FILES and FOLDERS

What is the difference? How can we identify if it's a file or if it's a folder?

1,Rightclick START...click EXPLORE.

2.Look at the list of yellow "folders" in the column on the left side of your screen.

   Note some have a (+) before the yellow folder, some have a(-) before the folder.
   WHY?

3.A (+) before a yellow folder indicates there are subfolders within this folder. Click the +, now you notice it becomes a (-) indicating the folder is now expanded exposing it's subfolders in the drop down list under that folder. In some folders, you'll find subfolders and also subsubfolders,etc.

4. Doubleclick one of the yellow folders. Immediately you get a list of folders (if there are subfolders) and files on the right side of the screen. Note that the files are not yellow and don't look like a yellow file folder. Instead the files have their own little icon at the beginning of the file title. The columns to the right of the title will tell you the size of the file, where it is located and the last date on which it was modified. (Must have setting on DETAILS to see all this info.) Note the little icon that looks like a small stamp with lines of tiny icons on the menu bar above the list of files. Rightclick that icon and select Details.

5. The icon indicates the program that has been associated with that particular file to open it. Example, if the file has a text page with a W superimposed upon it, it tells you that the file was created in the word processor program, Microsoft WORD and will need MSWORD to open it.

6. Also, note the 3 letters at the end of the file name. This is called the extension and is an indication of which program or programs can open this file. Example, if the extension is .doc it indicates that it is a file created in Microsoft WORD and was saved as a Word document.
NOTE: IF you cannot see the extension, click View on the Menu at the top of the page and select Details.

7. When you create a file and wish to save it to your hard drive, you MUST save it to a folder, such as the MY DOCUMENTS folder. If it's a picture, you would want to save it to the My Pictures folder.

 When you wish to find the file again, you can open the MY Documents folder and locate the file by it's title. Or you can rightclick START…click SEARCH (click FIND if using Win98 or ME). Type into the NAME box the name of the file and in the LOOK IN box, click the down arrow and select the Local Disk (C:) drive as that is the hard drive for your computer…unless of course you have more than one hard drive installed in

your computer, in which case you'd select the letter that is the disk drive to which the file was saved when the file was created.

Create a New Folder in the My Documents Folder:

1. Click once on My Documents to highlight it.
2. Click File…New…Folder. A box will appear on the right side of the screen with New Folder as the title. It will be black and a cursor blinking in the box.
3. Type the name you wish to give to the folder over the black print and then doubleclick outside the box. You will now see under the My Documents a folder with the name you just typed.