

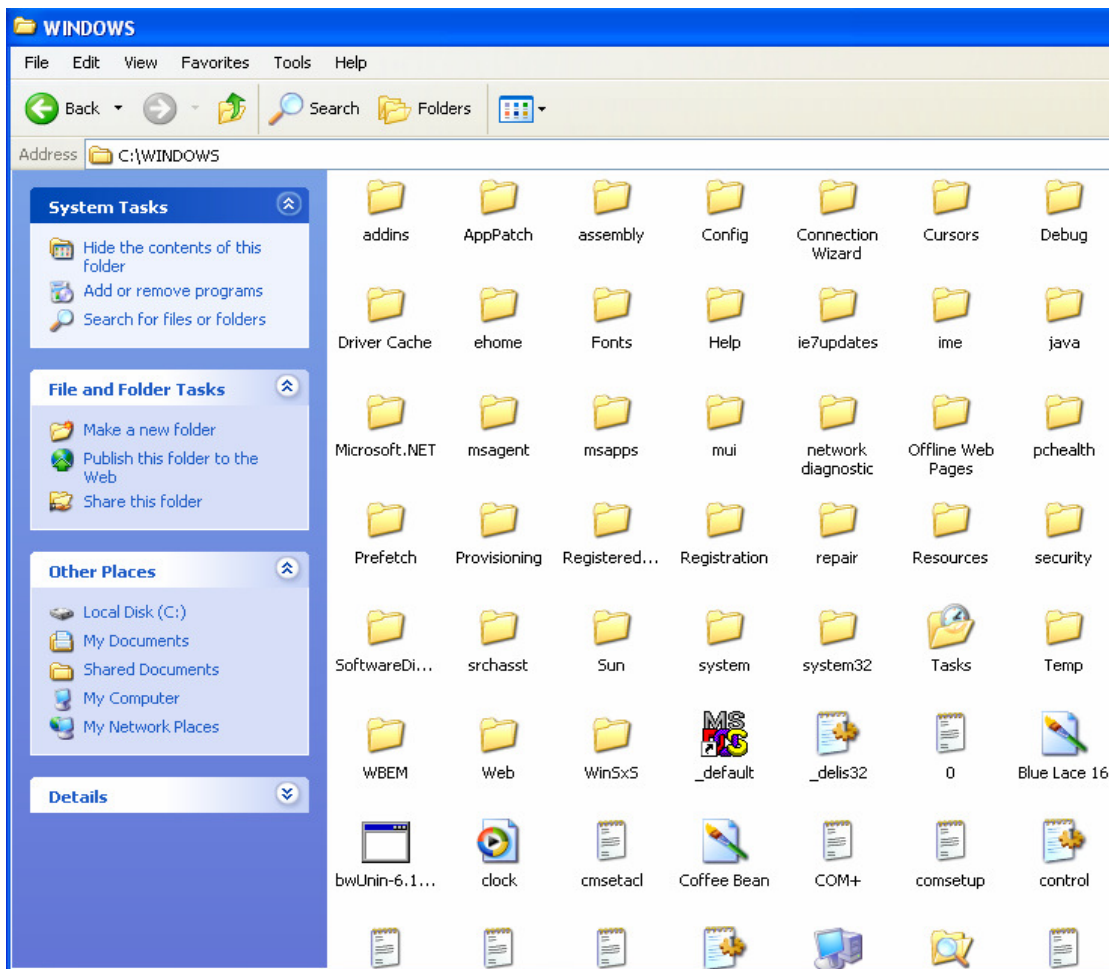
Files, Folders and Drives

The Problem: Computers are typically cluttered with programs, folders, icons, and more. It's all too easy to save something and then lose track of where it went.

