mailing address on a letter, the path is the complete address of the file or folder that is selected - in this case, the Start Menu folder. The path shows that folder is on the C drive, in a folder named Documents and Settings, in a sub-folder named cunninghamr, and is named Start Menu.

Before we look at how to navigate the folders in the left pane, let's explore some options for viewing the contents of the selected folder in the right pane.

Near the top of the window is a horizontal menu containing the options File, Edit, View, etc. To change the way the contents pane displays its contents, click on View in the menu.
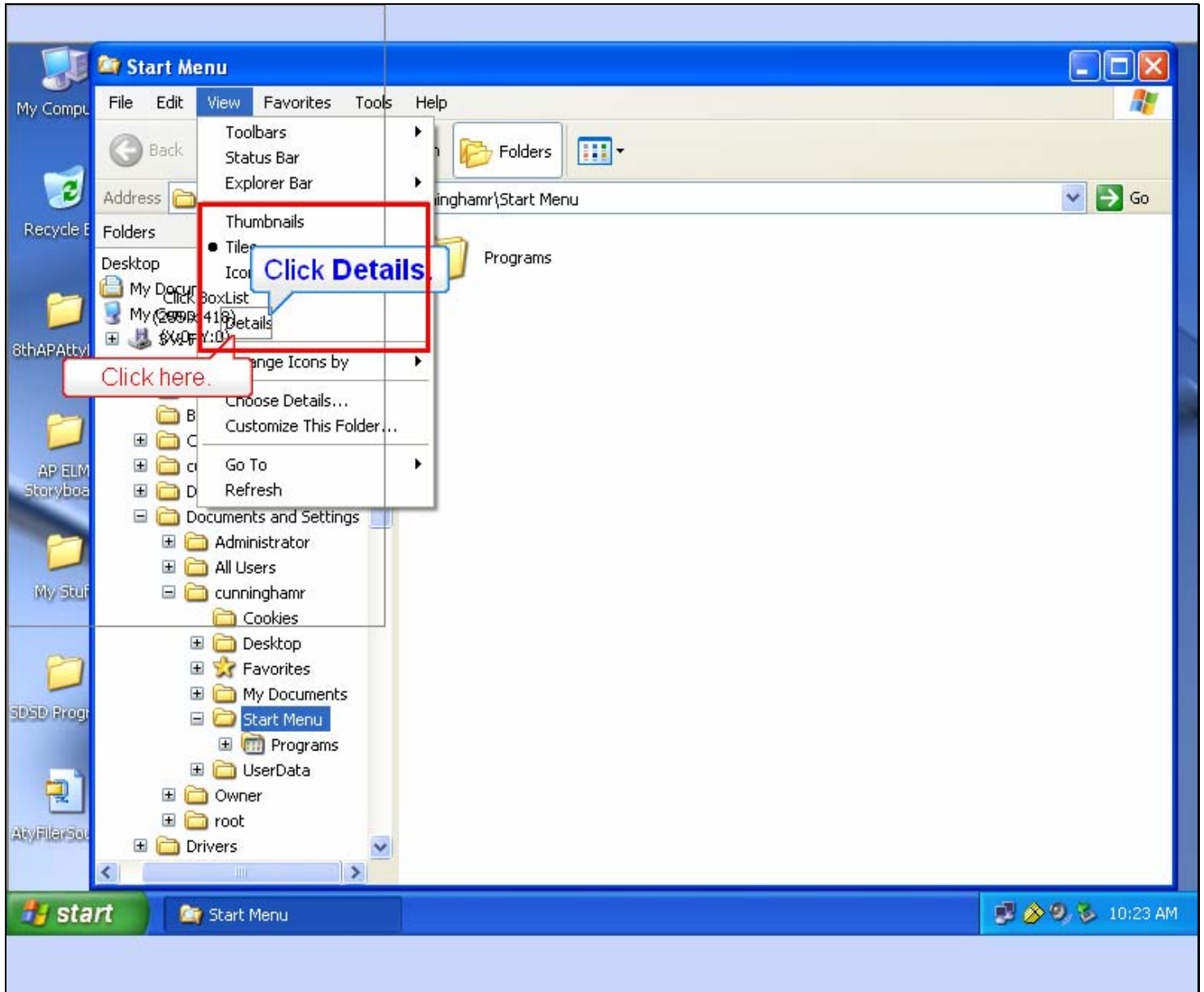
Slide 12 - Changed to Detailed View
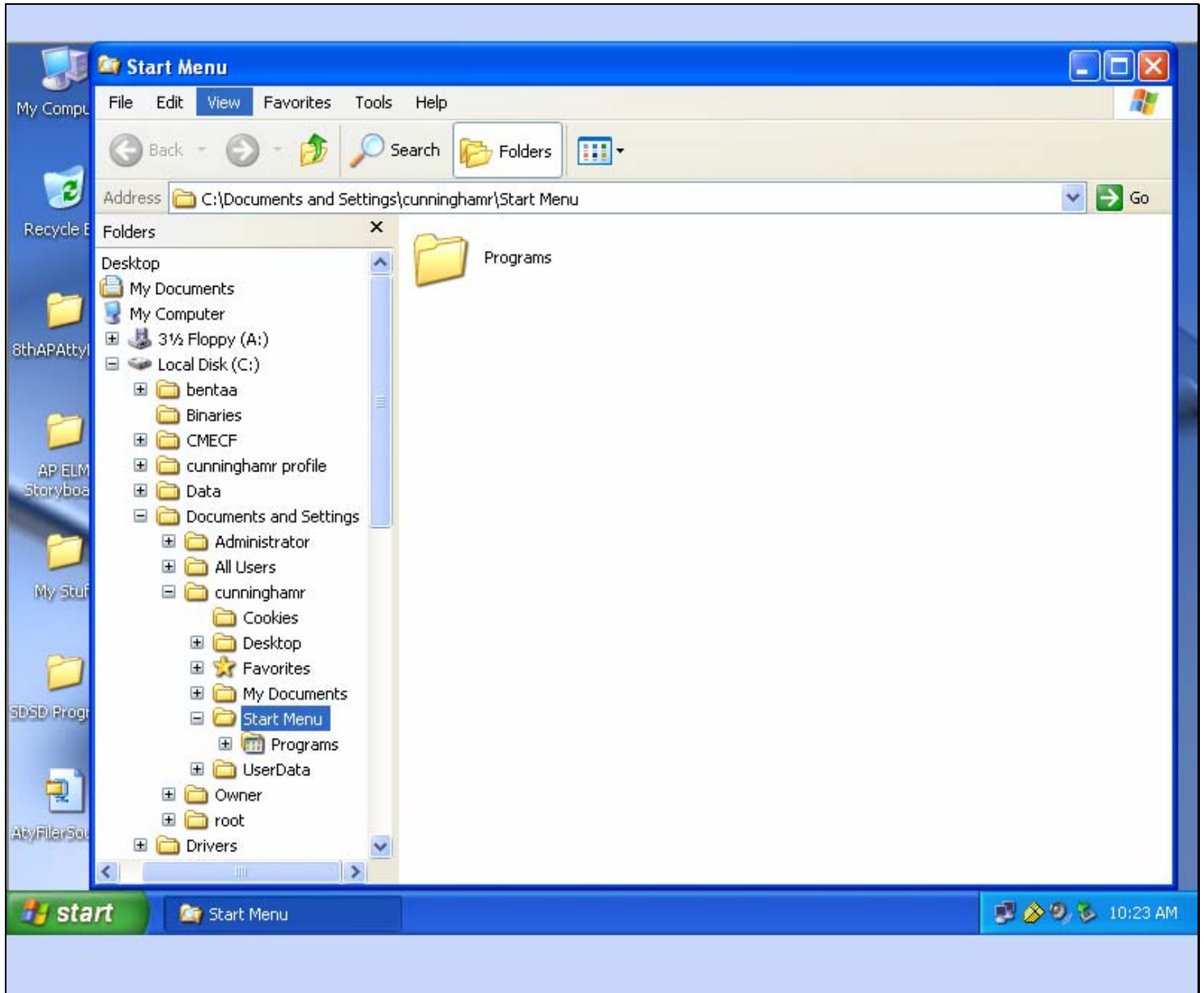
Slide notes

(Note: This is a transition slide.)
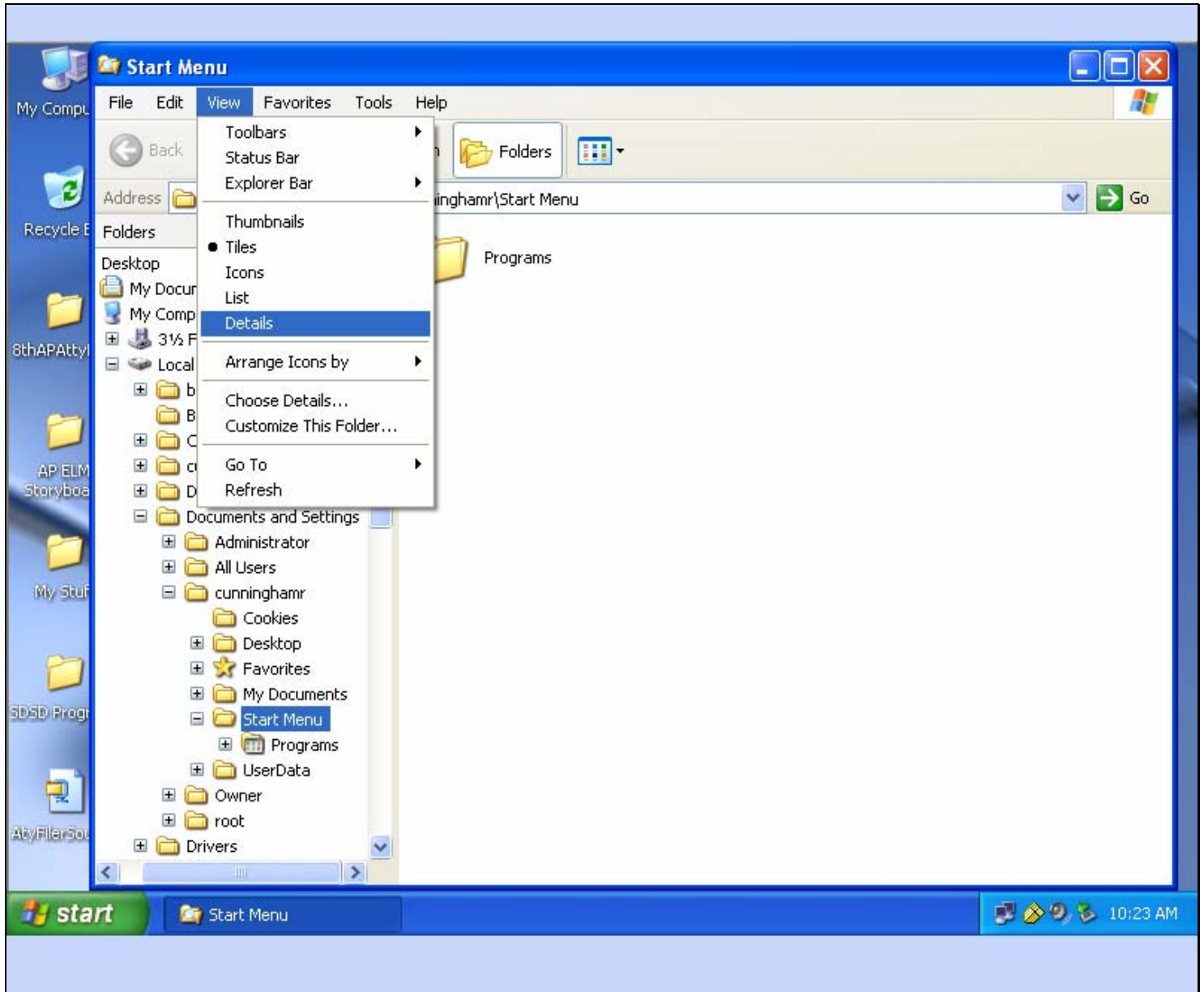
Slide 13 - Slide 13

Slide notes

A menu drops down. Near the middle of the menu are five options for controlling how Explorer displays the contents in the right pane. The option with the dot by it (in this case, Tiles) is currently selected. It's sometimes helpful to change the view to Details in order to find things more easily.
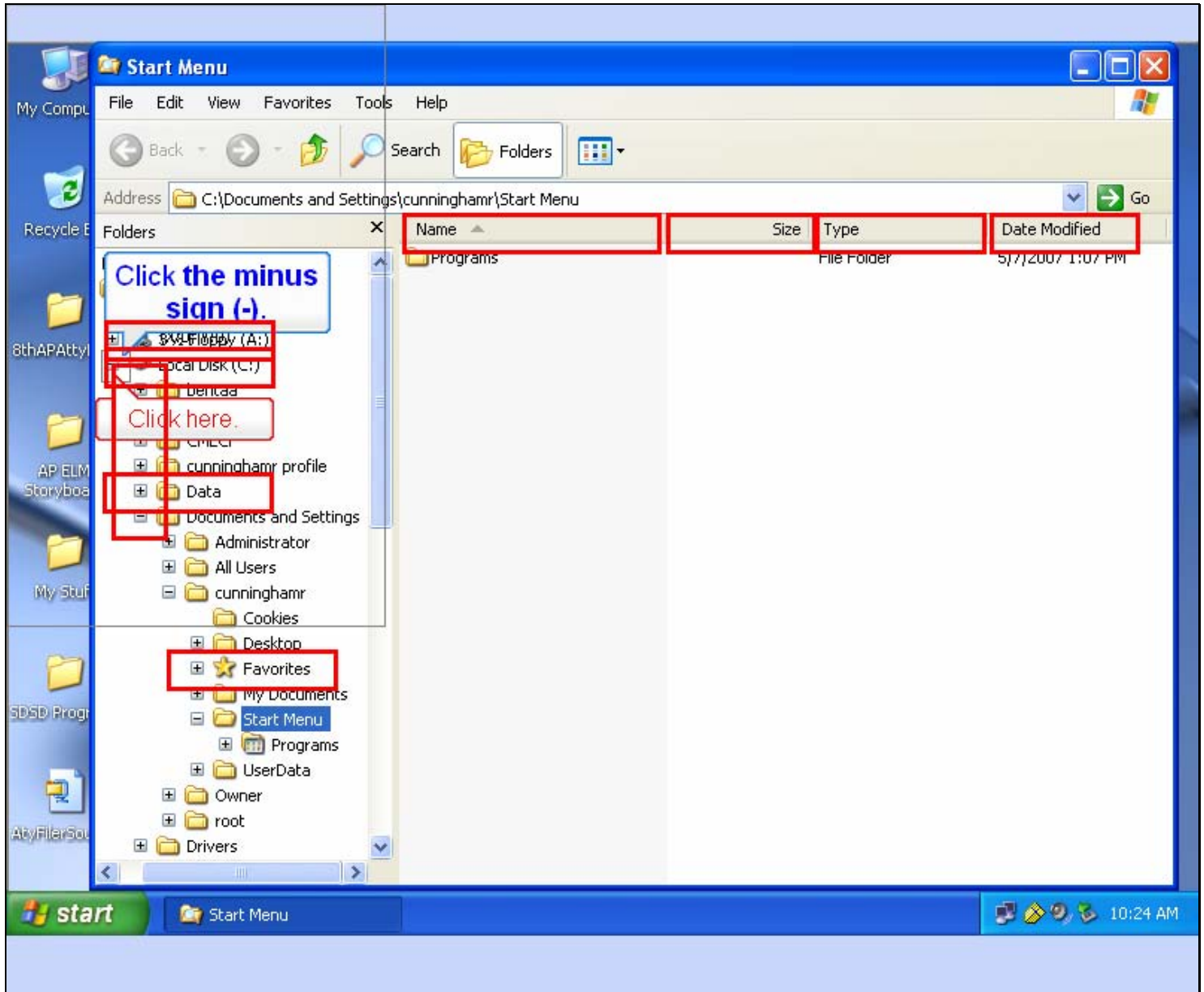
Click Details in the menu.

