

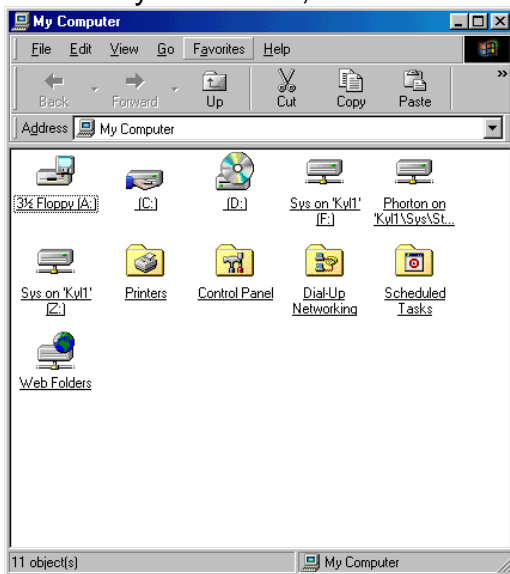


It is very important that you know how to navigate a computer/network before starting to do any work. When you want to save or retrieve a file, you need to know where to go.

Let's start with the computer that is in front of you. This is called your local machine, and the hard disk in this computer is called the local drive (represented by the letter **C**). The **C** drive in your computer has many of the programs you will be using on it. It is also the place where the operating system is stored (Windows). The computer also uses the **C** drive to create temporary files. What are temporary files? Temporary files are, well, temporary. Windows creates them to do many different tasks such as printing, editing a document, browsing the Internet or switching from one program to another. It is vital that you have lot of free disk space on the **C** drive so that Windows can create these temporary files.

The temporary files are kept on the disk until that task is complete; unfortunately, if a program hangs up, or if Windows is not shut down properly, those temporary files just sit there taking up space.

Let's first see how much free disk space you have on your local drive **C**. On the desktop, double-click on the **My Computer** icon. If the **My Computer** icon is not on your screen, click on the **Start** button and choose the **Computer** link on



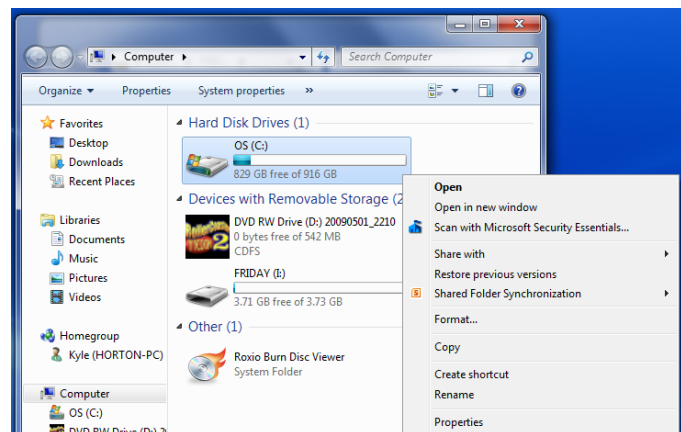
the right. If you are running XP or earlier, the window on the right will appear, for ME and 7, look below.

You will notice a number of icons. Look for the '**C**' drive (this is the main hard drive in your computer).

You may have other drives listed as well. Next is the **D** drive, which is the CD-ROM drive. The **F** drive is the Network Hard disk; this is where you will want to store your saved documents. This hard drive is not part of your computer; it is in the server, a larger computer with a very large hard disk. The server is in another

room in Hampton Hall.

The window above is nice, but it really doesn't give us very much information. We can easily change that. In the My Computer window, click on **View** and select the **Details** option.



RHP Computer Applications Class

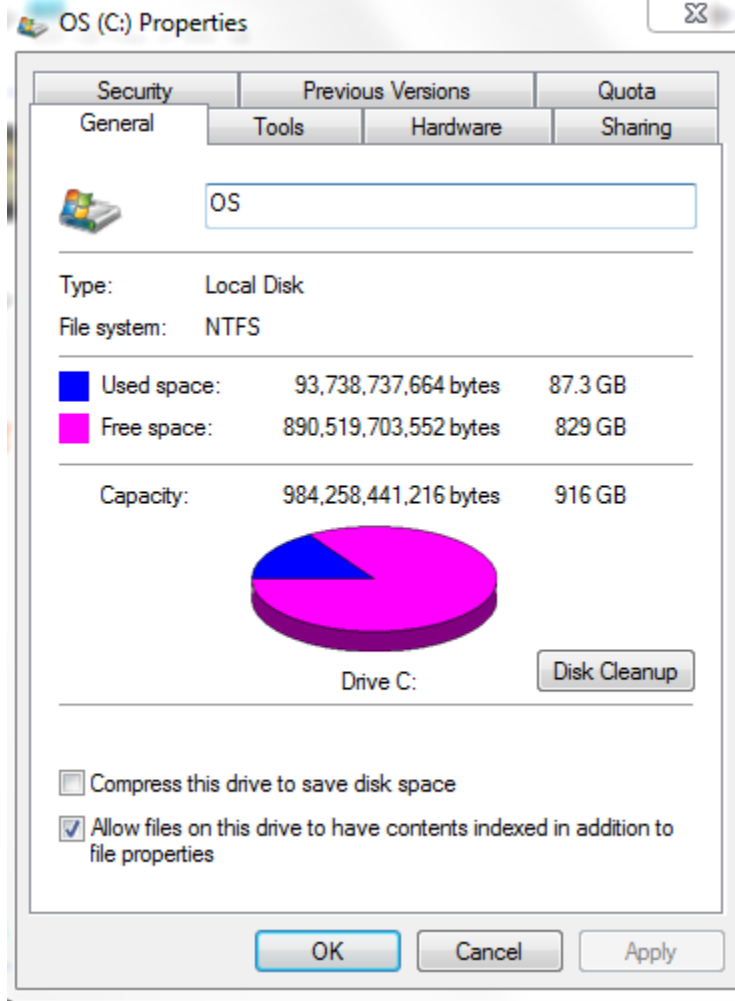
1-4 Folder/Disk Navigation

Name _____



Right-click on the C drive link and choose Properties. You should be able to determine how big your hard drive is and how much free space you have on your hard drive.

Depending on the OS you are using, something like this should come up: The total size of the drive is the Capacity (in this case 984 GB). The free space is 890 GB. Report your space properties in the table below:



Total Size of C Drive	
Free Space on C Drive	

Email me your results to rhp@denovodental.com. The subject of your email should be **Compapp 1-4 lastname** (Type YOUR lastname, NOT LastName. Include in the body of your message the Total Size of C Drive, and the Free Space on C Drive.