## Computer Folders.

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 etc. 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.
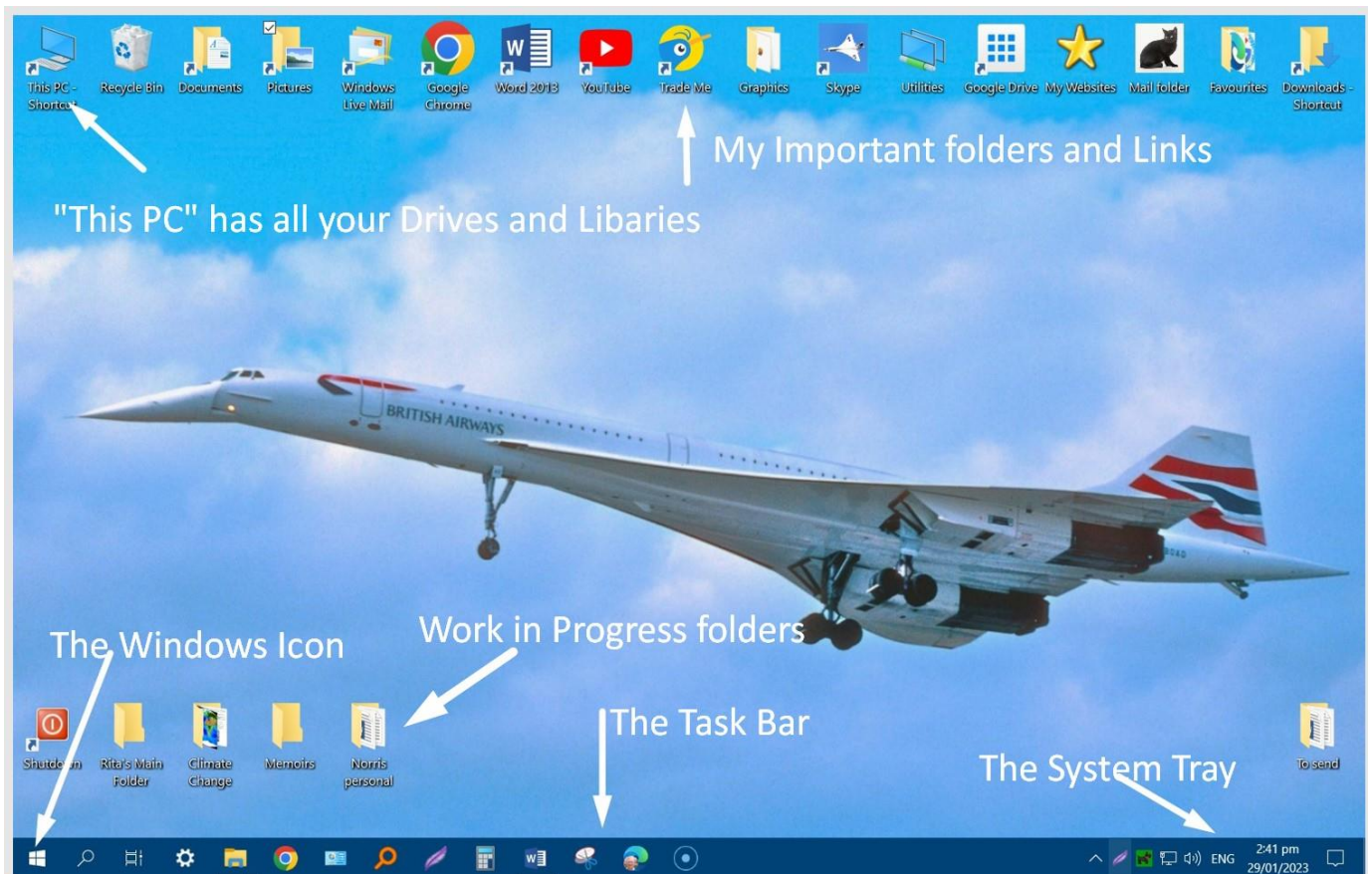
To access my drives and Libraries I double click on **"This PC" icon** on the top left of my Desktop. If you don't have this icon there, then click on the **Search box** on your taskbar which is next to the windows icon and in the search box type "**This PC".** Click on the icon of "**This PC"** and the **PC** folder opens.
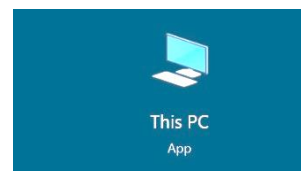
Resize this (I will show you) so that you can see part of your desktop as well as the This PC folder.