Slide 14 - Slide 14

Slide notes

(Note: This is a transition slide.)

Slide 15 - Switch to Local Disk C

Slide notes

Explorer now changes the right pane to the detailed view.

The detailed view shows some information that was not shown previously. There are now four columns shown. They are the Name, the Size, the Type, and the Date Modified columns. The size column will contain information for files, not folders.

The date modified information may be useful if you're looking for a file or folder and you have a general idea of when it was created or last modified.

Now let's turn our attention back to the folders tree in the left pane. Notice the tree contains both computer disk names, such as Floppy (A:) and Local Disk (C:), as well as folder names, such as Data or Favorites. Also notice that next to each of these disks and folders is a plus or a minus sign. These plus or minus signs are to expand or collapse the view of that item. By clicking on a plus sign you expand that item. In other words, the tree would expand to show

the contents of that item indented underneath it. By clicking on a minus sign you collapse that item. In other words, the contents displayed indented underneath the item would then not display in the tree.

To see how that works, click on the minus sign next to Local Disk (C:).

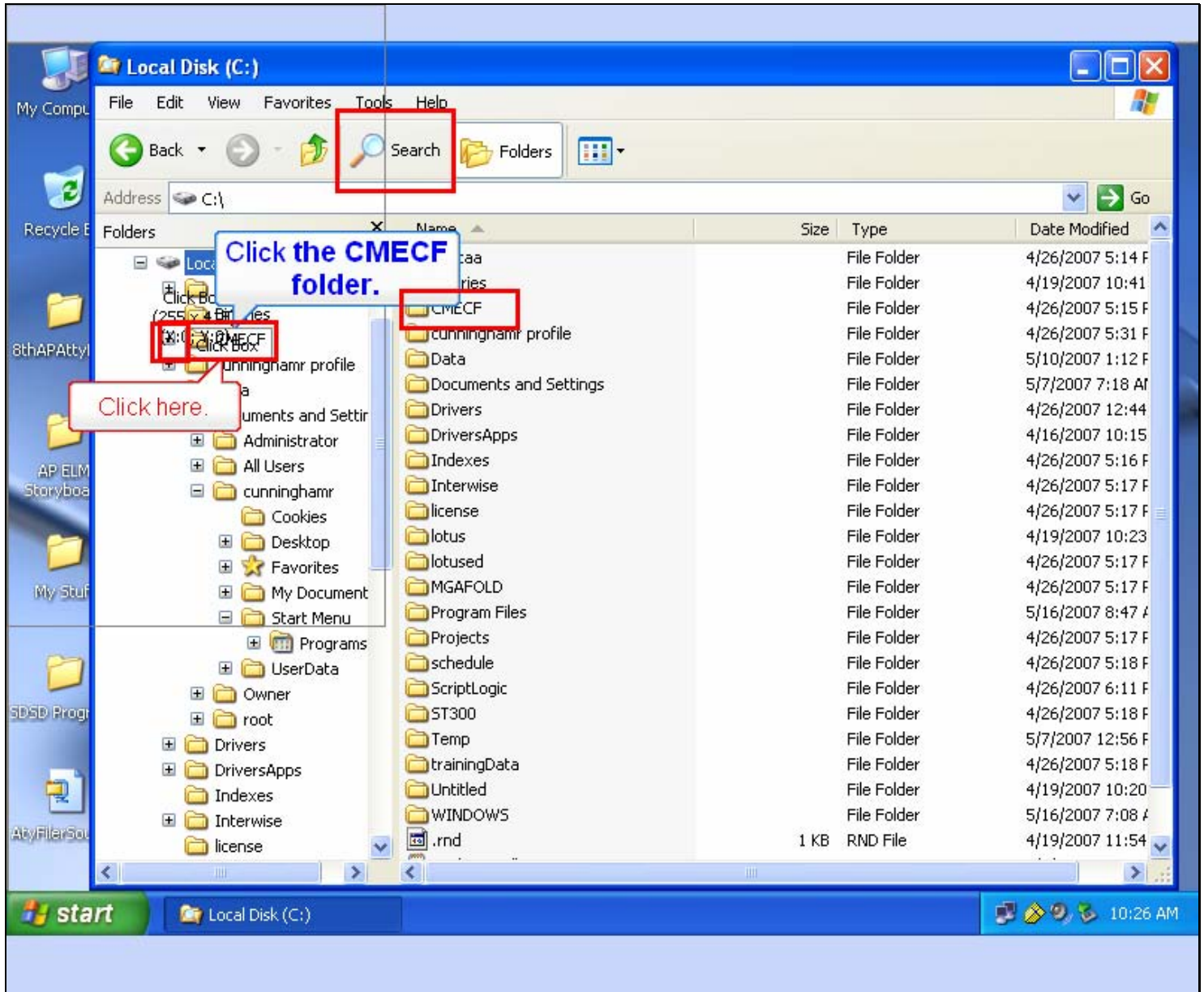**Slide 16 - Expand Local Disk C**
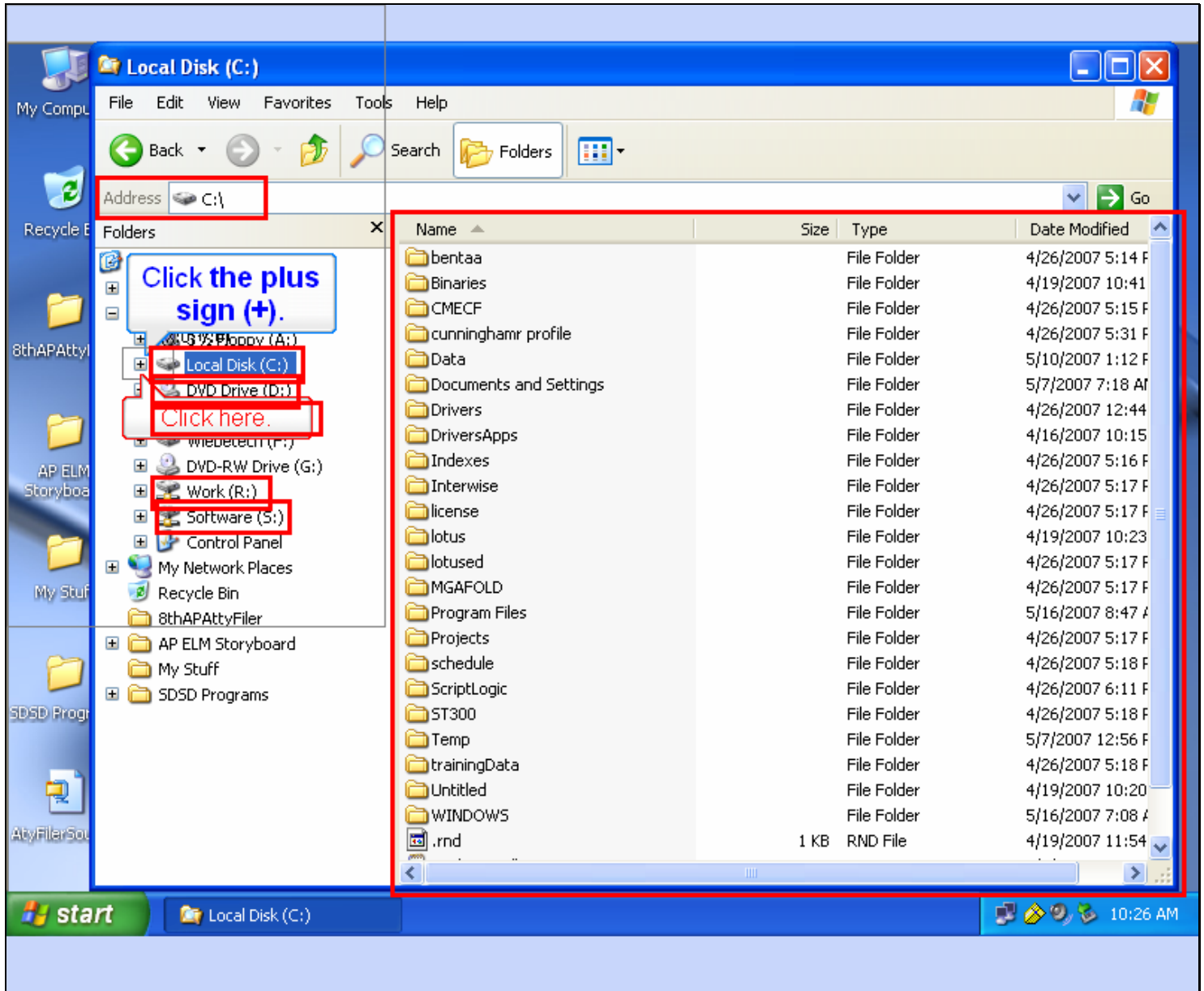
Slide notes

Local Disk (C:) is now collapsed. The items that were indented underneath it are no longer displayed in the tree. The minus sign has been changed to a plus sign. If you clicked the plus sign next to Local Disk (C:), the list would be expanded again to display indented underneath Local Disk (C:).

Now we can see that there are other disk drives that my computer is connected to. These other drives may be built in to my computer, like DVD Drive D: and CD-RW Drive E:, or they may be disk drives on a network that I am connected to. In this screen example, Drives named Work (R:) and Software (S:) are disk drives located on a network server.

Also notice that Local Disk (C:) is now highlighted, and the Address field now shows the address, or the path, of the selected item is C:\. And now the contents pane on the right contains the contents of Local Disk (C:). We are still looking at the detailed view of the contents that we selected earlier.

To see how the plus signs work, click on the plus sign next to Local Disk (C:).

Slide 17 - Open CMECF Folder

Slide notes

And the contents of Local Disk (C:) are again expanded.

Remember, our goal is to locate the file named cor.pdf so that we will be able to file it with the court. This file is located somewhere on our computer in one of these folders. It helps to have a general idea where the file may be, but if you have no clue, Windows Explorer does have a Search capability, and you can have Windows search for the file for you. We won't use that capability in this lesson, but I recommend you explore the Windows help options for help on Search.

We will assume you generally store all your CM/ECF related files in one particular place on your Local Disk (C:). If you look at the folders in the tree (and in the contents) panes, you'll see a folder named CMECF. This is the folder I use to save these types of files. It's a good practice to establish a file plan in your office to always save these kinds of files in a logical place so that you can easily find things later.

Notice the CMECF folder has a plus sign next to it in the tree, meaning it contains sub-folders. Any folder that does not have a plus or minus sign next to it may contain files, but it will not have sub-folders in it.

If you click a folder in the tree, Windows will do two things. First, it will select that folder and show you its contents in the right pane, and second, it will expand the tree in the left pane if that folder has sub-folders. Click the CMECF folder to demonstrate.

Slide 18 - Open 2007 Folder
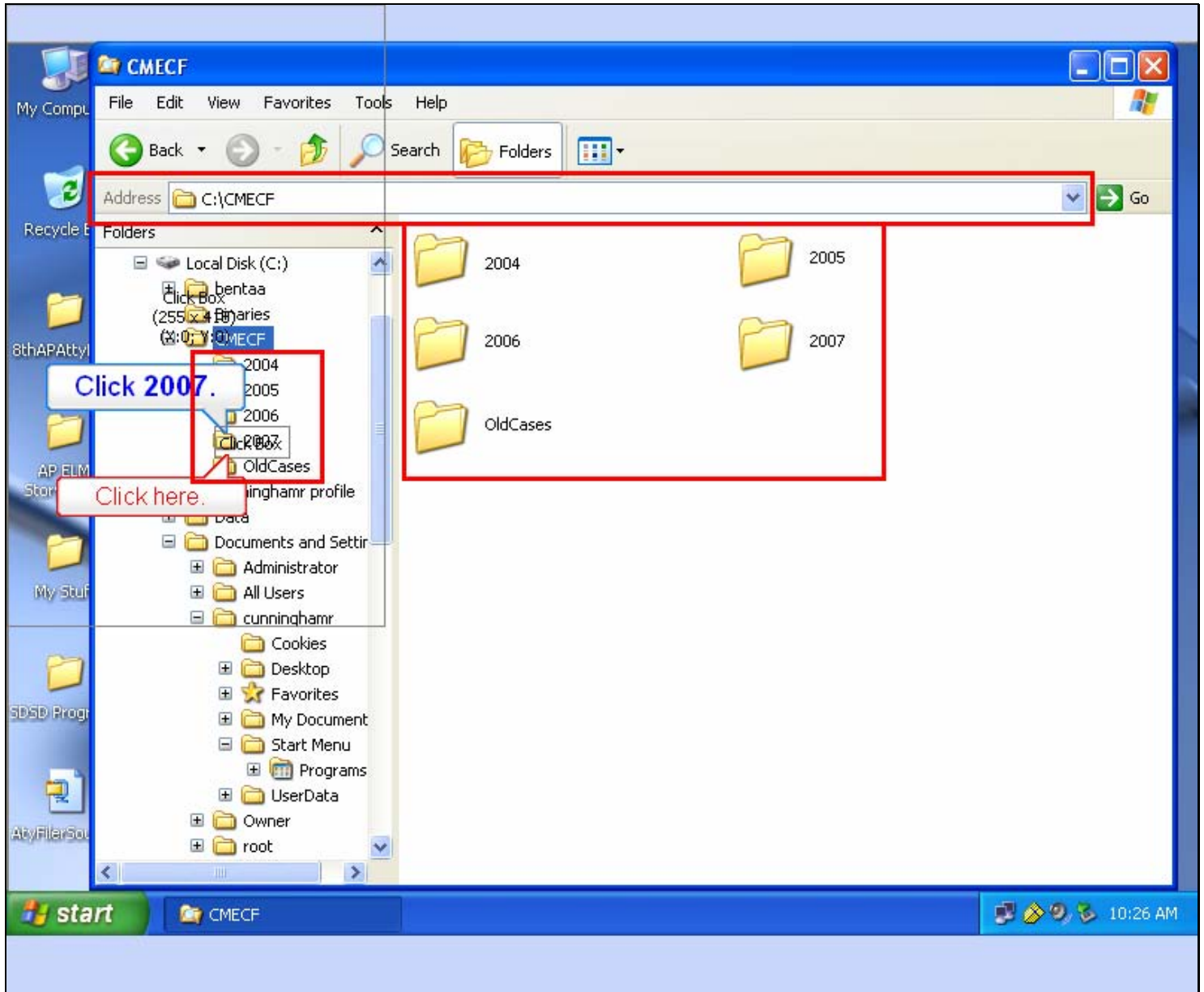
Slide notes

Now the CMECF folder is selected. The address field shows the path C:\CMECF. The folders pane shows five folders (also called sub-folders) indented underneath the CMECF folder. And the contents pane shows those five sub-folders. Notice these folders have names that refer to case years. This naming practice, or something similar, might also be a good idea for you to help keep your files organized.

