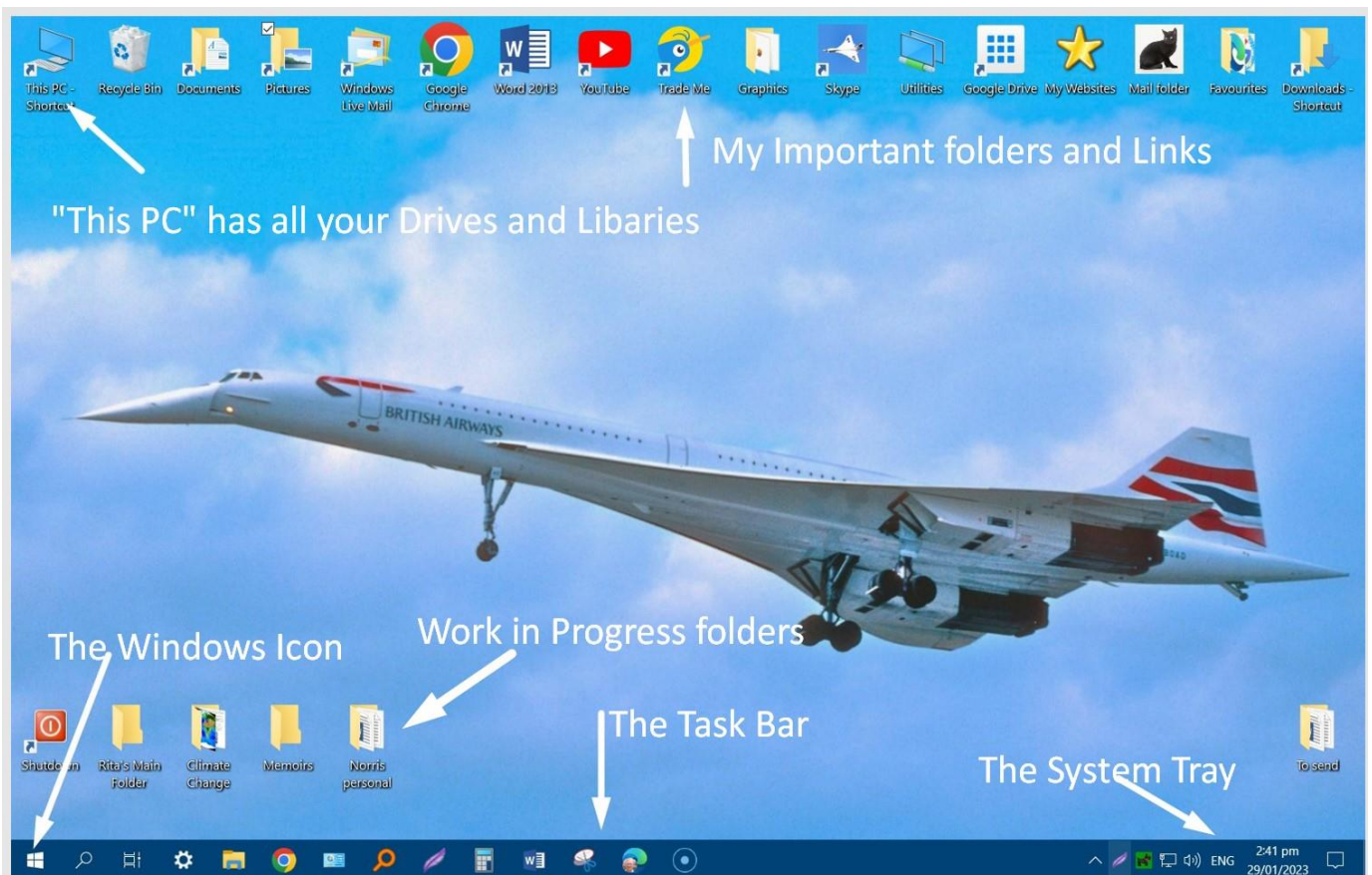


Computer Group Files & Folders.

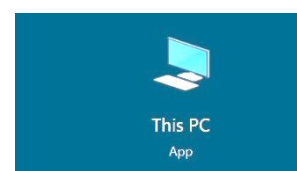
Hi Everyone.

