



# Windows 10

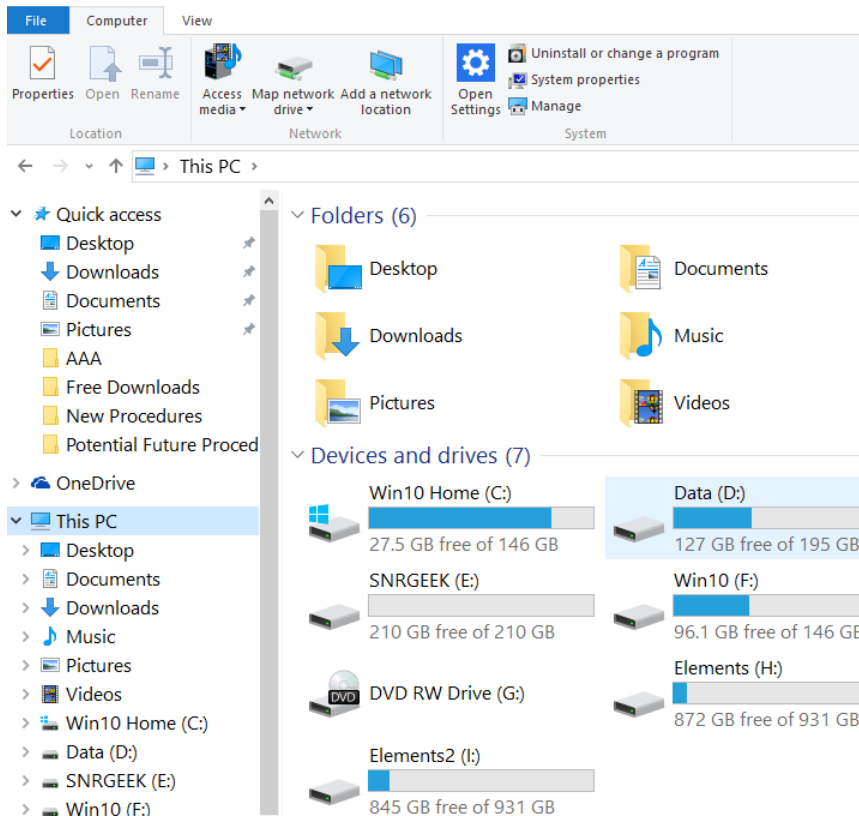
WHERE ARE MY FILES?