Solution: learn about files, folders and drives

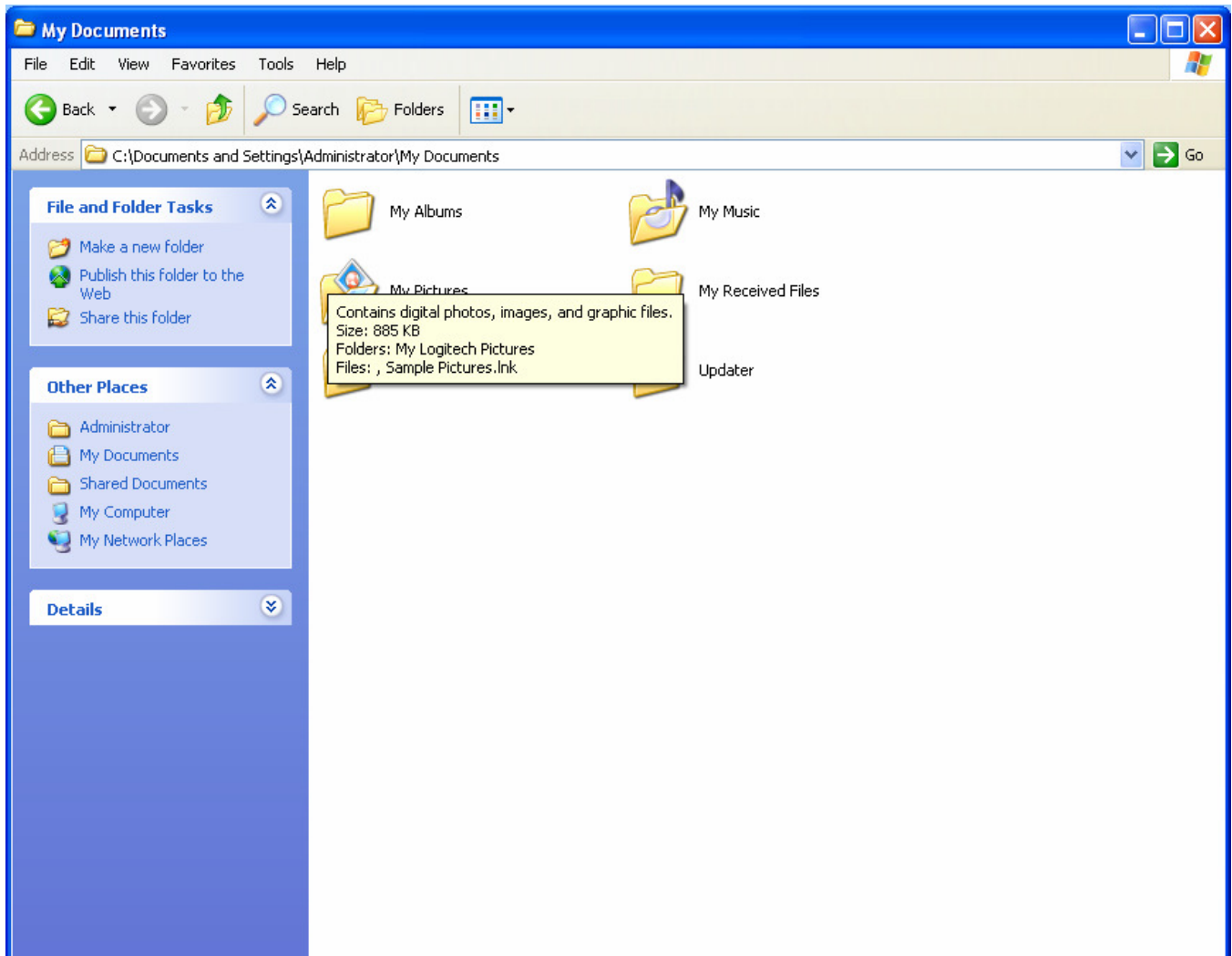
Files:

- Everything on your computer is saved as a file
- Programs that you run like Microsoft Word are really a collection of files
- Documents you save, digital photos, videos and music you listen to... each is a file

