



# Files and Folders

organizing computer files

## Terminology:

- The hard drive is the physical place files are stored on the computer.
- A file is any item on the hard drive. A file could be a document, picture, or song.
- A folder is a group of files.

## Structure:

- The computer is like an office.
  - The drives are like filing cabinets within the computer (office).
    - The folders are like file folders within the drives (cabinets).
      - The files are like papers within the folders (file folders).
- The path refers to the route taken to get to a file.
  - cabinet\folder\folder\paper
  - drive\folder\folder\file
- Double-click on the Computer icon on the desktop to view the organization of files on the computer.
  - In the computer window, the drives are listed. Each has a description and a letter.
  - Hard disc drives are listed first. Usually, the primary hard disc drive is drive C:.
  - Next, devices with removable storage are listed.
    - This includes flash drives and CD/DVD drives.
    - The description of the drive might be the type of drive, “Removable Disk,” the brand of the flash drive, or the name of the flash drive.
    - These drives are usually D:, E:, F:, and G:.
  - The computer window is divided into three parts.
    - The path shows the current location.
    - The content shows all of the folders and files within the current location.
    - The navigation allows you to quickly change the location which you are viewing.

## Files and Folders:

- Think of a folder as a file folder.
  - Each folder has a name which you can change.
  - You can place files and other folders within a folder.
  - Documents, photos, and music are just a few of the types of files which can be placed in a folder.
- A file is a single item.
  - Files are saved on drives.
  - They may be placed in folders.
  - Each of the following is a single file: a document, a photo, a song.

### **Creating a Folder:**

- First, open the computer window and navigate to the location in which the new folder will be placed.
- On the Home tab, click on “New folder.”
- Type a name for the new folder and press Enter on the keyboard.
- To open the new folder, click on Open on the Home tab.
- When you are finished, close the window.

### **Saving Files:**

- Using the “Save as” option creates a new file.
  - Use this option the first time only.
  - When using this option, select a location, name, and type of file then click on “Save.”
- Using the “Save” option updates the existing file.
  - Use this option when making changes.
  - The file remains in the same location.

### **Opening Files:**

- Open the program in which you would like to open the file. For example, open Microsoft Word if you would like to open a document.
- Use the menu options to locate and open the file.
  - Typically, there is a File tab or menu. On this menu there is an “Open” option.
  - Navigate to the file’s location.
  - Click on the name of the file and click on Open.

### **Moving Files and Folders:**

- Move files and folders around to stay organized.
- First, use the Computer window to locate the file or folder.
- Next, click on the file or folder to select it.
- On the Home tab, click on “Move to.”
- Select a location to move the file or folder to and click on Move.

### **Deleting Files and Folders:**

- Use the Computer window to locate the file or folder to be deleted.
- Click on the file or folder to select it.
- On the Home tab, click on Delete.
- Note: a file cannot be open while it is being deleted.
- Empty the recycle bin to permanently delete the file.
  - Open the recycle bin.
  - On the Manage tab, click on “Empty Recycle Bin.”

### **Tips:**

- Organize files using folders.
- Think of drives as filing cabinets, folders as file folders, and files as individual papers.
- Do not be afraid to ask for help.