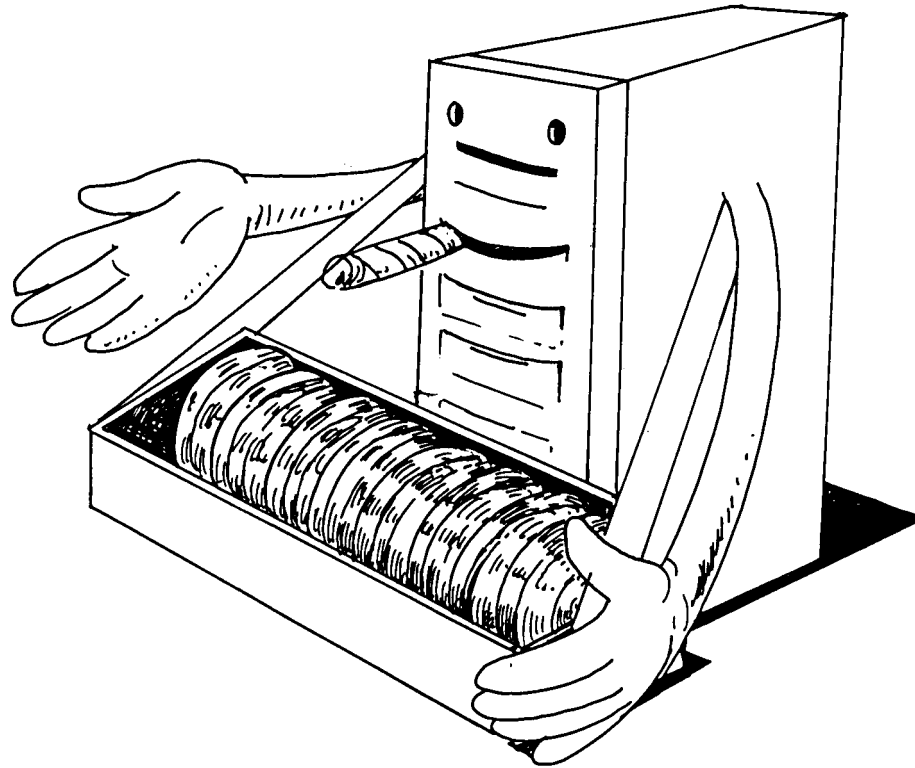
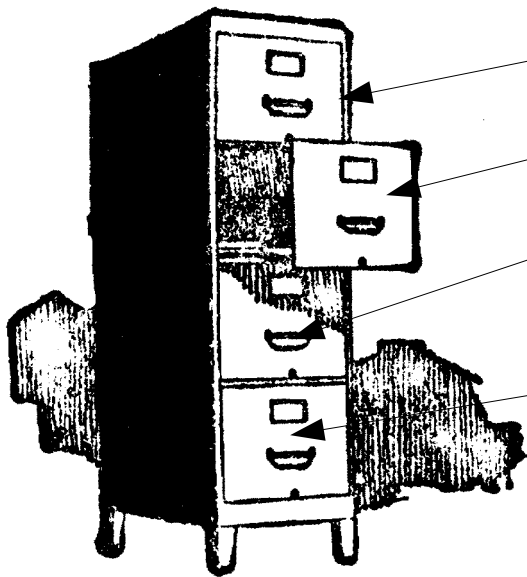