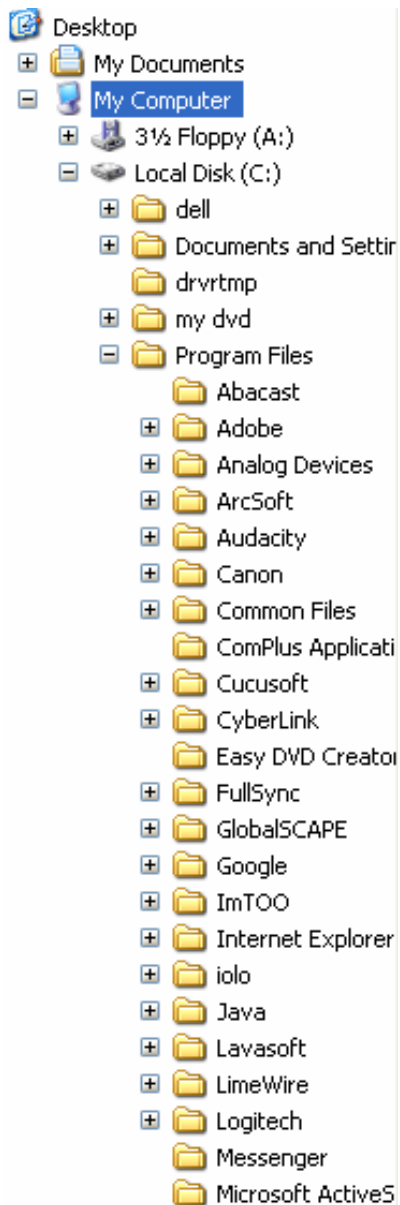


Folders:

- Folders can help organize files
- The computer already has standard folders created: Windows, Program Files, My Documents, etc
- You can create your own folders as needed
- Folders can go inside other folders



Visualize a 'folder tree'



The Program Files folder contains folders;

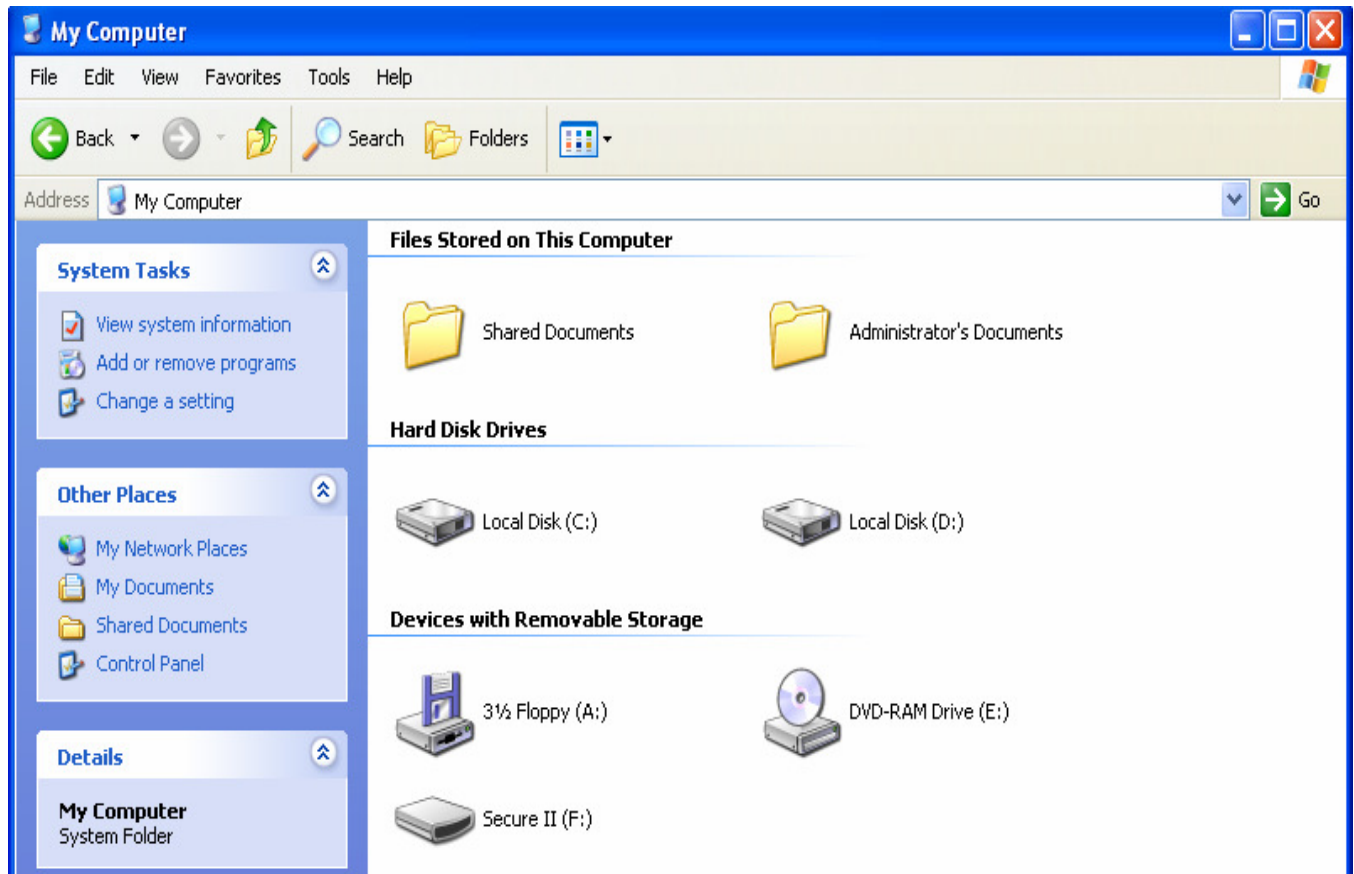
- Microsoft Office folder
- Internet Explorer folder
- Silhouette folder