Now drag the This PC icon to your desktop and move it to top left.

Now you will have This PC on your Desktop
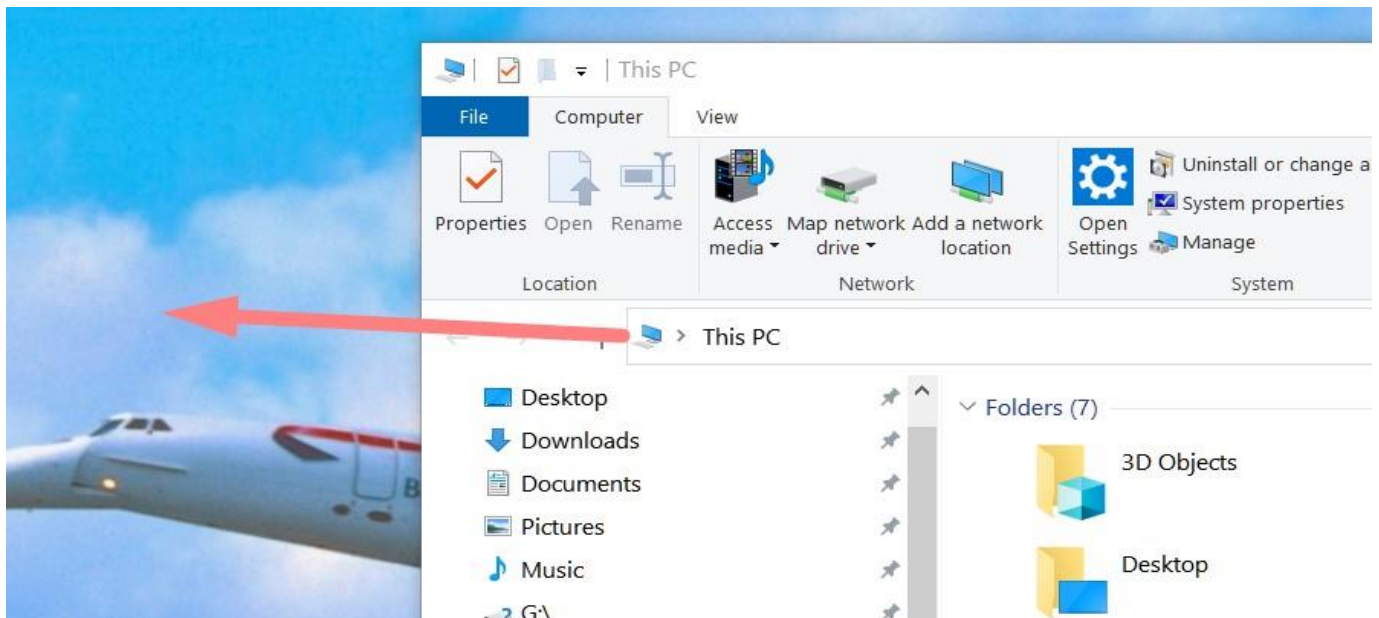
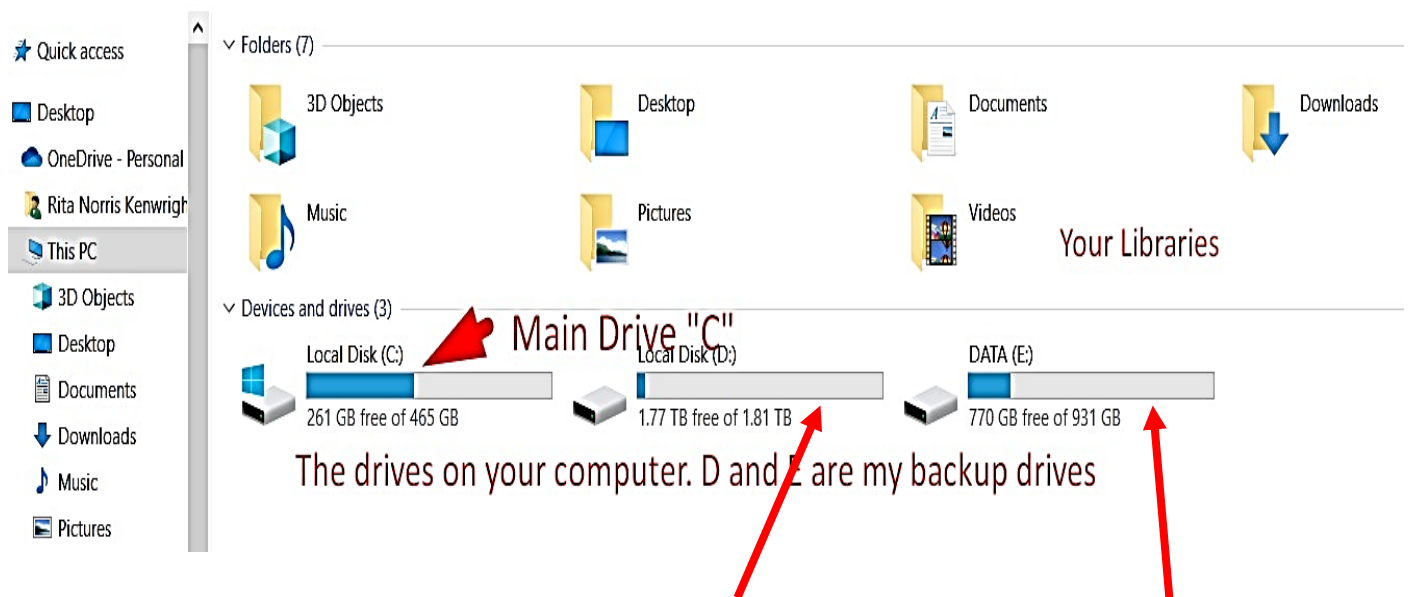When you click on the "**This PC**" icon you will see your Drives and Libraries

