

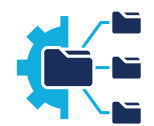
# CREATING AND SAVING FILES AND FOLDERS: LOCAL AND CLOUD



## What does saving a document mean?

Saving a document means storing your work so you can open it again later. You can save files in two main places:

- On your device (local storage)
- On the internet (cloud storage)



## File and folder management

File and Folder Management is important to organise files and folders, so your work is easy to find and manage. Good file management is especially important for easy retrieval of saved files.



## Saving to your local device (File Explorer/Finder)

Local storage means the file is saved only on the computer or device you're using.

Where you find it

- Windows: File Explorer
- Mac: Finder

Examples of local folders:

- Documents
- Desktop
- Downloads
- Pictures



## How to create file/folder locally

Folders separate different types of documents, helping prevent clutter and confusion. They also make working, sharing, and backing up files more efficient.

1. Open File Explorer (folder icon on the taskbar)
  2. Go to Documents, Downloads or another location
  3. Right-click in a blank area
  4. Select New > Folder
- Name the folder: Job Search; Suggested subfolders: CVs, Cover Letters, Applications, Certificates



## Naming files properly

Good file names help you find documents easily. Naming files and folders clearly makes it easier to identify their contents at a glance. It helps keep information organized and reduces the risk of losing or misplacing documents.

Pros

- ✓ Works without internet
- ✓ Files open quickly
- ✓ You control where files are stored

Cons

- ✗ If the device breaks, files can be lost forever
- ✗ Not automatically available on other devices and it means if you don't have your device with you, you won't be able to access any of the documents
- ✗ You must back up files yourself



# Saving to the Cloud (Google Drive, OneDrive, iCloud, Dropbox)

## What it is

Cloud storage saves your files online on secure servers, not just on your device.

### Examples

- Google Drive (drive.google.com)
- OneDrive folder on your computer
- iCloud Drive
- Dropbox

## How to save to the cloud

- Log in to your Drive account (Google Drive / OneDrive / iCloud Drive)
- Click Save As/New/Upload
- Click Save

(If you have the app installed, the cloud folder looks like a normal folder on your computer.)

### Pros

- ✓ Access files from any device, anywhere in the world, simply by logging in
- ✓ Automatic backup
- ✓ Easy sharing with others (useful if you have large files)
- ✓ Safer if your device is lost or damaged

### Cons

- ✗ Needs internet (at least to sync)
- ✗ Limited free storage
- ✗ Files may take time to sync

## Simple rule to remember

- File Explorer = This computer only
- Drive = Anywhere, anytime (with internet)

## Key Difference: File Explorer vs Drive

Feature	File Explorer (Local)	Drive (Cloud)
Where files are stored	On your computer	On the internet
Internet needed	No	Yes (for syncing)
Access from other devices	No	Yes
Backup	Manual	Automatic
Best for	Private, offline work	Sharing & backup



## Deleting Files

### Why delete files and folders?

Deleting files helps keep your computer organised, saves space, improves performance, and protects your privacy. Only keep files you need and remove anything unnecessary.

1. Select the file or folder
2. Right-click and choose Delete
3. The item goes to the Recycle Bin

To permanently delete:

- Empty the Recycle Bin



## Moving files

Moving files helps keep your workspace organised by placing documents in the right location. It makes important files easier to find when needed. It also improves efficiency and ensures related files are stored together.

1. Click and hold the file
2. Drag it to the new folder
3. Release the mouse button

Or:

- Right-click the file > Cut
- Go to the destination folder
- Right-click > Paste



## Copying and pasting files

Creates duplicate copies of the files at different locations.

Copy and Paste:

- Right-click the file > Copy
- Go to the destination folder
- Right-click > Paste

Keyboard shortcuts:

- Ctrl + C = Copy
- Ctrl + V = Paste