The My Documents folder contains folders;

- My Documents folder
- My Music folder
- My Pictures folder
- School Stuff folder

Drives:

- Drives are like drawers
- Hard drive inside your computer
- CD or DVD drive
- Floppy diskette drive
- USB Flash Memory drive
- Network drives



Drives get letters;

- Hard drive = C:
- CD/DVD= D: (usually)
- Floppy = A:
- Flash drive = E: (usually)
- Network drive letters vary

Exploring Your Computer:

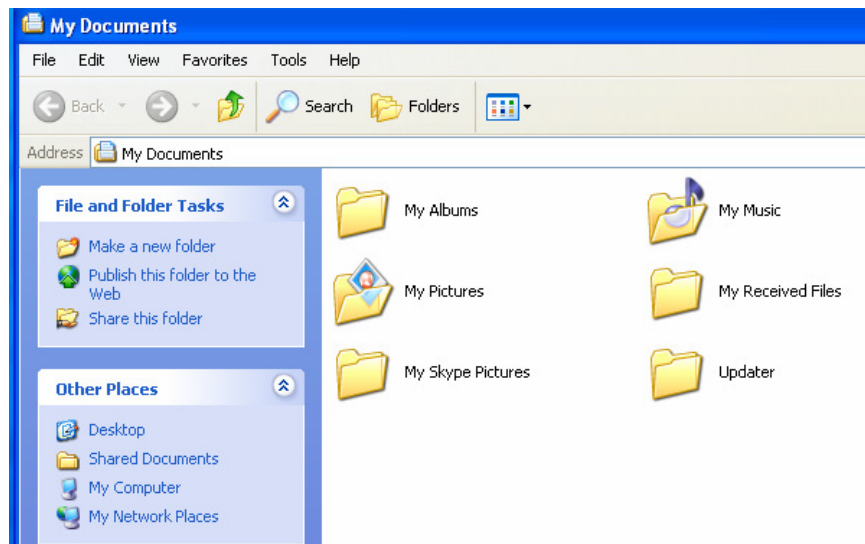
My Computer:

- Icon on 'the desktop
- Double-click to view drives on your computer
- Double-click on C: to see base level of folders
- Continue double-clicking to explore further



