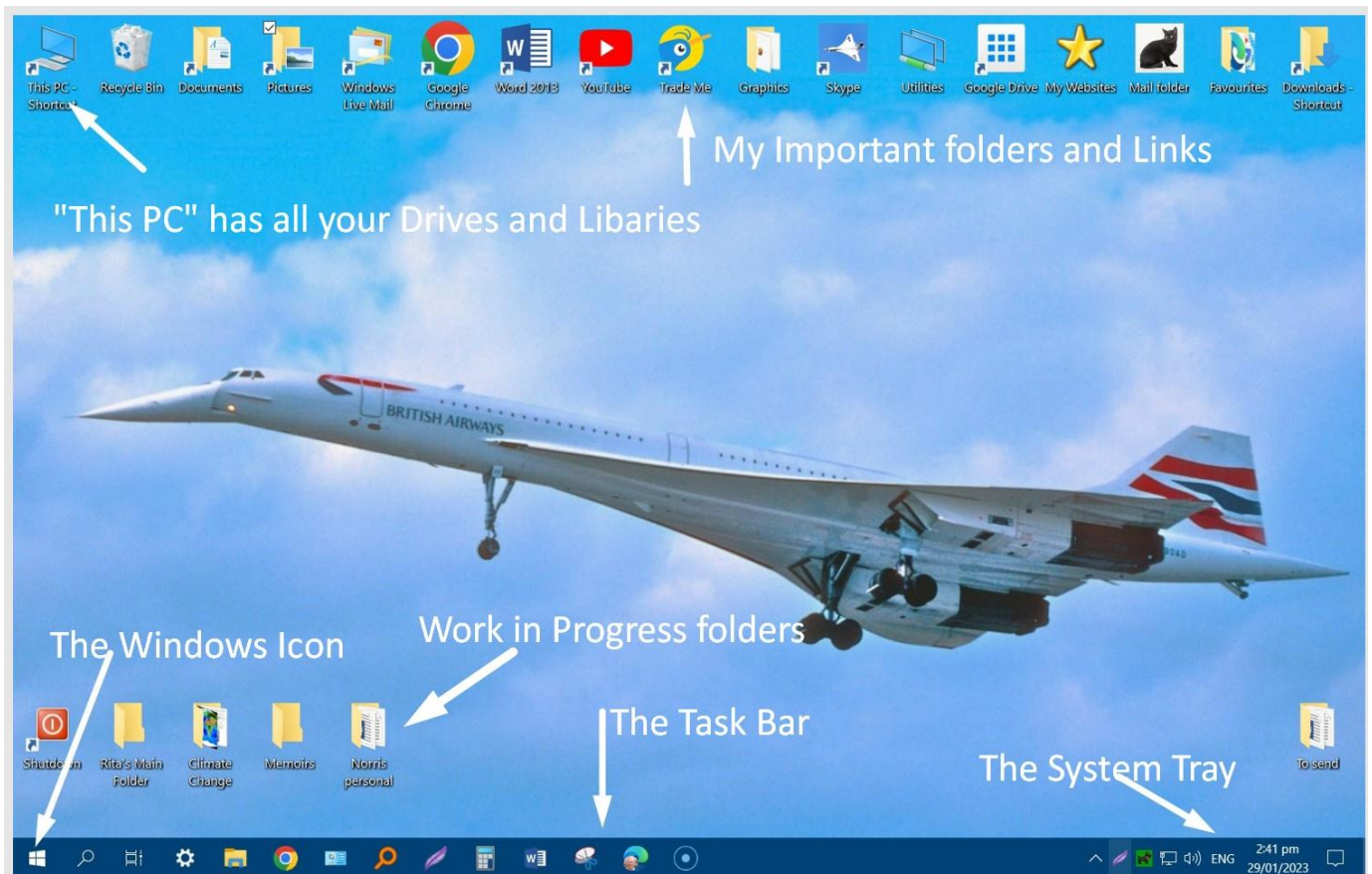


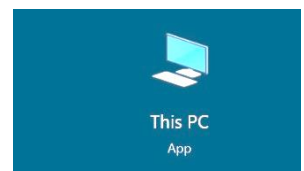
## Computer Folders.