These are my drives and Libraries. **Libraries are 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.

Folders

Folders and their structure are the backbone of computers. If you ever want to find something that you have saved a week or even a two years ago then you can do so if you a good folder system. Below I have a screen shot of My Documents folder.

You will see a huge number of folders and the names are all in alphabetical order with the exception of three which have numbers. Numbers take precedence over names.

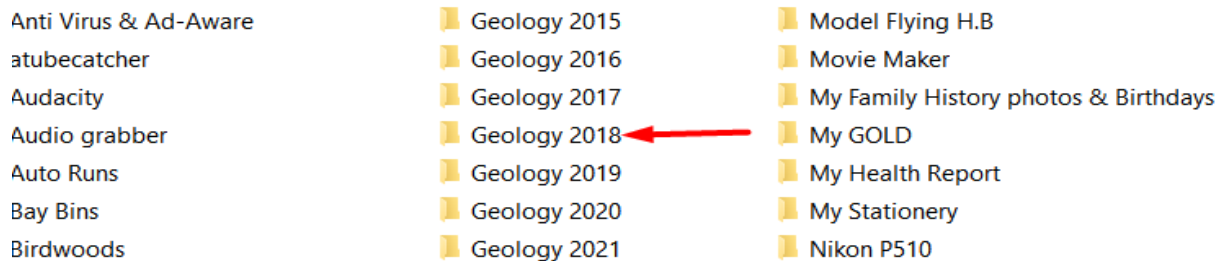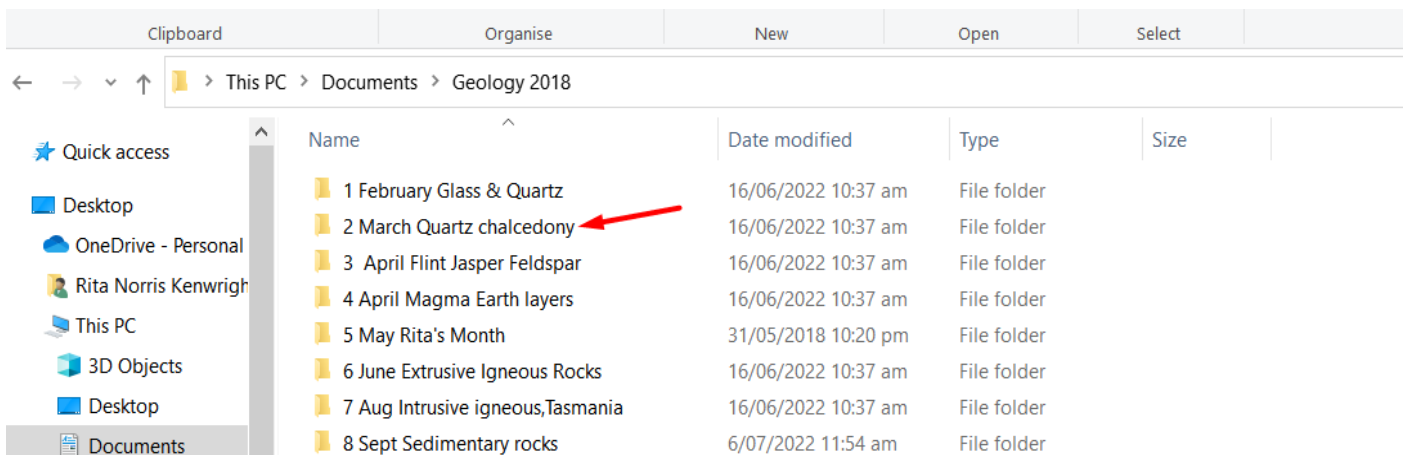|				
0 Tutorials 1	family letters	lakelandcam photos	Photo Group Calendars	Senior Net 2019
1 Mail Folders	FFOutput	Lightbox	Photo Group Making Cards	Senior Net Projects 2004
2 Family History photos & Birthdays	Fonts	Lightshot	Photo Group Making slideshows	Signature Files
Abbyy Fine Reader	Food	Macrium Reflect GFI	Photo Group Unfreez	Sky Drive
Address Bk & Favourites	FormatFactory	MasterSeeker1.2	Photo Slides to Photos	Sky TV
Address Lists	Forsyth Barr	Memoirs Norris	Photo Slides to Photos 2021	Slideshare
All Alphas	fun with photos	Mike Car	Photogroup PowerPoint	Snapfish
Animation shop,Tags & sigs	Geology 2014	MiniTool MovieMaker	PhotoGroup Tags	Sound Files
Anti Virus & Ad-Aware	Geology 2015	Model Flying H.B	Photogroup Tubes	Southern Cross
atubecatcher	Geology 2016	Movie Maker	Photogroup Videos	Spark Telecom
Audacity	Geology 2017	My Family History photos & Birthdays	PhotPrint YoKo Calendar	Talks & Presentations
