

Filesystem

Microsoft Windows Files and Directories



What are folders?

You may be familiar with folders (a.k.a. directories) like “Documents” and “Downloads.” These are dedicated spaces on our computers where files exist.

It is important to make note of where your files and folders are located on your computer.

What are files?

Files are documents containing data. If you've worked with Microsoft Word before, you may have worked on "Word" documents.

For you to find, and work on, a specific file later you'll need to ensure you make note of *where* it is located; that is to say, which folder it is inside of.

The folder tree.

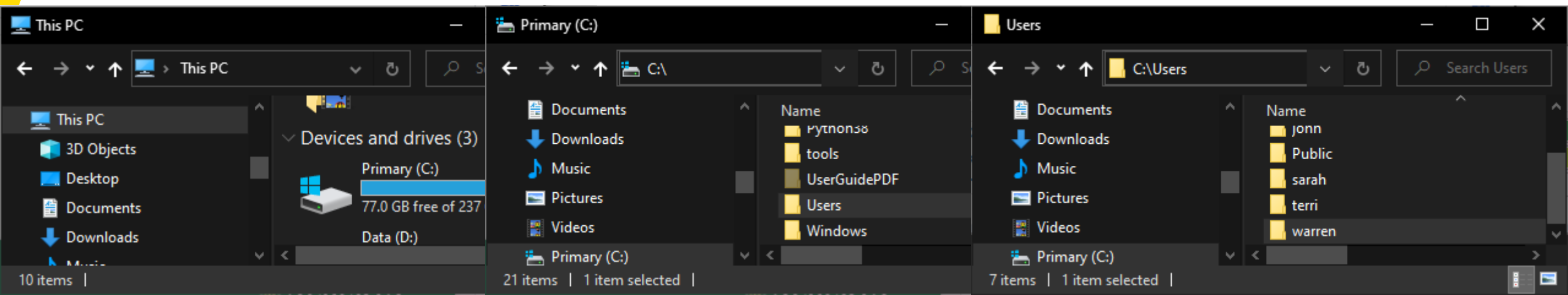
Folders on a Windows computer look something like this:

```
C:\Windows\ ...  
  \Program Files\ ...  
  \Users\john\ ...  
    \sarah\ ...  
    \warren\Documents\ ...  
      \Downloads\ ...  
      \Pictures\ ...
```

Everything is in a “drive” like “C,” and then organized into directories / folders.

Getting to your user directory.

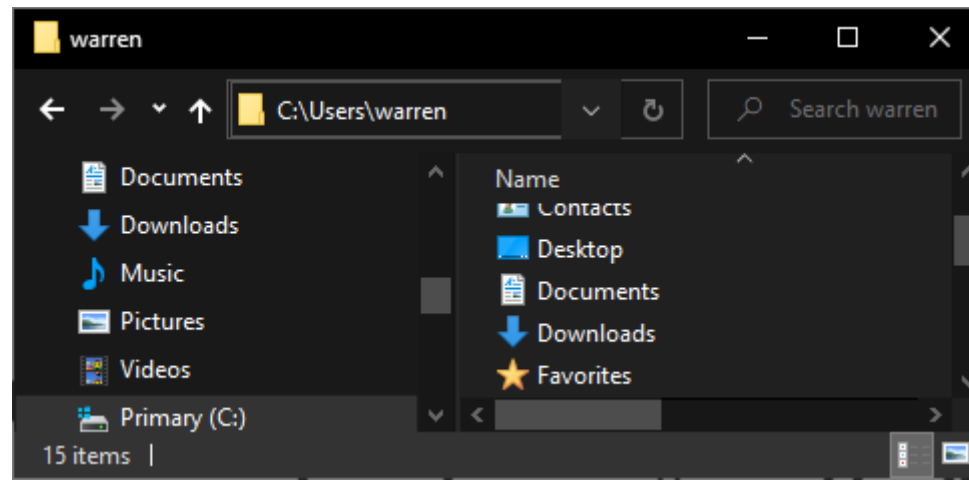
1. In File Explorer, click on “This PC.”
2. Click the “C:” drive.
3. Click the “Users” folder (directory.)
4. Click your user folder (directory.)



System “Paths.”

To describe a location (where file or folder is) on your system, we communicate a “path.”

Your user directory (folder) path would be:
`C:\Users\YOURNAME`



Recommended Reading

For coverage of the full power that modern File Explorer has to offer, consider the following:

- [Moran, J. \(2015\). *File Management Made Simple, Windows Edition*. Berkeley, CA: Apress.](#)



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