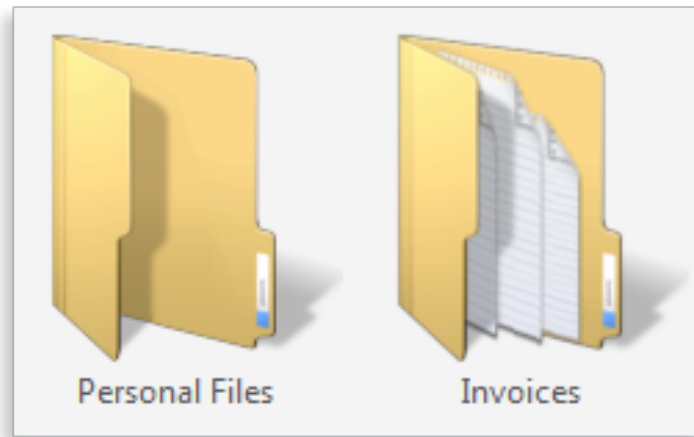


What are files and folders & how do I work with them?

A file is very much like a typed document that you might find on someone's desk or in a filing cabinet. On a computer a file include text documents, spreadsheets, digital pictures, and even songs.

A folder is like a container that stores files. They are just like a folder that you would find on someone's desk.

This is what a typical folder icon looks like:



An empty folder (left);


a folder containing files (right)

Not only do folders hold files, but they also can hold other folders. A folder within a folder is usually called a **subfolder**. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

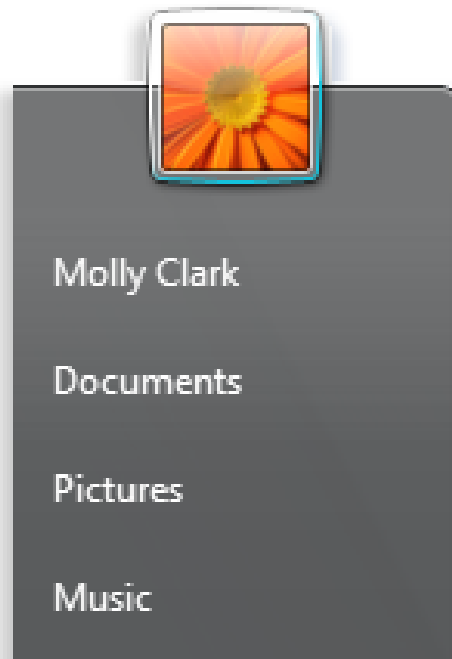
How Windows (the computer) organizes your files and folders?

Here's a list of some of the most common folders you can store your files and folders in:

- **Documents.** Use this folder to store your word files, spreadsheets, etc.
- **Pictures.** Use this folder to store all of your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people.
- **Music.** Use this folder to store all of your digital music, such as songs that you copy from an audio CD or download from the Internet.
- **Videos.** Use this folder to store your videos, such as clips from your digital camera, or video files that you download from the Internet.
- **Downloads.** Use this folder to store files and programs that you download from the web.

There are many ways to find these folders. The easiest method is to open the personal folder, which gathers all of your common folders in one place. To open it, click the **Start** button , and then click your user name at the top of the Start menu's right pane.

You can open common folders from the Start menu



You can also find the Documents, Pictures, and Music folders in the Start menu, just below your personal folder.

Remember that you can create subfolders inside any of these folders to help you better organize your files. In the Pictures folder, for example, you might create subfolders to organize pictures by date, by event, by the names of people in the pictures, or by any other scheme that helps you work more efficiently.

Opening an existing file.

To open a file, double-click it. The file will open in the program that you used to create or edit it.

Creating and deleting files

Some programs create a file when you open them. When you open WordPad or Word, for example, it starts with a blank page. This represents an empty (and unsaved) file.

Start typing, and when you are ready to save your work, click **File** in the menu bar and then click **Save As**. In the dialog box that appears, type a file name that will help you find the file again in the future, and then click **Save**.

You can also create a New Folder as this time to store (or put) your file in. When the dialog box appears, in the upper right corner click once on the Folder with a star burst (if you hold your mouse over this, it will state "Create New Folder (Alt+4)")

A New Folder box will appear, type the name of the new folder
Click **Save**

By default, most programs save files in common folders like Documents, Pictures, and Music, which makes it easy to find the files again next time.

When you no longer need a file, you can remove it from your computer's hard disk to save space and keep your computer from getting cluttered with unwanted files. To delete a file, open the folder that contains the file and then select the file. Press DELETE on the keyboard and then, in the **Delete File** box, click **Yes**.

When you delete a file, it's temporarily stored in the **Recycle Bin**.

Finding your files – Refer to the Start Menu section