



# Files and folders

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...or “Where are my photos?”



# Hidden locations.

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Newer windows versions deliberately obscure where the files are actually stored. Location of “Documents” is actually `c:\users\name\Documents`

# Drive letters.

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Data is stored on a “disc drive.”

The drive will have a name C: D: etc

The one with Windows, and all your files will be C: other drive letters will be for a CD drive, external USB drive, or attached network drive shared from another computer.



# Types of data

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Data is in the form of “files” which can be almost anything; documents, photos, programs etc. Programs are best left alone, in the place they ended up when installed. A program will often have other files associated with it that help it to function. These also should be left alone.

# The “Cloud.”

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This refers to storage supplied in a remote location, such as Microsoft’s “One Drive,” Google’s “Drive,” or Apple’s “iCloud.”

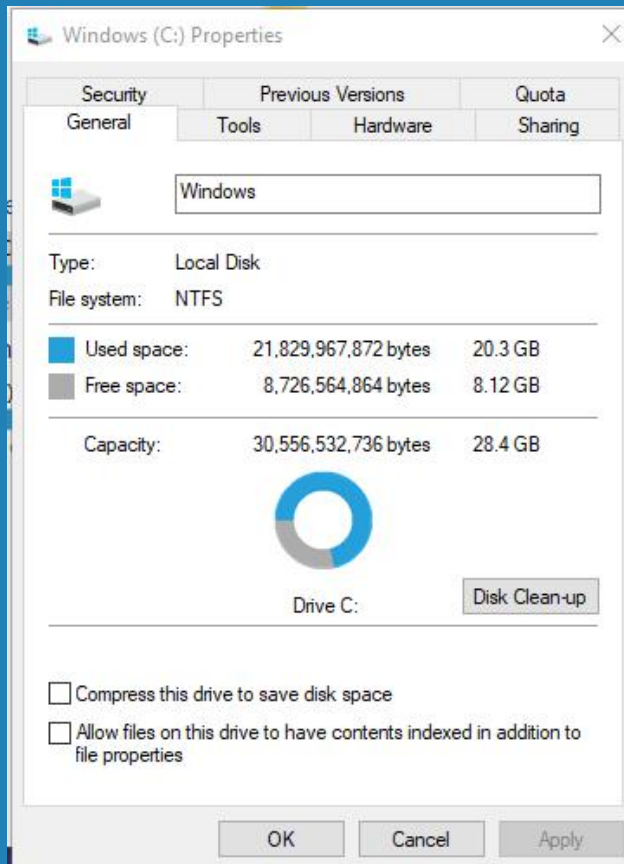
All these companies provide quite large amounts of space for you to store data, in the hope that you will not then be able to live without their product.

# The “Cloud” (continued)

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Modern laptops and PCs are sometimes deliberately sold with very limited internal storage, often 32GB, just enough to install Windows, and allow updates to happen. This encourages the use of cloud storage. The device will stop working when the disc is full, and then you have to know how to free up some space.

# Cleaning up the rubbish



Open explorer  
right click the c: drive  
click “properties”  
select “Disk Clean-up”  
files to be removed  
will be the contents  
of the “recycle bin”  
and temporary  
internet files.