



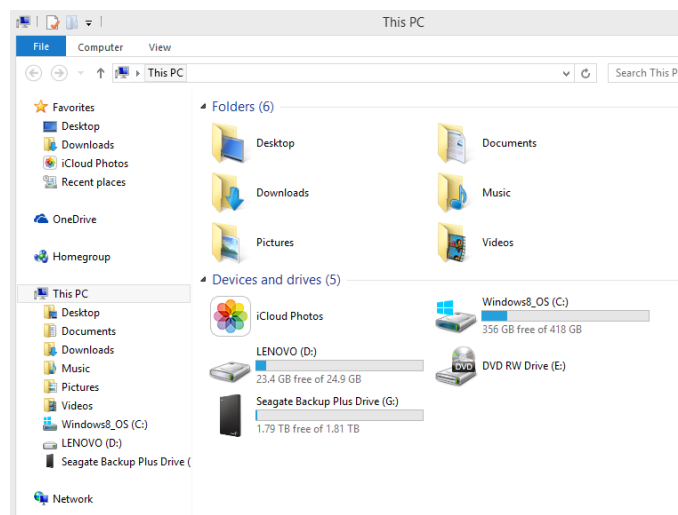
Windows File System

Now that you have started to learn about Microsoft Office and photo sharing/uploading, it is time to truly understand how to navigate the Windows file system. Everything on your computer is based on files--documents, presentations, pictures, and other types that represent the various things you see on your computer. Each file has a certain location on your computer. For instance, if you want to upload a photo to Snapfish or attach a document to an email, you will need to know how to use the Windows file system to be able to locate the file.

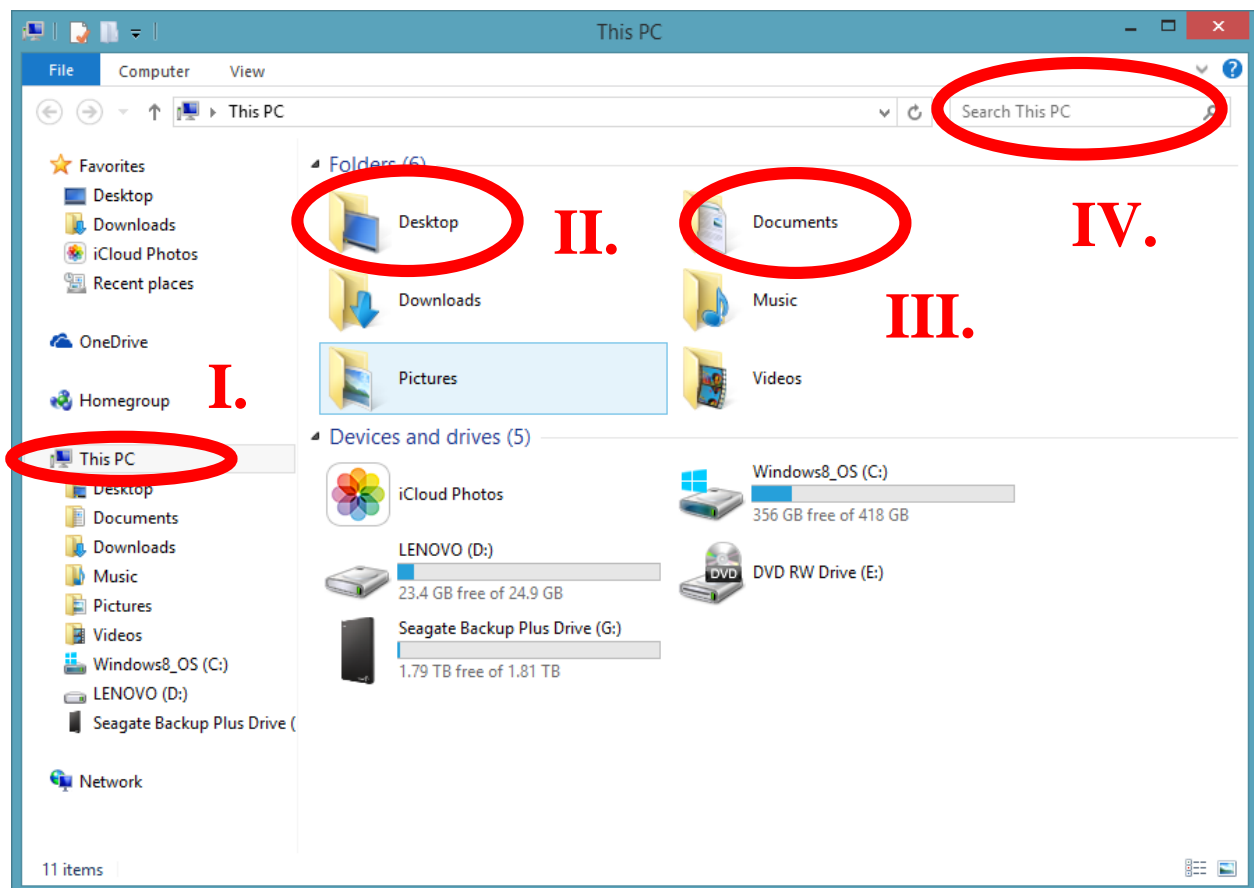
1. On the desktop (home screen) of your computer, right-click on the bottom left part of the screen and click the “File Explorer” option.
2. Alternatively, look for the program icon that looks like this:



3. You are now at the heart of the file system menu of Windows:



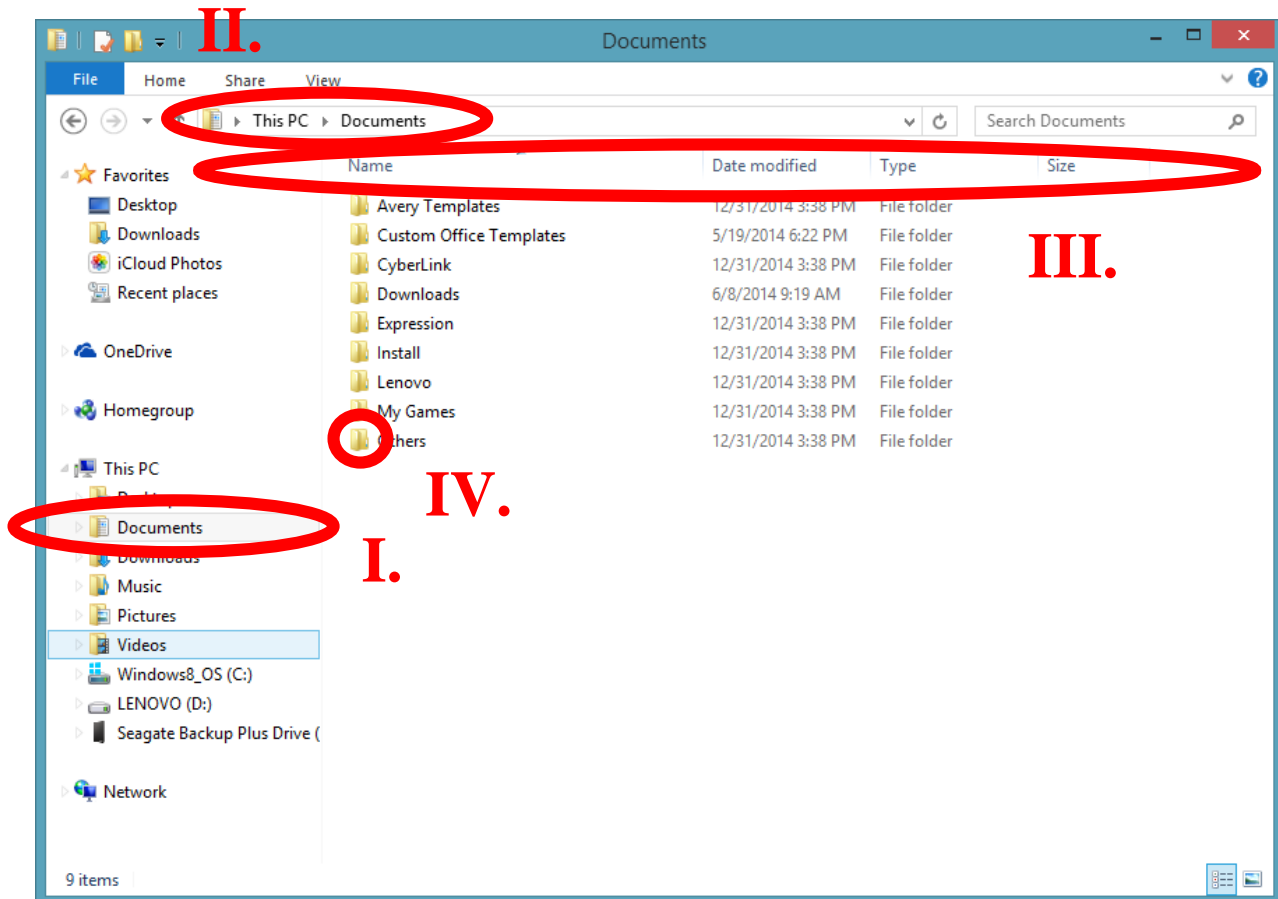
4. On the left-hand side of the screen, there are different “locations” in your computer, including “Desktop,” “Documents,” and “Downloads.”
5. The file system in Windows works in terms of “folders.” Folders are basically just places where files can be grouped together under a common category, such as “Pictures” or “Summer 2015 Vacation.” This is useful because you will have an easier time remembering and locating different files. The “Desktop,” “Documents,” and “Downloads” are all folders.
6. Keep in mind a few important buttons:



