

Files and Folders

All the documents and software saved on the computer are stored as individual files. Files are the basic unit of storage.

Each computer will hold thousands of files - therefore, to make it easier to find and keep track of your files, you can group them together in folders.

Definitions

File – the computer’s basic unit of information storage. Everything on a computer is stored as a file of one type or another. You can usually think of a file as a single document which can be several pages long, or as an individual item. Most files are represented by a sheet of paper with the corner folded over.

Here are some examples of files and the icons that represent them:

- a typed letter created in Microsoft Word



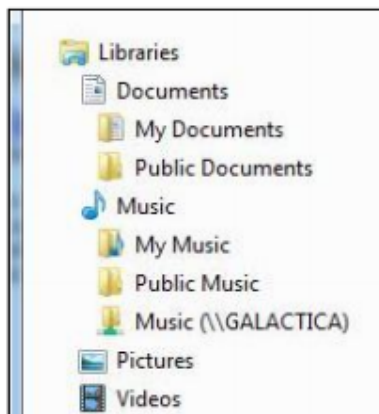
- a photograph transferred from a digital camera



Ben Lomond
600 x 450
JPEG Image



Folder - something that can contain files. You can put files into folders to group them together, making them easier to find. A folder is represented by a yellow folder icon.



Sub-folder - a folder inside another folder. The diagram here shows that Windows 7 stores most of its folders in an area called **Libraries**. In the **Libraries** area there can be found other **Default Folders** which are used to store various types of file. For instance the **Documents** folder is the main folder and holds other folders such as the **My Documents** folder, the **My Music** folder, the **Pictures** folder and the **Videos** folder which are all **sub-folders** of the **Documents** folder. Sub folders sit below and to the right of the folder they are stored in (as can be seen in the diagram)

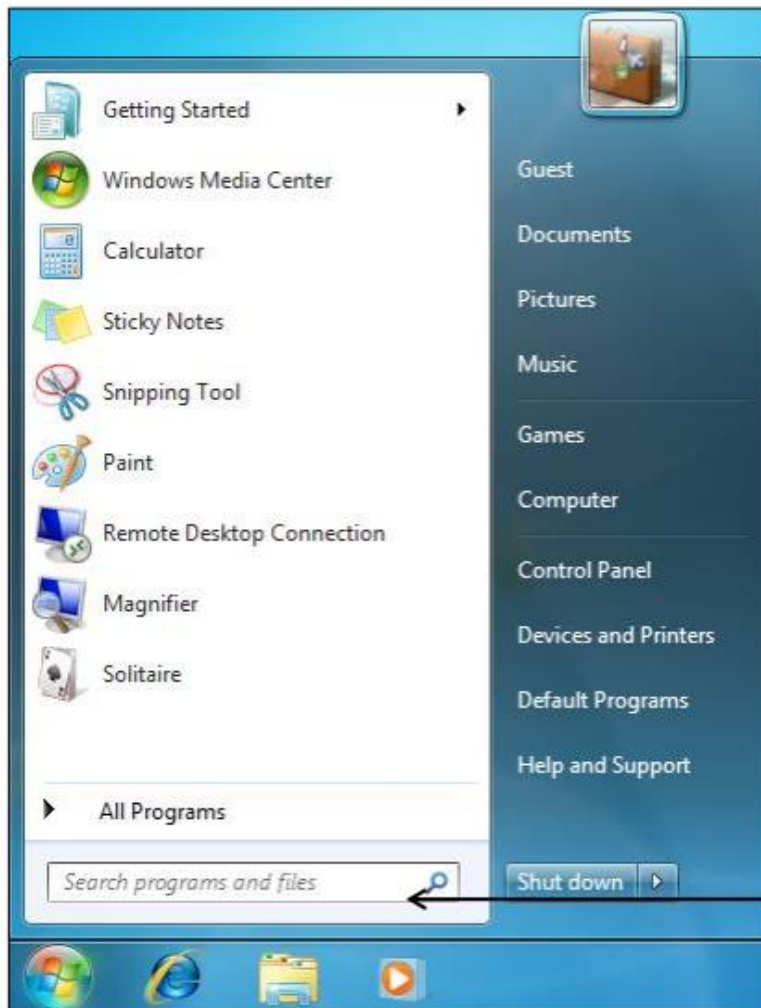
Note: With files and folders you have to double click to open them up, clicking once will only highlight them, unlike when you are on the internet you only need to click once.