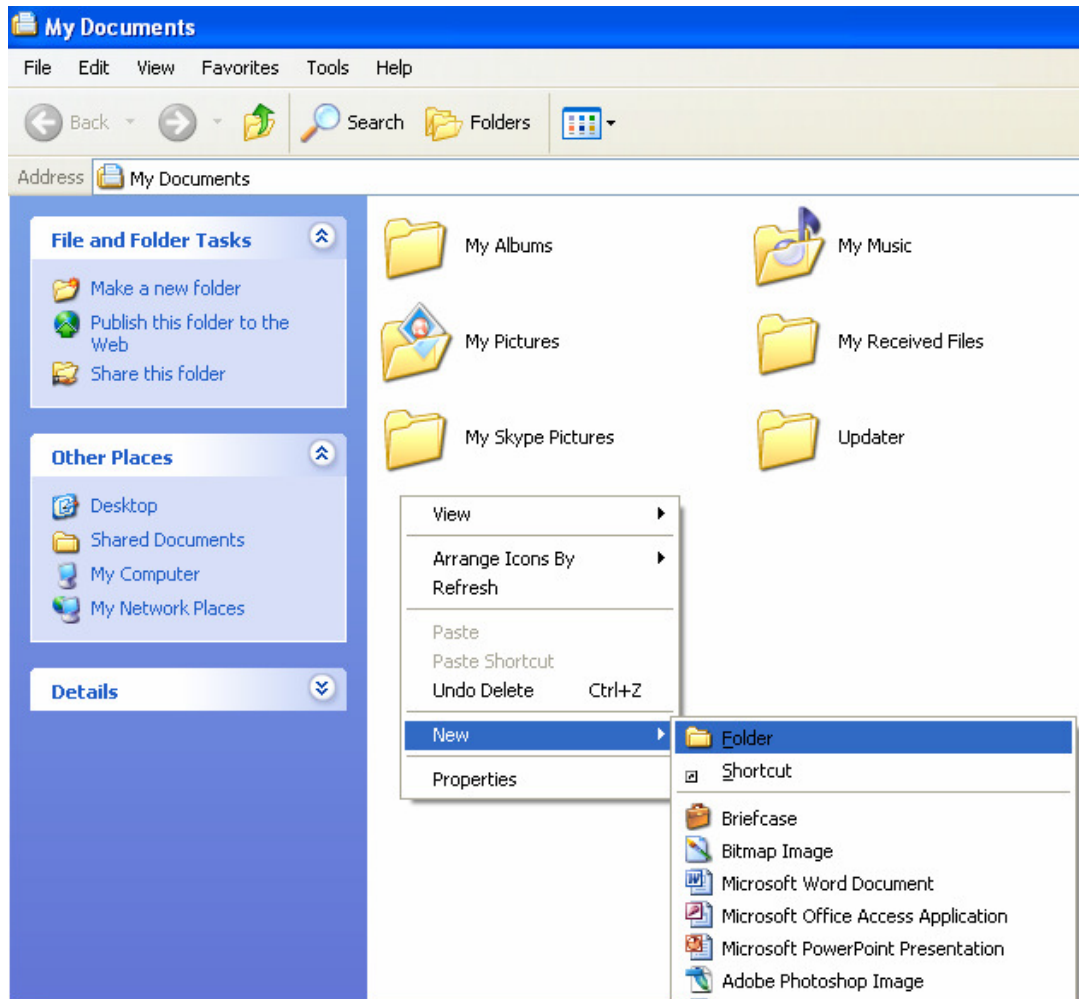
My Documents:

- Another icon on the desktop
- Double-click to look at contents
- Includes standard folders:
- My Music
- My Pictures, etc
- Make your own folders



How to create a folder:

- Navigate to where you want your new folder (perhaps inside My Documents)
- Right-click in blank space
- Click on New then Folder
- Give your new folder a useful name



The Desktop is a folder too

- You can put new folders on the Desktop in the same manner
- Many Desktops are too cluttered- try making folders and dragging icons into them
- It's better to save into My Documents than on the desktop

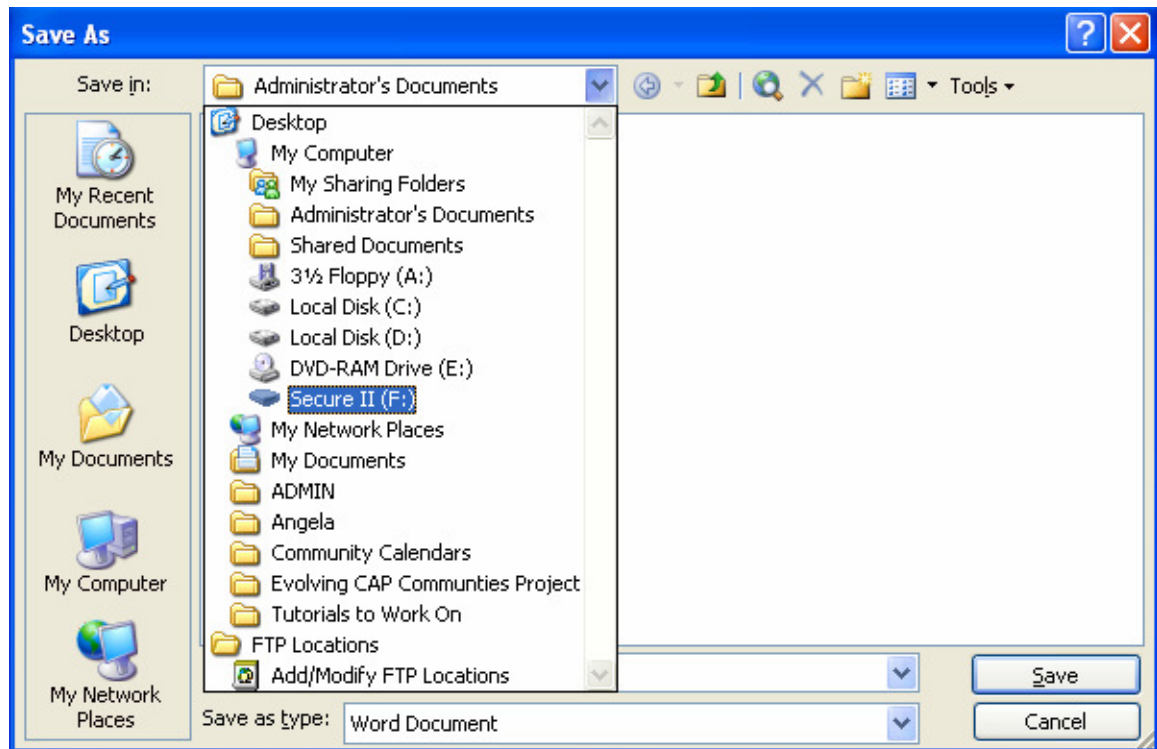
Saving files:

- Most often, software tries to save files to either My Documents or the Desktop
- You can change the 'default' behaviour and save to flash drive or USB or network drive or save to a folder of your choice

When you are going to save a file, select file and then save as; then you can select your drive and folder from the “drop down menu”

As you can see, when you click the “drop down menu” you have many choices.

When you save a file pay close attention to where you are saving it, so you will be able to find it again!



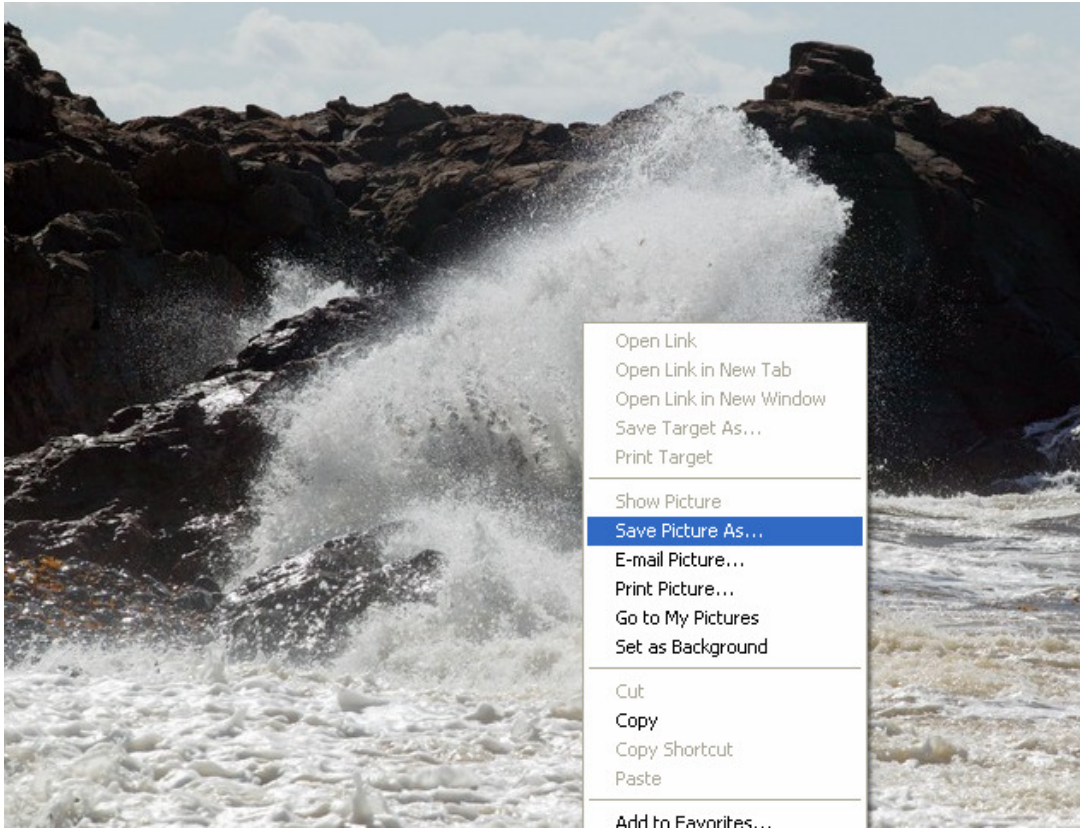
You now need to name your file. When you have named your file click save, your file will be saved in the folder you selected.