Audio grabber	Geology 2018	My GOLD	Photoshop Elements 2	Tony's Tips and discs
Auto Runs	Geology 2019	My Health Report	PhotoStandard 9 Pict It	Trade me tutorials
Bay Bins	Geology 2020	My Stationery	PhotoStory 3	Travel & Air NZ
Birdwoods	Geology 2021	Nikon P510	Picture It	U3A committee
Canon	Geology 2022	Norris' eml Stationery	Poems	U3A Computing 2017
Car Licence	Geology Files	Norris's Poems etc	Powerpoint	U3A Computing 2018
Christmas Newsletters & others	GFI backup	OneNote Notebooks	Probus 2016	U3A Computing 2019
Comic animations	Gifford Devine solicitors	Paint Shop Pro Tools & Files	Probus 2017	U3A Computing 2020
Cowley School	Gmail	Paint.net	Probus club	U3A Computing 2021
Custom Office Templates	GomPlayer	Passport	Rates	U3A Computing 2022
Domininion Post	Hastings G.H.S	PhoenixRC	References	U3A prior Computer Courses
Email settings	Icons & Symbols	Photo A Basic Computing 2022	Reflect	Video Making
Emirates	Income Tax	Photo Digital Group	Registry Manual	VideoPad and videos
Energy on Line	Insurance	Photo Digital Group 2020	Rita & Norris	Vimeo
Excel Tips	Irfanview	Photo Digital Group 2021	Screencast-O-Matic	Webshots Data
Exec Files	Kitchen Floor	Photo Digital Group2019	Senior Net	Webshots My SCreensaver

I am going to show you how I can open one Major folder such as **Documents** and then how I can navigate (like following the branches of a tree) to find other folders within this Major Folder and in the end find files and documents I have written. I click on **This PC** and click on **Documents**.