# Folders and Files



Prepared by RAT Support for the use and knowledge of all

# How to look at it

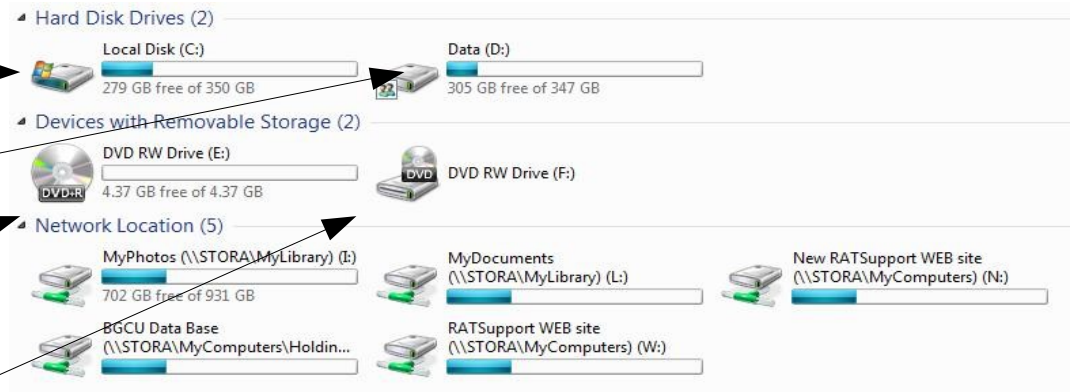


C:\ Drive

D:\ Drive

E:\ Drive

F:\ Drive



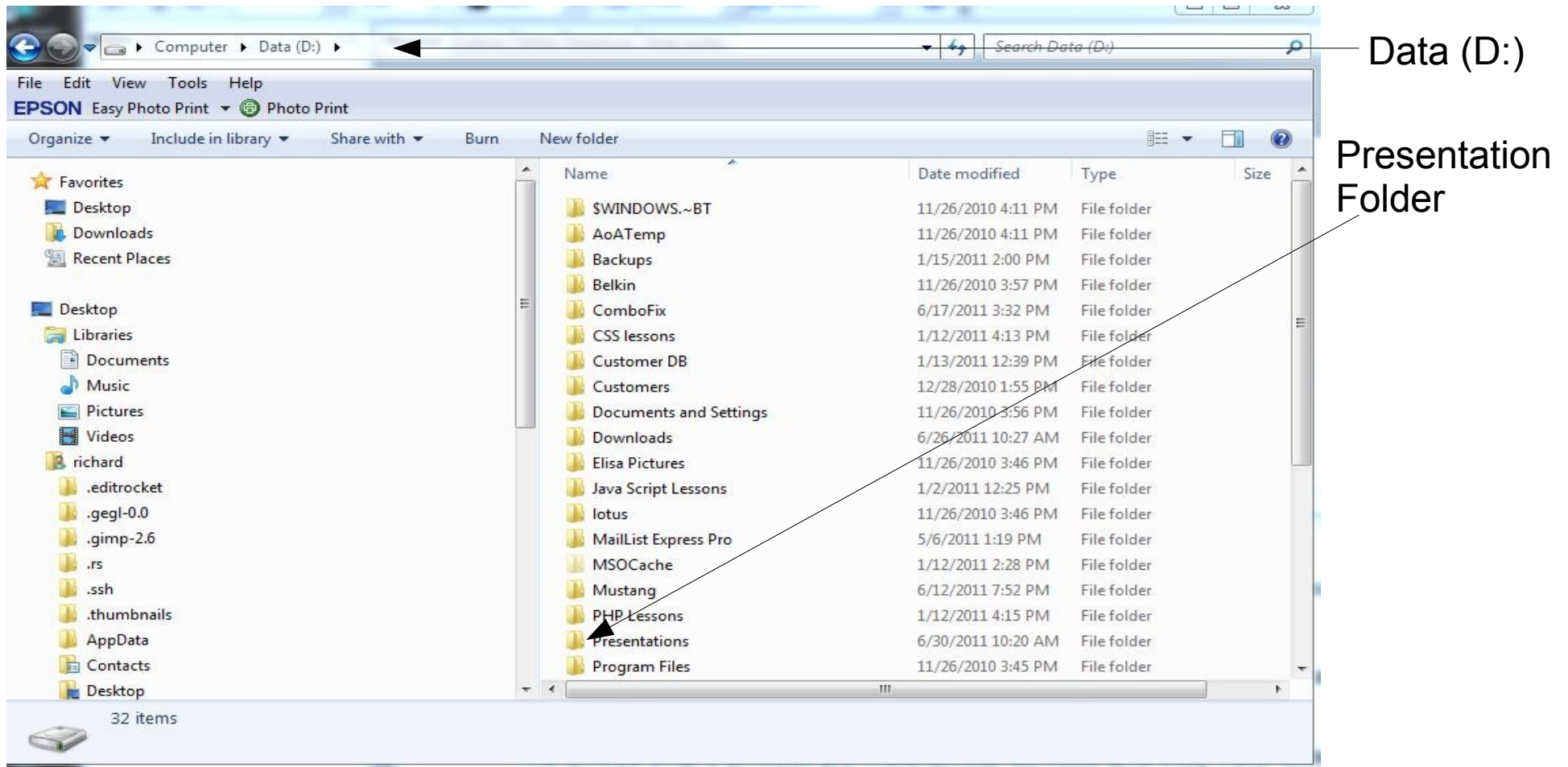
This is an image of my computer drives

So here is one way to look at how hard drives, folders and files are associated to each other.

The Drives (Hard Drives) are mechanical devices and they hold folders and files, they can be thought of as the drawers in your file cabinet.