The first thing you see when you open your computer is the Desktop. This is a very important place to start for you have access to all your programs, folders, files and photos etc. Setting up your desktop is therefore important so that

- you have the correct links there
- It should be not too cluttered. For to me it is your work place where you create new files and folders and then move them to the correct library or folder.
- “This PC” icon on the top left of your desktop. This is the Master folder- it rules them all. If you don’t have this on your desktop I will show you how to put it there,
- This is my Desktop. Note that I keep the centre clear and it has a clean look.



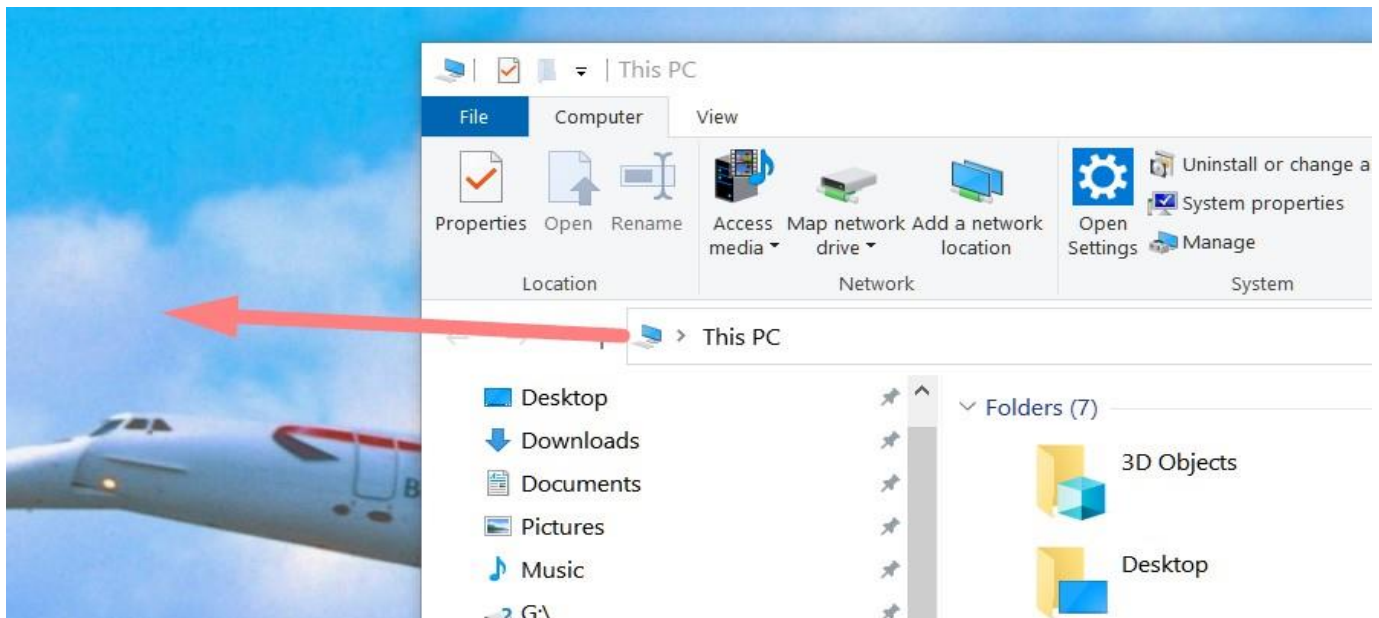
To access my drives and Libraries I double click on “**This PC**” **icon** on the top left of my Desktop. If you don’t have this icon there, then click on the **Search box** on your taskbar which is next to the windows icon and in the search box type “**This PC**”. Click on the icon of “**This PC**” and the **PC** folder opens.



