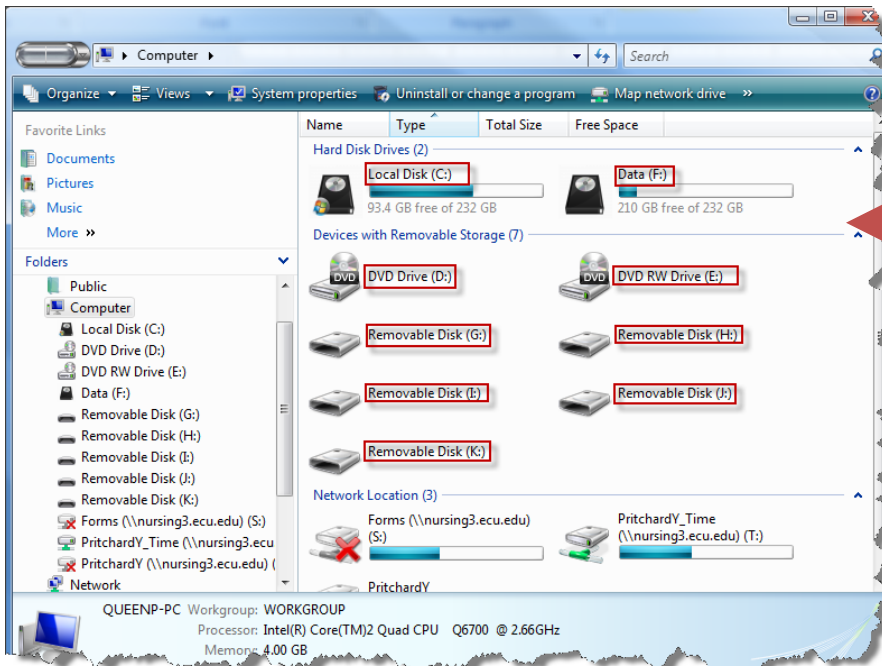


Determining File Locations:

To locate a particular file of information, you need to know the Path to the file. The path consists of two primary components:

1. The DRIVE it is stored on



All boxed items are examples of drives. Usually each drive has a letter, or an icon. The main hard disk drive, C:, is where most of the files are kept permanently, and other letters, D: or E:, can be other disk drives and CD-ROM

2. The Folder(s) it is stored in