The Internet adds a few twists:

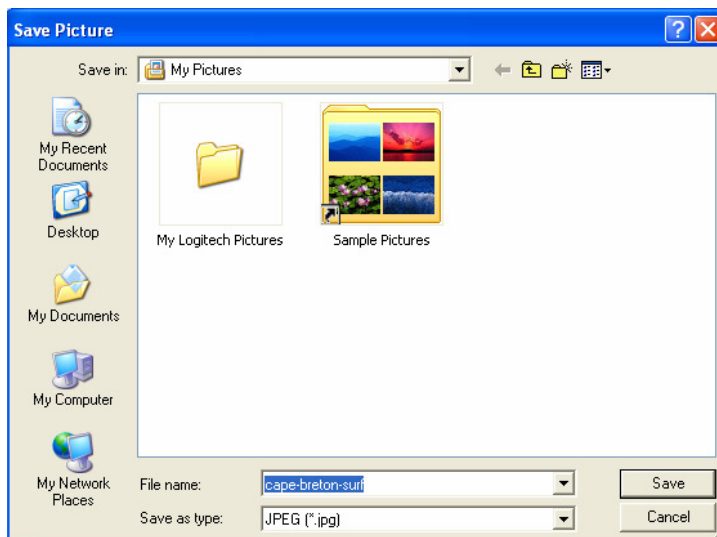
Saving and online image:

When you are online and find a picture you like a copy of...

- Right-click on the picture
- Choose 'Save Picture As' from the pop-up menu. (Use the left-mouse button)
- You'll see a similar Save As dialogue

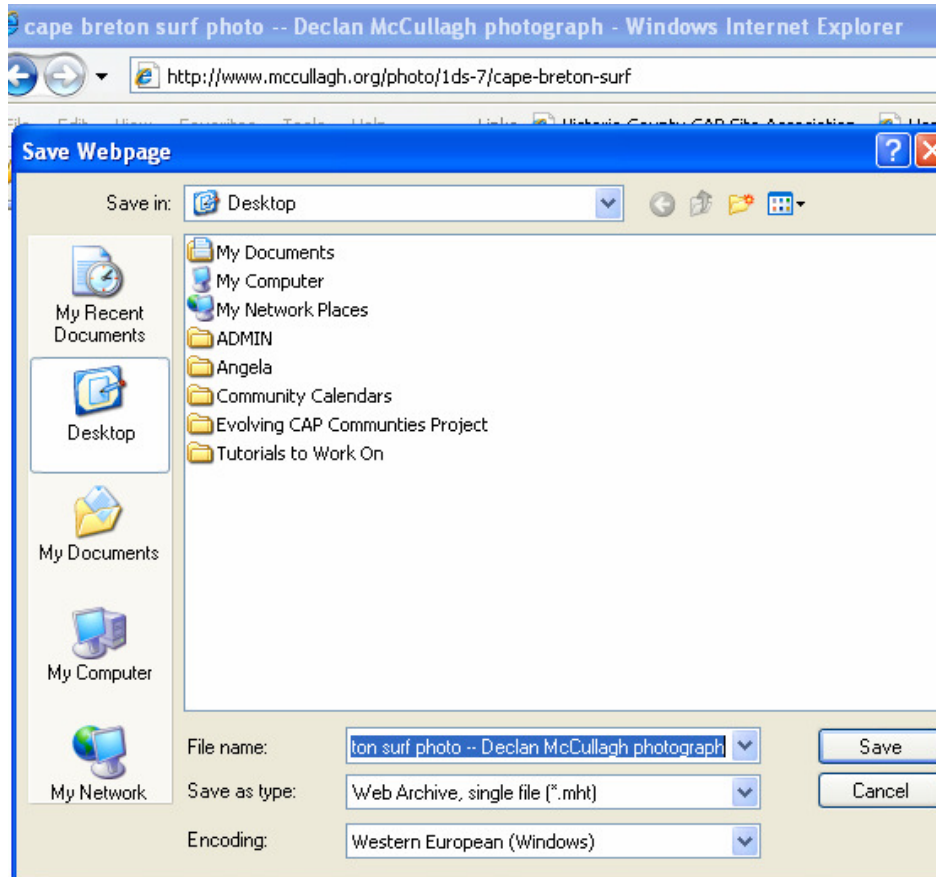


Notice that the default Save As location is My Pictures- a folder within My Documents, but you could save it in another location