The case in which you are filing an appearance is a 2007 case. In order to open the 2007 folder to see its contents, you could do one of two things. You could either double-click the 2007 folder in the right pane, or you could click the 2007 folder once in the left pane. By the way, you can click on either the folder icon or the name of the folder. Since a single-click is easier than a double-click, click the 2007 folder in the left pane.

Slide 19 - Change View to Detailed
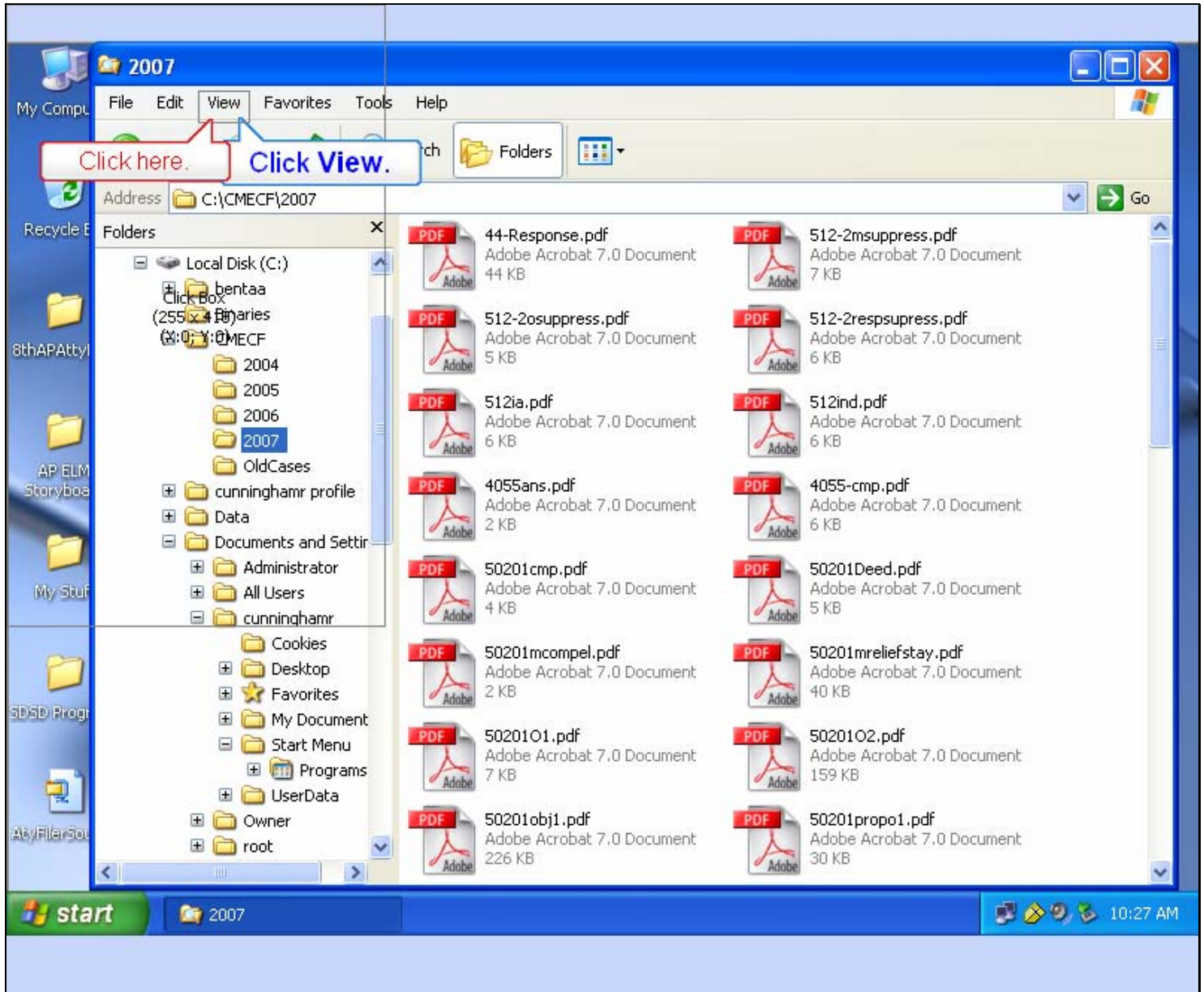
Slide notes

The 2007 folder is selected, the path in the address field is now C:\CMECF\2007, and the contents of that folder are displayed in the right pane.

By the way, notice the 2007 folder does not have a plus or minus sign next to it. This means it does not contain any sub-folders.

The folder contains several files. If a folder contains numerous files, it still may take some time to look for a specific file. It helps if Explorer shows you the detailed view. To change to the detailed view, click View in the menu.

Slide 20 - Slide 20
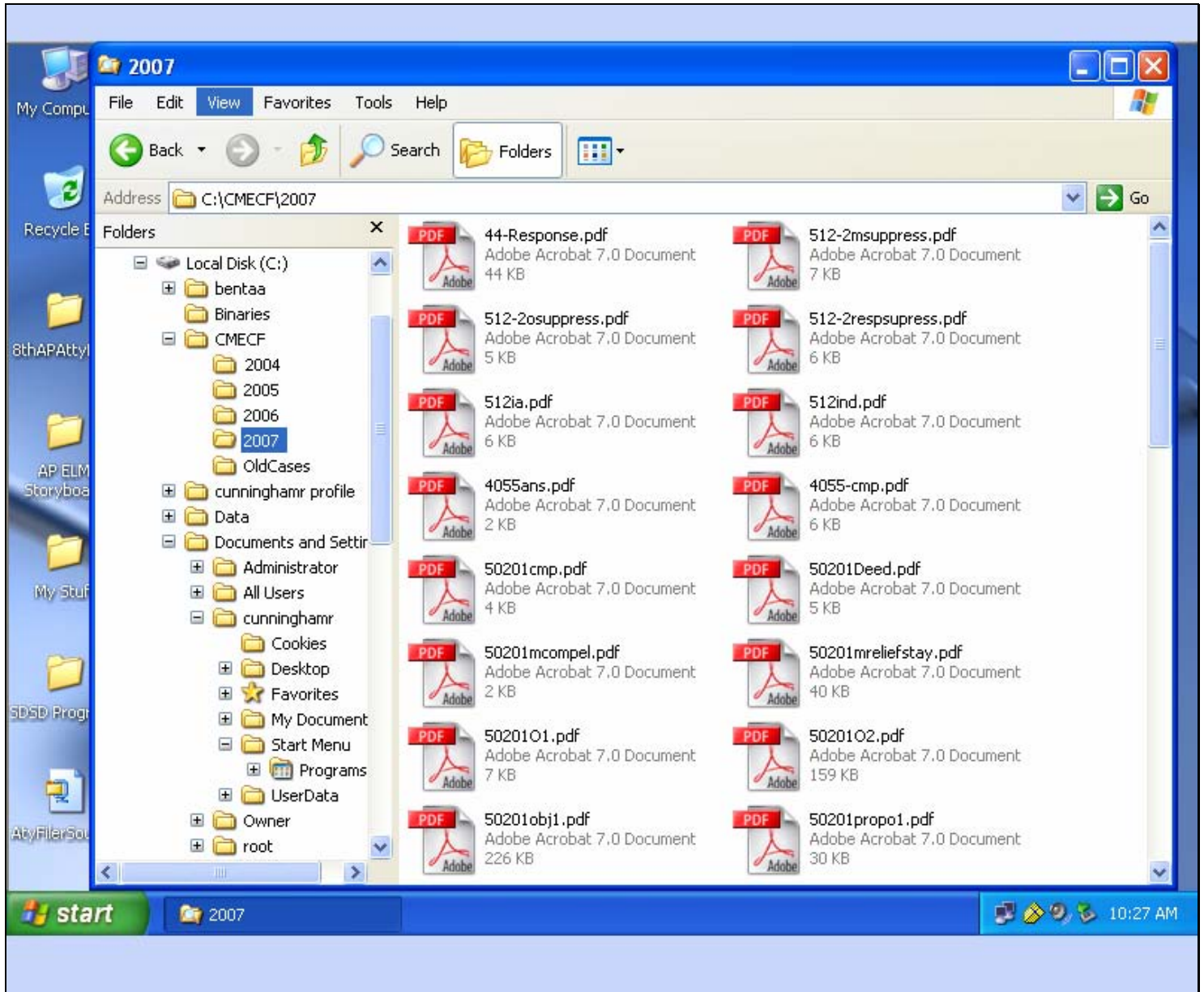
Slide notes

(Note: This is a transition slide.)

Slide 21 - Slide 21
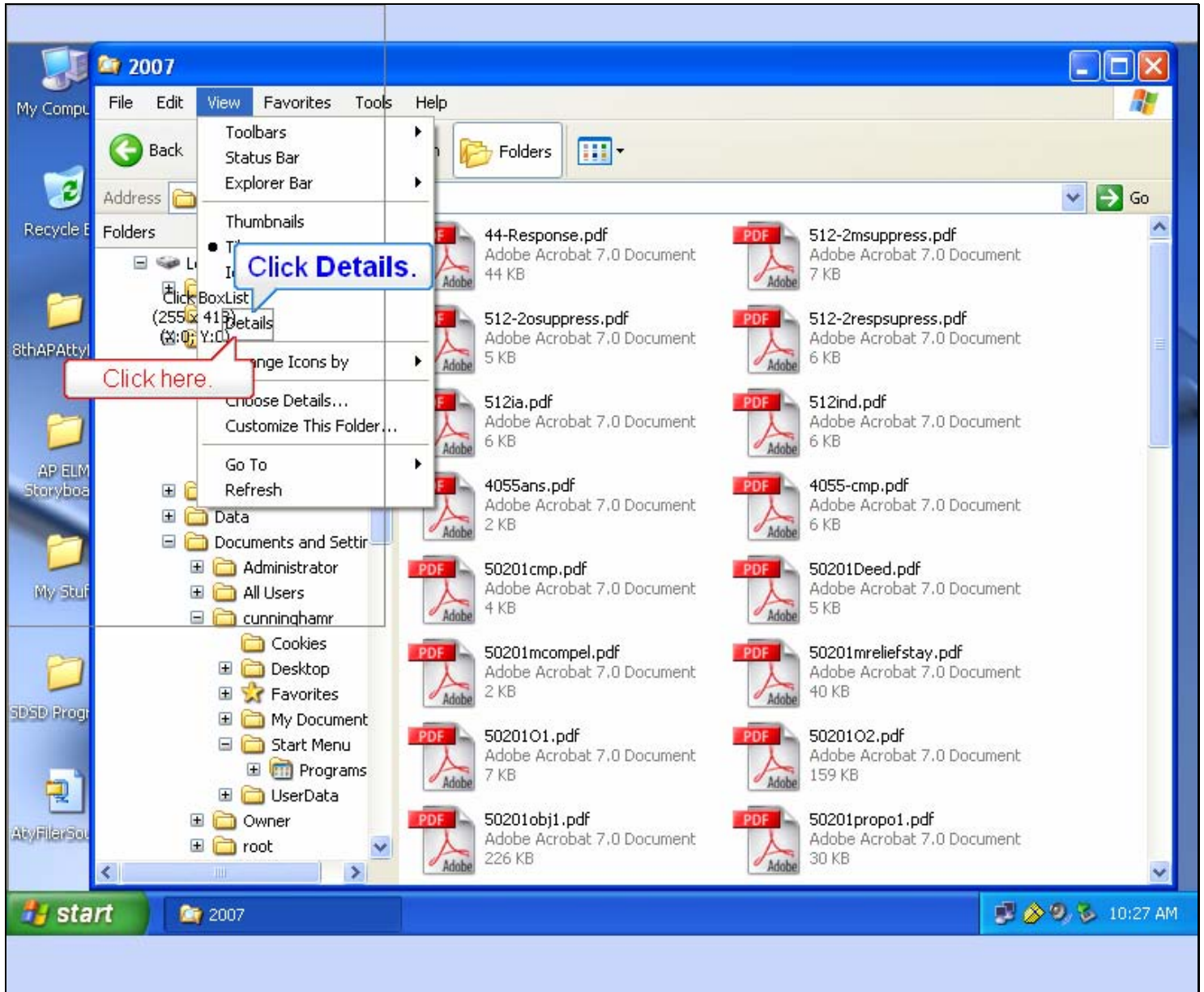
Slide notes

Now select Details.