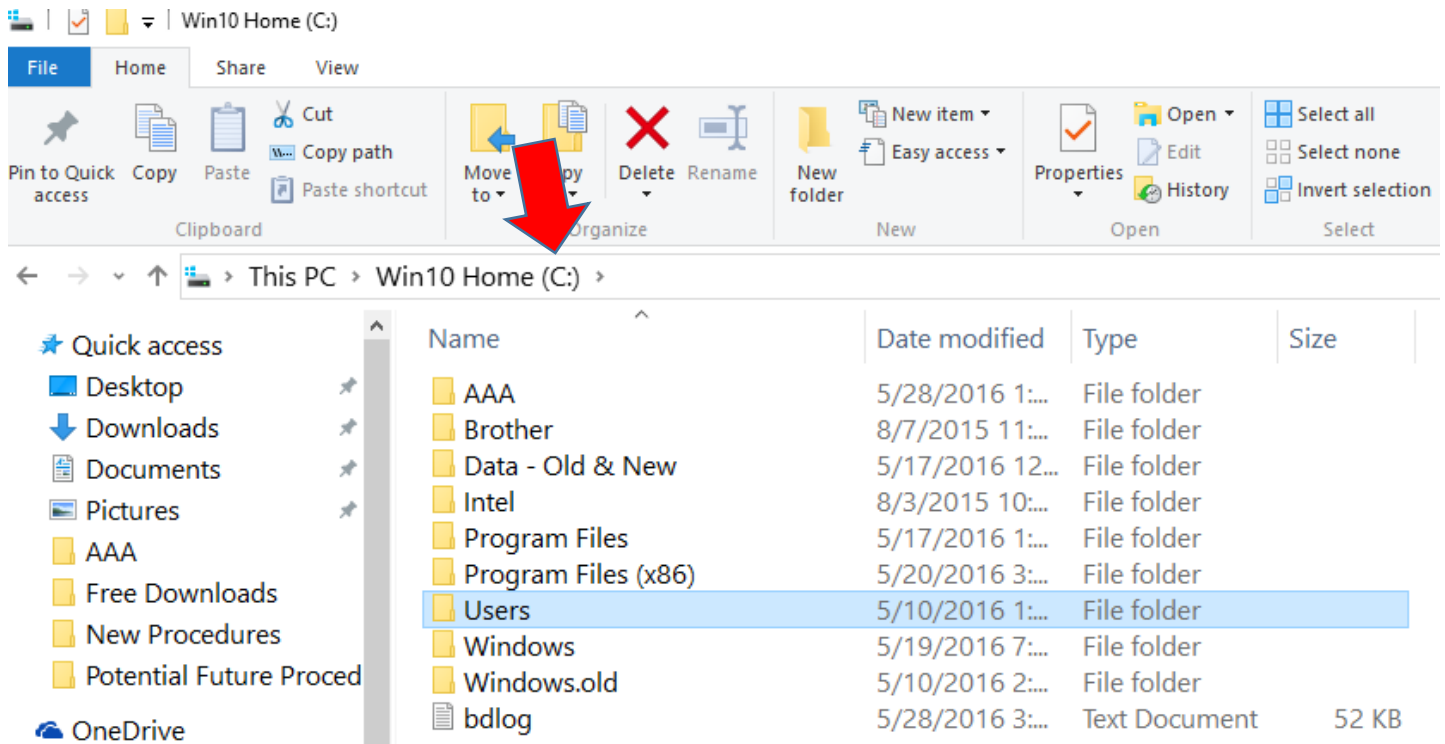
# WHERE ARE MY FILES

## THE FILE CABINET ON YOUR COMPUTER

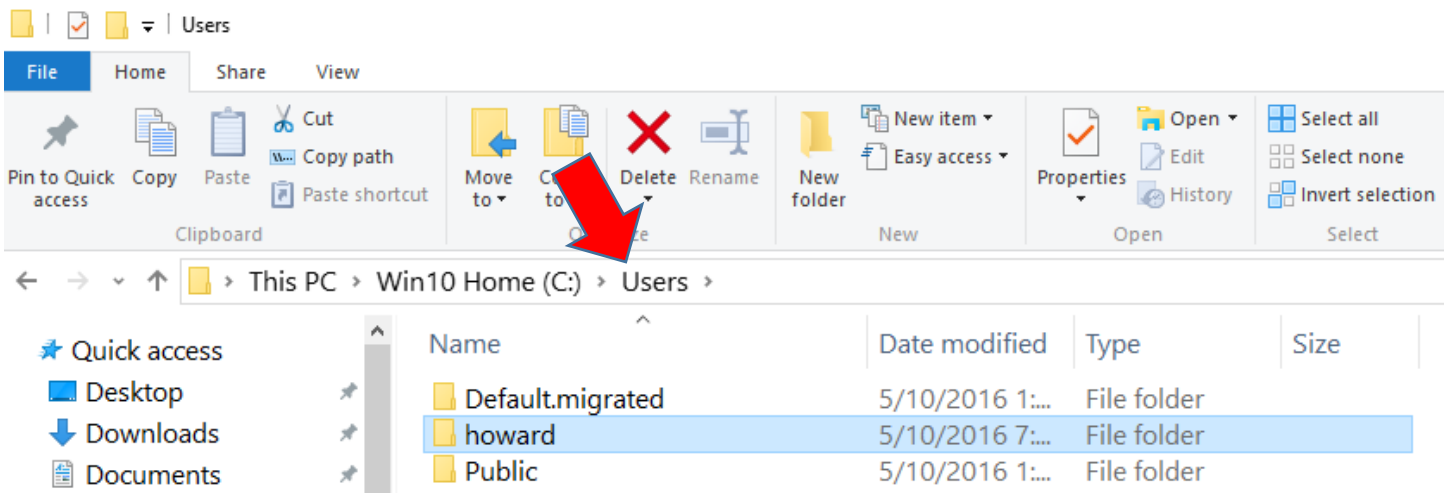
A file cabinet is a set of horizontal compartments called drawers that contain folders and files, files in folders, folders in folders and more folders and files. **File Explorer** is the **file cabinet** of your computer. See *Chapter 11 “How To’s” for File Explorer / File Cabinet in the Windows 10 Manual*. The drive letters i.e. “C:\, D:\, F:\, E:\, F:\, G:\, H:\, and I:\ (illustrated below) represent individual drawers just as in a file cabinet. They contain the same folders and files as found in a file cabinet. Like a file cabinet, file explorer is a storage unit for your data. Need more storage space buy another file cabinet. In a computer just add a new letter by attaching an external USB flash drive to create more storage in your computer.



