Byte-Sized Basics: Saving Files

File vs. Folder- What's the Difference?

- A **file** is any piece of information that you create that can be saved on your computer
  - Ex: Word documents, powerpoints, videos, recordings, photos, PDFs
- A **folder** is a collection of information with a theme and a name that you can use to locate and retrieve it.

Where do Files Go?

- Files can be saved in different locations on your computer and on an external device, like a hard drive or a USB (thumb drive).
- On your Computer:
  - Files can be saved to folders that you create, or to folders that automatically appear on your computer, like "Desktop" and "Documents"
  - You can find your folders in "File Explorer," on the bottom bar of your desktop.

- **Note:** If you have a Mac Computer, this will be called "Finder" and will look like this:
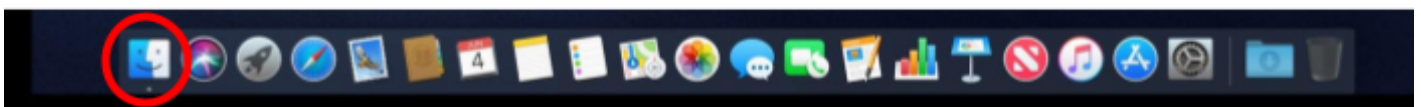
- When you are in File Explorer (or Finder), your folders will appear on the left side of the window.
  - If you have File Explorer, your frequently used folders will also appear on the top of the "Quick Access" screen.
- By clicking on each folder, you can see what files are saved in which folder.