There are several ways to access Windows 7 Libraries folders on a computer and you are best to learn all methods, as computers can be setup differently especially public computers.

Libraries Icon on the Taskbar



And also by clicking the Start Menu Icon and the Start Menu will pop up



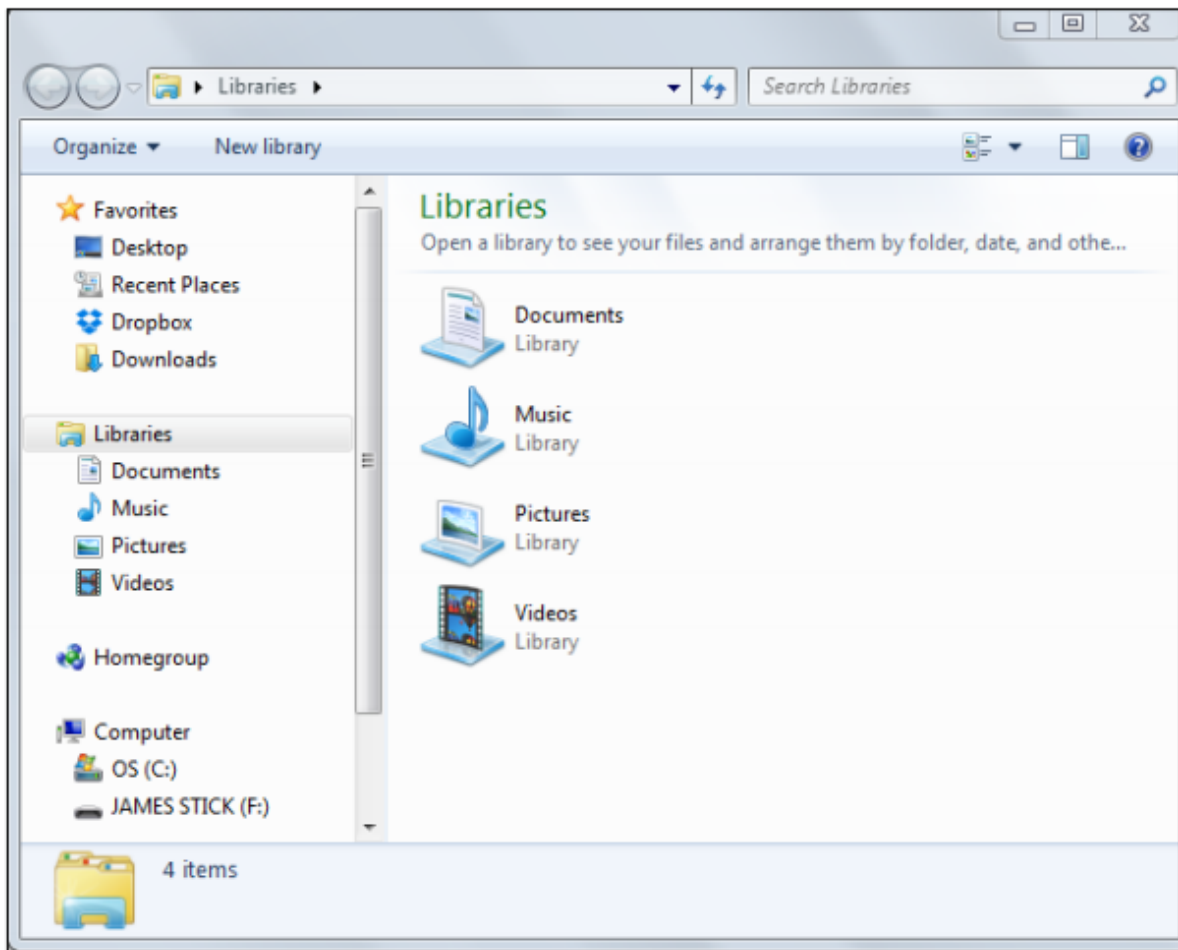
Clicking on any on these will take you to Libraries, but on the specific folder in Libraries.