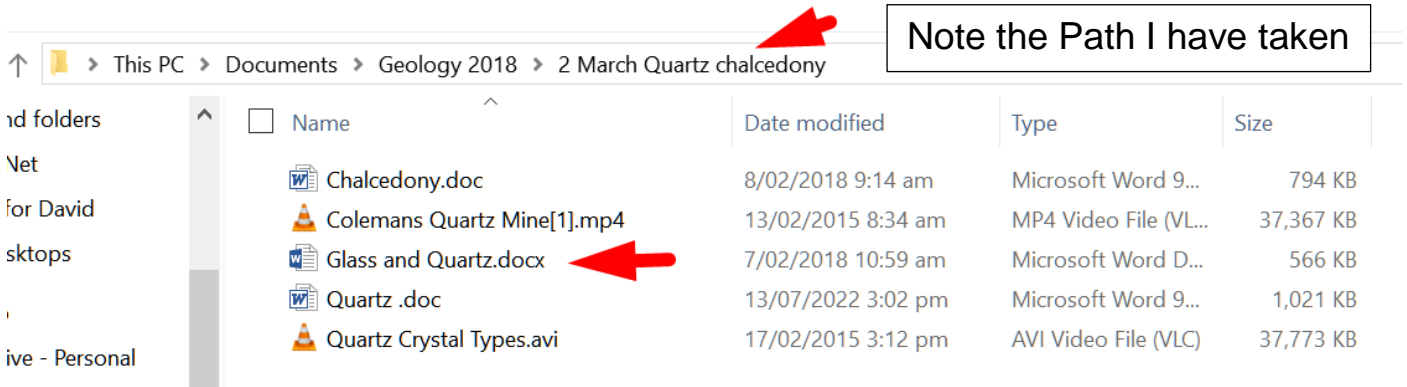## Within My Documents is a folder called Geology 2018

Anti Virus & Ad-Aware	Geology 2015	Model Flying H.B
atubecatcher	Geology 2016	Movie Maker
Audacity	Geology 2017	My Family History photos & Birthdays
Audio grabber	Geology 2018 ←	My GOLD
Auto Runs	Geology 2019	My Health Report
Bay Bins	Geology 2020	My Stationery
Birdwoods	Geology 2021	Nikon P510

A double click on this and it opens.

This PC > Documents > Geology 2018

Name	Date modified	Type	Size
1 February Glass & Quartz	16/06/2022 10:37 am	File folder	
2 March Quartz chalcedony ←	16/06/2022 10:37 am	File folder	
3 April Flint Jasper Feldspar	16/06/2022 10:37 am	File folder	
4 April Magma Earth layers	16/06/2022 10:37 am	File folder	
5 May Rita's Month	31/05/2018 10:20 pm	File folder	
6 June Extrusive Igneous Rocks	16/06/2022 10:37 am	File folder	
7 Aug Intrusive igneous,Tasmania	16/06/2022 10:37 am	File folder	
8 Sept Sedimentary rocks	6/07/2022 11:54 am	File folder	

Here is a list of sub folders. They are named in order of teaching by date. I will open subfolder 2 (March)

I see all the files in this sub folder and I will open the "Glass and Quartz" document

↑	> This PC > Documents > Geology 2018 > 2 March Quartz chalcedony			
	Name	Date modified	Type	Size
	Chalcedony.doc	8/02/2018 9:14 am	Microsoft Word 9...	794 KB
	Colemans Quartz Mine[1].mp4	13/02/2015 8:34 am	MP4 Video File (VL...	37,367 KB
	Glass and Quartz.docx	7/02/2018 10:59 am	Microsoft Word D...	566 KB
	Quartz .doc	13/07/2022 3:02 pm	Microsoft Word 9...	1,021 KB
	Quartz Crystal Types.avi	17/02/2015 3:12 pm	AVI Video File (VLC)	37,773 KB

A double click on this word document and I can see what I wrote then in 2018

Glass and Quartz   SiO2   Silicon Dioxide

Believe it or not, **glass** is made from liquid **sand**. You can make **glass** by heating ordinary **sand** (which is mostly made of silicon dioxide) until it melts and turns into a liquid. You won' find that happening on your local beach: **sand** melts at the incredibly high temperature of 1700°C (3090°F). To **make** clear **glass**, special **sand** called silica **sand is used**. This fine white **sand** is needed because it is very pure and does not contain other unwanted chemicals. **Glass** production also needs limestone, soda ash and other chemicals to colour the **glass**.