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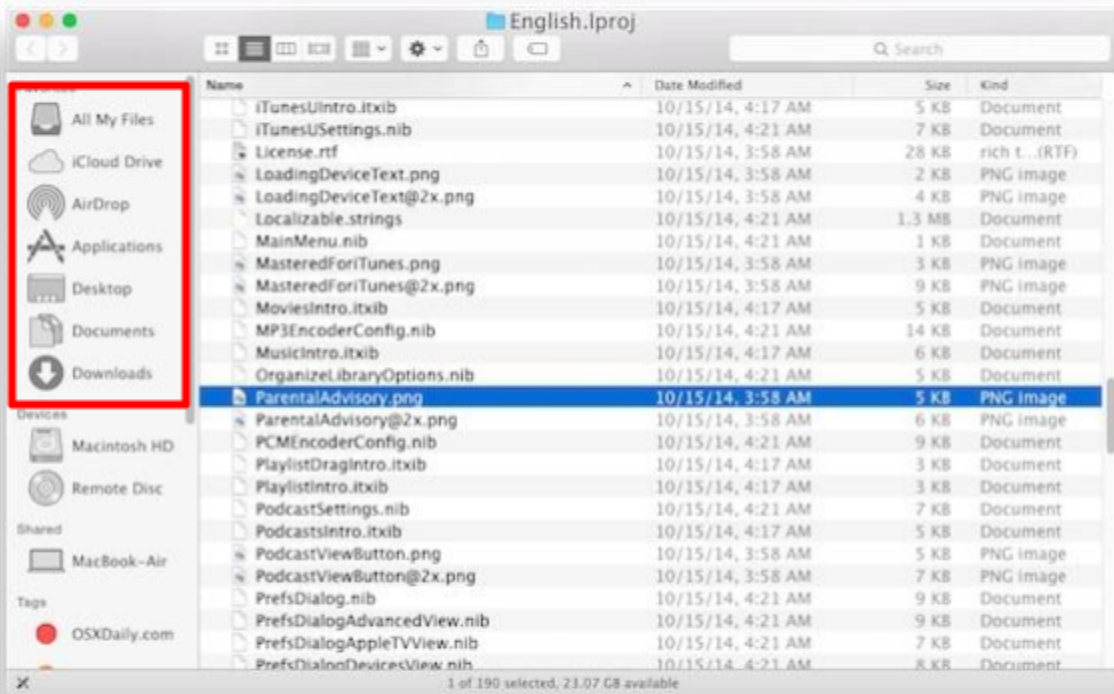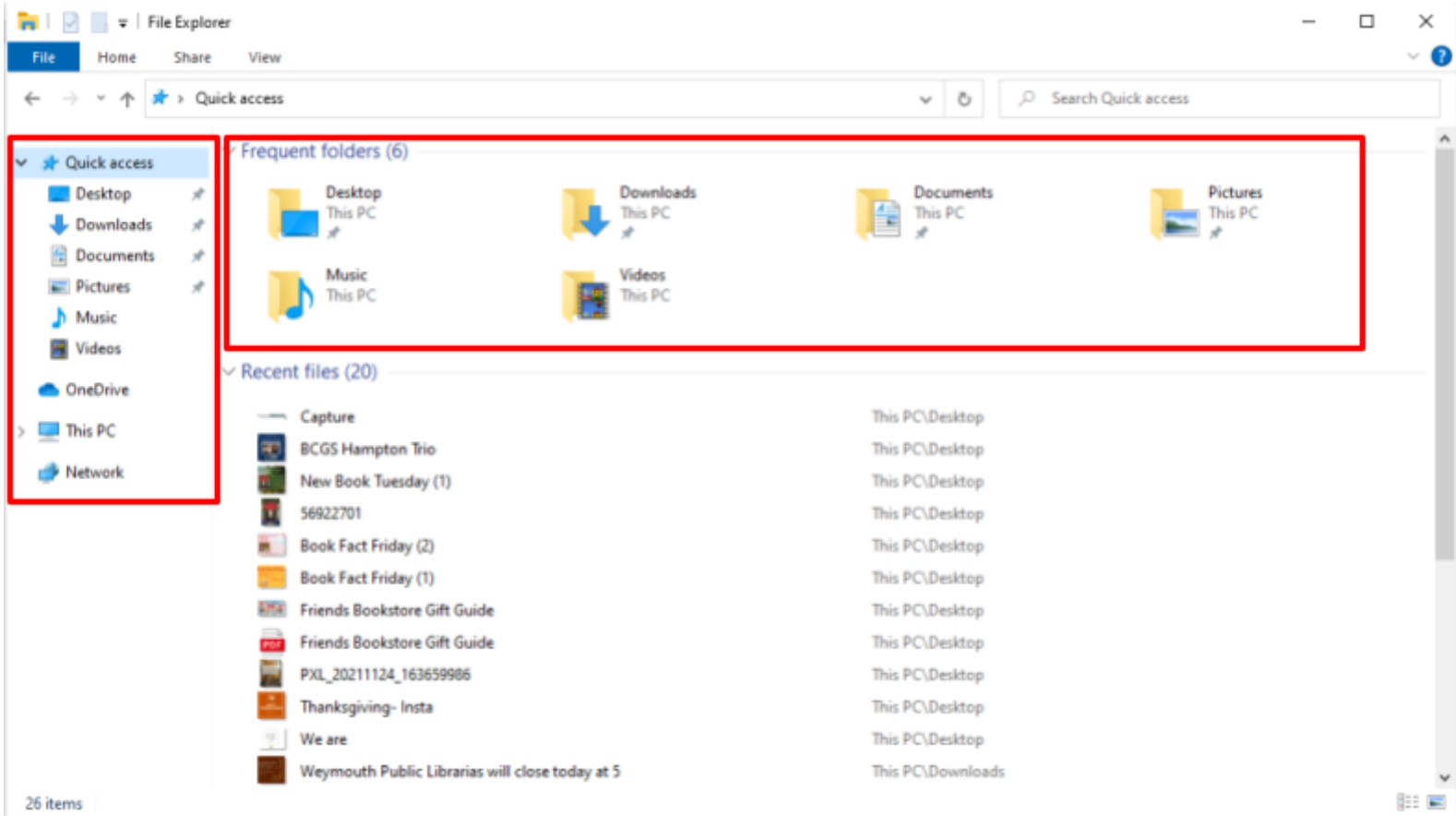
Saving Files (Windows)

Saving Files is a simple process that can help you keep your files organized.

