

TECH BOOT CAMP Saving & Finding Your Files

Navigating the Computer

Drives, Folders, and Files

The computer is divided into **drives**, which can be hard drives, disk drives, or flash drives. These are labeled with letters in brackets, like (C:) or (E:).

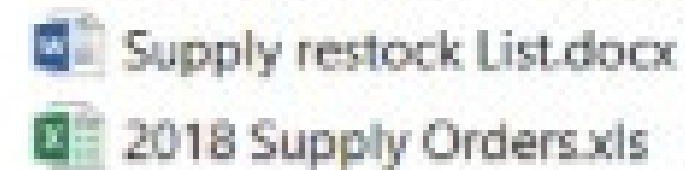
>  **Windows (C:)**

Drives contain **folders**

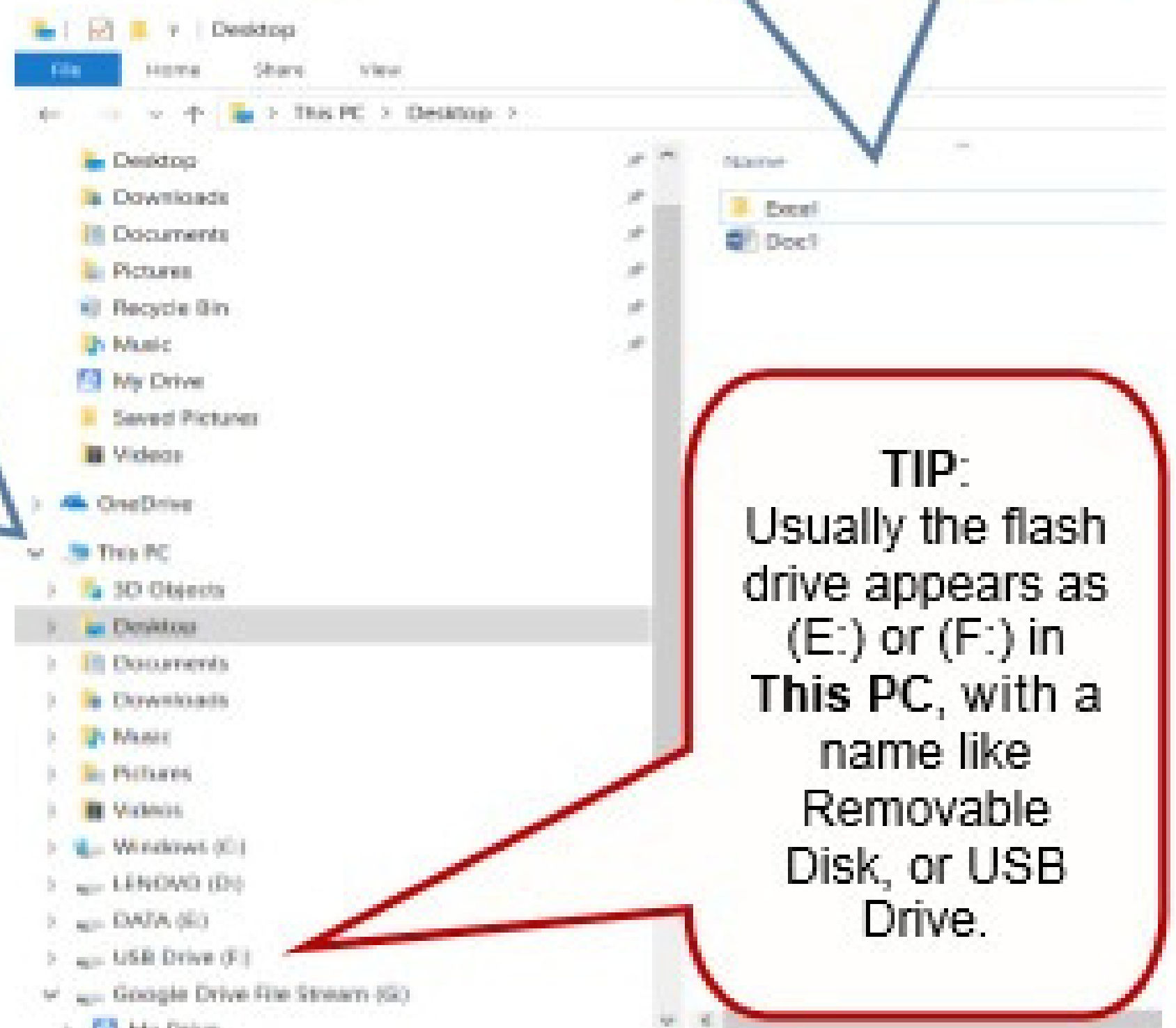


Drives & folders are on the **left**.

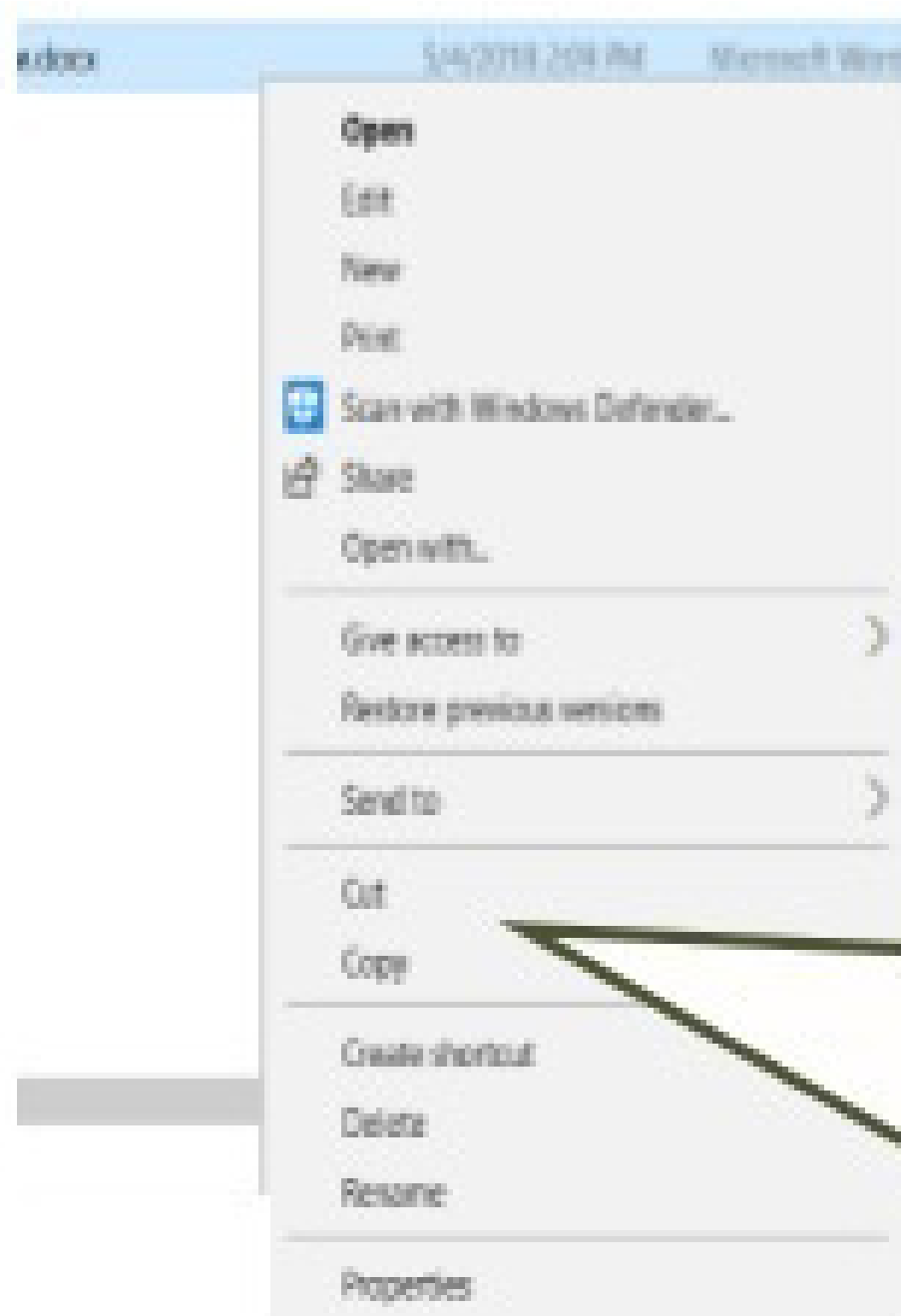
Folders contain **files**, like a song, picture, or resume.



