





# Beginners: Folders and Files





## Intro to File Management: My Computer

All computers use different storage devices (drives) to store applications/ programmes and all user and system documents. The largest storage device in a PC is usually its hard disk drive (C drive).

To view all of the storage devices that are available to your computer:

1. Display the **Desktop** by clicking on the icon  on the taskbar
2. Open the **My Computer** window by double clicking on its icon on the Desktop. (Note that on a home PC you can also open My Computer from the Start menu) 

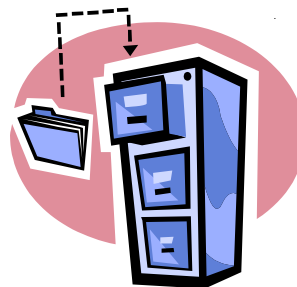
The following are the storage devices that you are most likely to see:

	Hard Disk (normally designated as drive C) Note that you will not see this drive when using a Hillingdon Libraries PC, as it has been hidden for security reasons.
	Floppy Disk (normally designated as drive A)
	CD-ROM drive (normally designated as drive D)
	Removable disk, for example a USB pen drive or a USB camera (normally designated as drive E)

You can think of each storage device as a filing cabinet, that can have many drawers (called **directories** or **folders**). Within each drawer there can be many **folders**. Each folder can contain more folders (**sub-folders**) or documents (**files**).


You can view the contents of each drive by double clicking on its icon.

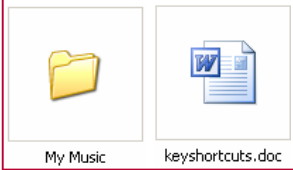
The icon on the left is used to indicate both folders and sub-folders. **Files** can have different icons, refer to the next Helpsheet **Beginners: Recognising Different File Types**.




## Changing the View of the File Listings

To change the way that files and folders are displayed in the main pane.


1. Click on **View** menu OR on the **View** icon  on the Toolbar.
2. Choose one of the following views:



**Thumbnails**



**Large icons**




**Small icons**

**List**

Name	Size	Type	Date Modified
My Music		File Folder	04/06/2005 13:48
keyshortcuts.doc	77 KB	Microsoft Word Doc...	13/08/2005 10:21

**Details**

## Hierarchical View

To show all the drives and folders on your PC in a hierarchical structure (similar to a family tree), click on the **Folders** icon  on the standard toolbar of any file management window (i.e. a **Windows Explorer** window like My Computer or My Documents ).

Instead of opening disk drives and folders in separate windows, you can browse through them in a single window. The **left pane** contains a list of your disks and folders (but not **files**), and the **right pane** shows the contents of the selected folder or drive (**files** and **sub-folders**).

The top level of the structure is the **Desktop**.

Branching off it (second level) are the **My Documents** directory, **My Computer** and the **Recycle Bin** folder. The minus sign (-) to the left of My Documents and My Computer, means that the third level is visible (**expanded**).

The plus sign (+) to the left of the three drives on the third level (below My Computer) means the fourth level is not visible (**collapsed**).

**NOTE:** The Windows Explorer can also be launched from the **Start** menu, point to **Program Files** and then to **Accessories**.

