

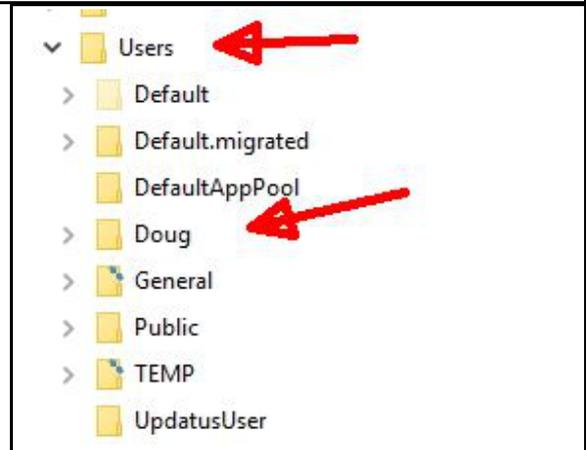
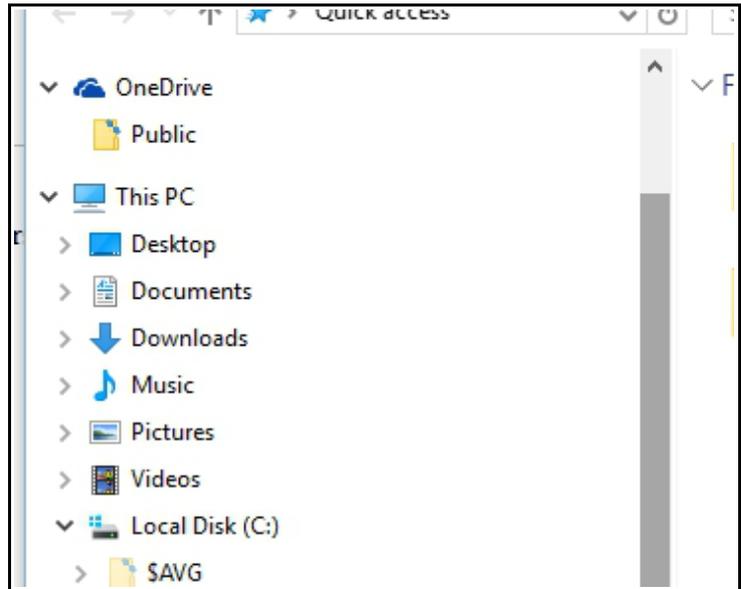
03 Windows content

This article will give you an overview of the folders which you will find on your computer. It will also explain shortcuts and how to create them. Note that you can create your own folders immediately below the "C" drive structure and which would then appear in these listings.

1. Open File Explorer and then if necessary expand the display for "This PC" by clicking the **small arrow to its left**.
2. Then expand the display for your "C" disk
3. You do not need to be concerned about most of the folders but we will discuss a few.
4. The folders "Program Files" and "Programs Files (x86)" contain all the applications which reside on your computer. These are, for example, Mozilla Firefox, Open Office etc.
5. You will not normally need to access these folders and should not delete any of the folders or change their names. *If you want to delete an application you must use the correct option in the Control Panel.*

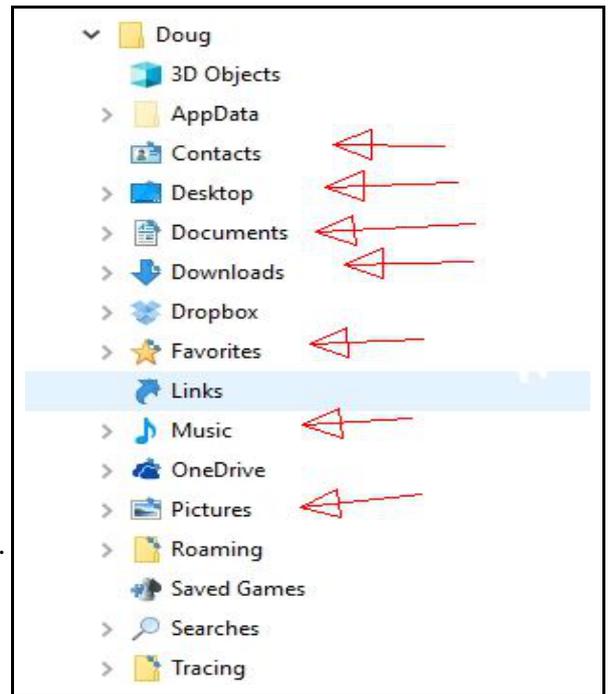


6. Lower down you will see the "Windows" folder. This contains all the programs and parameters for Windows to operate. Again, do not delete content from here.
7. The "Users" folder is the one of most interest to us. Click on the arrow to the left and expand the listing.
8. You will see a list which will include the **User Name** which you use to logon to the computer, in my case "**Doug**".
9. Windows allows you to create multiple user accounts so that multiple users can logon to the same computer and have their own files. You will see folders for each user if defined.
10. There is also a folder for Public (which creates folders accessible by all users of the computer). You can ignore any other folders.
11. Now expand the folder for your user account, in my case Doug.



