

Web Pages: Creating and Maintaining

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Windows XP Setting Changes:

Open the “My documents” folder

Click on “Tools”

Click on “Folder Options”

Click on “View”

Click on the following two items to place a check mark in the box:

“Display the full path in the address bar”

“Display the full path in the title bar”

Do **NOT** check “Hide extensions for known file types”

(Leave the other items as they exist.)

Windows 7 and 10 Setting Changes:

In Control panel, open “Folder Options (In Windows 10 open File Explorer Options)”

Click on the “View” tab

Click to place a check mark in the box:

“Display the full path in the title bar”

Do **NOT** check “Hide extensions for known file types”

(Leave the other items as they exist.)

Important Note Regarding Classroom Computers

Any files you save on the classroom computers will be removed automatically before the next class. Therefore, if you wish to save any files you have created, you should bring a flash drive to class and save these files to this flash drive.