

DRIVES

Folders and files can be located in different places or 'drives'. Each drive has a name and letter shown in brackets. These differ slightly on different computers.

The diagram below shows:

(A:) 3.5 floppy disc – unfixed, portable

(C:) local disc – fixed, not portable, includes My Computer and My Documents, Desktop

(D:) Audio CD

(E:) Compact Disc