Individual files are on the **right**.



TIP: Usually the flash drive appears as (E:) or (F:) in **This PC**, with a name like Removable Disk, or USB Drive.

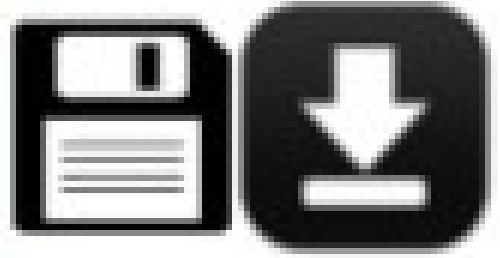


Right Click = Options

- Right click on the name of a file to rename, copy, or delete it.
- Right click on a picture to save it.
- Right click on the desktop of a computer or on the white space in an open flash drive to create a new folder.

Meagan's Tip: Can't find a file you saved? If it was a Microsoft product you used to save it such as Word, Excel, or Publisher, click on **File, Open**, then **Recent Documents** to see the 25 most recent documents or files you've worked on.

Save a New File



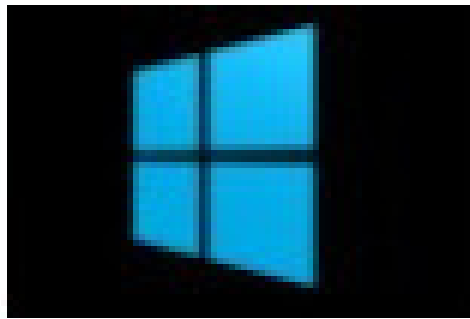
To save (also known as download) a file from the internet:

Click on the file you want to download, then look for a floppy disk icon or a down arrow at the top or the bottom of the page. If you don't see either of them, right click for options then select **Save File/Link As**.



To save a picture from the internet:

Right click on the image to bring up your options menu. Click **Save image as...**