Slide 22 - Slide 22
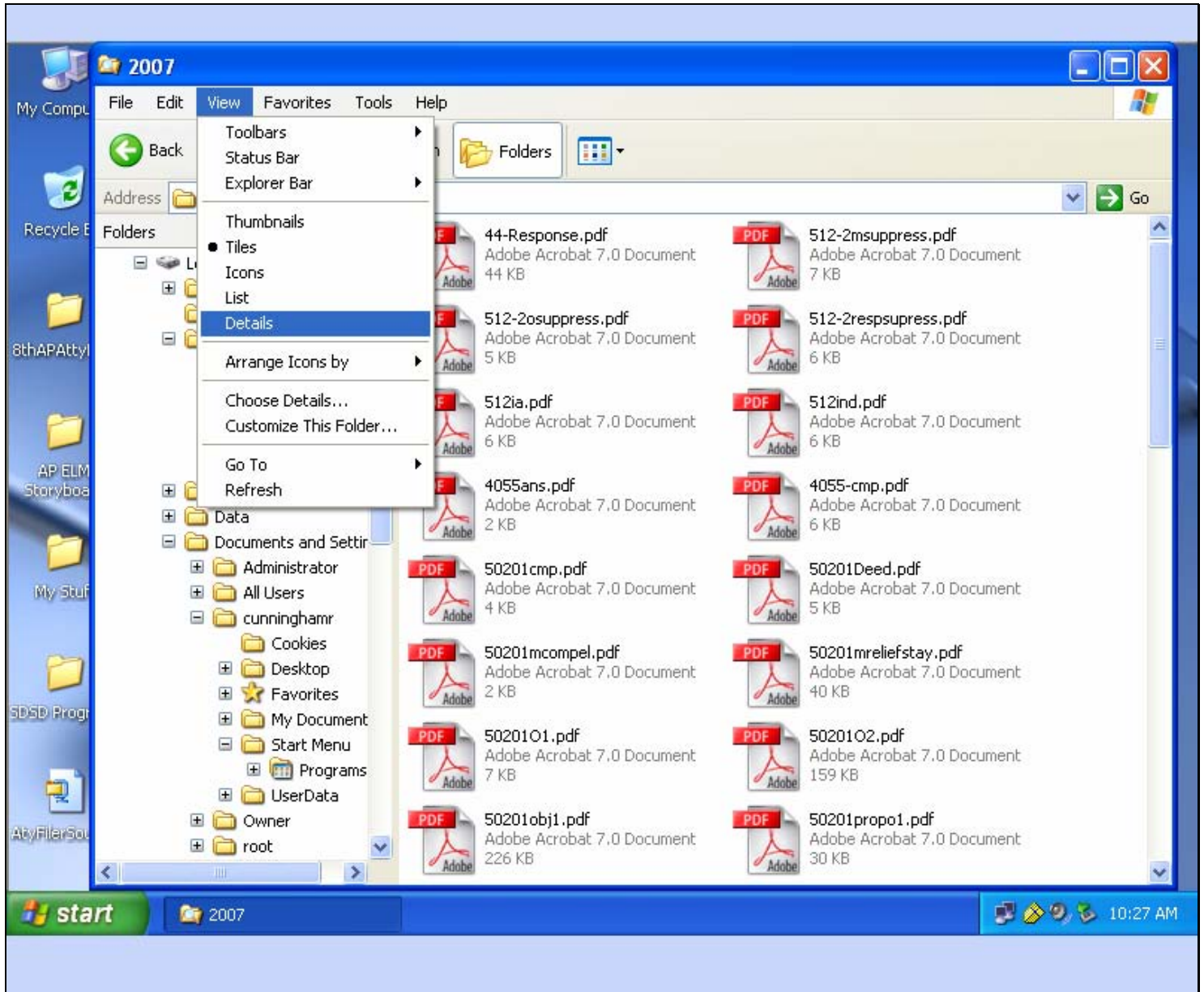
Slide notes

(Note: This is a transition slide.)

Slide 23 - Sort Files by Date

Slide notes

Now the contents shows the file names, file sizes, file types, and date modified for each file.

It's possible to sort this list of files by clicking on the column heading that you want to sort by. For example, in order to display the list of files in chronological order, click on the Date Modified column heading.

Slide 24 - Slide 24
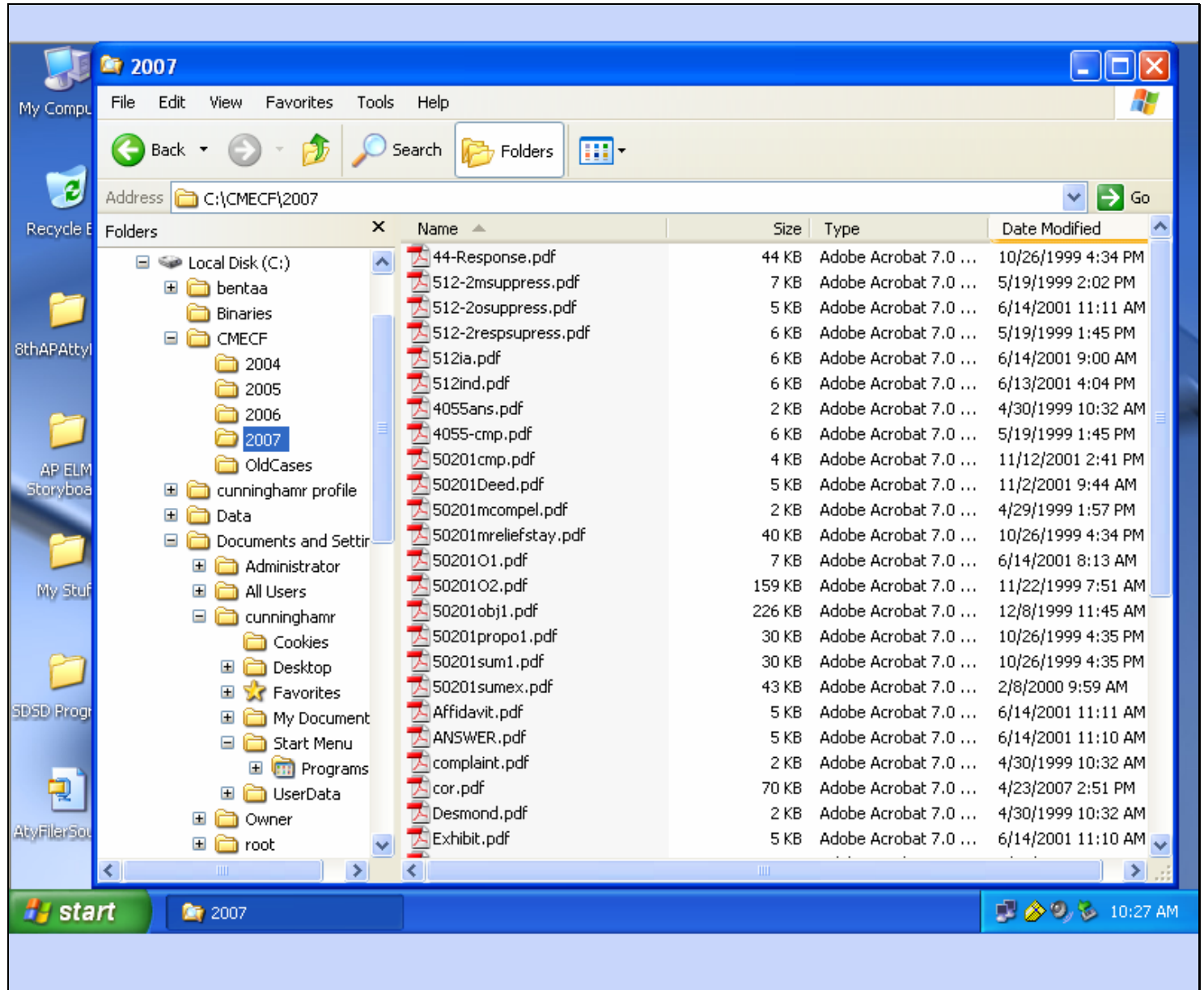
Slide notes

(Note: This is a transition slide.)

Slide 25 - Slide 25
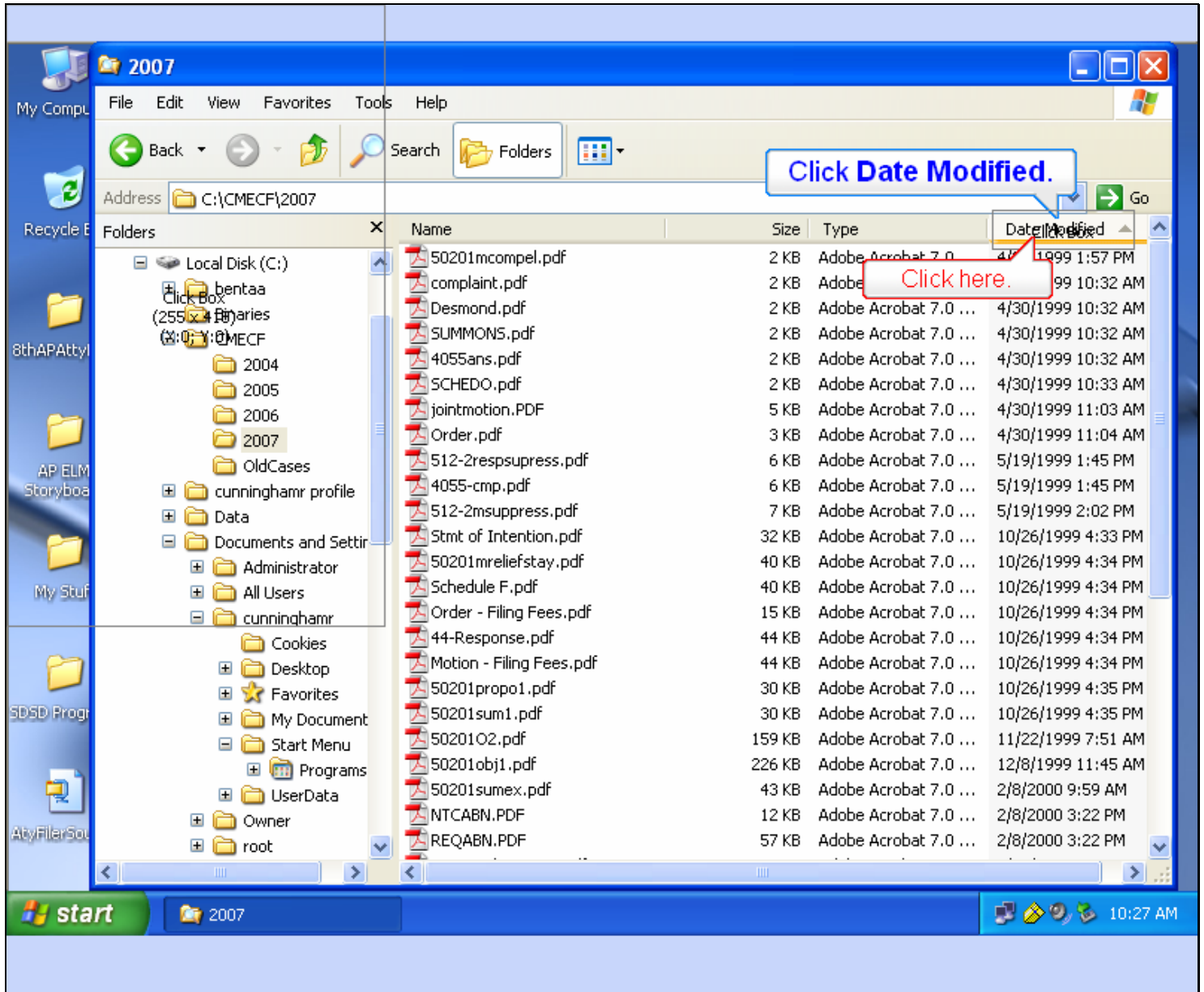
Slide notes

The files are now listed in chronological order with the oldest file listed first. To reverse the order, click the Date Modified column heading again.

Slide 26 - Look at a File
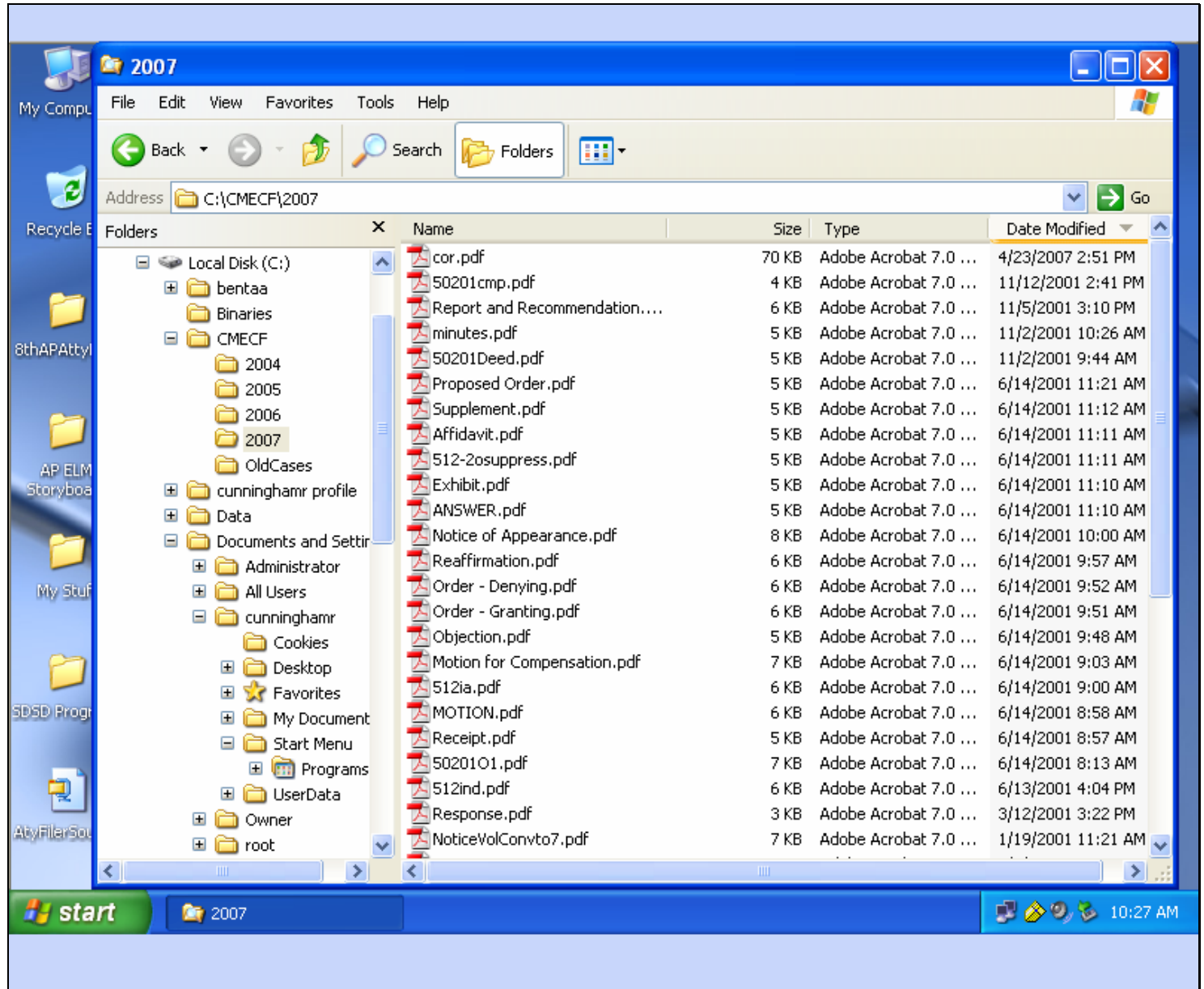
Slide notes

And now the newest file is at the top of the list.

