



<b>Delete</b>	To remove a file or folder from the computer. When a file is deleted from the <i>hard drive</i> , it is moved to a temporary storage location called the “Recycle Bin”. This allows you to restore the file at a later time, should you want it back. “Emptying” the Recycle Bin permanently deletes all the files that are inside it. By contrast, deleting a file from a <i>flash drive</i> <u>permanently</u> deletes the file right away.
<b>Directory</b>	See <b>Folder</b>
<b>Drive</b>	A storage location that is connected to your computer. Examples of drives include hard drives, CDs, and flash drives. Windows assigns a letter to each drive. For example, the hard drive is given the letter “C”.
<b>Eject</b>	See <b>Safely remove</b>
<b>File</b>	A collection of information that the computer keeps together as one object.
<b>File Explorer</b>	A program that allows you to browse the files on your computer and connected storage devices.
<b>File extension</b>	Identifies what program to use to open the file. Without file extensions, the computer has no way of knowing what program to open the file with. The file extension is located at the end of the file name and usually consists of 3-5 letters and/or numbers. For example, the file “Taxes.docx” has an extension of “docx”, which means it is a Microsoft Word file. Windows hides file extensions by default, so you cannot see them without changing your settings.
<b>File name</b>	Every file must have a name assigned to it. The file name should be short but also descriptive so that you can identify it at a later time. All files in a folder must have <i>different</i> names (no two files in the same folder can have the same name).
<b>File type</b>	See <b>File extension</b>
<b>Folder</b>	A place to store files that are related to each other in some way. For example, a folder called “Taxes” might contain files which contain financial information related to your taxes.
<b>Hard drive</b>	The computer’s main storage area. Located inside the computer.
<b>Overwrite</b>	To replace the contents of a file with new data. This is what happens when you do a File > Save.
<b>Rename</b>	To change a file’s name.
<b>Root</b>	The very “bottom” of a drive’s folder hierarchy. If a file is in the root, it is not inside of any folders.
<b>Safely remove</b>	To disconnect a flash drive from the computer. Pulling a flash drive out of its USB port without safely removing it can result in data loss. A flash drive can be safely removed by clicking the appropriate icon in the taskbar’s notification tray (pictured at right), then clicking on the “Eject” menu item.
<b>Subfolder</b>	A folder within a folder. For example, a folder named “2014” that is located within a folder named “Taxes” might contain files containing information related to your 2014 taxes.