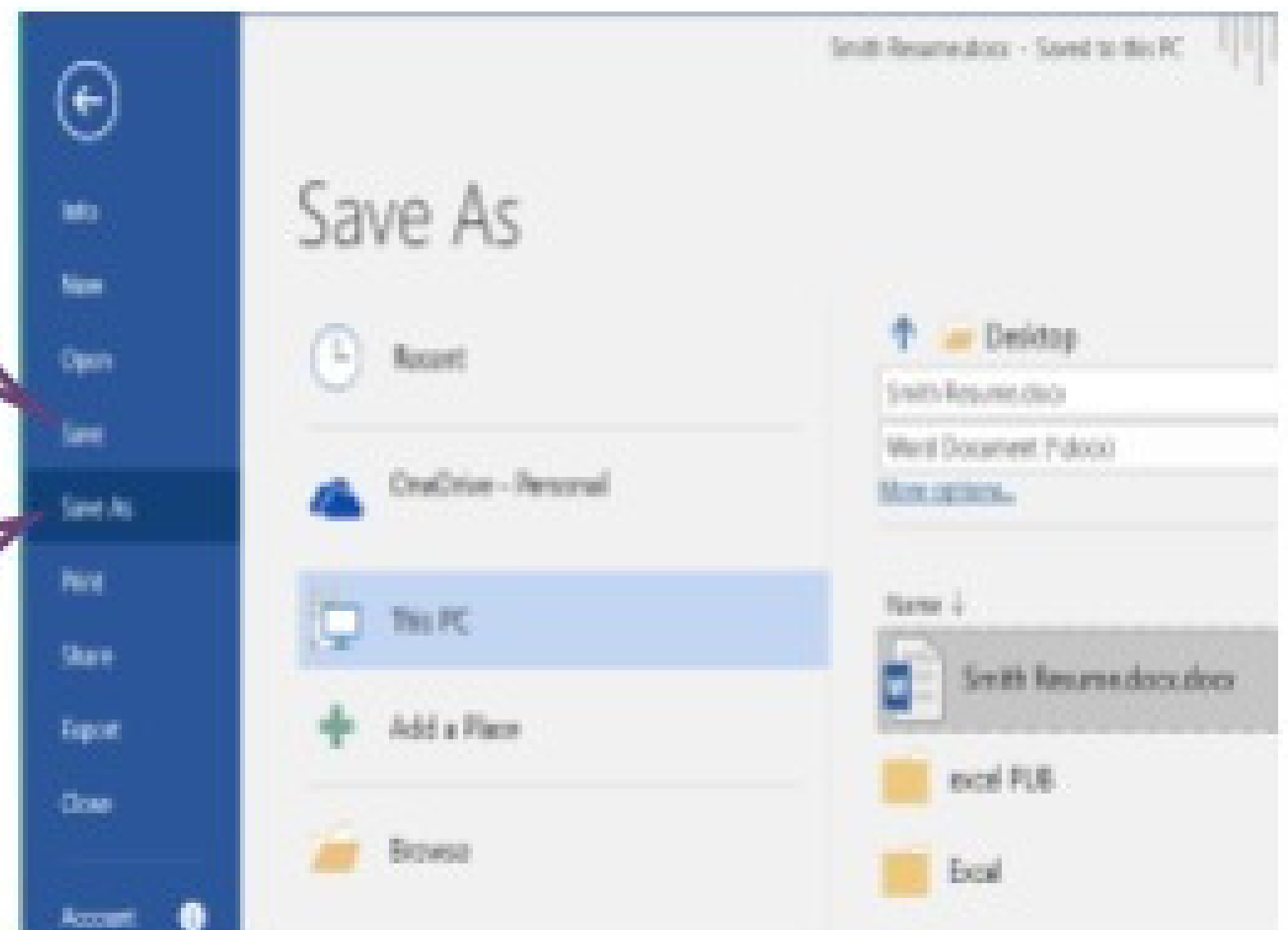
To save a document you have created:

Click the Microsoft Office button or the word File in the top left corner of the document. Click **Save As**.

Save or Save As?

Save: Quickly updates an existing file with new information to the same location with the same name.

Save As: Need to change the name? Want to save to a new location? This option is great for making copies of documents!



Steps for Saving

To save a new file or copy of a file, always follow the same pattern with **Save As**.

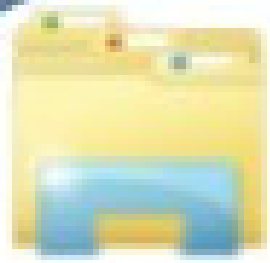
To save changes and updates you've made to an already existing file, use **Save**.



Ellen's Tip: Avoid meaningless or generic file names like "document1" or "photo2". Take the time to rename your files so they can be easily found and identified by you. You'll thank yourself later!