Notice the newest file is named cor.pdf. This is the file we've been looking for. But just to make sure it's the correct file, it's a good practice to open the file to look at its contents first.

In order to open the file to see its contents, you would right-click the file name, then from the pop-up menu select open with Adobe Acrobat. Watch the screen as I do that for you.

Slide 27 - Slide 27
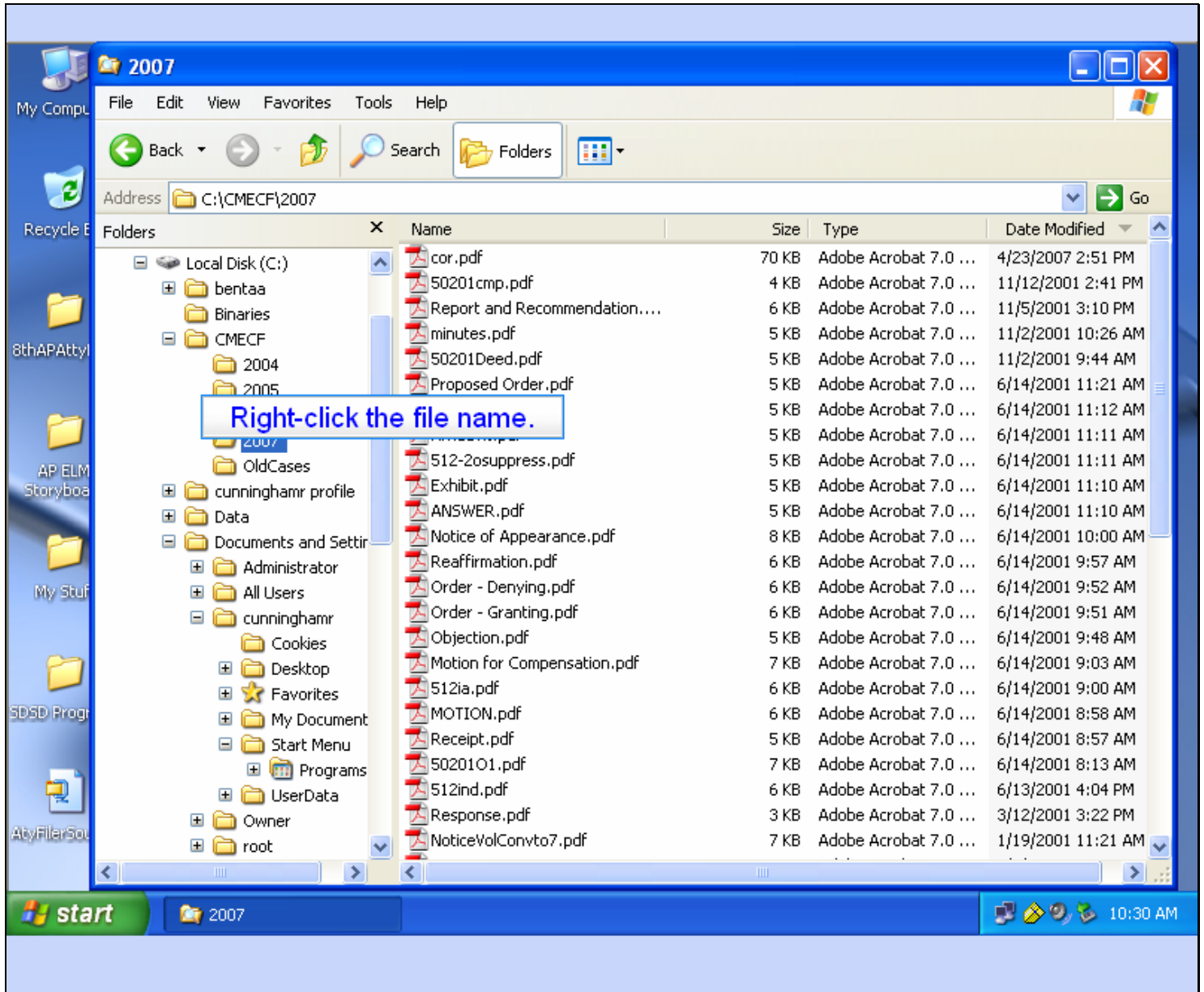
Slide notes

(Note: This is a transition slide.)

Slide 28 - Slide 28
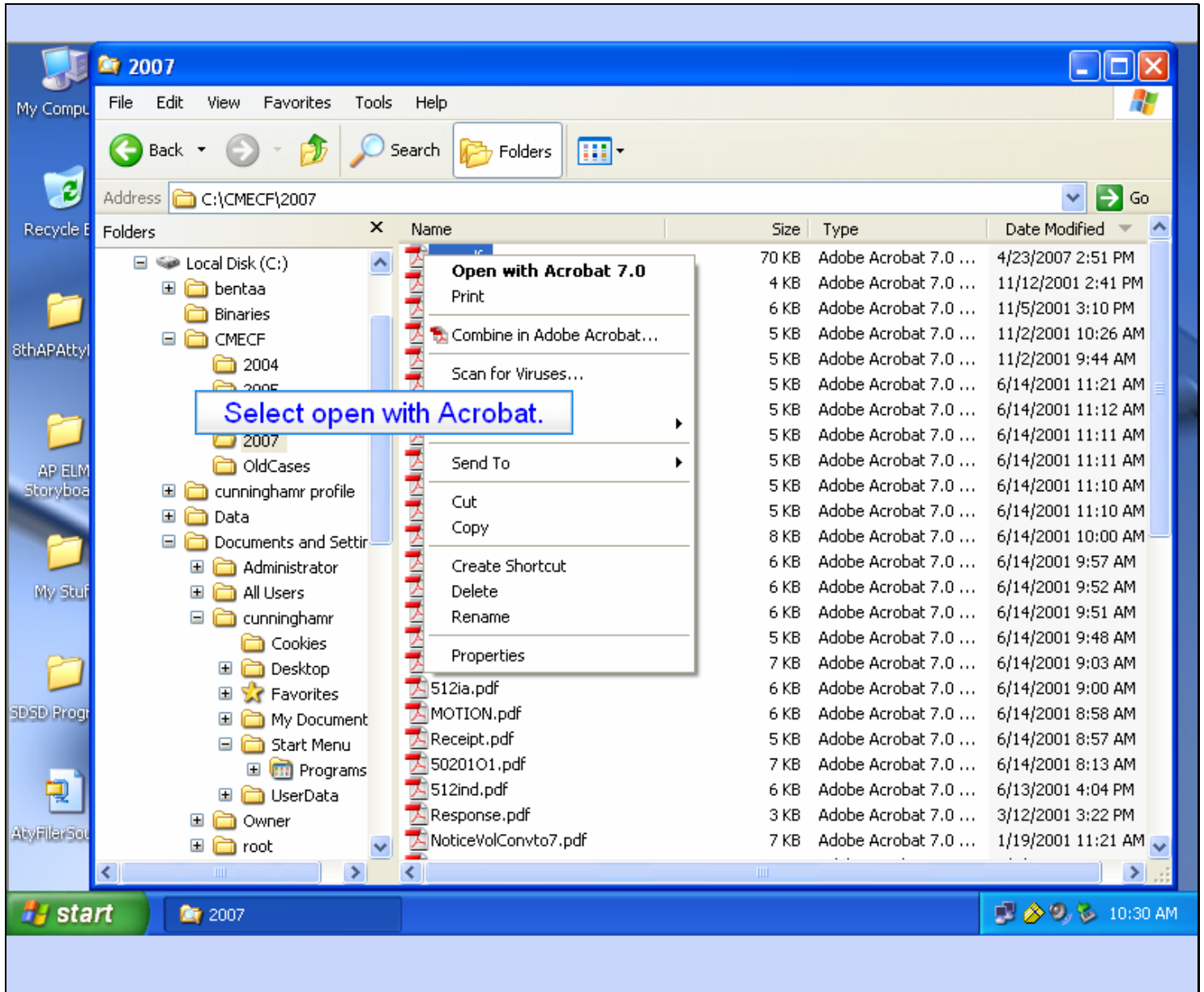
Slide notes

Select Open with Acrobat.

Slide 29 - Slide 29
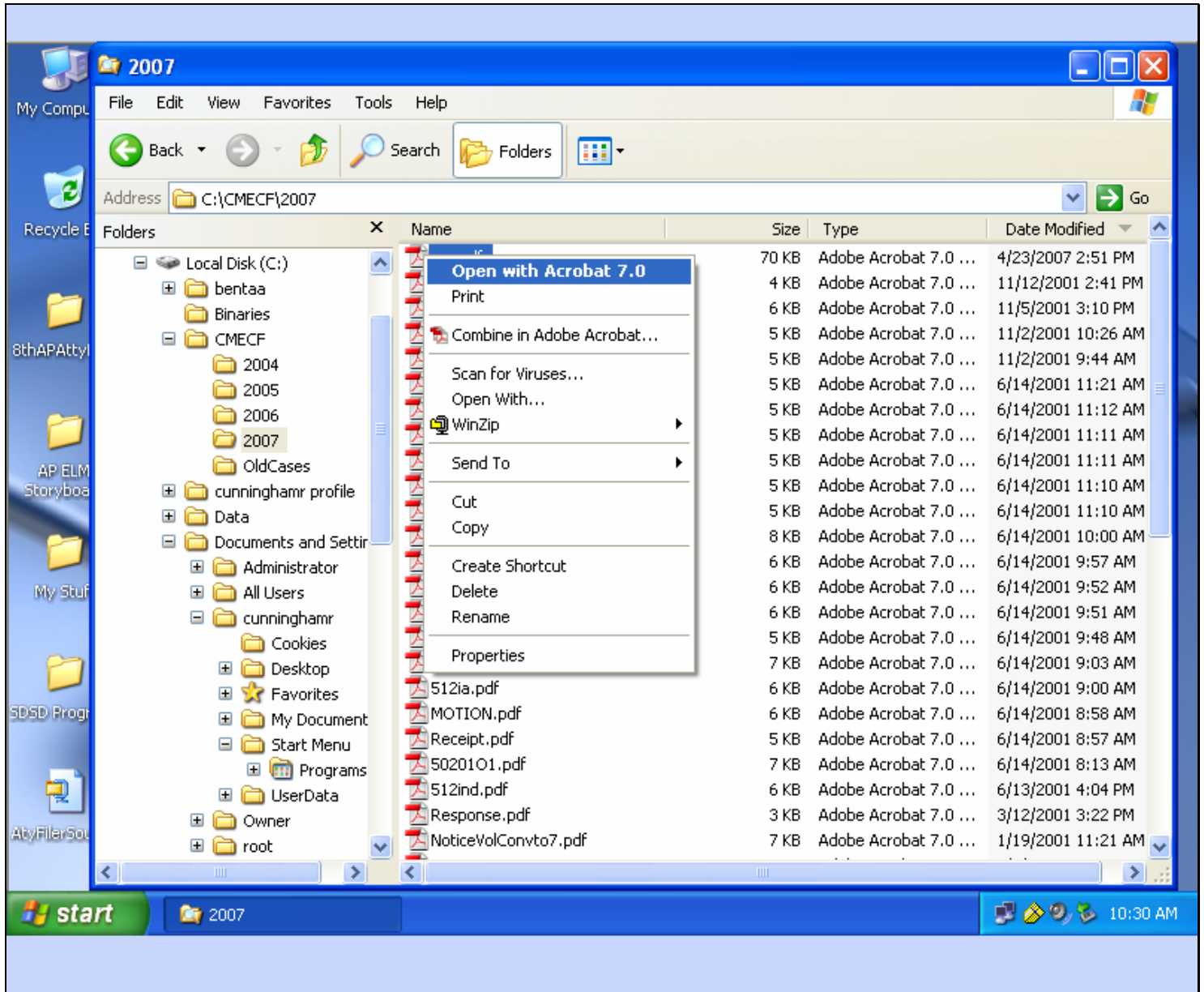
Slide notes

(Note: This is a transition slide.)