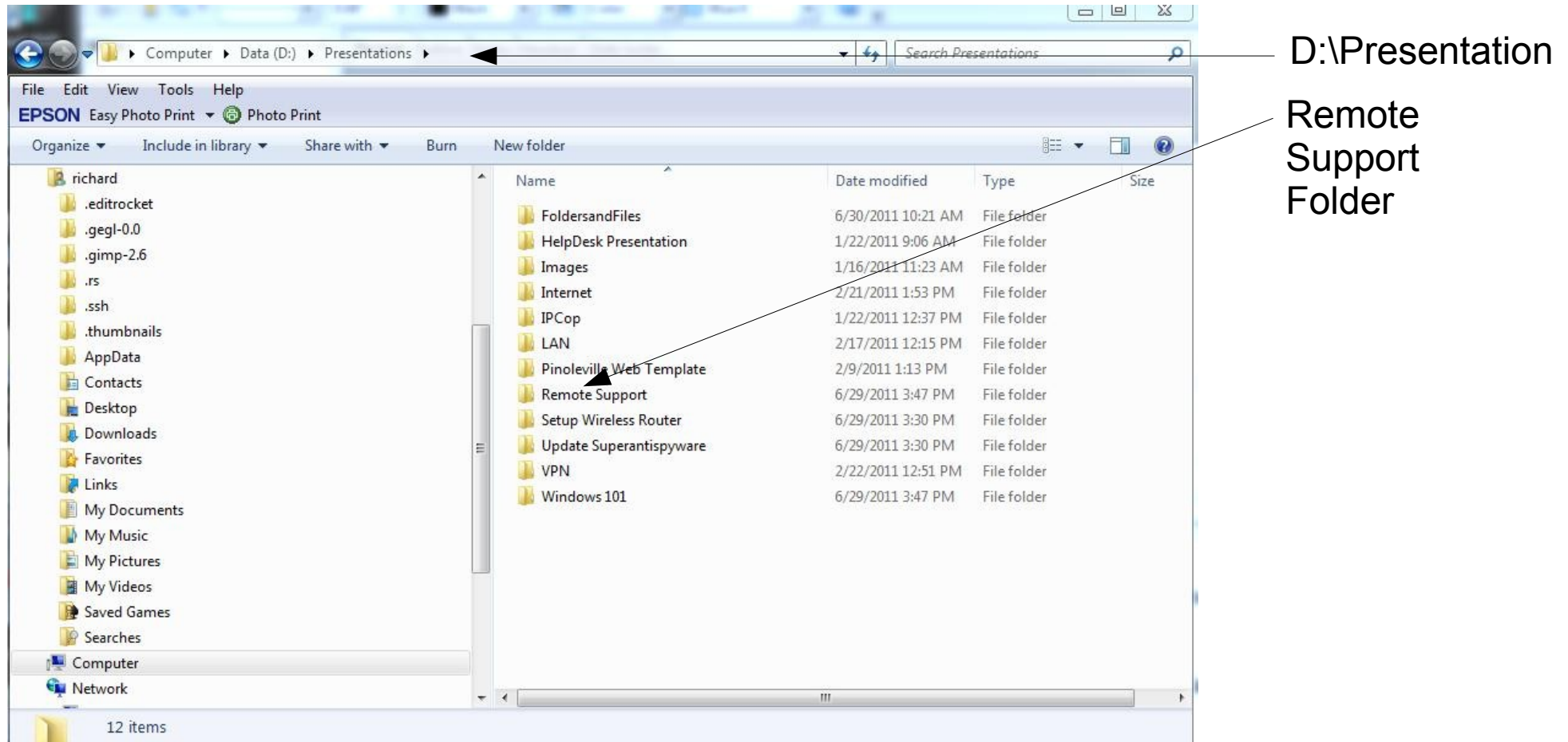
In the Drawers are Folders and in the folders are files, the next page will explain

