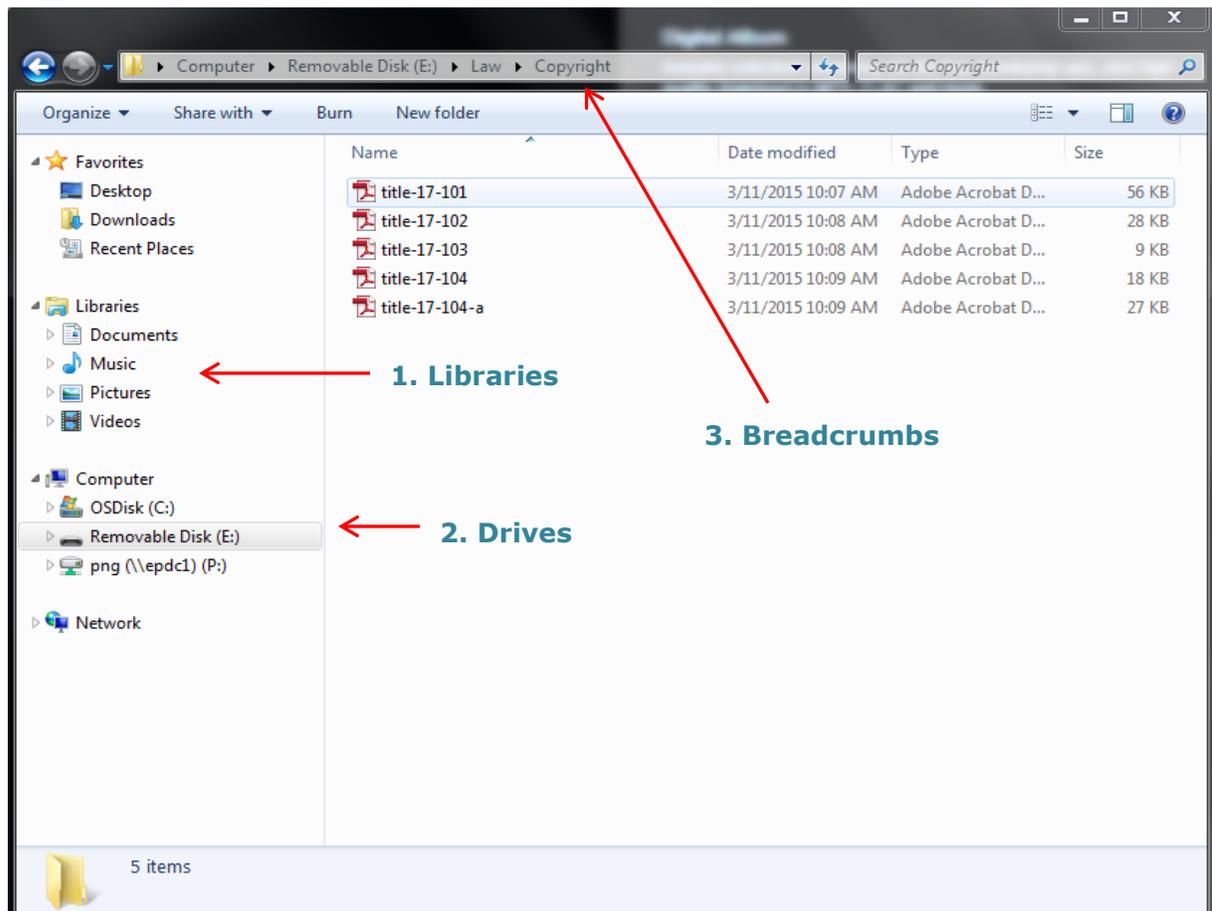


Computer File Management

Organizing files and folders on your computer is as easy as clicking and dragging items into place. First, familiarize yourself with the organization of libraries and drives on your computer. Let's look at Windows Explorer, from which you can access the files and drives on your computer. Click on the folder icon in the taskbar to open Windows Explorer. You can also open Explorer by clicking the Start button, then clicking Documents, Pictures, Music or Computer on the right side of the Start menu.



This is what you will see when using Windows Explorer:

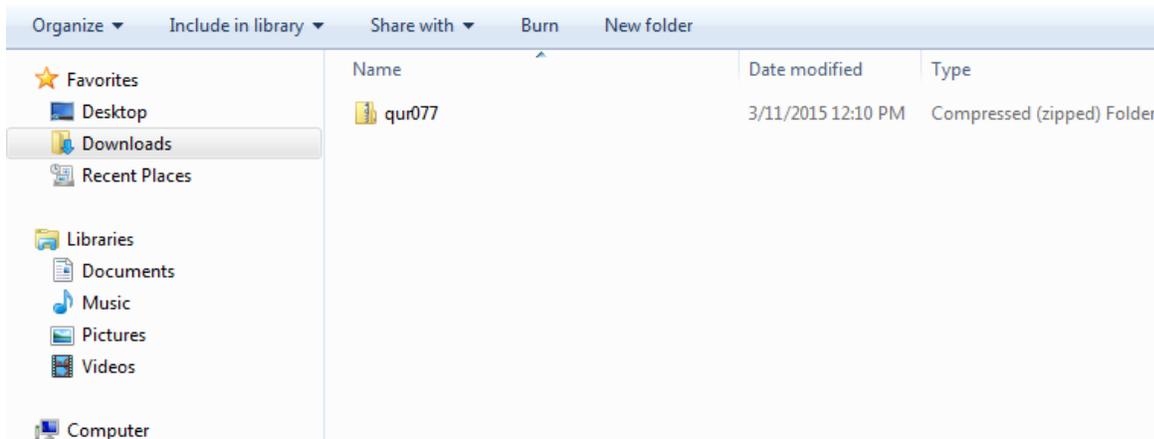


1. Libraries: Most files on your computer will fall into one of these libraries: Documents, Music, Pictures, and Video. These are automatically created structures to help organize your files. To add a new library, click on the Libraries folder, then click on New library, which will appear in the light blue toolbar below the breadcrumbs.

2. Drives: This is a list of hard drives on your computer, where all your files are stored. In the example, the C: drive (OSDisk) is the computer's internal hard drive. Every computer has an internal hard drive, which is the default location for the computer's files and programs. The P: drive (png) is another hard drive on the computer's network. It is not an internal drive. Other computers connected to the same network may have access to this drive as well. The E: drive (Removable Disk) is an external hard drive that is connected to one of the computer's USB ports. In this case, it is a flash drive.

3. Breadcrumbs: The breadcrumbs at the top of the window show you where you are in the computer's folder structure and give you an easy way to jump back a few levels. In the example, the files in the Copyright folder are displayed. The Copyright folder is in the Law folder, which is on the E: drive (the external hard drive.)

Extracting files from a zip folder



The Downloads folder under the Favorites menu is the default location for files downloaded from the internet. If you downloaded something but are not sure where it went, check the Downloads folder. Sometimes, files will download in a zip folder. This type of folder needs to be unzipped before anything can be done with the files. You can tell this is the case in two ways: the folder icon appears to have a little zipper on it and under Type, windows says this is a Compressed (zipped) Folder. To unzip the folder, right click on the folder and click on Extract All. Click Browse and choose the desired location for the files.

Questions? Contact Adult Services at askref@elmwoodparklibrary.org or 708-395-1217.