

## Files and Folders

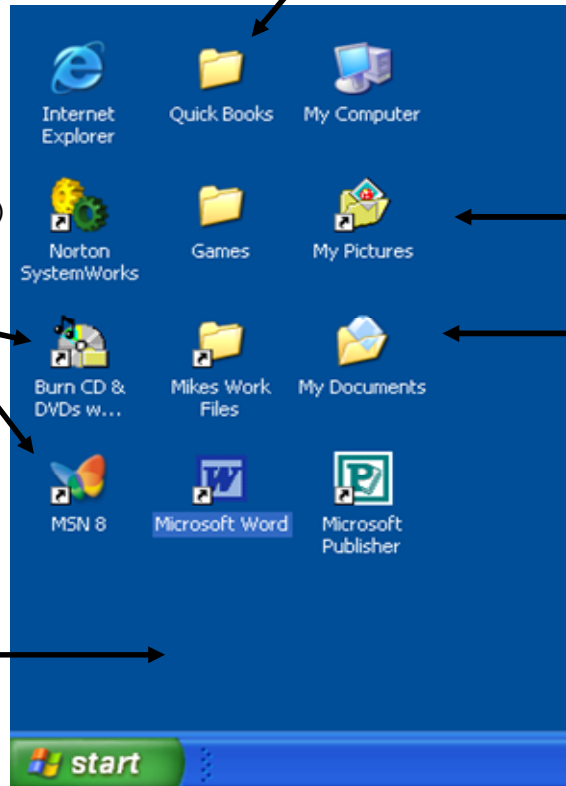
In your computer, the information you create and store, is called a "file". Whether it is a letter or a picture, it is still stored as a file. Your computer stores these files in "directories" which are called "folders".. Folders look just like little paper manila folders, and wherever you see one of these, you will be able to store files in it. .

While Folders have an icon that looks like a Folder, other things (like programs) have icons that identify what they are

If you save a photo to the computer , it is usually stored in a Folder called My Pictures.

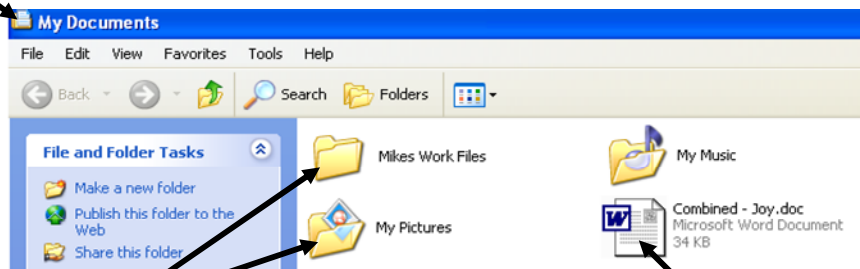
If you save a letter or other document, it is usually stored in a Folder called My Documents

Your Computer's Desktop



If you open the folder called "My Documents", this is what you will see.....

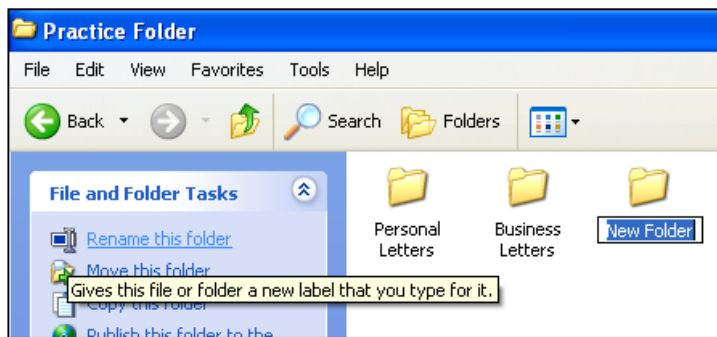
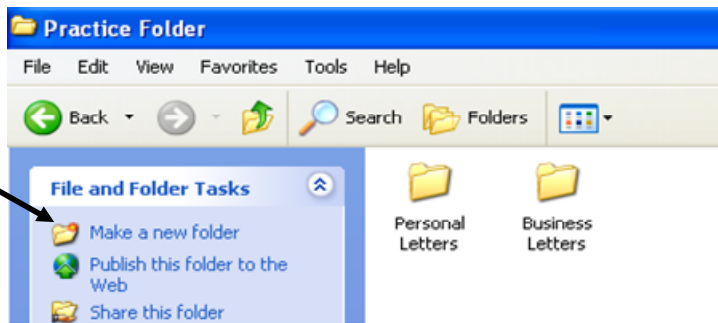
Folder Name : "My Documents"



Folders within My Documents

A File (document) created with MS Word

To create a new folder,  
Click on **Make a new folder**



When the new folder  
appears, type a name for it