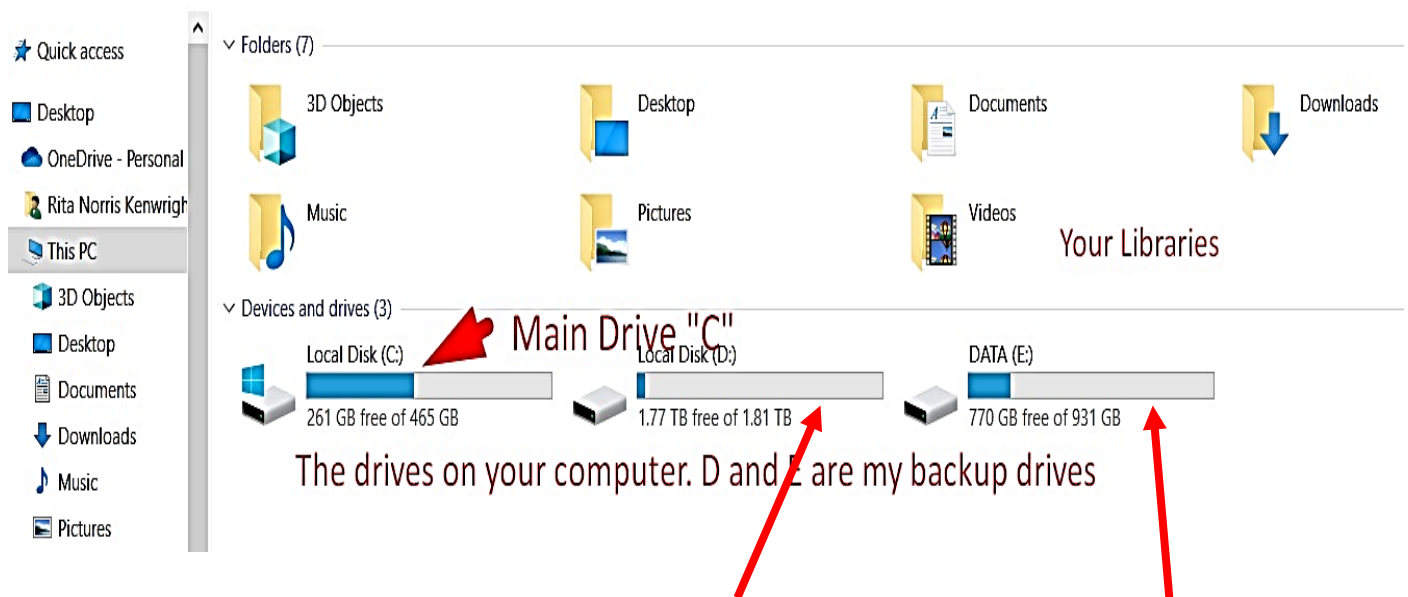
Resize this (I will show you) so that you can see part of your desktop as well as the This PC folder.

Now drag the This PC icon to your desktop and move it to top left.

Now you will have This PC on your Desktop



When you click on the **“This PC”** icon you will see your Drives and Libraries  
 These are my drives and Libraries. **Libraries are really super folders.**