We will be going through an example of how to save a document from the internet, but the process of saving to a folder will be similar or the same for all kinds of information that you are trying to save.

- When you are on the internet and have a PDF open that you would like to save to your computer, the first step is downloading the document onto your computer.
- Click on this link, which will take you to a PDF on the internet:
  https://pub.flowpaper.com/docs/https://res.ikeaddict.com/products/v/vittsjo-shelving-unit__AA-545059-5_pub/vittsjo-shelving-unit__AA-545059-5_pub.pdf
    - Then, we are going to hit the icon that means "download" at the top right of the screen.

- Once you hit the download icon, your computer will automatically open File Explorer to prompt you to save the document. To do this, you will choose from the file options on the left side of the window, and click on the folder you would like to save to. This will highlight that folder in blue.
    - In this window, you can also click into the "File Name" bar at the bottom of the window to rename the PDF.
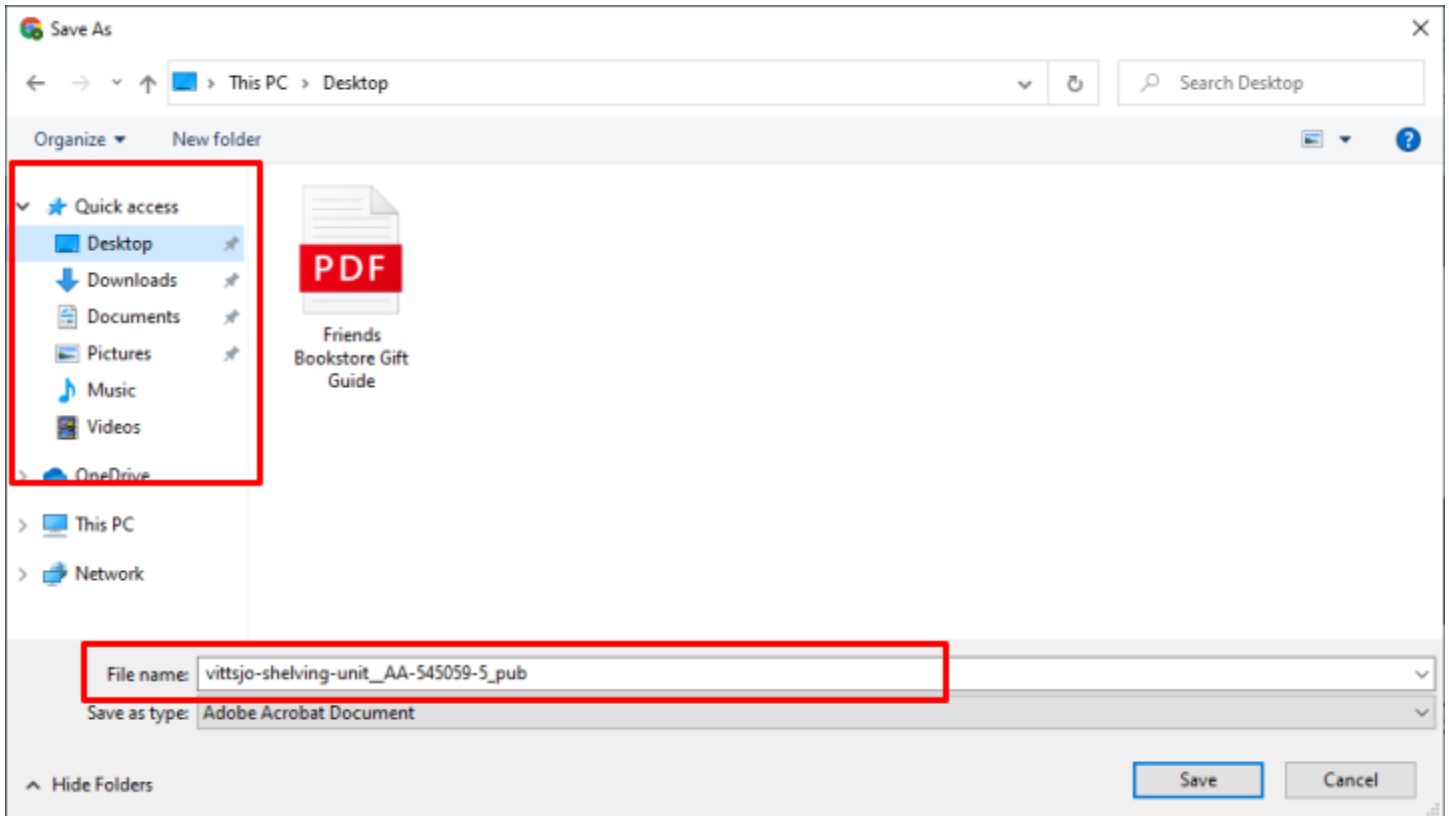
Once the folder you are saving to is highlighted and the downloaded file has the name you would like to save it as, you can click the "Save" button and the file will be saved successfully!