The folder Tree

Folders are the underlying structure of a good computer system and it is sometimes called a Folder tree. Good naming and Sub folders are important.
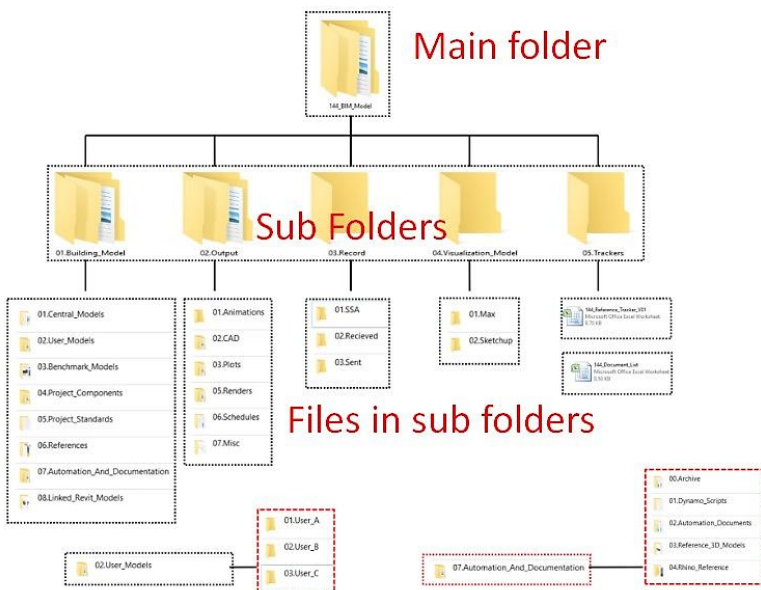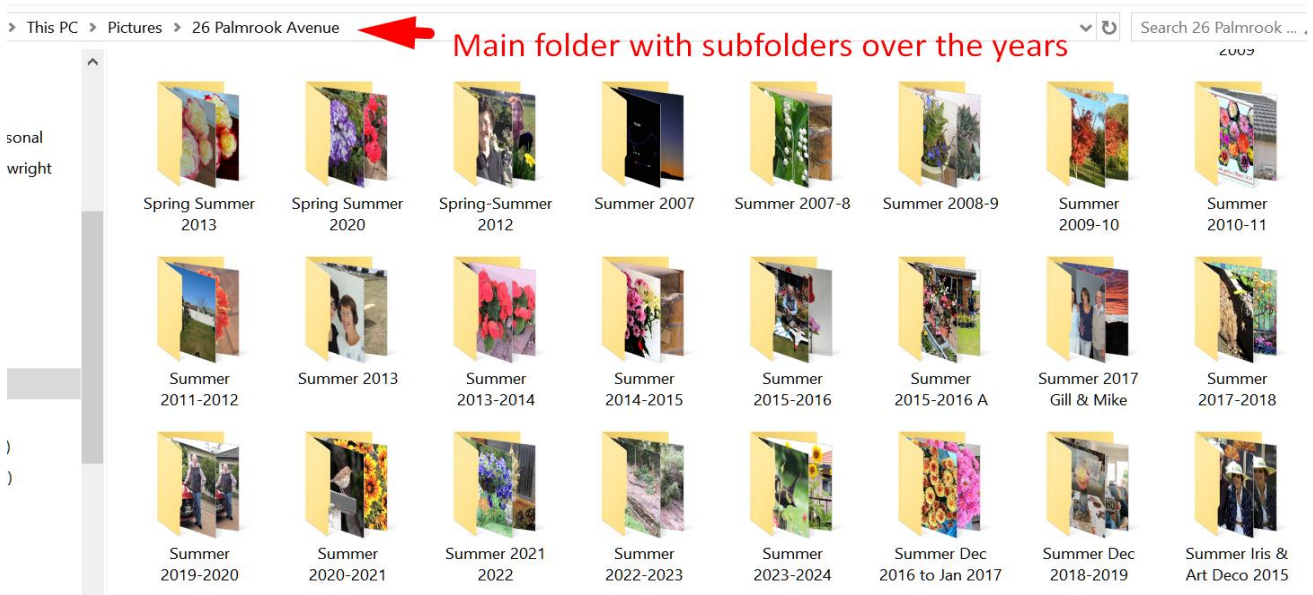

If you have a good folder structure you should be able to find information on your computer.

You can make Folders anywhere by right clicking on an empty space and choosing "New Folder". A new folder will appear and you can give it a suitable name. Make as many as you need and put your files into a folder.
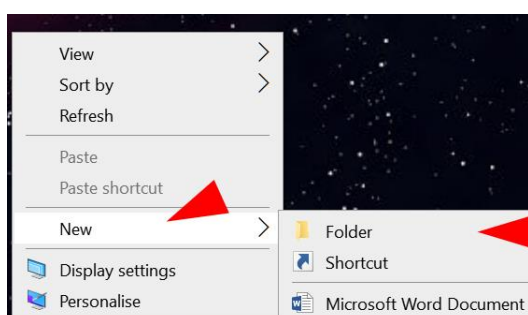
I am a keen photographer and I keep a record of my photos over the years.

