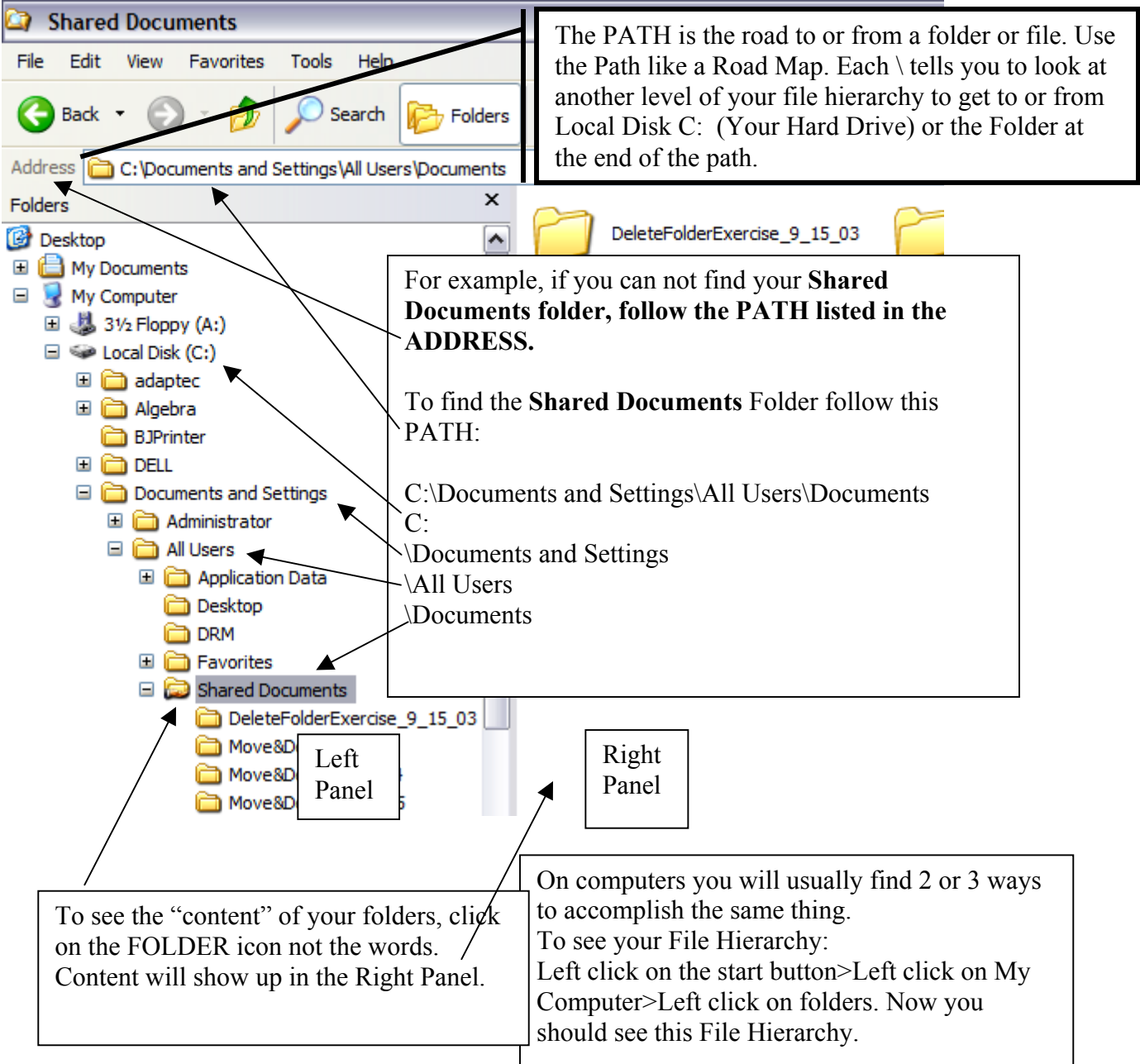


Computerized Graphic Design

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The File Hierarchy - Paths



The PATH is the road to or from a folder or file. Use the Path like a Road Map. Each \ tells you to look at another level of your file hierarchy to get to or from Local Disk C: (Your Hard Drive) or the Folder at the end of the path.

For example, if you can not find your **Shared Documents** folder, follow the **PATH** listed in the **ADDRESS**.

To find the **Shared Documents** Folder follow this **PATH**:

- C:\Documents and Settings\All Users\Documents
- C:
- \Documents and Settings
- \All Users
- \Documents

Left Panel

Right Panel

To see the “content” of your folders, click on the **FOLDER** icon not the words. Content will show up in the Right Panel.

On computers you will usually find 2 or 3 ways to accomplish the same thing. To see your File Hierarchy: Left click on the start button>Left click on My Computer>Left click on folders. Now you should see this File Hierarchy.