Finding Files

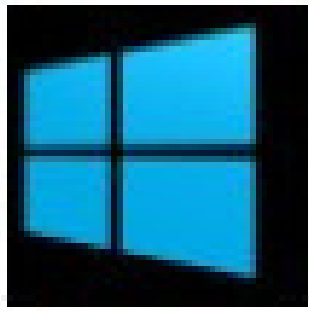
Browsing & Searching with Keywords



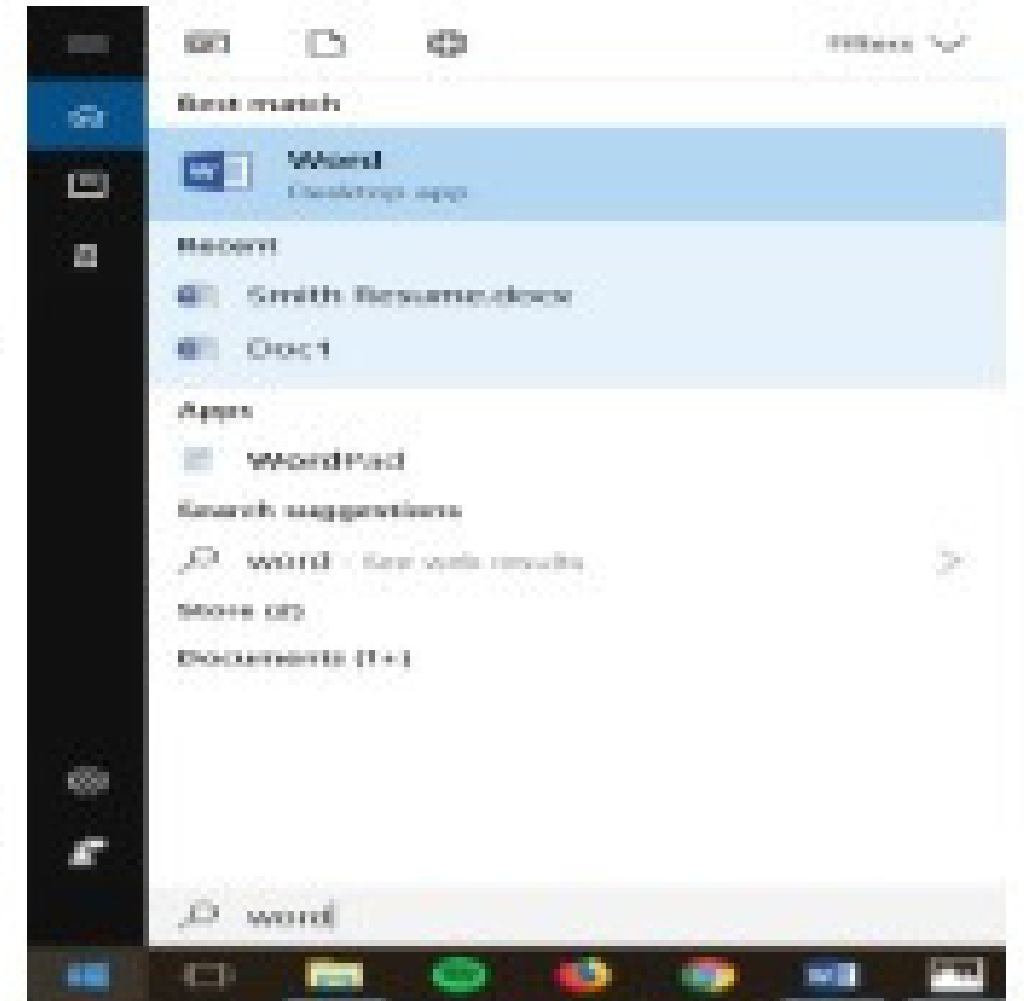
If you can't remember which folder you saved a file in, click the **Windows Explorer** icon at the bottom of your screen.

Check in the **Downloads** folder  Downloads

OR



Search your computer by clicking the **Start** button, then simply start typing! The search bar will appear as you type. Search by file name, a word you remember from the file, or even by the name of the program you used to open the file (Word, Excel, etc.)



You can also use **CTRL+F** ("find") to search for a word on a page, in a folder, on a website or in a drive.

Types of Files

Documents

.pdf — can't edit, may be able to fill out as a form

.docx — Word document

.doc — older Word document

Pictures

.jpg — most common online

.gif — lower quality, can be animated

.png — smaller, reproducible

Audio

.mp3 — smaller, lower quality

.wav — good quality, larger

.aac — Apple's type of audio file

Executable

.exe — programs that can run on your computer.

Use with caution. Don't open if you don't know what they are.

Helpful Resources

GCF Learn Free Course - Windows Basics: Working with Files

<https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/>

13 Tips For Cleaning & Organizing Your Laptop, Once & For All

<https://bit.ly/2dCFPph>

10 File Management Tips to Keep Your Electronic Files Organized

<https://www.thebalancesmb.com/computer-file-management-tips-2948083>

How to Recover Missing, Lost, or Deleted Files

<https://www.computerhope.com/issues/ch000342.htm>