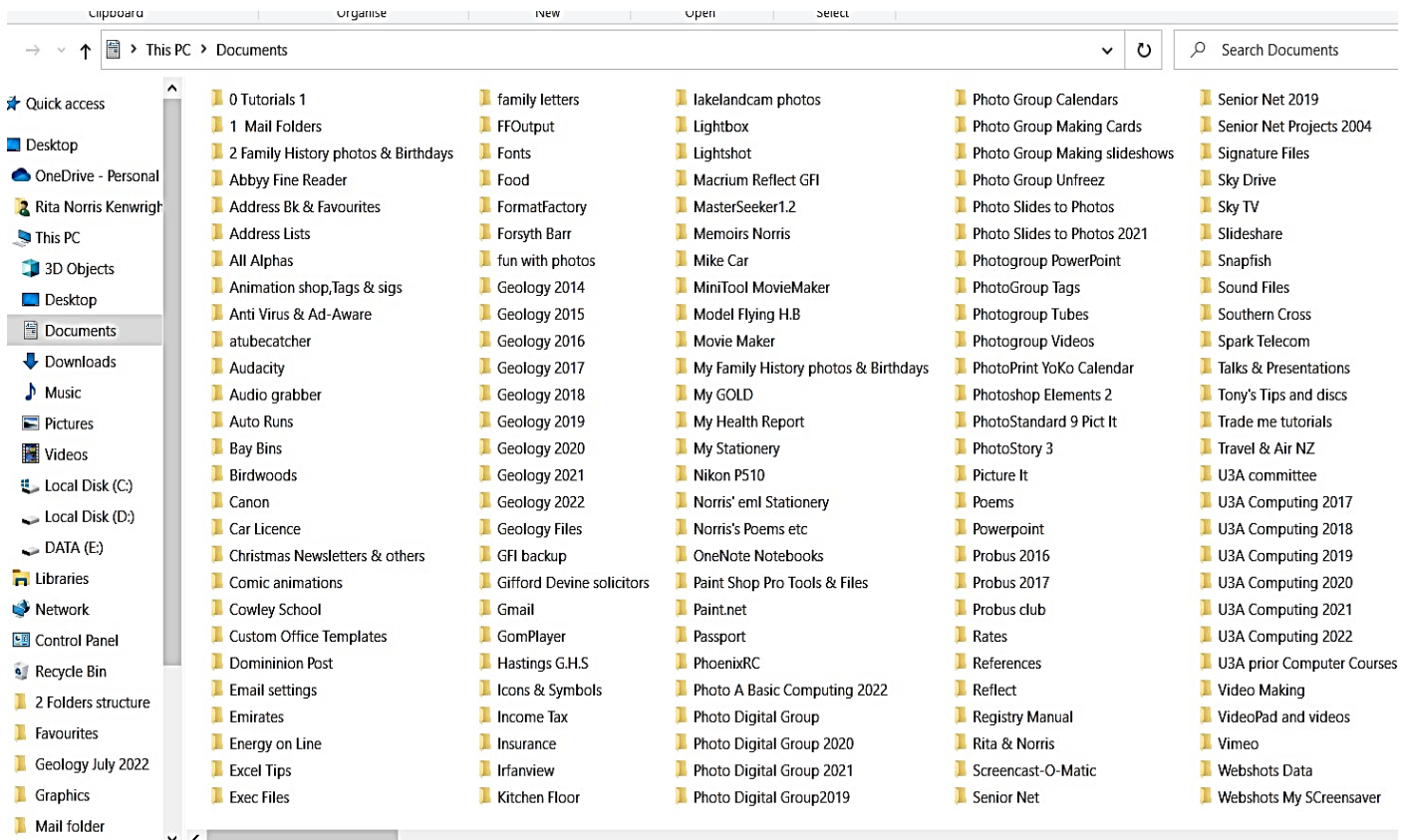


These are my back-up drives “D” and “E”. If you insert a **Flash Drive** or even connect you **camera** to your computer they will show up here as Drives and when you click on them they will open. This is useful if you want to transfer files from one drive to another.

## Folders

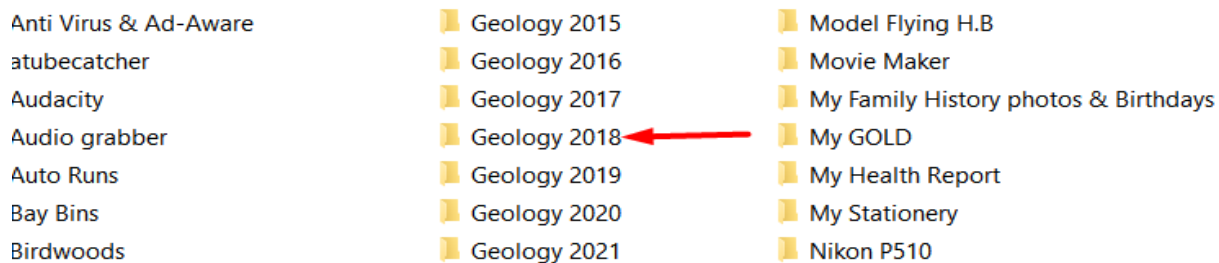
Folders and their structure are the backbone of computers. If you ever want to find something that you have saved a week or even a two years ago then you can do so if you a good folder system. Below I have a screen shot of My Documents folder.

You will see a huge number of folders and the names are all in alphabetical order with the exception of three which have numbers. Numbers take precedence over names.