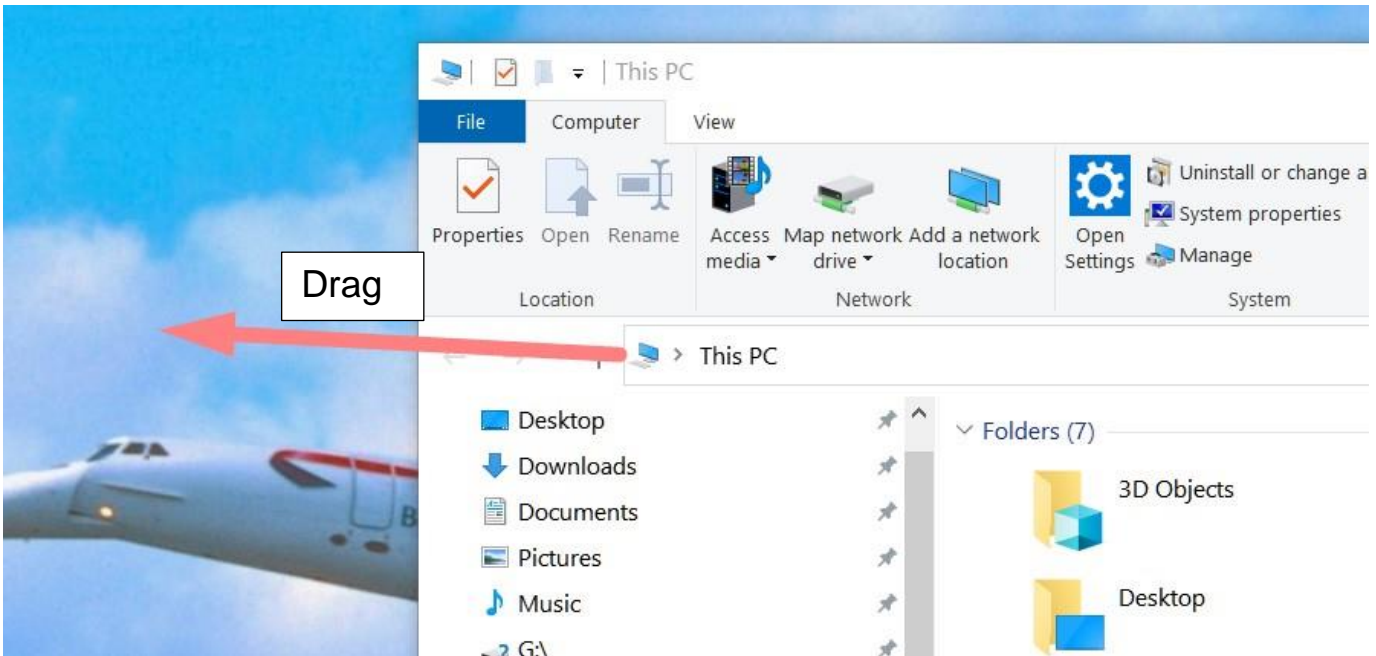
The first thing you see when you open your computer is the Desktop. This is a very important place to start for you have access to all your programs, folders, files and photos. Setting up your desktop is therefore important so that

- you have the correct links there
- It should be not too cluttered. For to me it is your work place where you create new files and folders and then move them to the correct library or folder.
- “This PC” icon on the top left of your desktop. This is the Master folder- it rules them all. If you don’t have this on your desktop I will show you how to put it there,
- This is my Desktop. Note that I keep the centre clear and it has a clean look.



To access my drives and Libraries I double click on “**This PC**” icon on the top left of my Desktop. If you don’t have this icon there then click on the **Search box** on your taskbar which is next to the windows icon and in the search box type “**This PC**”. Click on the icon of “**This PC**” and in the window which appears drag the **small** picture of a **Monitor screen** to your desktop and then move it to top left. You may have to reduce the size of the window. I will show you.

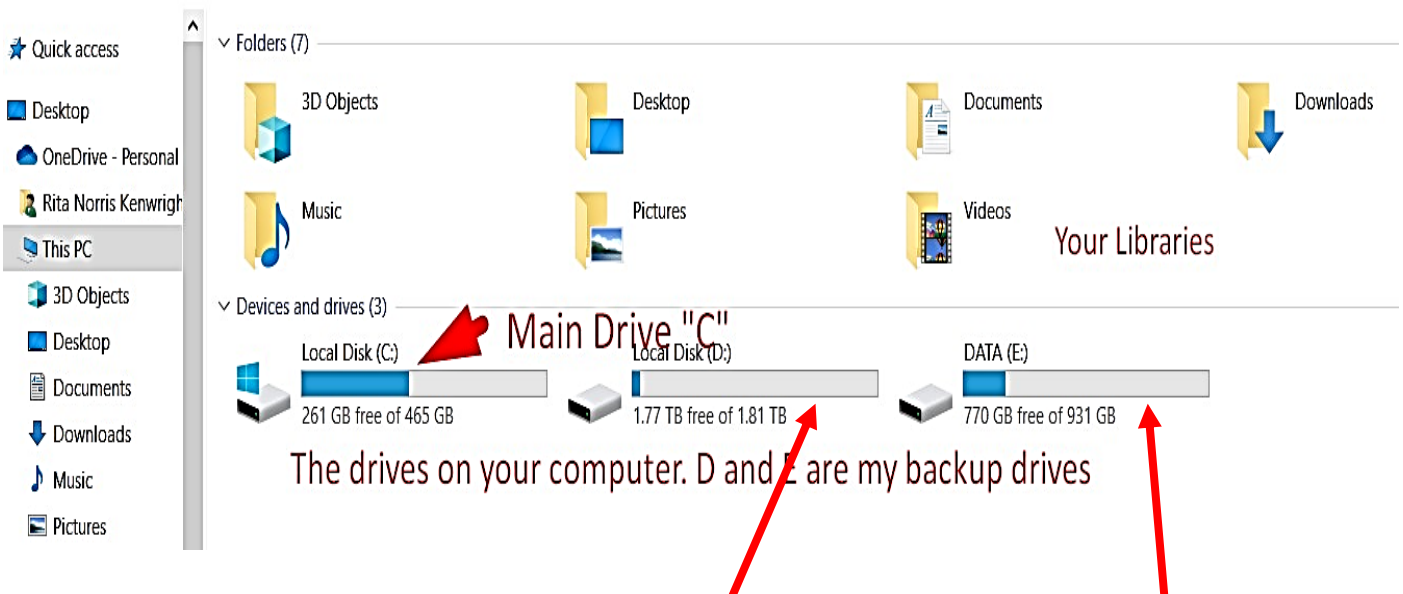




Now you will have This PC on your Desktop

When you click on the “**This PC**” icon you will see your Drives and Libraries

These are my drives and Libraries. **Libraries was really super folders.**



These are my back-up drives “D” and “E”. If you insert a Flash Drive or even connect you camera to your computer they will show up here as Drives and when you click on them they will open. This is useful if you want to transfer files from one drive to another.