Creating a Folder (Windows)

Now that we know how to save a file, let's practice creating a new folder on the computer.

Note: Folders that you create will <u>not</u> appear on the left hand side of your File Explorer window. These folders will appear as a subfolder under "Desktop," "Documents," or any of the other preset folders that come on the computer. When you create your subfolder, you will decide which larger folder this will appear under.

- To create our sub-folder, we are going to head back into File Explorer using the icon in the bar at the bottom of the screen.
- For this example, we are going to create our subfolder in the "Desktop" folder.

- Click on the folder called "Desktop." Once you do this, you will be looking at what is inside this folder.
  - If nothing has been saved here yet, this folder will be empty.
- At the top of the window, there is an icon that looks like a manilla folder. This is the "Create Folder" Icon. Click on this icon to create our new subfolder.
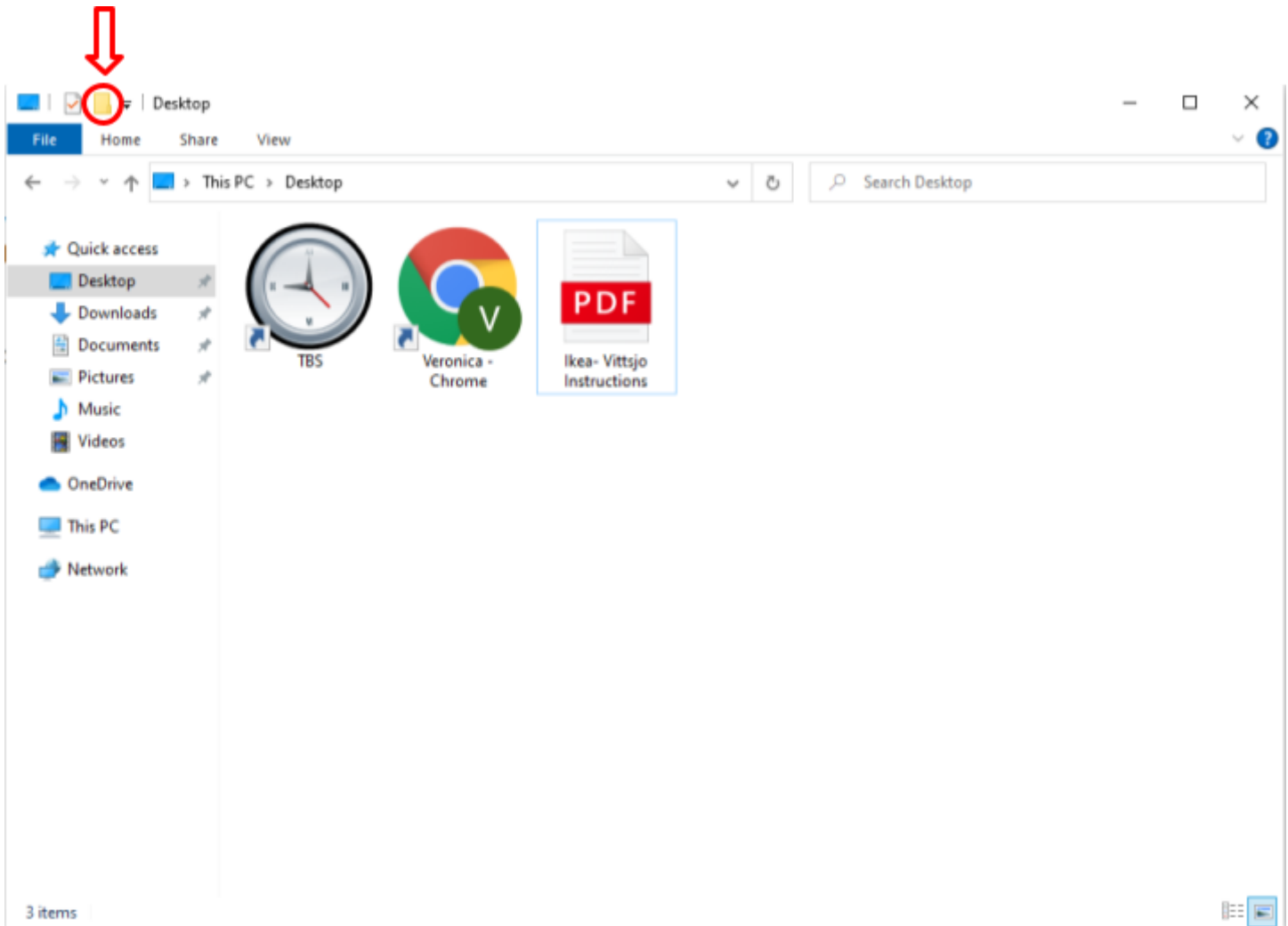

