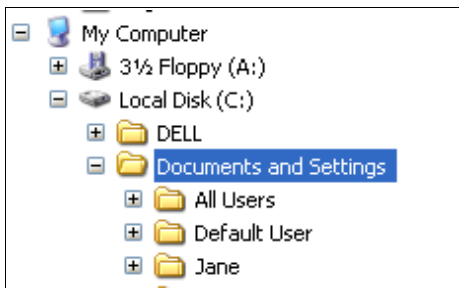


Computer Basics
Working With Folders

Folders are used to organize the information on the hard disk of a computer.

Folders are arranged in a hierarchy. The top of the tree is the letter given to name a disk. For example the fixed or hard disk in your computer is called C:, the floppy disk drive is called A: and the CD drive is called D:, E: or sometimes F:. This is also known as the root directory of the disk.



Folders and **sub-folders** are created below this level.

Folders can contain documents, programs and other folders (sub-folders).



The folder icon represents folders.



My Pictures



My Videos

Some folders such as My Pictures and My Videos include a pictorial representation of their contents. You can choose a picture to place on your folders in Windows XP.

To look at files within a folder it must be opened.

Many folders on your computer are set up and used by the **operating system**. It is important that you only work with folders where you know what they contain. Deleting folders without knowing what is in them can be damaging to your computer.

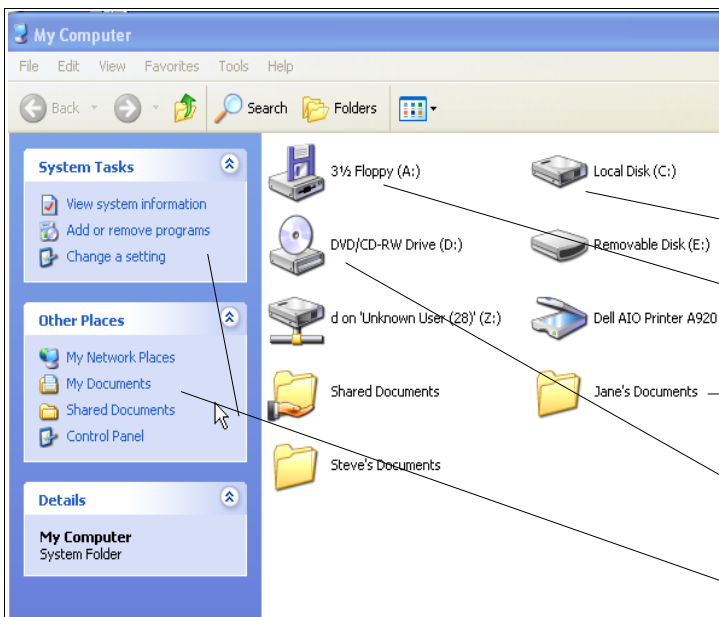
Most folders that you will work with will be found within the **My Documents** folder. This appears on your desktop and allows you to safely work with folders and files.

You may work with Folders and Files either using My Documents or My Computer from the desktop, or you can use Windows Explorer which is found in the Accessories folder in All Programs from the Start menu.

Using My Computer to work with Folders



On your desktop, move your mouse pointer over the My Computer icon, double click the left mouse button to open the application.



A **window** will open on your desktop with a similar look to the one on the left. The contents will not necessarily be the same on each computer.

Shows your fixed/hard disk

Floppy disk drive

Shows the main folders on your computer used for saving documents into

CD or DVD drive

Other options

The **title bar** at the top of the window shows you which application you are using

The **menu bar** underneath the title bar gives you menus with other actions

The **tool bar** sited under the menu bar gives you icons for quick and common actions

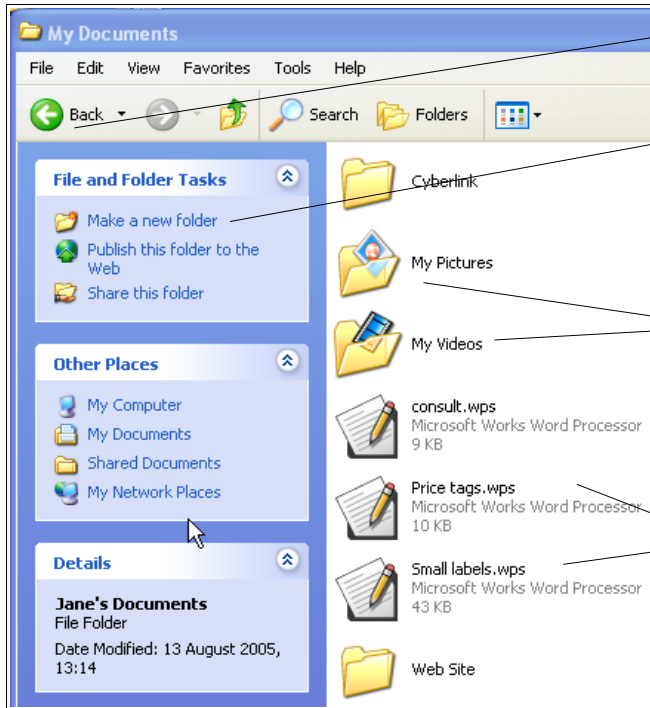
The left hand **pane** allows you to move to other places and tasks such as the control panel or to other networked computers.