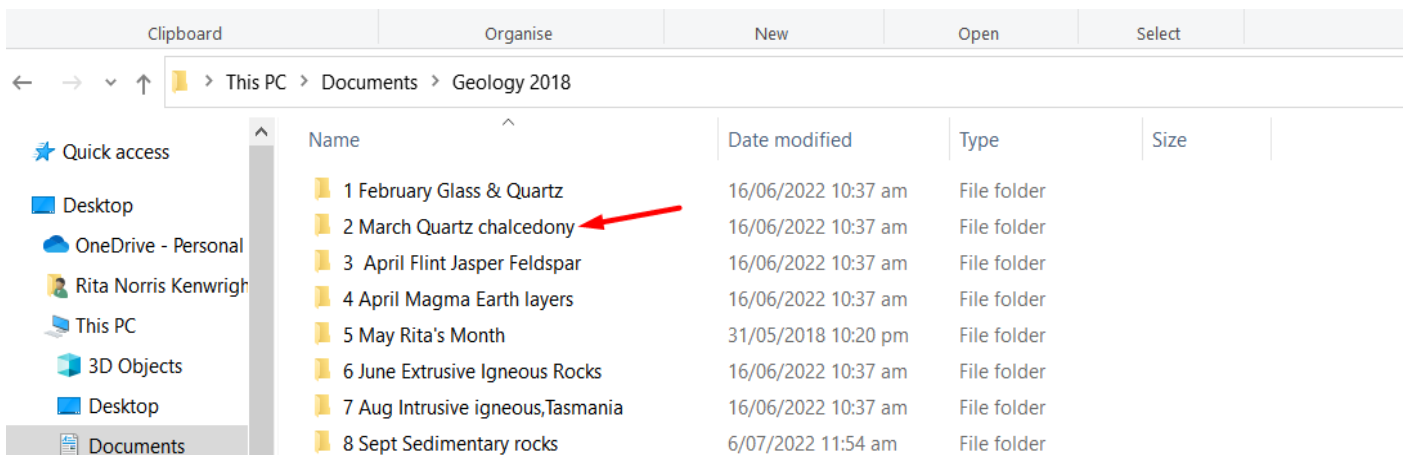


I am going to show you how I can open one Major folder such as **Documents** and then how I can navigate (like following the branches of a tree) to find other folders within this Major Folder and in the end find files and documents I have written. I click on **This PC** and click on **Documents**.

### Within My Documents is a folder called Geology 2018

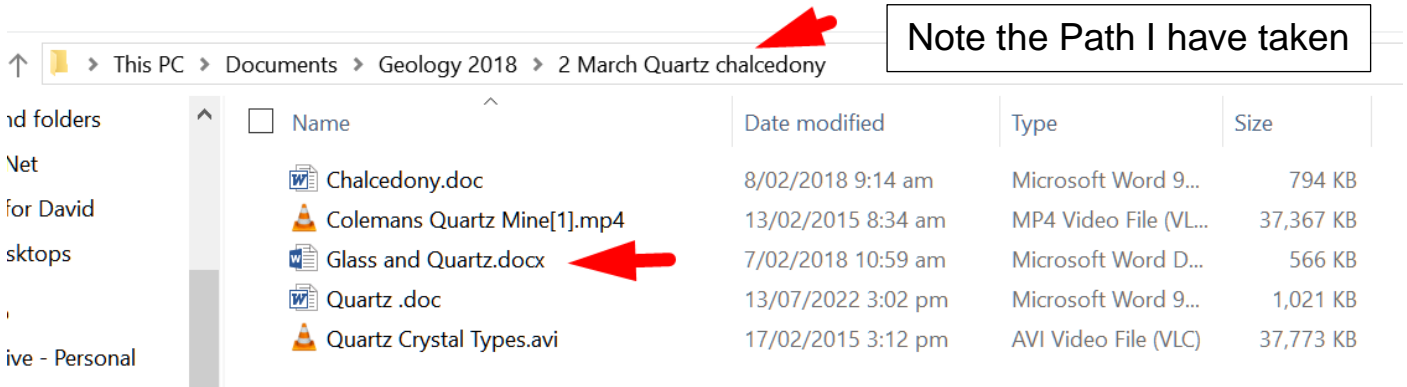


A double click on this and it opens.



Here is a list of sub folders. They are named in order of teaching by date. I will open subfolder 2 (March)

I see all the files in this sub folder and I will open the “Glass and Quartz” document



Note the Path I have taken

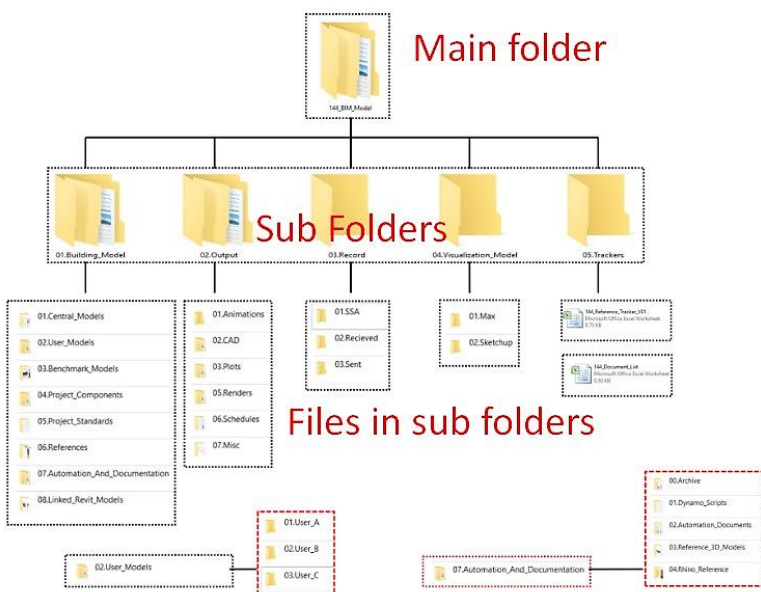
A double click on this word document and I can see what I wrote then in 2018

