

Navigating the Computer: Drives, Folders & Files

The computer is divided into **Drives**, which can be hard drives, disk drives, or flash drives. These are labeled with letters in brackets, like (C:) or (E:).

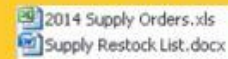


Drives contain **Folders**



Drives & folders are on the **left**.

Folders contain **Files**, like a song, picture, or resume.



Individual files are on the **right**.



TIP:

Usually the flash drive appears as (E:) or (F:) in **Computer**, with a name like **Removable Disk**.



Right Click = Options!

- Right click on the name of a file to rename, copy, or delete it.
- Right click on a picture to save it.
- Right click on the Desktop of a computer or on the white space in an open flash drive to create a new folder.
- The right click menu will not always be the same -- don't panic, just read your options carefully.

Saving Files

Save a New File



To save (download) a **file** from the internet:
Click on the file you want to download, then look for a floppy disk icon, or a down arrow at the top or the bottom of the page. If you don't see either of them, right click for options, then select **Save File/Link As**.



To save a **picture** from the internet:
Right click on the image to bring up your options menu. Click **Save image as...**



To save a **document** you have created:
Click the Microsoft Office button or the word **File** in the top left corner of the document. Click **Save As**.

Save or Save As?

Save: Quickly updates an existing file with new information to the same location, with the same name.

Save As: Need to change the name? Want to save to a new location? Great for making copies of documents!



Steps for Saving

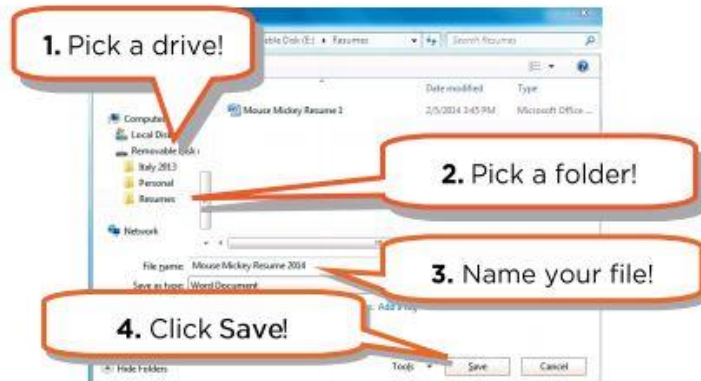
To save a file, always follow the same pattern. The window you see when you save will always look the same.

1. Pick a drive!

2. Pick a folder!

3. Name your file!

4. Click Save!



Finding Files

Finding Files

Browsing & Searching with Keywords



If you can't remember which folder you saved a file in, click the **Windows Explorer** icon at the bottom of your screen to look for it.

Check in the **Downloads** folder.  Downloads

OR



Search your computer by clicking the **Start** button.

Then type the name of the file, or a word you remember from the file, into the **Search programs and files** box. Hit the **Enter** key, or click the magnifying glass to search.



You can also use **CTRL+F** ("find") to search for a word on a page, in a folder, on a website or in a drive.

Types of Files

Documents

.pdf — can't edit, may be able to fill out as a form

.docx — Word document

.doc — older Word document

Pictures

.jpg — most common online

.gif — lower quality, can be animated

.png — smaller, reproducible

Audio

.mp3 — smaller, lower quality

.wav — good quality, larger

.aac — Apple's type of audio file

Executable

.exe — programs that can run on your computer.

Use with caution. Don't open if you don't know what they are.

Need more help?

- Come to the library and practice on a library computer.
- Go to: www.gcfllearnfree.org