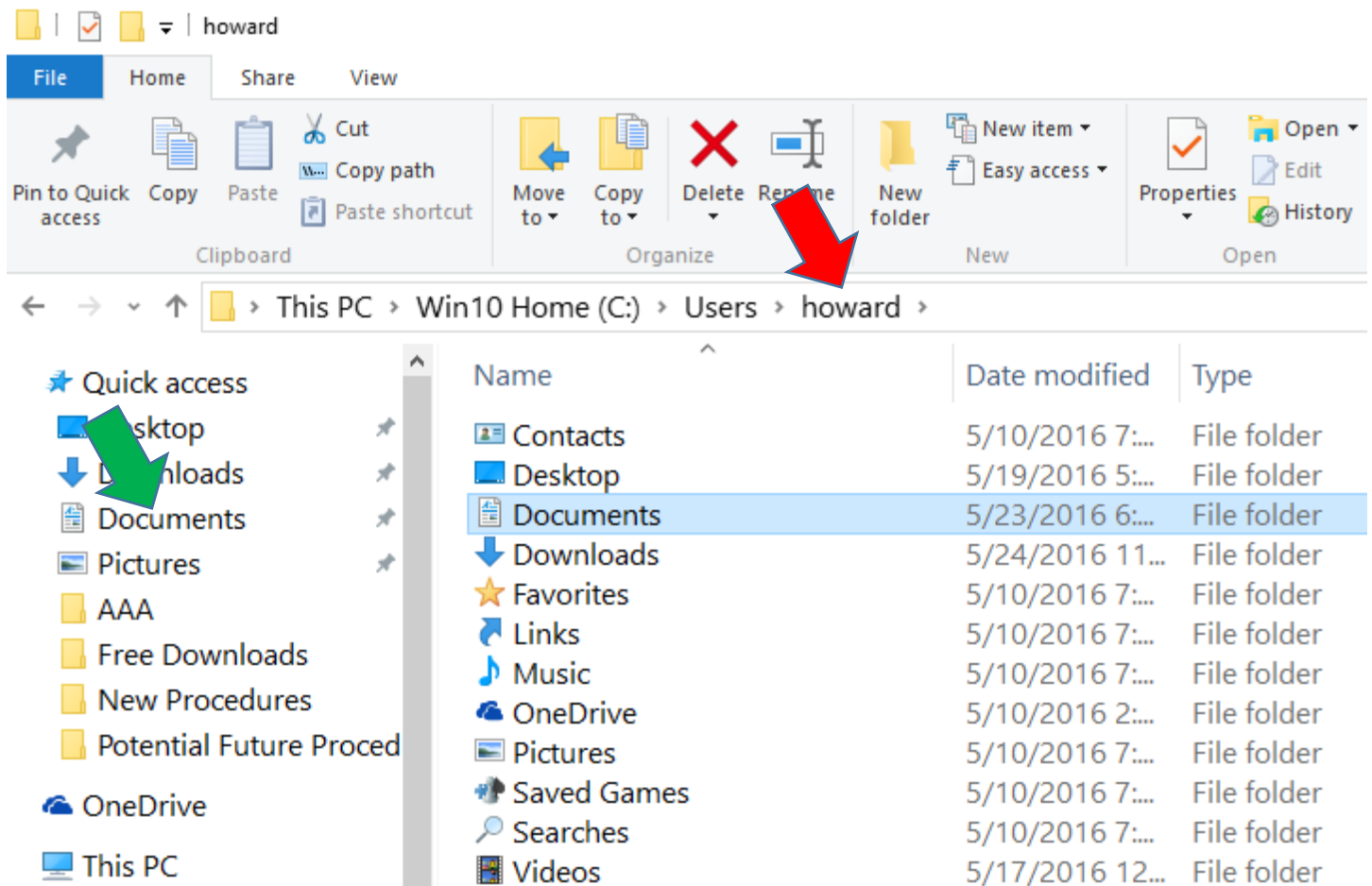
To open a drawer just double click a letter to see the files and folders in that drawer. Below we opened the *letter C:\* to open the drawer to access the folders and files (**red** arrow below).



To view a *Folder* double click to access the files and folders. Below the *Users* folder is open (**red** arrow below).



Data files are saved in a user profiles documents folder. Below we open the user *howard* to access the documents folder where the data files are saved (**red** arrow below). Opening the Documents Folder in the Quick Access menu is a shortcut to the same folder (**green** arrow below).



*See Chapter 11 “How To’s” for File Explorer/File Cabinet in the Windows 10 Manual.*