

# Computer Storage



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# Computer Storage Locations

## 1. Permanent Storage

- **Hard Drive** (long Term)
- **CD/DVD** (long Term)
- **Memory Cards** (short Term)
- **USB Drive** (short Term)

## 2. Volatile Storage (Disappears when computer is turned off)

- **RAM**

# Data & Files

When working with **Applications** (also called **Programs**) such as Paint and WordPad, the information you enter (pictures or text in these cases), is known as **Data**. Until you save the Data to the **Hard Drive**, it is **volatile** (resides in **RAM**). When the Data is saved, it is saved in a **File**. This file is often called a **Data File**.

# Common Types of Files

- System Files  
Used by the operating System (example ... Windows 7)
- Driver Files  
Such as Print Drivers ... these control the information sent to the printers
- Application Files  
Programs such as Paint and Wordpad
- Data Files  
Information you enter (as explained above).

# Files and Folders

When viewing Photos, which method do you prefer?

**Photos in a pile**



Or

**Photos arranged in albums**

Similarly when storing your **Data Files**, they would be difficult to work with if they are all stored in one location.

Microsoft uses Folders to store files in a more organized fashion.

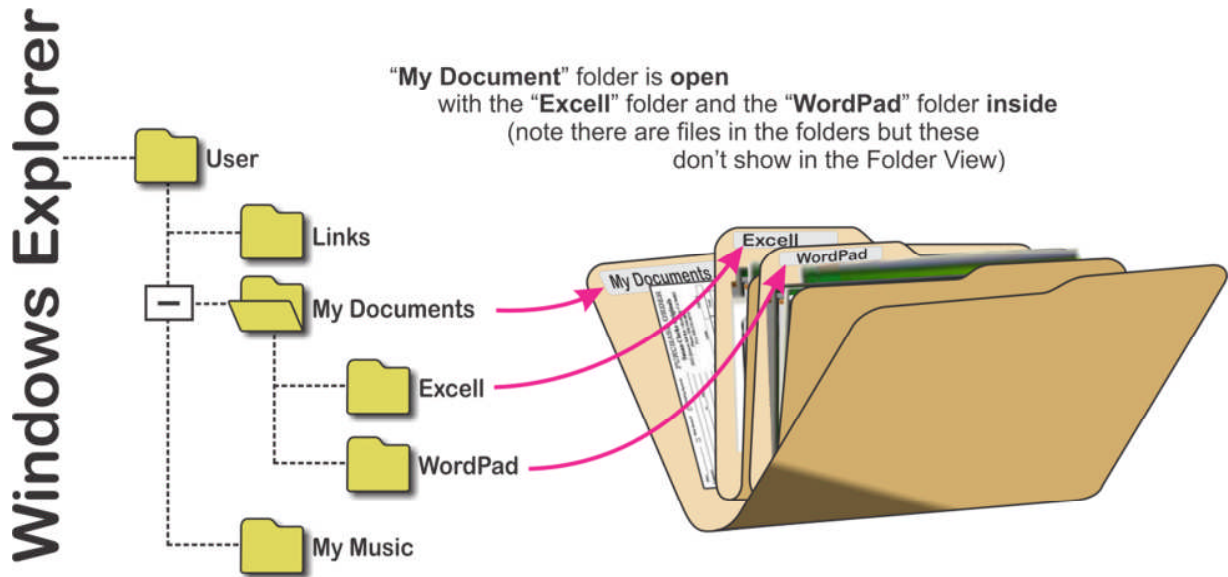


Common folders used for Data Files are:

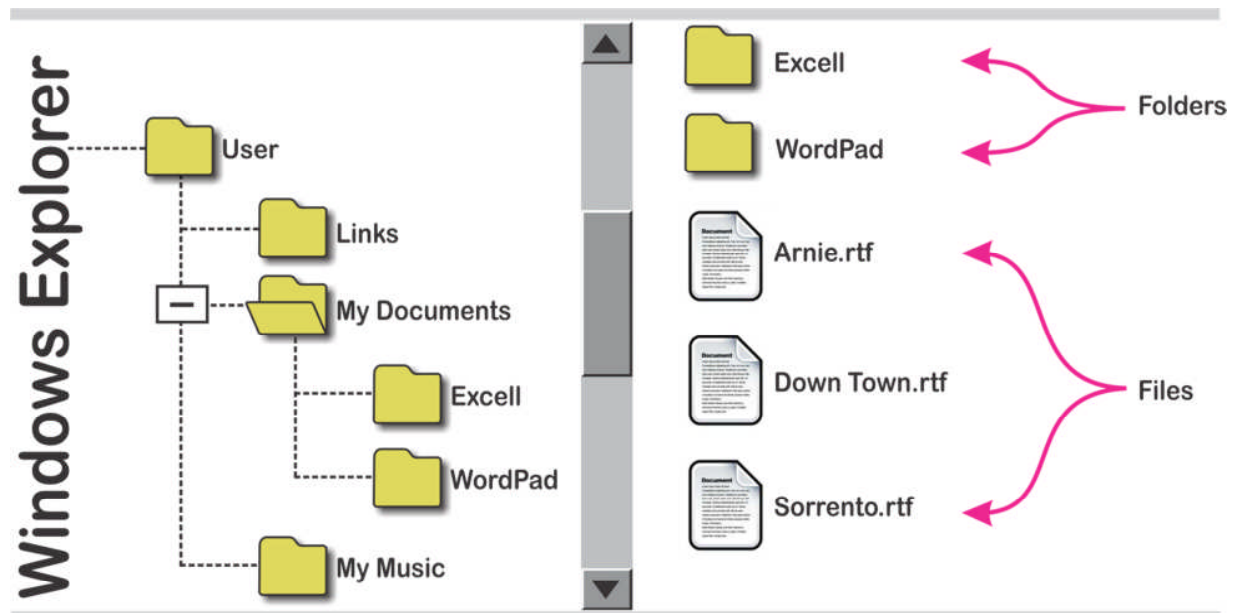
- **My Documents**
- **My Music**
- **My Pictures**
- **My Videos**

Folders can store both folders and files.

## Folder View (left Panel) in Windows Explorer



## Folder & File View in Windows Explorer



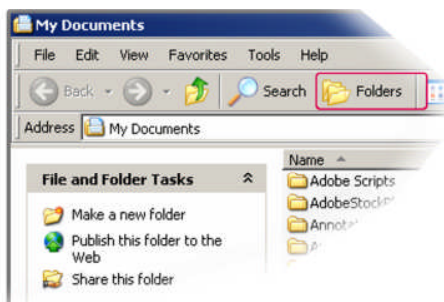
**Folder Tree**

**Folders And Files**  
(in "My Document" folder that is open)

# Accessing Windows Explorer

For **Windows Explorer**, click **“My Document”** or **“Documents”**  
on the top right of the **“Start Menu”**.

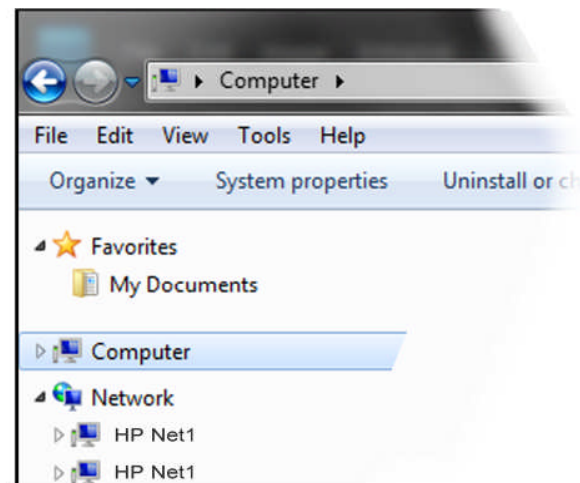
## Windows XP:



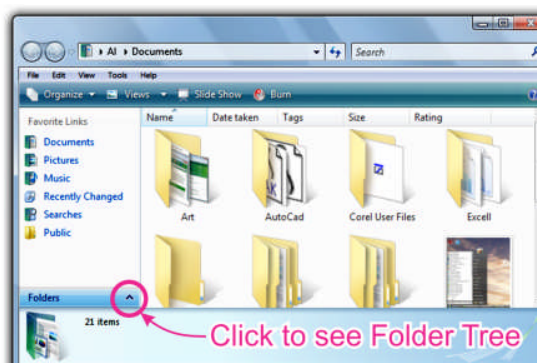
If the Folder Tree view is not visible ... click the **“Folders”** Icon on the **Tool Bar**

## Windows Vista and Windows 7:

Locate **“Computer”** in the **left panel**



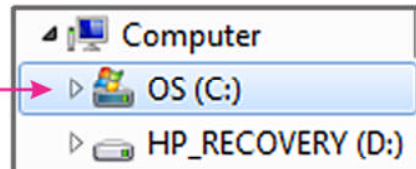
If **Windows Vista** does not show the folders



Click the **folder Up Arrow**

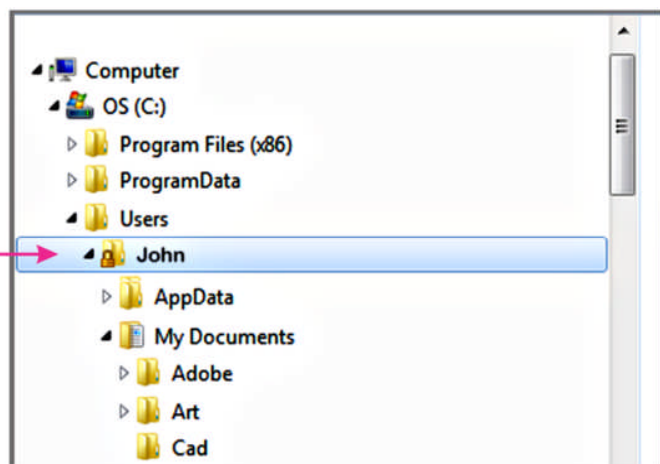
If the **Folders** are **not Expanded** ... See Notes Below.

“▷” indicates the folder is closed



Clicking on the Icon will open the folder

“▲” indicates the folder is open



If the Open and Closed symbols are not visible, **Hover the mouse** over the tree