- I. This PC: This is basically the “over-arching” folder of all files on your computer. This represents the computer itself, so most all files will be in

here. The folders you see on the screen above like “Desktop” and “Documents” are within the “This PC” folder.

- II. Desktop: This is convenient location to store your files in. This represents the desktop (home screen of your computer itself). Do you notice all of those picture for different programs on your desktop? Those are known as “shortcuts” are simply files that are located in the “Desktop” folder. You can store files here so that they appear on your desktop. If you do this, any time you want to access that file, you can just go to your desktop and click on it.
 - III. Documents: The trick to effective file storing is to save files in an organized fashion. A strong recommendation is to first click on the “This PC” button, then click on this “Documents” folder. Then, store all of your files here in different folders (within this “Documents” folder) so that it will be easy to remember.
 - IV. Search: This is the search bar. Whatever folder you are selecting with your mouse (in this case, “This PC”), type in the name of the file you are looking for and your computer will find it for you. This is a great feature for when you forget where you stored a file.
7. Now, let’s look at what to do once you are in a place where you want to store files. In this example, we will be looking at the “Documents” folder. As suggested above, we recommend that you store your files in this location within folders that are inside of the “Documents” folder (so sub-folders).



- I. Side View: This is a navigation bar that you can use to quickly access the major folders like “Documents” and “Pictures.”
- II. Top View: This is a navigation history that shows you what folders you went through to get to the place you are at now. For instance, it shows “This PC > Documents.” This means that we first clicked on “This PC” and then “Documents” to get to where we are now. If we want to go back to a certain folder like the “This PC” we were just on, the “This PC” button on this top view bar can be clicked.
- III. Categories: These (Name, Date modified, Type, and Size) are the basic types you can organize these folders/files. For instance, if you wanted to sort out all the files you see by the newest to oldest, simply click on the

“Date modified” button on the categories bar and it will organize. Click on it again to switch to the reverse order (in this case, oldest to newest).

IV. Folder Icon: This yellow icon means the file is a folder. If you double click on this, it will bring you inside the contents of that folder.

8. To create a new folder, within any folder or location, Right Click > New > Folder. Then, it will prompt you to type in the name of that folder.

9. To add new files to another folder, simply click and drag a file (i.e. continue to hold down the left click the whole time) to the new location/folder. Then, release the left click and it will move.

10. You can also:

I. Copy (Ctrl + C): If you have a file or folder selected, type Ctrl + C (or do Right Click > Copy). This is in effect “copying” that file. You can then paste (see next step) to another location so then that location and the original location both have that file.

II. Paste (Ctrl + V): If you are in a location, type Ctrl + V (or do Right Click > Paste). As explained above, this will copy a file or folder from a previously copied location to this location. Remember, you must copy a file or folder first before pasting something.

III. Cut (Ctrl + X): If you have a file or folder selected, type Ctrl + X (or do Right Click > Cut). This will remove the file from that location and do the same thing as copying it. You can then paste it to a new location. This is basically like moving a file.

IV. Delete: If you have a file or folder selected, press the “Delete” button on your keyboard to remove it from your computer.

11. Another good idea for organization is also to put all photos in the “Pictures” folders so you will have an easier time remembering.
12. Any time you are on a site that needs you to look for a file, such as o Snapfish or an email attachment, this file explorer system will be brought up for you to navigate through. You will need to locate the correct file, select it with your mouse, and press the “Enter” button on your keyboard.

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