12. You can now see a number of folders such as Documents.
13. Click on **Documents**. You will see a list of all your document folders/files. You can in turn expand any of your folders. Notice that as you select each level it is indented to the right. This helps you identify folders at the same file level.
14. The same applies to
 - Contacts
 - Desktop
 - Downloads
 - Favorites
 - Music
 - Pictures

The others will probably be of less direct interest.



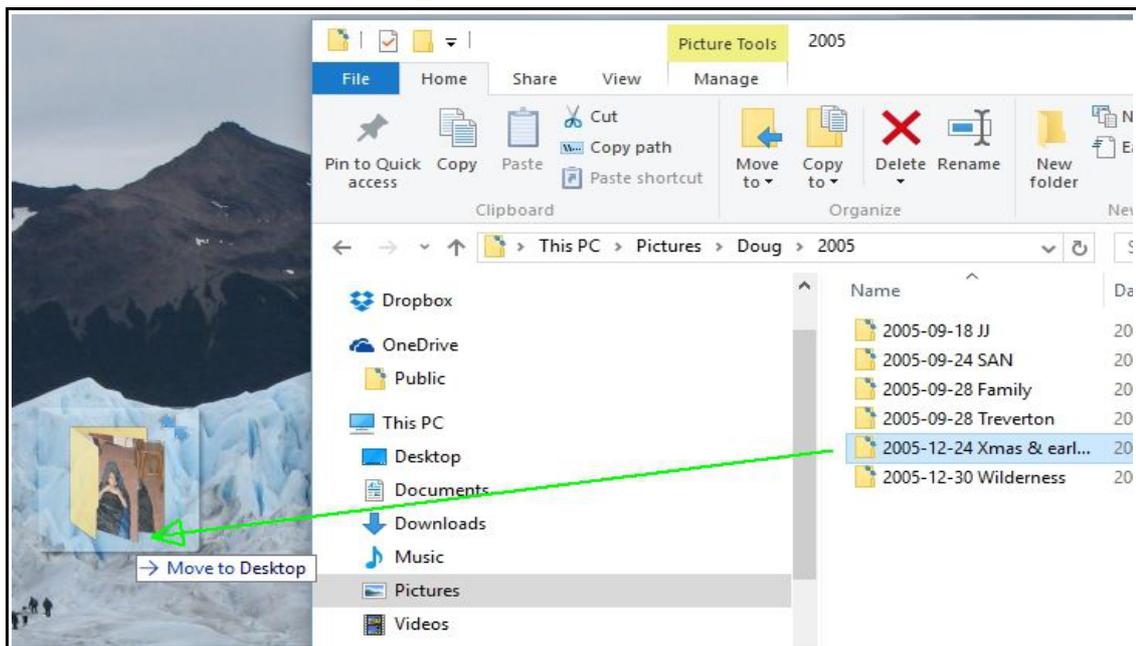
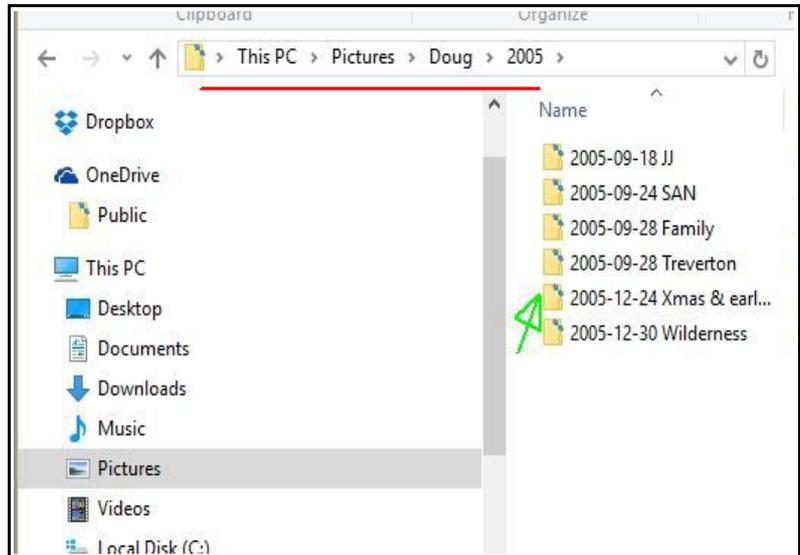
The above section shows you the actual structure of the filing system. However, it is not convenient to have to keep expanding the folders to get to your documents /pictures etc. Hence, Windows creates shortcuts. **A shortcut is simply a pointer to another location.** Sometimes this will be a folder, sometimes it will be a program. For example, you could have a shortcut on your desktop to your email program.