### Glass and Quartz SiO2 Silicon Dioxide

Believe it or not, **glass** is made from liquid **sand**. You can make **glass** by heating ordinary **sand** (which is mostly made of silicon dioxide) until it melts and turns into a liquid. You won't find that happening on your local beach: **sand** melts at the incredibly high temperature of 1700°C (3090°F). To **make** clear **glass**, special **sand** called silica **sand is used**. This fine white **sand** is needed because it is very pure and does not contain other unwanted chemicals. **Glass** production also needs limestone, soda ash and other chemicals to colour the **glass**.

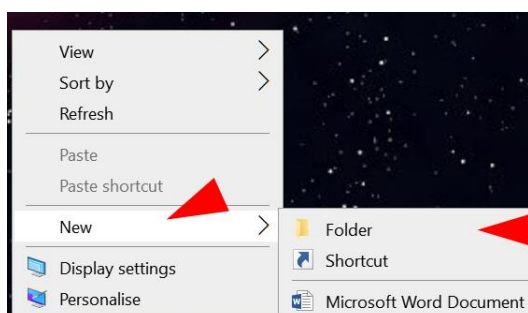
### The folder Tree

Folders are the underlying structure of a good computer system and it is sometimes called a Folder tree. Good naming and Sub folders are important.

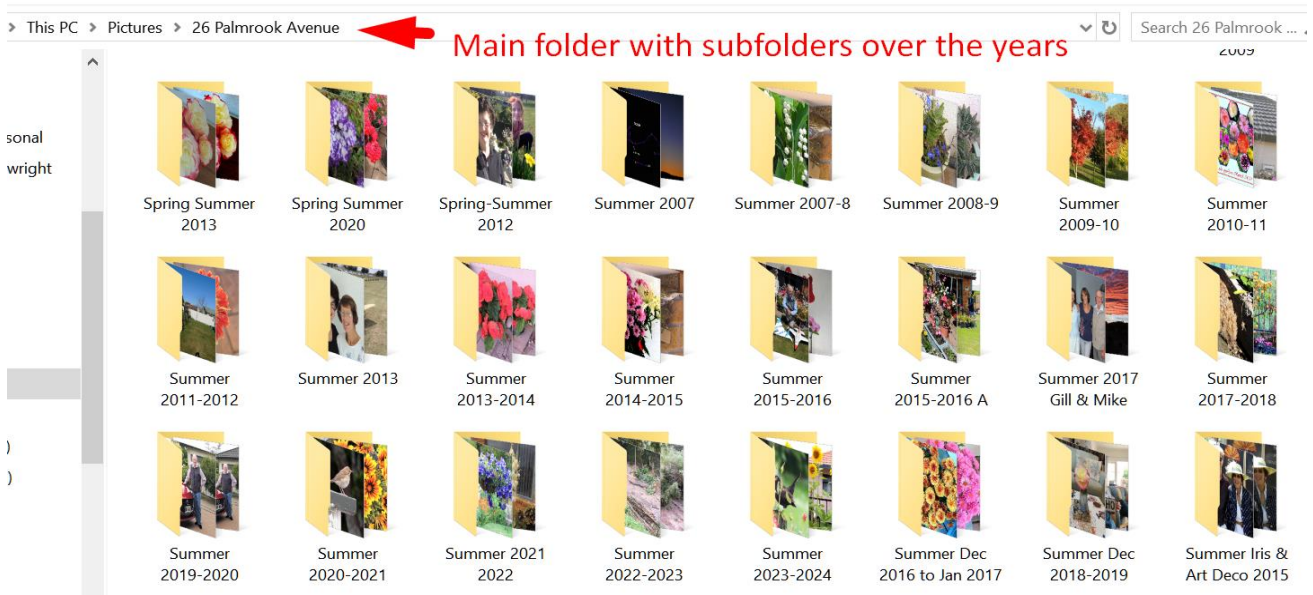


If you have a good folder structure you should be able to find information on your computer.