Slide 30 - Slide 30
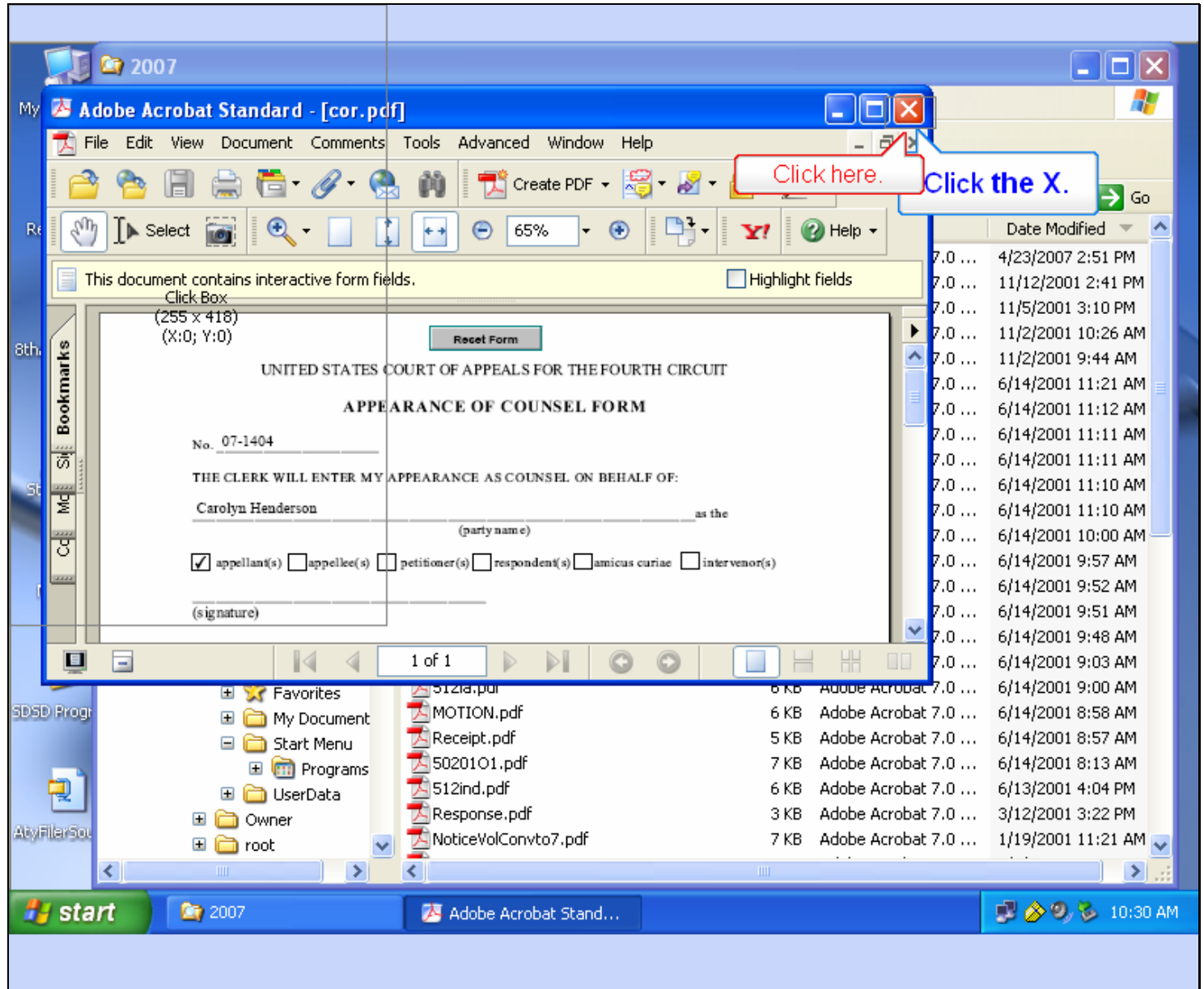
Slide notes

Adobe Acrobat opens the file and displays its contents to you. You should verify that this is the file you intend to file with the court.

Close the Acrobat window by clicking its close button.

Slide 31 - Close Explorer
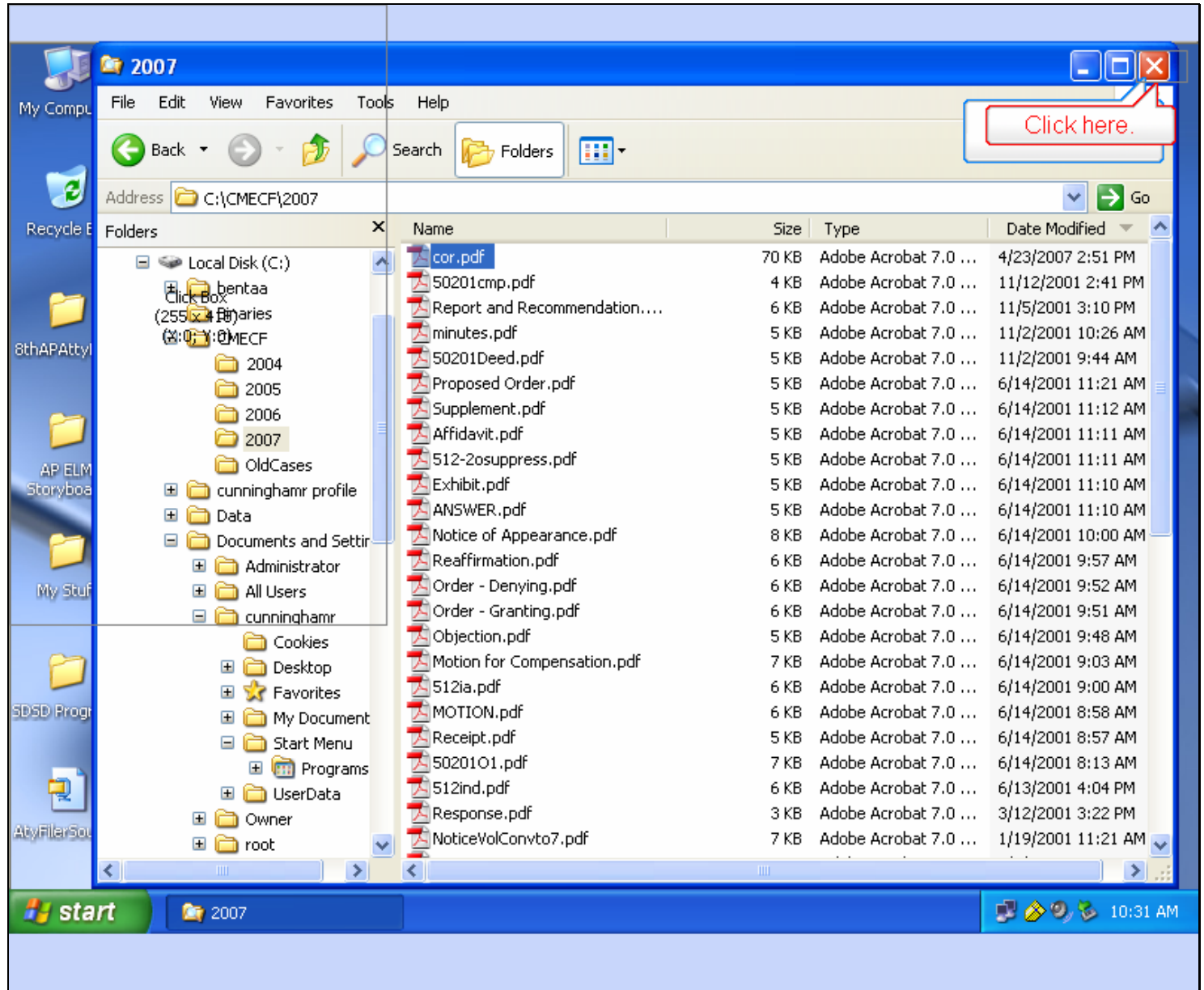
Slide notes

We now know the address of the file we want is C:\CMECF\2007. We can close our Windows Explorer window, log in to the court's CM/ECF application, and file the appearance form.

Close the Explorer window by clicking its X.

Slide 32 - Slide 32

Slide notes

And you're back to the desktop.

On the next screens you will see how to browse for and locate that file while logged in to CM/ECF. We will use screens from the Court of Appeals for the Fourth Circuit as examples.

Slide 33 - Slide 33

Slide notes

We will assume you have logged in already to the Court of Appeals. It is not the intent of this lesson to show you how to docket an appearance form. We will skip ahead in the docketing process to the screen where you have to browse for your cor.pdf file.

Slide 34 - Click Browse in CM/ECF

Slide notes

In the middle of this screen is the segment where you must browse for and select the PDF document you wish to file with this docket entry. To do so, click the Browse... button.
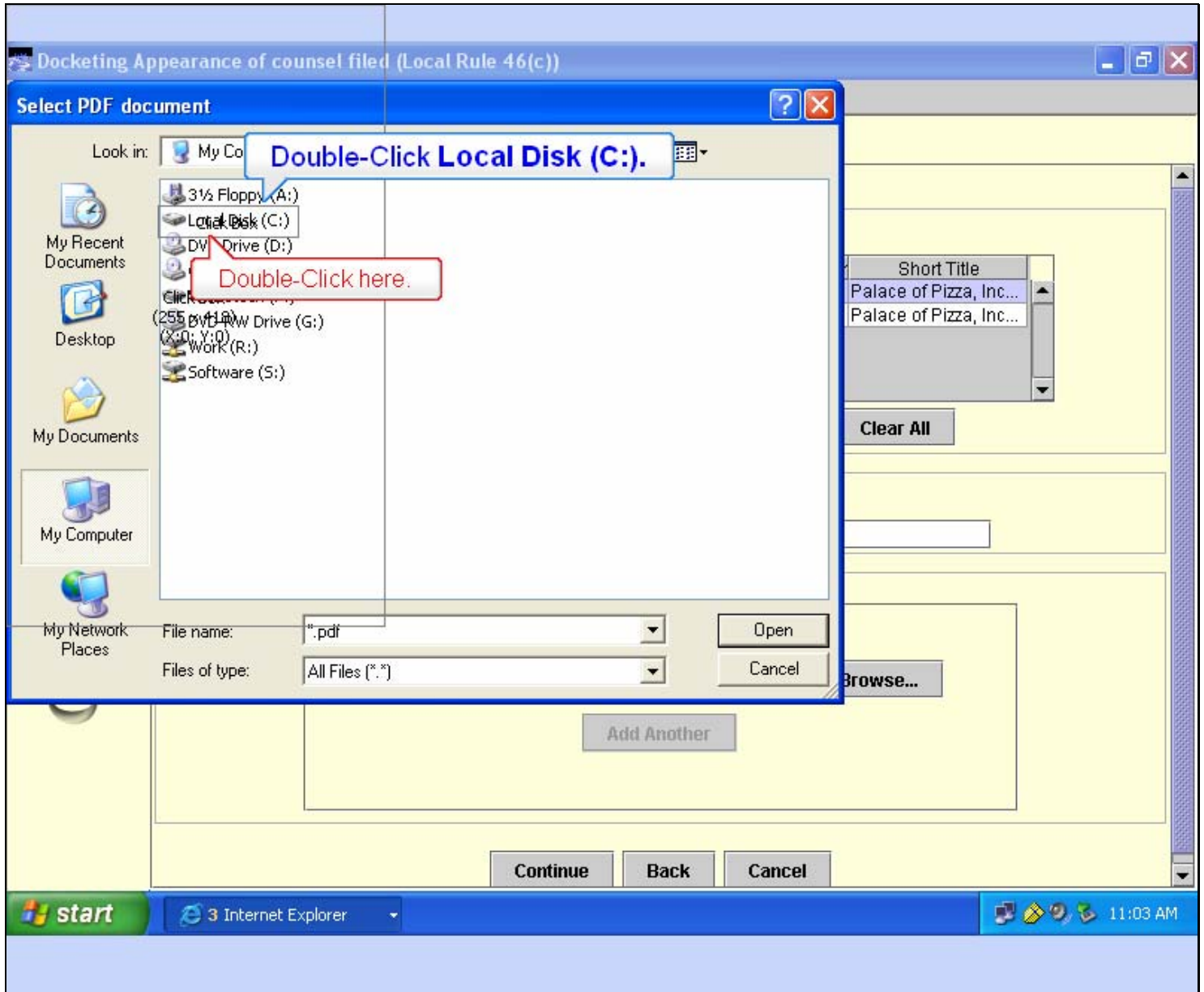
Slide 35 - Slide 35
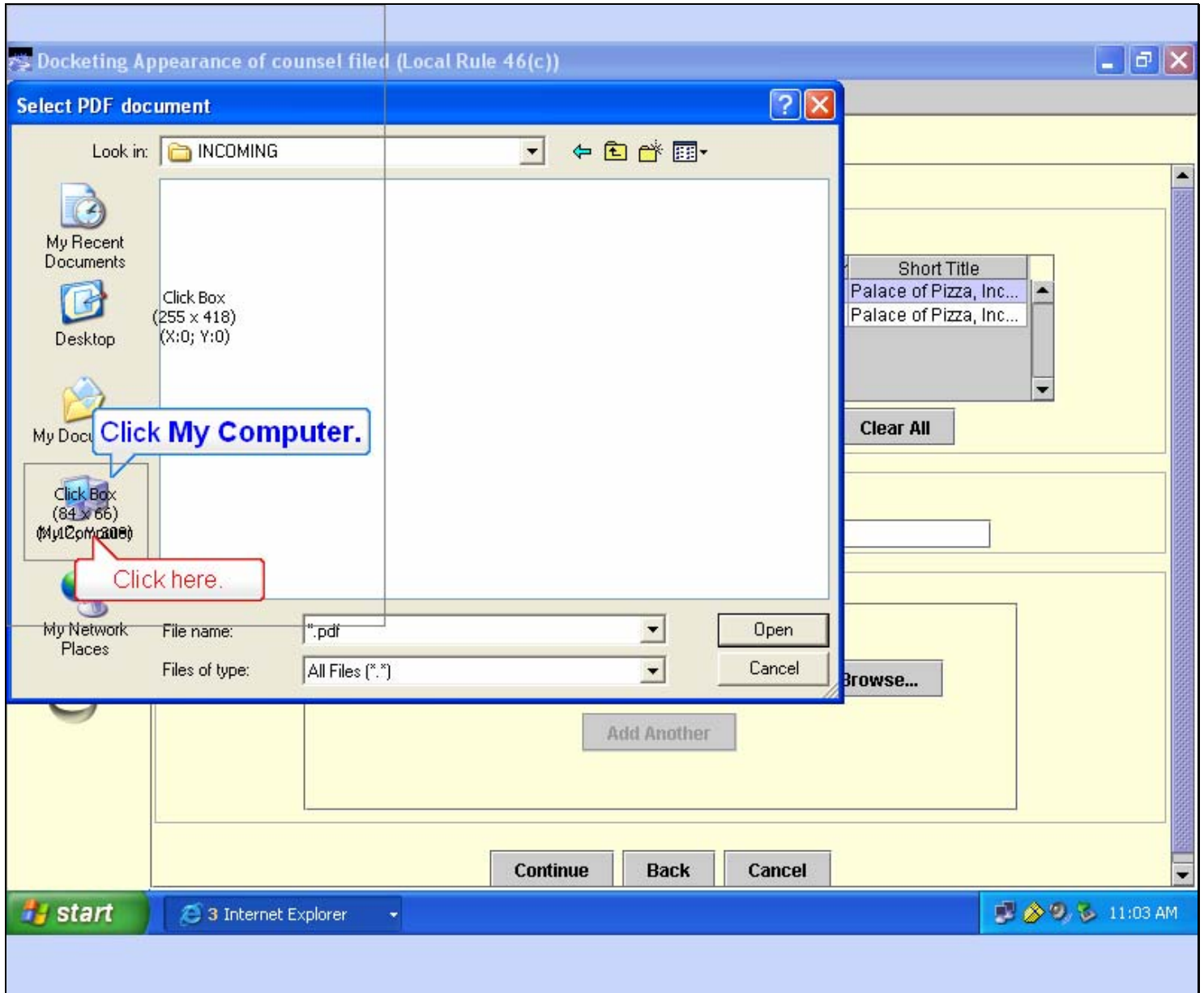
Slide notes

Internet Explorer pops up a dialog box for you to select the PDF document you want to file. This process will be similar to the Windows Explorer techniques we learned earlier in this lesson.