If I open one of these folders and I see the files (Photos) I took that year

## Transferring Folders or Files between Folders

One method I use is the "Drag & Drop" method. I open the folder of the file or folder to be transferred and resize it to half the screen and do the same with the folder receiving the file or folder.
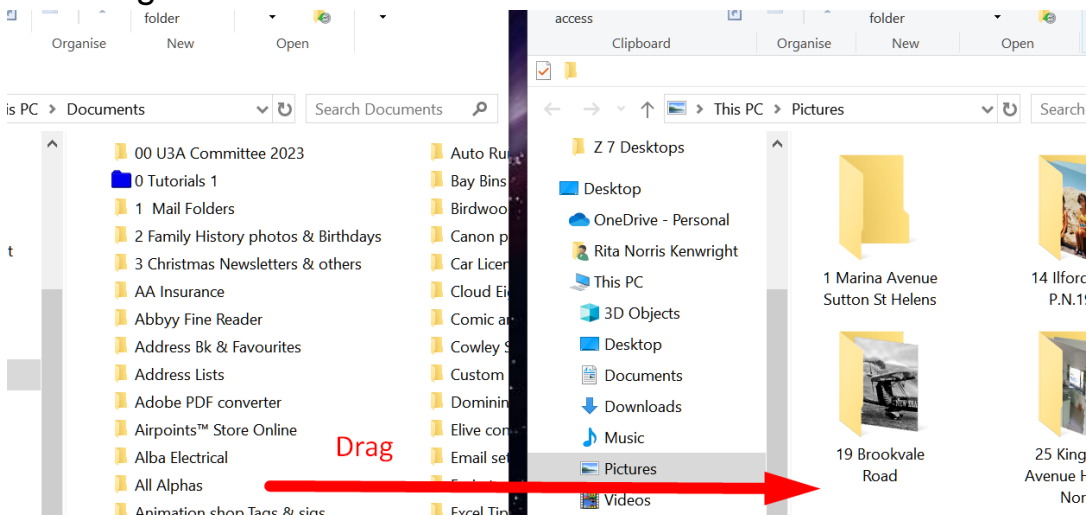

If you are not very good at aligning the two folders here is a way of doing it.

Once both folders are on your screen **Click on the Taskbar** and in the Taskbar menu click on **"Show windows side by side"** and they will do that.

Only have two folders open when you do this. They will do exactly that.
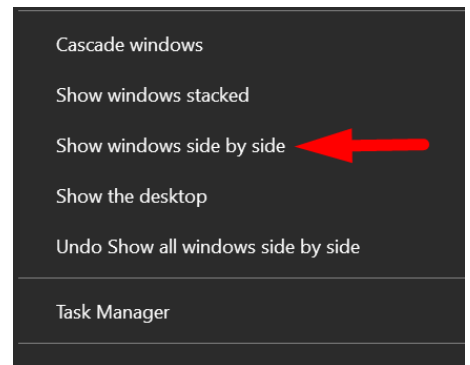
The final method that I use very frequently is to have the "Copy to and Move to" options available to send files & folders in my right click Context menu.
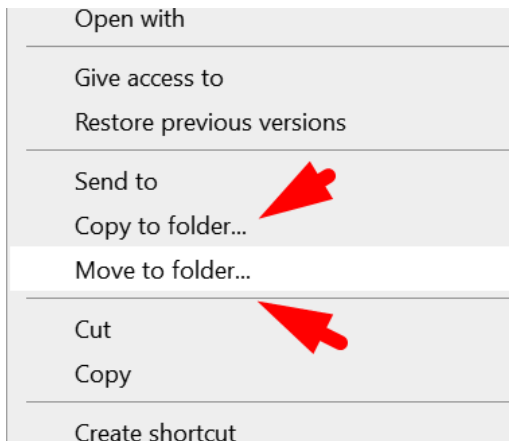
Right clicking on a file or folder and clicking on either of these allows me to send files or folders to other destinations anywhere on my computer.

Normally Microsoft doesn't show this option but I have a small download to allow this to happen. But that is another lesson.

Cheers

Norris