You can also save an entire webpage:

- Choose File then Save As from your browser's menu
- Again, you'll see a similar dialogue box
- Give the Page a name
- This will save a "link" to the website



An even better alternative:

- Learn to 'copy' just what you want to the 'clipboard' then 'paste' into your word processor
- To do this, highlight the text you want with your mouse, then right-click and choose Copy from the pop-up menu

[Cape Breton Island](#) (French: *île du Cap-Breton*, Scottish Gaelic: *Eilean Cheap Breatuinn*, Mikmaq: *Únamakika*, simply: *Cape Breton*) is on the Atlantic coast of North America. It likely corresponds to the European word "Breton", referring to Brittany.

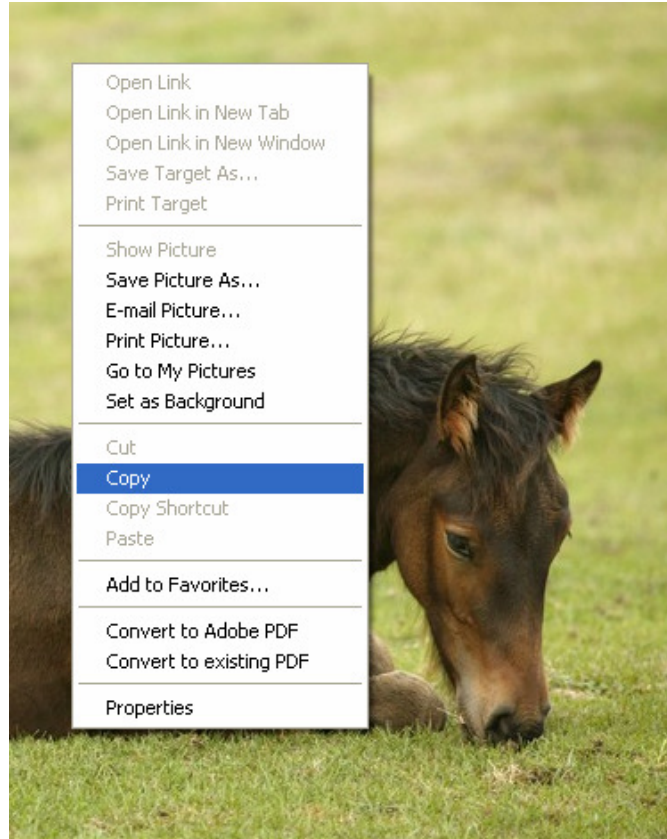
Cape Breton Island is part of the province of Nova Scotia, Canada, although physically separated from the peninsular Nova Scotian mainland by the Strait of Canso, it is artificially connected to the mainland by the Canso Causeway. The island is located east-northeast of the mainland with its northern and western coasts fronting on the Gulf of St. Lawrence; its western coast also forming the eastern limits of the Northumberland Strait. Its eastern and southern coasts front the Atlantic Ocean, its eastern coast also forming the western limits of the Cabot Strait. Its landmass slopes upward from south to north, culminating in the highlands of its northern cape. A saltwater estuary, Bras d'Or Lake, dominates the centre of the island.

The island is divided into four of Nova Scotia's eighteen counties: [Cape Breton](#), [Inverness](#), [Richmond](#) and [Antigonish](#). The 2001 census numbered 147,454 "Cape Bretoners"; this is approximately 16% of the provincial population. The island has experienced a decline in population of approximately 6.8% since the previous census in 1996. Approximately 72% of the population is of Scottish descent.

Cut
Copy
Paste
Select All

You can copy images too:

- Again, right-click on the online picture and choose Copy from the pop-up menu
- Move to your word processor, right-click and choose Paste
- The text or image will appear
- You can resize the pasted image



Or you can copy/paste the address:

- Click in the address bar and the address will be selected
- Right-click on the selection then choose 'copy' from the pop-up menu
- Paste into your word processor document



The end result: just what you need

- You end up with just the text and picture that you need
- You can combine text and images from several web pages
- Or make a page crammed with pictures
- Or list multiple web addresses for further reading

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