



# **FOLDERS ON A COMPUTER**

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# FOLDERS ON COMPUTER

## APPLE MACINTOSH COMPUTER

The main folders on the hard disk are:

- Application Folder
- System Folder

### Application Folder

This folder stores all the programs folders like, QuarkXPress, Photoshop, Illustrator, Microsoft Office etc.

### System Folder

The system folder should *not* be put inside another folder and should not have its name changed.

The most important file in this folder is the system file. If it is damaged the computer will not start up and a 'sad mac' will start flashing on a floppy disk icon instead of a 'happy mac'. Below is a list of folders which can be found in the system folder:

### Apple Menu Items

Anything placed in this folder will appear under the apple menu in the top lefthand corner of the screen. It is sensible to make an alias of common programs or documents that are used frequently and placed in this folder.

### Clipboard

The clipboard is a file where anything that is copied or cut is stored. All items in the clipboard file are removed when the mac is turned off.

### Control Panel

In this folder are stored small programs which when the computer starts up, read part of their code into RAM memory, to inform the mac about items like, monitors, scanners, hard disks etc. Many of these items can be configured for optimum performance.

### Extensions

These are much like control panel items, they control different aspects of the computer, but they cannot be configured in any way by the user. When the computer is switched-on extensions are loaded into RAM memory. The icons for the extensions can be seen at the bottom of the screen when the computer is switched-on.

### Extensions Manager

The Extensions Manager is found in the Control Panel folder. This file controls extensions and can be used to switch-off extensions which may be causing problems. The various extensions which are switched-on can be saved into 'sets'. There are built in ones such as 'All On' and 'All Off'. A set can be created for mastering video files, where certain extensions may be required to be turned-off. Alterations to extensions require the computer to be restarted before they can be used.



### Finder

The finder is really just a program, which must not be deleted under any circumstances. It controls access to most system functions such as copying files. Creates the 'desktop' metaphor that is used all the time and generally makes a mac a mac.



### Fonts

Used to store fonts which are used by the various applications.



### Preferences

This is where every program, control panel or extension stores its most recent setting. If there is a problem with a particular application not responding when being used, it is wise to drag the preference file into the wastebasket, empty the wastebasket and restart the computer. The application can now be opened using its default preferences.



## PERSONAL COMPUTERS (PC's)

The main folders on the hard disk are:

- Programs Folder
- Control Panel Folder

### Programs Folder

The folder is found normally on the 'C' drive which is the hard disk. This folder stores all the programs folders like, QuarkXPress, Photoshop, Illustrator, Microsoft Office etc.



### Control Panel Folder

The control panel folder is found under 'My Computer'. Below is a list of folders which can be found in the control panel folder:



### Add New Hardware

This software is a wizard for configuring items like printers, scanners and other peripheral items.



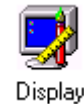
### Add/Remove Programs

Used for removing or installing new programs. Also start-up disks can be created if there is a problem switching on your computer.



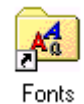
### Display Properties

Monitors can be configured and screen savers installed.



### Fonts

Used to store fonts which are used by the various applications.



### Printers

This is a wizard for installing a printer.



### System

This area is for managing virtual memory and checking how much RAM memory has been installed. There is also a device manager which is similar to the extension manager used on the mac. The device manager can remove or switch-off items which are not required or are clashing.



## QUESTIONS ON FOLDERS ON A COMPUTER

- (1) Name the 2 main folders on a mac?
- (2) What is the most important file in the system folder?
- (3) Give an example of what might happen if the system file is damaged?
- (4) Where are files placed which are required to appear in the apple menu?
- (5) When cutting and copying items where are they temporarily stored?
- (6) Which folder does the computer access when starting up for information regarding monitors, scanners, hard disk etc?
- (7) Name the folder which stores files which cannot be configured, but is similar to the control panel folder?
- (8) Describe the finder folder?
- (9) Describe the function of the preference folder?
- (10) Name the 2 main folders on a PC?
- (11) Where can the control panel folder be found on a PC?
- (12) Describe the system file on a PC?