# Folders on Drive



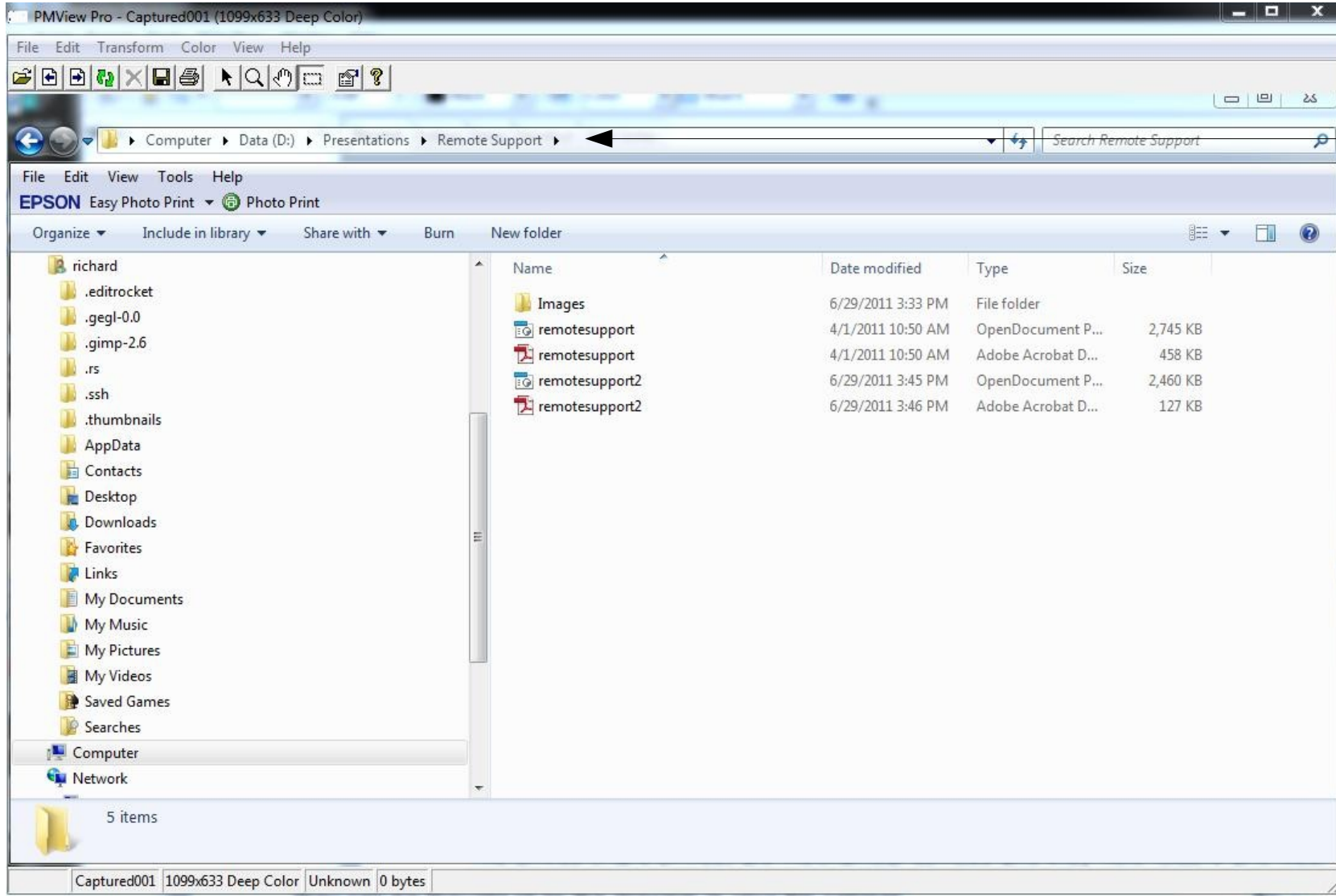
This is an image of my D: drive on my work computer, you can see it's name is Data  
And you can see folders listed under the name heading.

# Folder inside a Folder



As you can see from this image this is the Presentations folder on my D:\ Drive and you can see the folders inside the Presentations folder, the next slide will show the inside of the folder Remote Support