To begin, click My Computer.

Slide 36 - Slide 36

Slide notes

The Look in: field is similar to the Address field we saw in the Windows Explorer earlier. The dialog box is showing you all the disk drives you have access to on your computer.

To select Local Disk (C:), double-click it.

Slide 37 - Slide 37
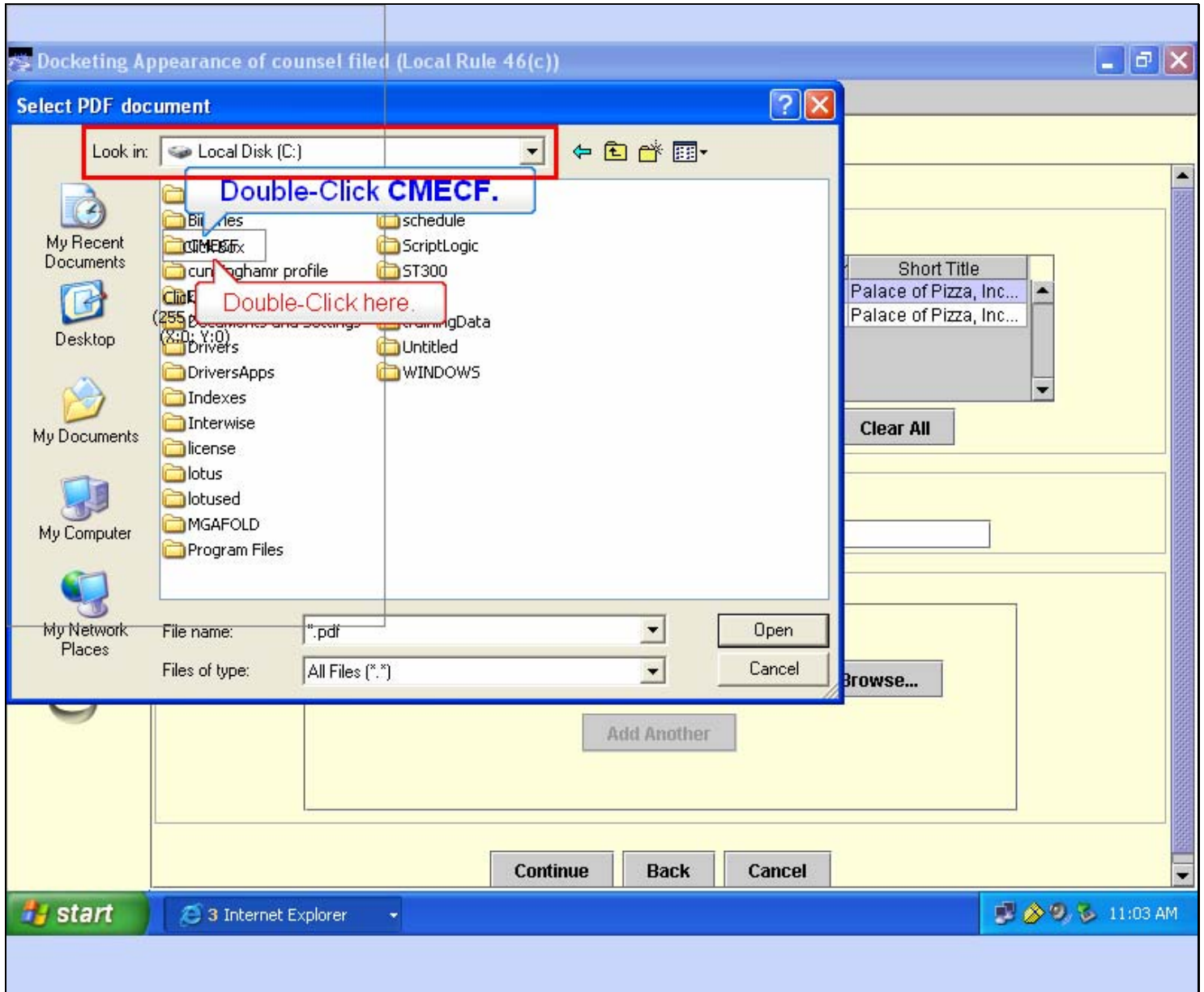
Slide notes

The Look in: field now shows that we are looking at the contents of Local Disk (C:). One of the folders in the contents is CMECF. Double-click that folder to open it.
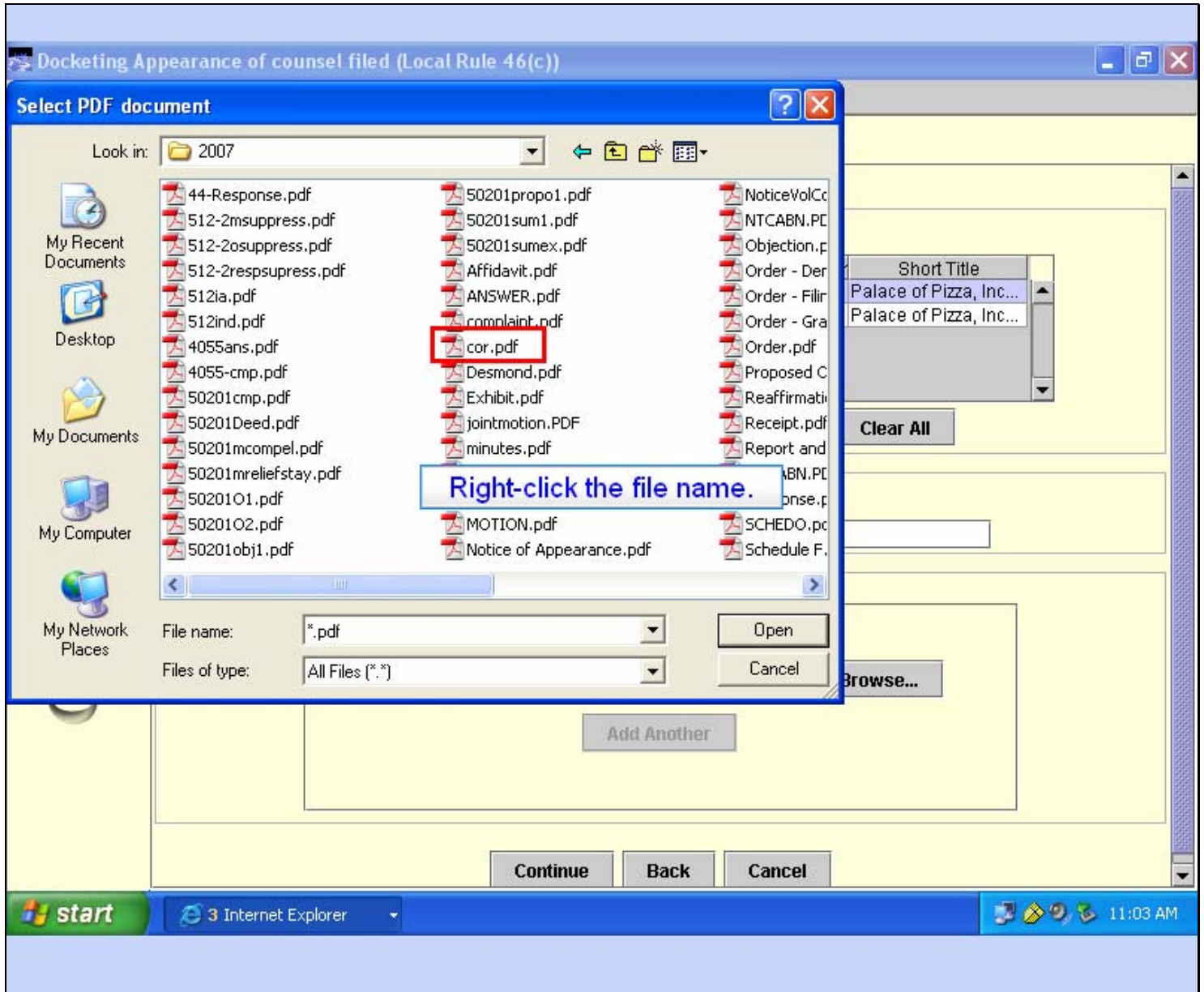
Slide 38 - Slide 38
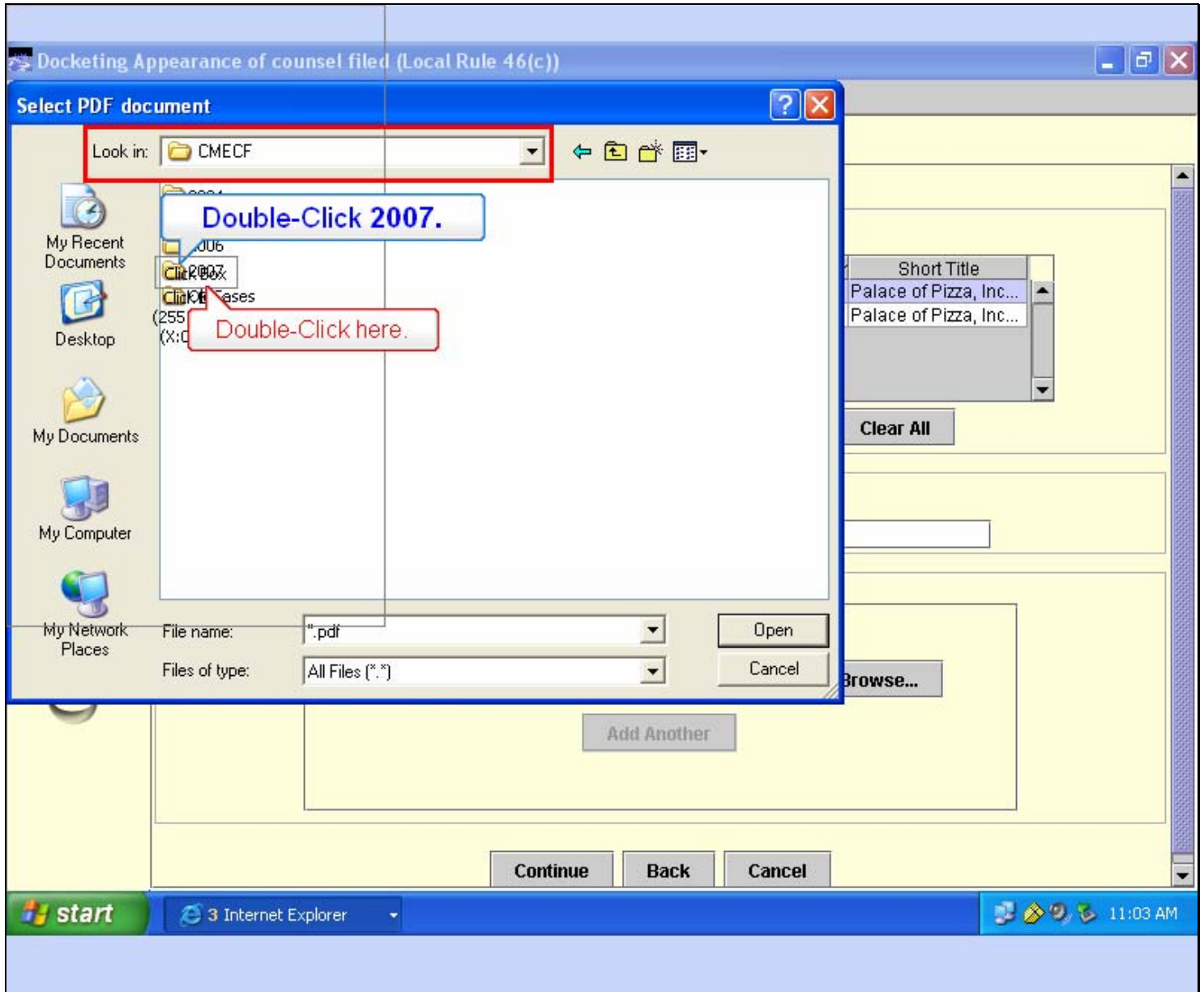
Slide notes

The Look in: field shows we are now looking in the CMECF folder. Notice that it does not show the complete path like Windows Explorer did. Internet Explorer shows only the

current folder.

Our file was in the 2007 folder. Double-click it to open it.

Slide 39 - View File in CM/ECF

Slide notes

We are now looking in the 2007 folder. And you can see the file named cor.pdf in the list.