You can make Folders anywhere by right clicking on an empty space and choosing “New Folder”. A new folder will appear and you can give it a suitable name. Make as many as you need and put your files into a folder.



I am a keen photographer and I keep a record of my photos over the years.

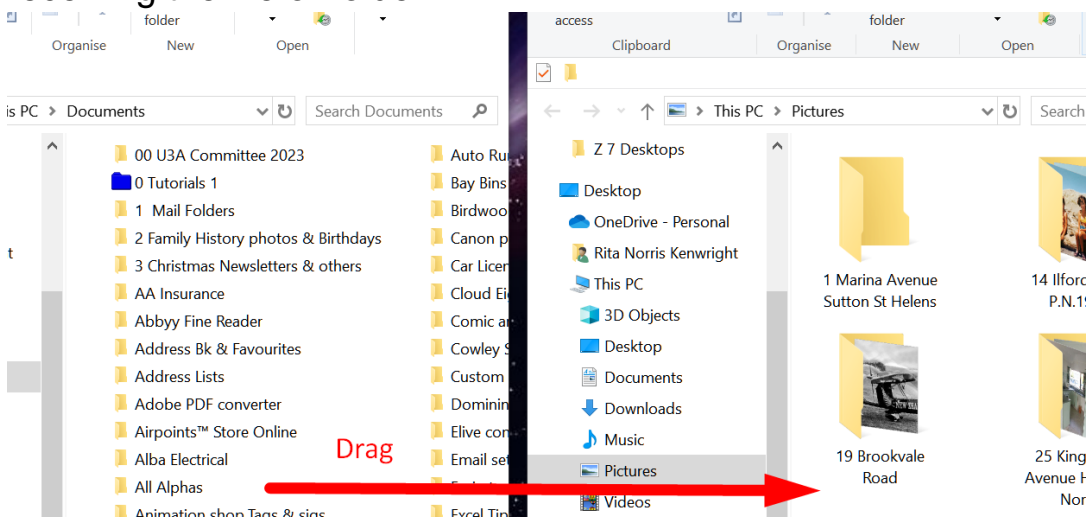


If I open one of these folders and I see the files (Photos) I took that year



## Transferring Folders or Files between Folders

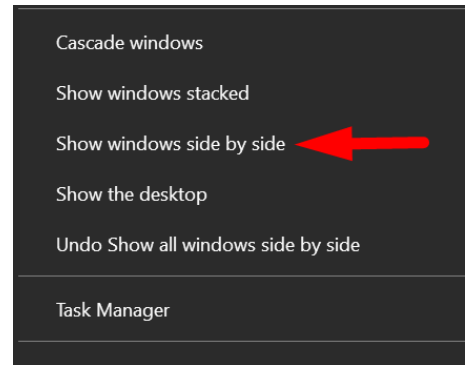
One method I use is the “Drag & Drop” method. I open the folder of the file or folder to be transferred and resize it to half the screen and do the same with the folder receiving the file or folder.



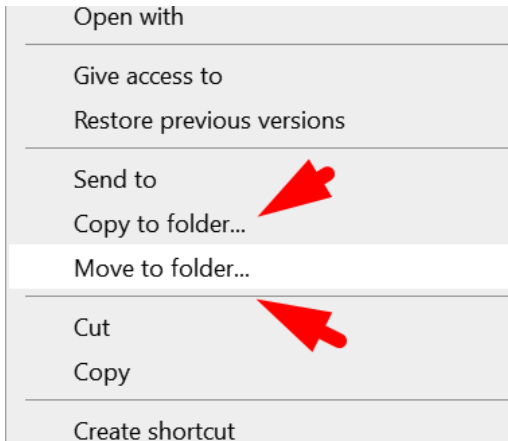
If you are not very good at aligning the two folders here is a way of doing it.

Once both folders are on your screen **Click on the Taskbar** and in the Taskbar menu click on **“Show windows side by side”** and they will do that.

Only have two folders open when you do this. They will do exactly that.



The final method that I use very frequently is to have the “Copy to and Move to” options available to send files & folders in my right click Context menu.



Right clicking on a file or folder and clicking on either of these allows me to send files or folders to other destinations anywhere on my computer.

Normally Microsoft doesn't show this option but I have a small download to allow this to happen. But that is another lesson.

Cheers

Norris