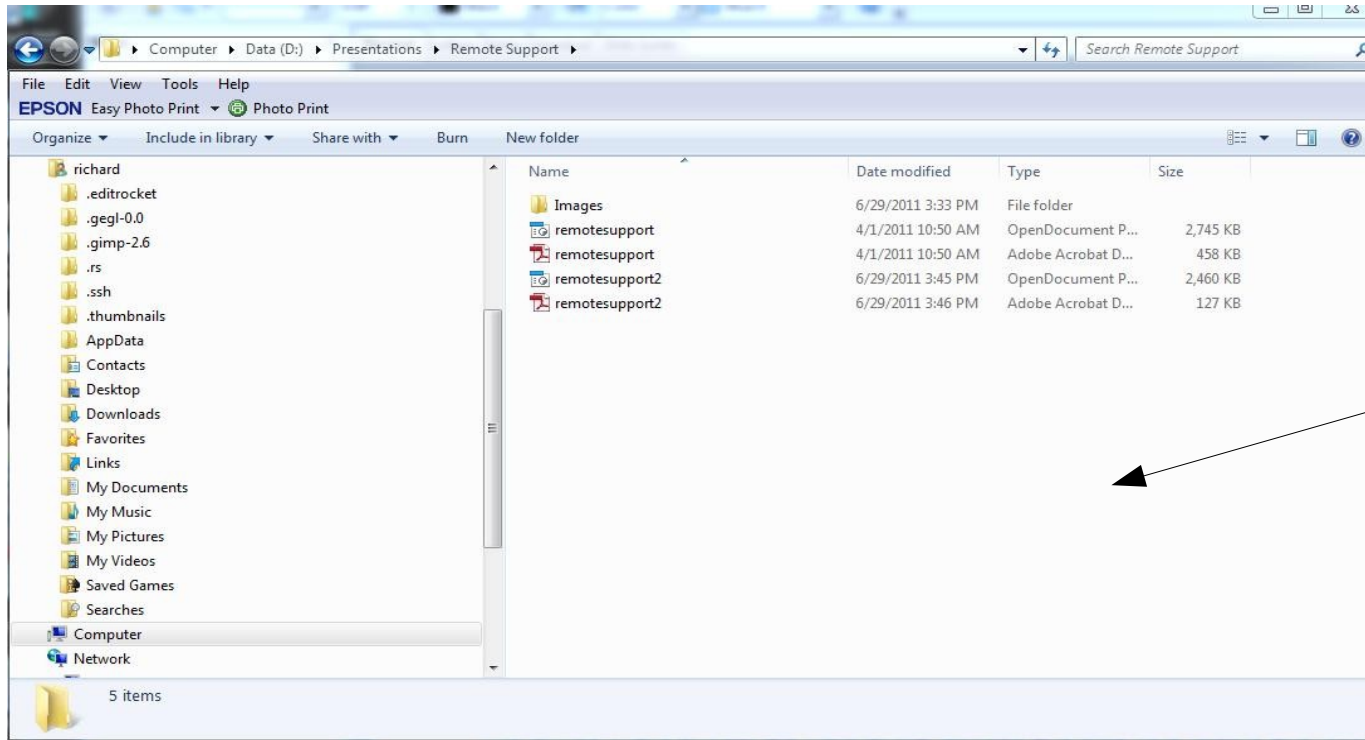
# Files inside a Folder



Now you can see the files inside of the folder Remote Support

There is a folder by the name of Images and then a couple files that are open office documents and a couple that are adobe acrobat documents

# How to Create a Folder



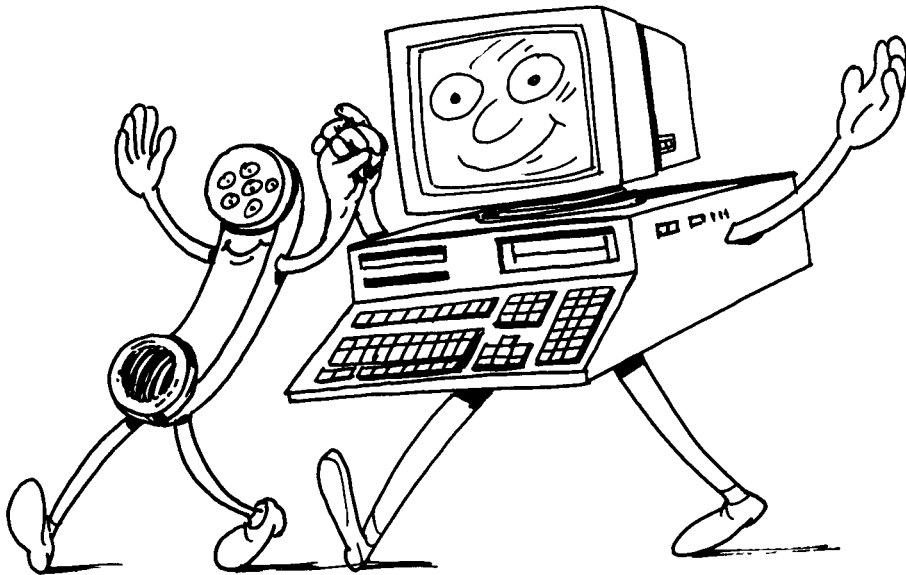
White Space

You can right click your mouse while pointing to the white space of this folder. Select the New and then Folder from the selection list. Left Click on the Folder selection and a new folder icon will appear with the ability to type in it's name. Give the folder a name and point away from the icon and hit enter. You have just created a Folder.

# I Hope this Made Sense

- You get to make your own folders and files and can choose where you put them.
- This is a powerful tool that will allow you to organize the information on your Computer.
- Drives hold folders and folders can hold either more folders or files.
- I don't suggest using the My Documents folder to hold important information because it can be deleted when Windows is re-installed or repaired, I suggest you make your own folders and back them up regularly.

# In Parting



Please feel free to contact me if you need more information or I need to make something more clear, Would love to make this a useful presentation

<http://www.ratsupport.com/contact.html>