It's still a good practice to take one last look at the file to make sure it's what you want to send to the court. The process is the same as it was in Windows Explorer. You would right-click the file name, then select Open with Acrobat. Watch the screen and I'll do that for you again.
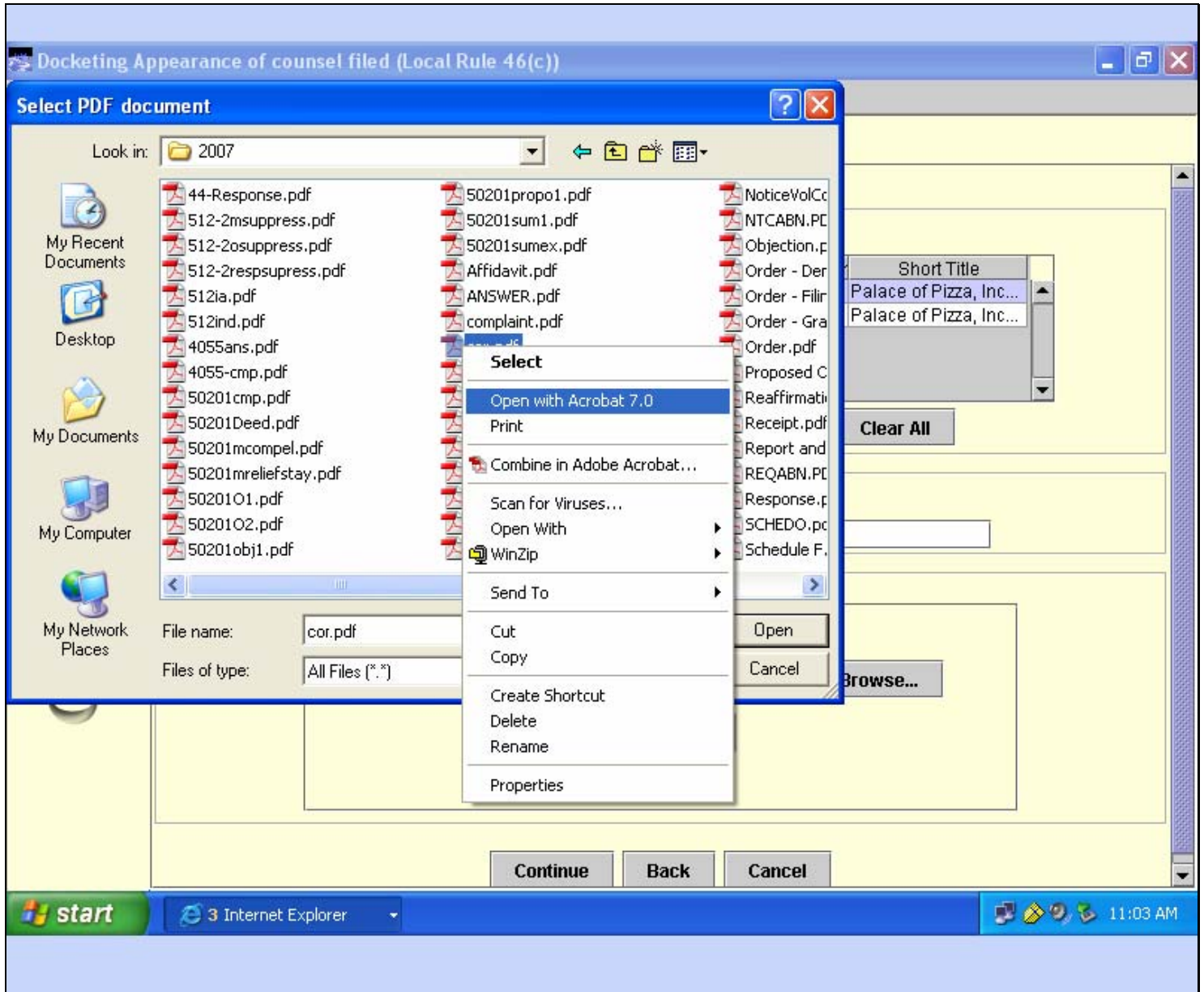
Slide 40 - Slide 40
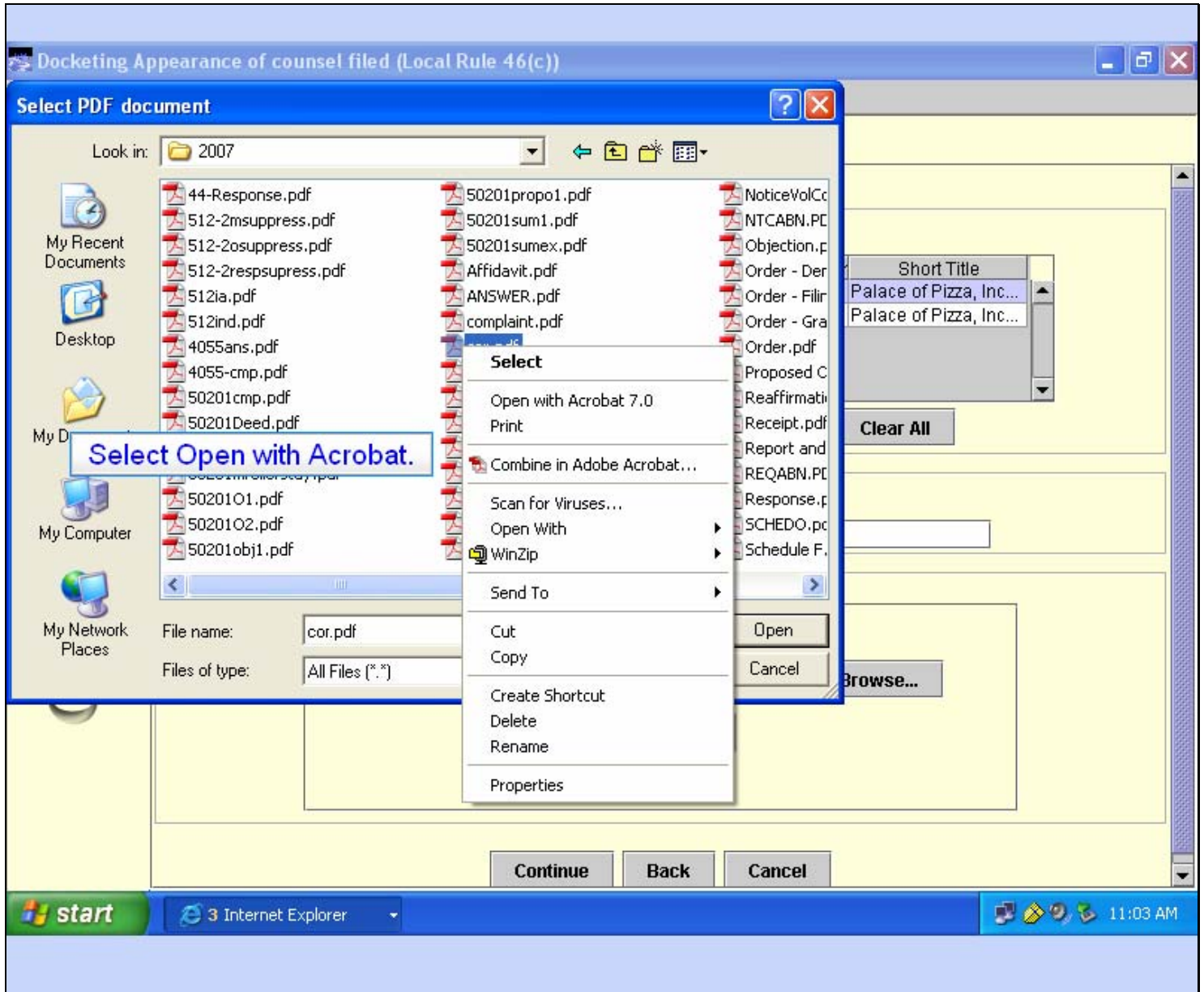
Slide notes

Select Open with Acrobat.

Slide 41 - Slide 41

Slide notes

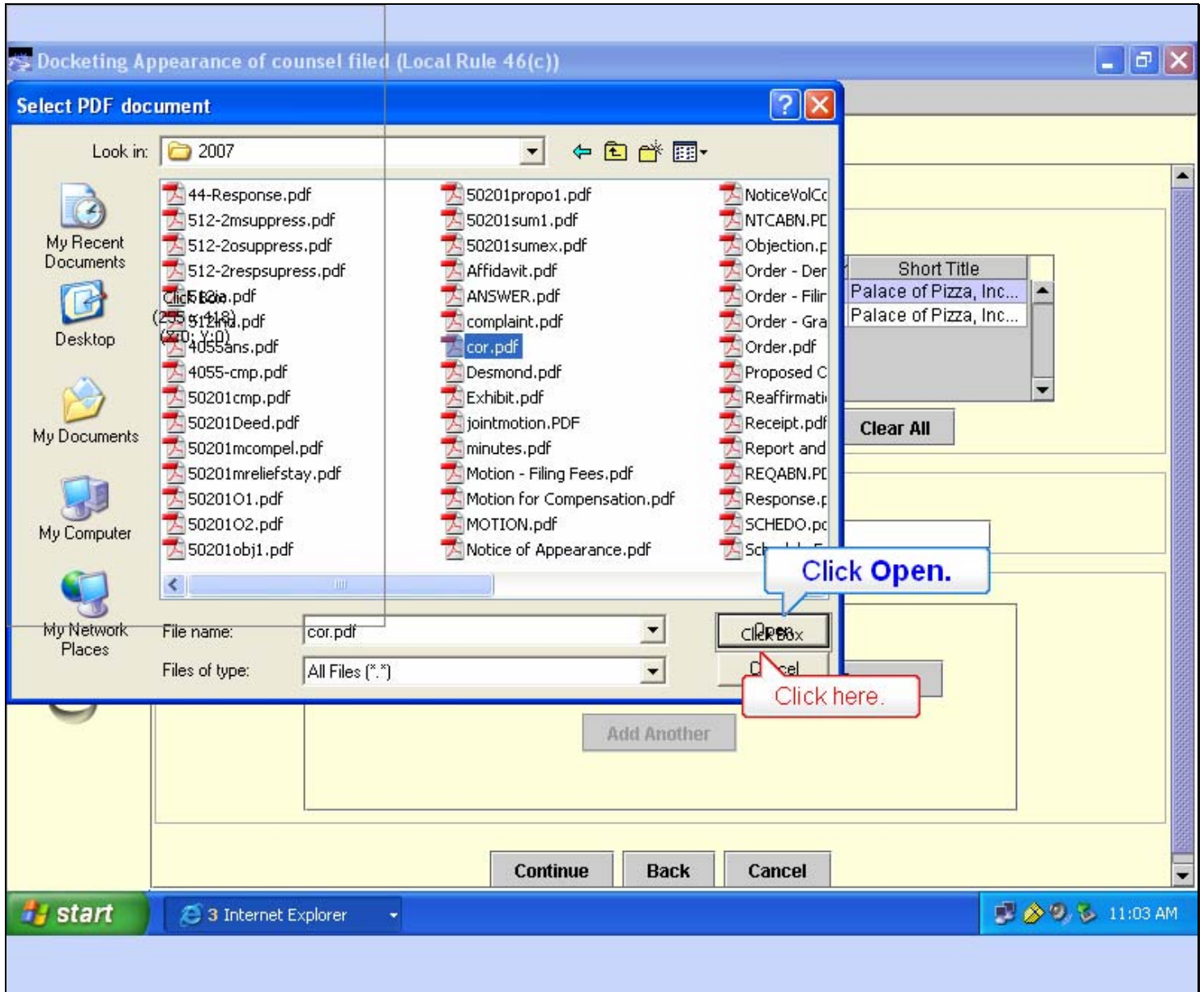(Note: This is a transition slide.)

Slide 42 - Slide 42
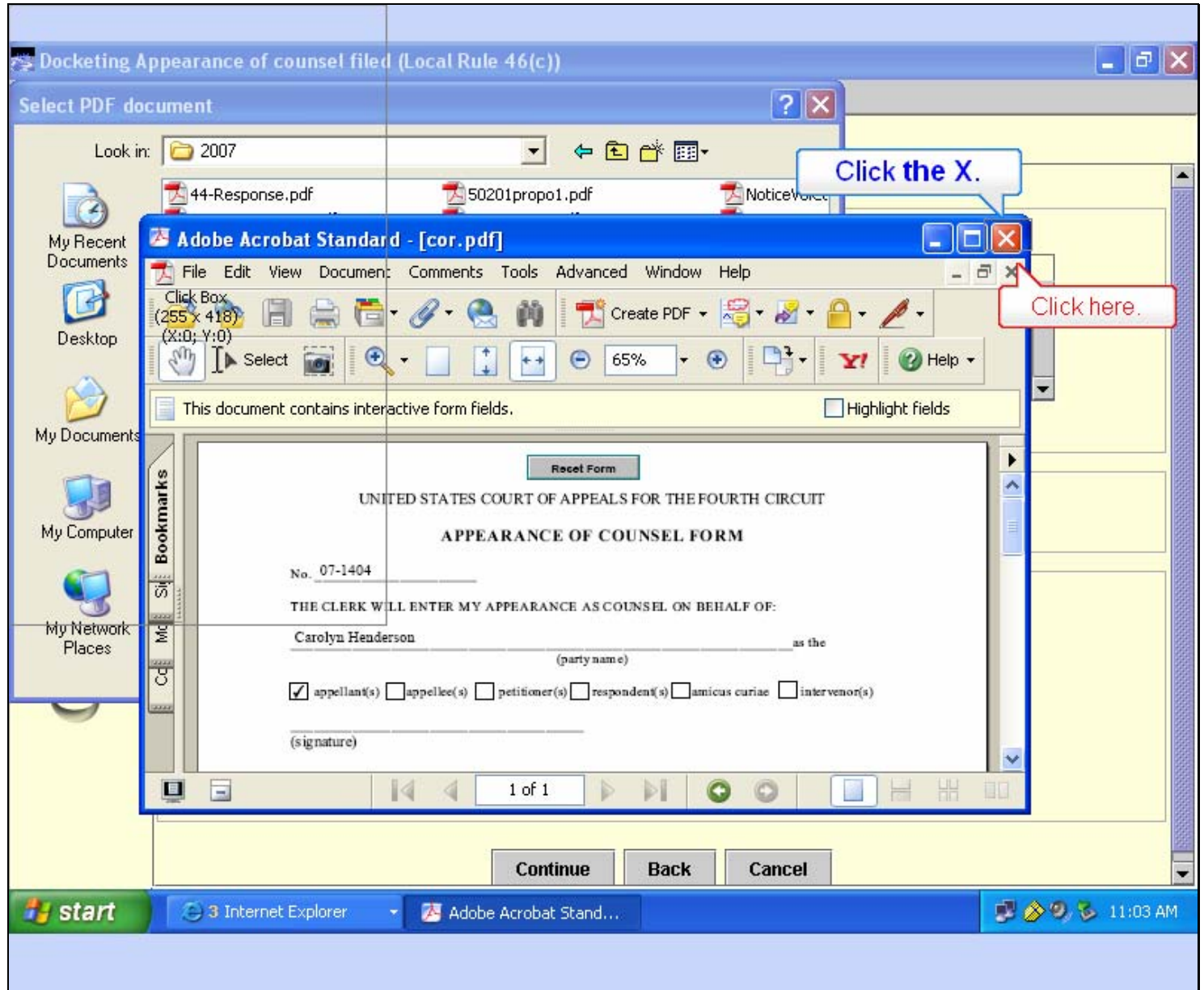
Slide notes

And Adobe Acrobat shows you the file's contents. When you've verified it's the right file, close the Acrobat window by clicking its X.

Slide 43 - Slide 43

Slide notes

Now that you've verified that cor.pdf is the correct file, click the Open button.

Slide 44 - Slide 44

Slide notes

Notice that CM/ECF has filled in the complete path to your file in the Document field.

At this point you would continue filing your appearance form.

You will use this same technique of browsing through the disk drives and folders on your computer to locate any PDF document you wish to file with the CM/ECF application.

Slide 45 - Summary

Slide notes

This concludes this lesson module on Windows Navigation. You now know how to do the items listed on this screen.

You may exit this lesson by selecting Exit the Lesson from the Menu, or you may close this lesson's window by clicking its X. Or you may use the navigation features of this lesson module to return to any desired section of the lesson.

Slide 46 - Goodbye

Slide notes

Goodbye.