- Once you click on this icon, a new folder will appear and the screen will prompt you to name this folder. Naming this folder will also make it easier to remember what is inside of it. Once you have named this, hit "Enter" on the keyboard and the subfolder within "Desktop" will be saved successfully!

Now that we have a new subfolder for saving specific documents and media, let's practice saving files in this subfolder.

Option #1- Dragging Files into Folders

While we are in this window, we can now see our downloaded PDF near our new subfolder. One way we can save files to this new subfolder- and the easiest way- is to drag the file and drop it into the subfolder.

- Using the mouse, hover the cursor of the mouse over the PDF. Left click on the PDF and keep your finger held down on the left click. While your finger is still holding down the left click, move your mouse so that the file starts to travel across the screen- this is called "dragging."
- Drag the PDF over to the subfolder, and when the PDF is hovering over the subfolder, release the left click on the mouse- this is called "dropping."
- Once you have done this, the file will disappear from the screen. Now, when you double click on the subfolder, you will see that the file appears inside, indicating that the file was saved successfully into that subfolder!
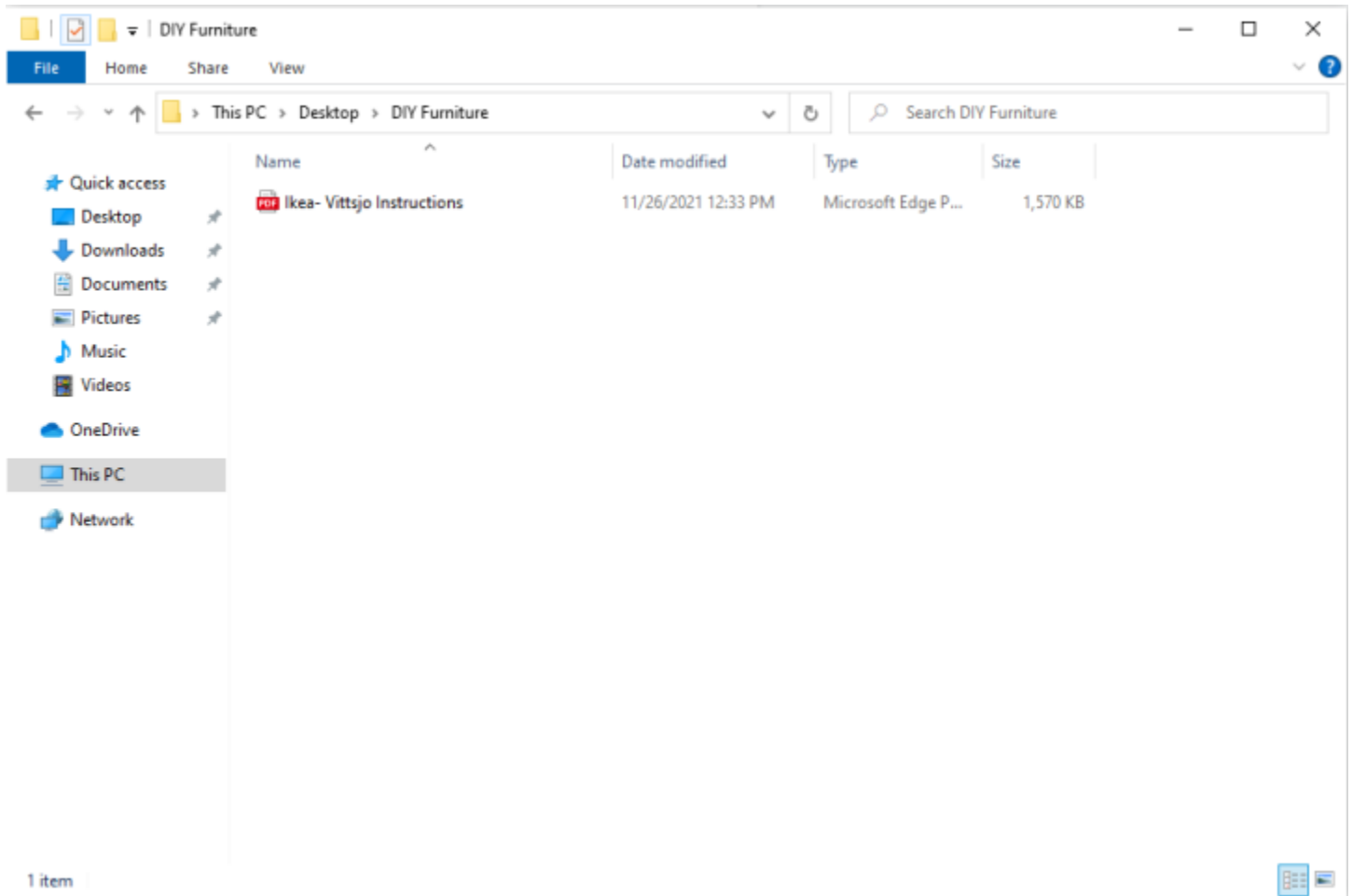
Note: Dragging files works for moving files to any folder. You can drag and drop files from "Desktop" to "Documents," or "Downloads" to "Photos" just to name a couple examples!

Option #2- Using Right Click

The other option for saving files to folders and subfolders is to use the right click of the mouse. If dragging and dropping doesn't work for you, this will be your go-to!

- We are going to start inside the subfolder that we created, that now has our PDF inside.
- Hover your mouse over the PDF, and click on the icon with the right click on your mouse.
    - This will pull up a list of options of things you can do with this PDF
- Select the option from that dropdown menu that says "Copy"
- Next, click into the folder on the left hand side of the window called "Documents"
- Once you are in this folder, use the right click on the mouse and click anywhere inside the empty white space in the center of the screen

- In this dropdown menu, select the option that says "Paste"

Once you have done this, you will see that we have moved the file to the "Documents" folder!

Note: When you move documents with this method, you are literally making a copy of the document and saving that copy in another location. Because of this, there will be two of the same document saved on the computer. If you want to move a document and only have one copy, you can use the drag and drop option, or use copy and paste but delete the original file once it has been moved.