- Documents
- Pictures
- Music
- Computer

Unfortunately the Start Menu Can be modified and look different, and in some cases may not even be there.

You can also do a search for Libraries or any folder using
Search Programs and Files

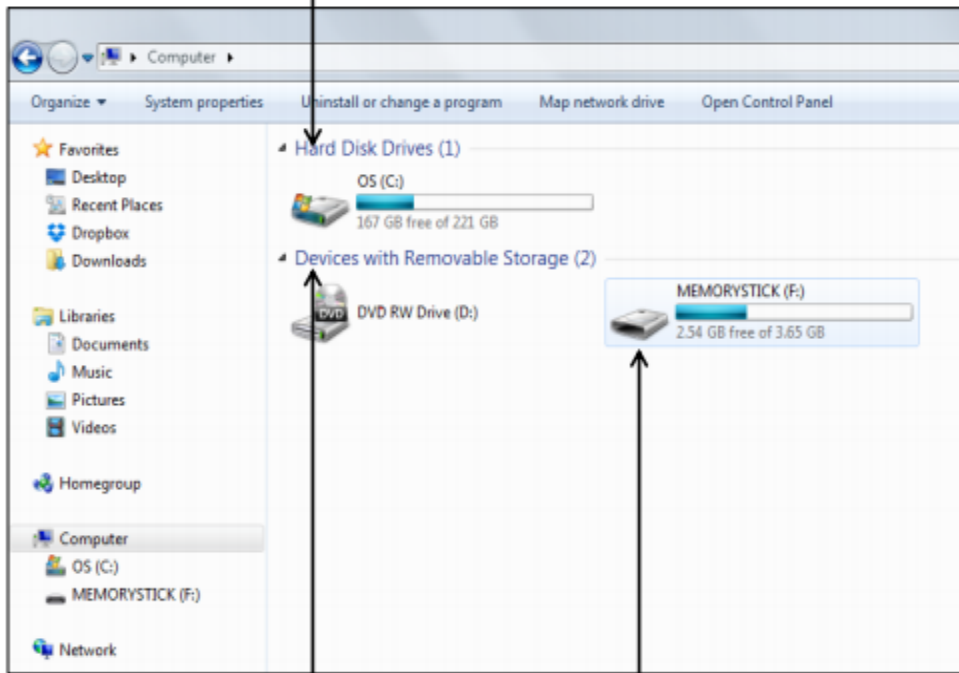
1. Use one of the above methods described before and you will eventually come to **Libraries**.



2. Click on Documents to view what's in the documents folder.
3. Then Click on Pictures, you will notice that the right window pane changes to what is now in the Pictures folder.

4. Navigate to Computer in Libraries, Computer shows your storage devices in, or attached to your computer.

Hard Disk Drives: Shows the Hard Disk Drives you have in your computer this is where all your data is stored, and even Windows Operating System itself.



Devices with Removable Storage:

If you don't have your own computer the best way to have your own files to hand is to use a Memory Stick

Makes using computers so much easier to use and to know where all you files are.

Memory Stick: Plugs into USB port on a Computer.



Following are the important difference between File and Folder.

Key	File	Folder
Extension	Files may or may not have extensions.	Folders do not have extensions.
Container	A File can not contain another file/folder.	A folder can contain any number of file/folders.
Memory size	A file has certain size and memory consumption.	A folder has no size of its own. It derives the size from the files it contains.
Attributes	Name, Extension, Date, Time, Length and Protection (Read-Only, hidden etc.)	Name, Date, Time and Protection (Read-Only, hidden etc.)
Supported operations	Open, save, rename, print, email and modify file content.	Move, rename, delete and share.
Sharing	Files cannot be shared on network on their own.	Folders can be shared on network.