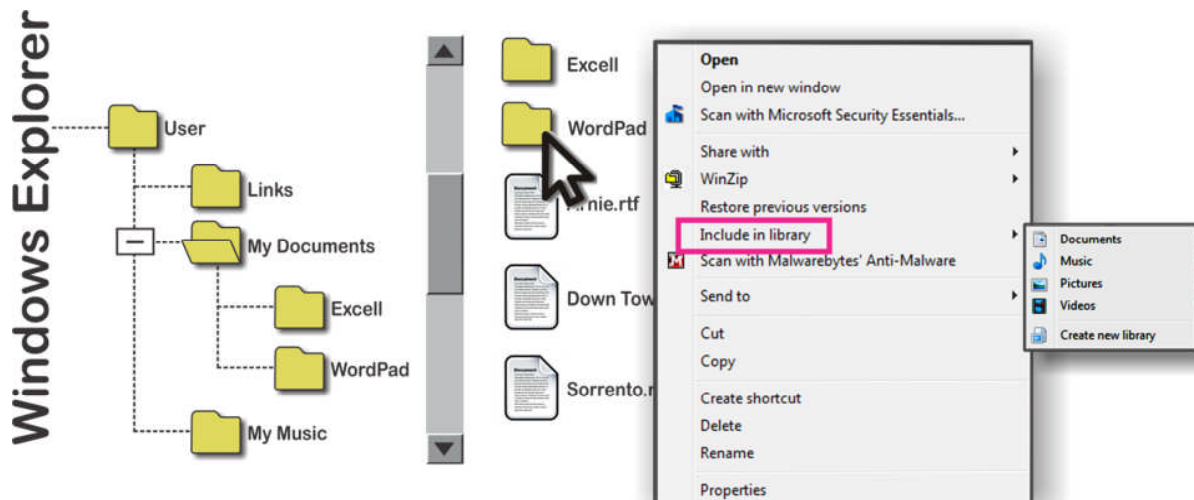
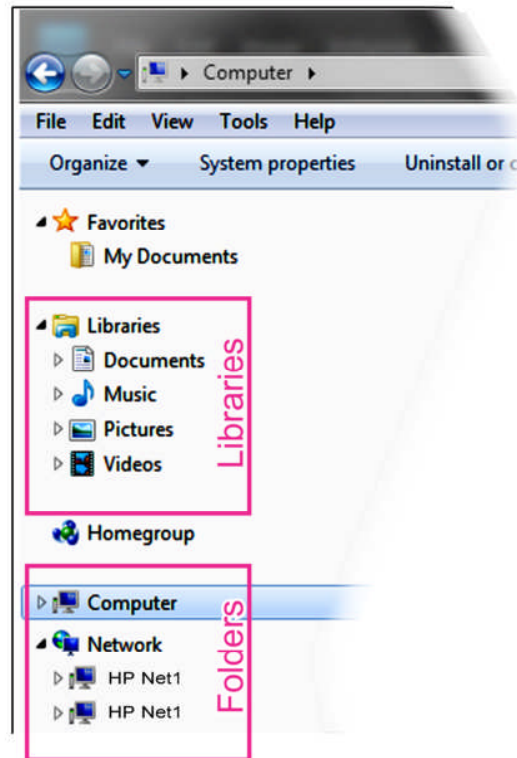
## Libraries

Recently, Microsoft introduced **Libraries**. Computer Libraries are like the file index cards which are used in actual libraries.



The libraries are based on **Links** to the actual Files. These links can be **sorted** on various aspects of the files, such as the **name**, or the **original date** of the file. Other variables can be associated with the library links such as the **location** that the file was taken from (for pictures) and /or a **rating system** (Stars). Once these attributes are linked to the files, libraries can **sort the links** by these variables.

Libraries are associated with default locations. Other locations may be desirable and probably will need to be loaded manually.



Find the **Folder** to add, and **Right Click** it for the **Menu**. **Select** the **desired Library** to add it too.

# Navigating The Directory

## Finding Your Documents on the Windows XP Hard Drive

**Find the following Directory Locations**  
(Opening Folders where necessary)

1/ "C:" Hard Drive  
(Main Hard Drive)

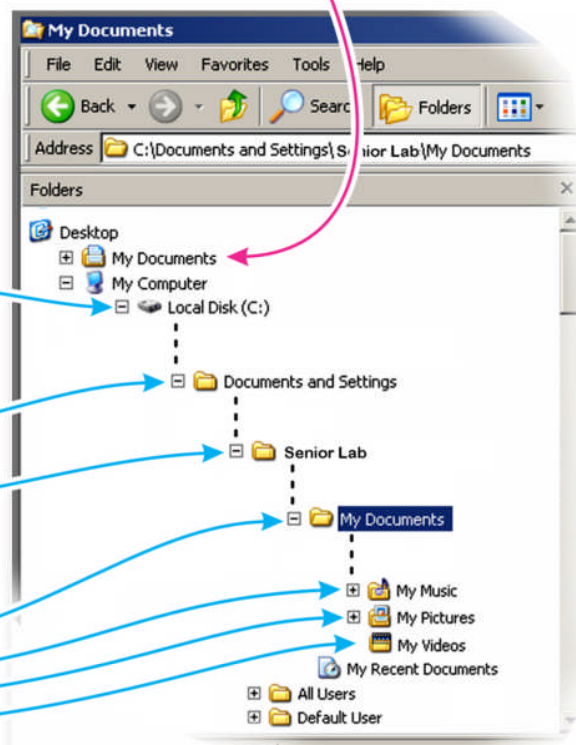
2/ "Documents and Settings"