The layout of the shortcut listing varies and Windows 10 often creates duplicates but they will all point to the same real folder.

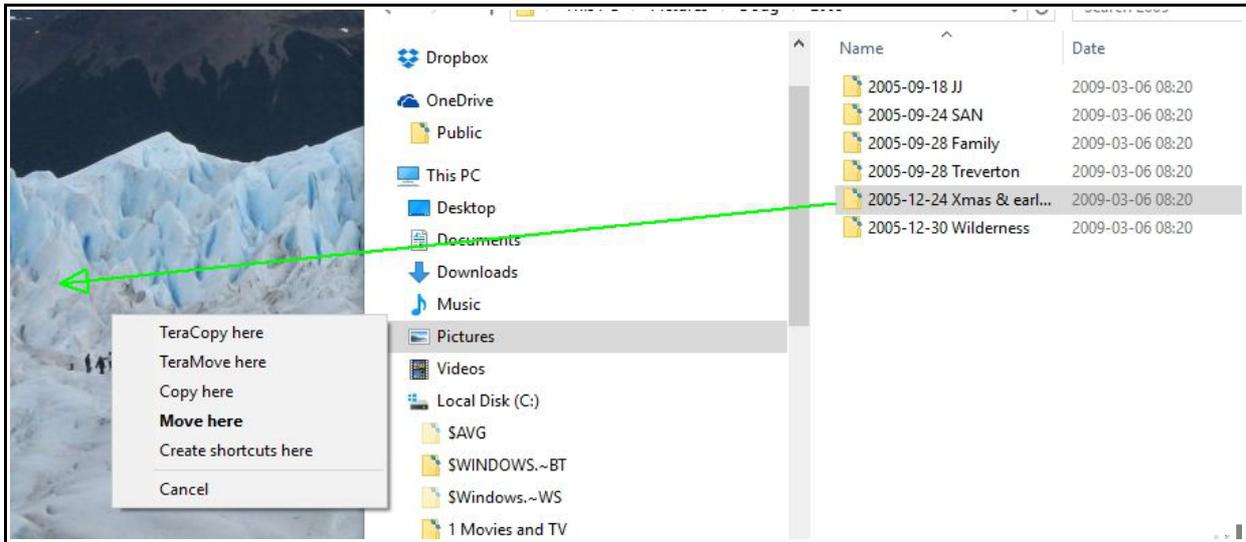
Creating a shortcut on your desktop

The most difficult part of creating a shortcut is locating the item or folder for which you want to create a shortcut.

1. Locating the item/folder would usually start by opening File Explorer. **It is easiest if you ensure that the File Explorer window is not full screen and that you can see part of the desktop.**
2. You can follow the steps by looking at the top line of the picture.
3. In this case I want to create a shortcut on my desktop to a folder containing pictures taken at Xmas in 2005.
4. First I clicked on **This PC** to expand the list of shortcuts already created by Windows.
5. Then clicked on "**Pictures**". Then "**Doug**". Then "**2005**". This would display a list of my 2005 photo folders in the right column.



6. Then do a single click on the folder "2005-12-24 Xmas & earlier". This will select and highlight the folder.
7. Right click and drag the cursor to a spot where the desktop is being displayed.



8. Release the right click and a small menu will be displayed as above.
9. Select the option "**Create shortcut here**".
10. Job done. Now clicking on the shortcut will immediately open the selected folder.
11. Note that you can do exactly the same with individual files such as documents, pictures, or even programs.

Your own content

Creating your own folders is a crucial step in making maximum use of your computer. There is no restriction on where you create these folders. You can store pictures in the folders used by Windows for some of its programs. Not sensible but you can do it.

The name of the folders has no meaning to Windows. You can store spreadsheets in a folder you named "Documents but not spreadsheets". However, it is sensible to use the default names such as Pictures that Windows has created for the top level folders. Within those folders you create sub-folder of your own names to limit the amount of items within an individual folder. Some suggestions:

- For photos: You may have a **large number** : store them in the pictures folders and create a sub-folder for each year and then in each year create sub-folders as photos are taken in a specific month. Include the topic/location as part of the name. This cuts down the effort of having to rename each separate photo.
- For documents: you will not have as many as photos: create sub-folders for each topic or recipient.
- For music : up to you. You may create a folder for each artist and a sub-folder for each CD. Alternatively you may want to create the top level folder as type of music.