Opening A Folder

To open a folder within My Computer you may just hover your mouse pointer over the folder you wish to open and double click the left mouse button. The folder will open showing the contents of that folder.

You will notice that the **title bar** now contains the name of the folder that you have opened. Within the folder are both **sub-folders** and **documents** or **files**.

The menu bar and the tool bar are still available and so are the options on the left hand pane. However you will notice that some of the options have now changed.



You can go back a sheet by using the back button

You have the option to make a new folder within My Documents

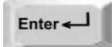
Sub folders can now be seen and opened in the same way as you have opened My Documents.

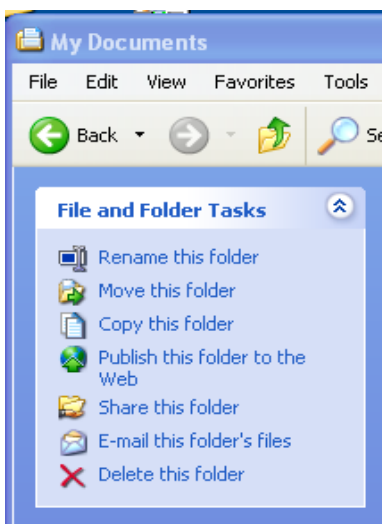
Documents or Files are now available to be opened by using the double click.

Creating a New Folder

To create a new sub folder within the My Documents folder hover your mouse pointer over the left hand pane pointing at the Make a new folder option. This is an action and so you only have to click the left mouse button once.



A new folder will appear in the right hand pane with the **New Folder** name highlighted. This allows you to type immediately, without further selection or mouse clicks, the name you want to call the folder followed by the enter key . 



Notice that the left hand pane has also changed and now gives you options to work with the folder you have created.

You can **rename** the folder, **move** the folder to another place on your computer, **copy** the folder to another place on your computer, **publish** the folder to the internet, **share** the folder with other people's computers, **email** the folder's files and **delete** the folder.

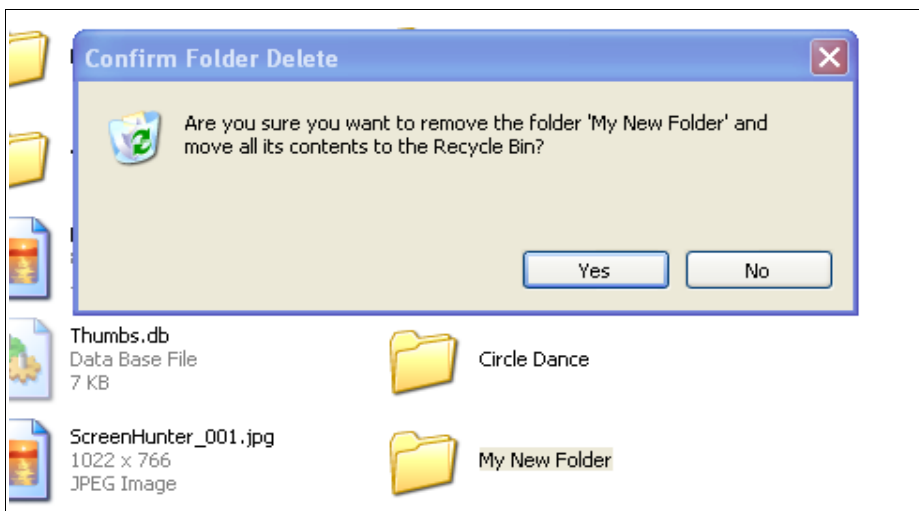
If you do not wish to do any of these things you can go back using the **Back** button on the tool bar.

If you open the folder you will see it is empty.

Deleting a Folder

Using My Computer open the My Documents folder and find the new folder that you have created. Hover your mouse pointer over the folder and click your left mouse button once to **select** the folder. You will see the name becomes highlighted which means the computer now knows which folder you wish to work with.

Choose **Delete this folder** from the left hand pane with your mouse pointer and click once using the left hand mouse button.



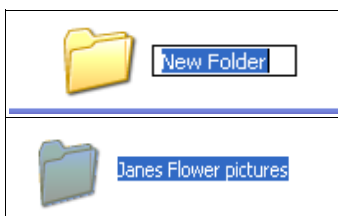
A **Dialogue box** will be presented on the screen asking you if you really wish to send this folder to the **recycle bin** along with all the files and folders in it.

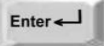
Point the mouse pointer at the **Yes** button and click once for an action.

Your folder and all its contents will be moved to the recycle bin.

Renaming Folders

Select the folder you wish to rename by pointing your mouse pointer at the folder and clicking once with the left mouse button. The folder name will be highlighted.



Using the keyboard without clicking with the mouse, type the new name of the folder and then press the enter key. 

The folder will now be known by its new name.



Close My Computer by pointing your mouse pointer at the white cross on a red background in the upper right hand corner of the window and clicking the left mouse button once for an action.

You are now able to open folders to look inside, **create** new folders, **delete** folders and **rename** them using My Computer.