3/ Name of User  
("Senior Lab")

4/ Desired Folder

("My Documents"  
"My Music"  
"My Pictures"  
"My Videos")

Short Cut to  
"Senior Lab \ My Documents"



Note: Some folders not shown  
These are indicated by  
Vertical Dotted Lines

# Finding Your Documents on the Windows Vista Hard Drive

## Find the following Directory Locations

(Opening Folders where necessary)

1/ "C:" Hard Drive  
(Main Hard Drive)

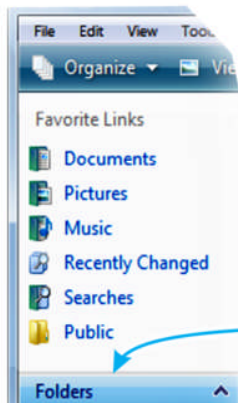
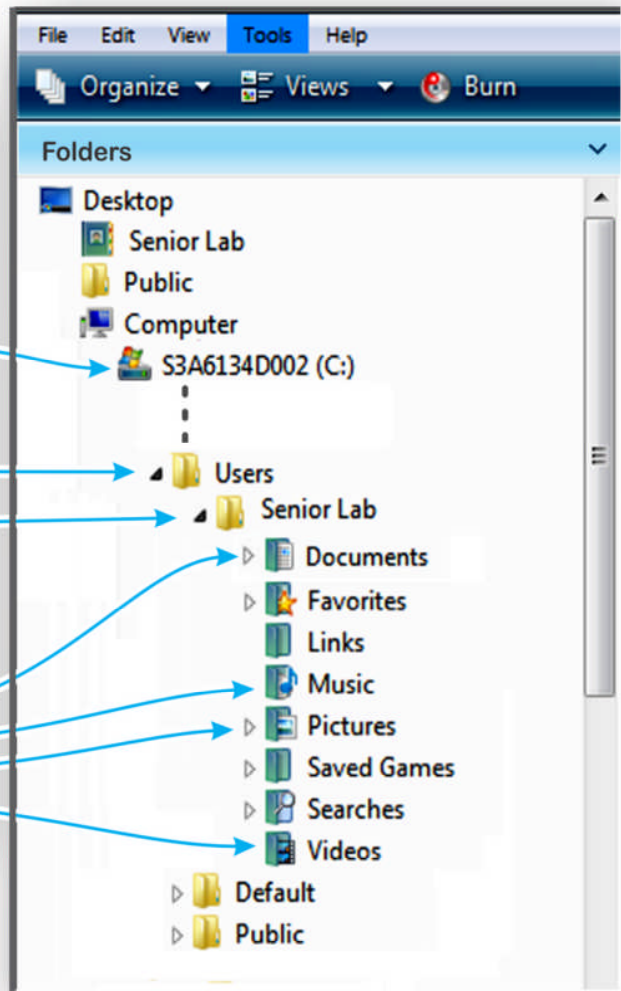
2/ "Users"

3/ Name of User  
( "Senior Lab" )

4/ Desired Folder

( "Documents"  
"Music"  
"Pictures"  
"Videos" )

Note: Some folders not shown  
These are indicated by  
Vertical Dotted Lines



for Windows Vista, if the directory is not visible,  
click the lower "Folder" bar to open the view

# Finding Your Documents on the Windows 7 Hard Drive

The Favorites are Shortcuts contained at C:\Users\Senior Lab\Links

Note: Some folders not shown These are indicated by Vertical Dotted Lines

## Find the following Directory Locations (Opening Folders where necessary)

1/ "C:" Hard Drive  
(Main Hard Drive)

2/ "Users"

3/ Name of User  
(Senior Lab)

4/ Desired Folder

("My Documents")

"My Music"

"My Pictures"

"My Videos")

