

## Identifying Icons

In a window, icons can represent *files*, *folders*, and *devices*. A file is a collection of information that has been stored on a computer disk. A file can be a program, or it can store such data as a letter, a graphic, or a spreadsheet. Folders store files and other folders. A device is a piece of peripheral computer equipment, such as a computer hard drive or a printer, that can be attached to a network. For example, in the My Computer window, illustrated in Figure 2-1, some of the icons represent computer drives. If you double-click a drive icon, a window opens showing you the contents of the drive. Some of the icons, such as the Control Panel and the Printers icons near the bottom of the window, represent folders. If you double-click a folder icon, a window opens showing the contents of the folder, which might be programs, documents, or more folders. In this case, these folders control settings that you can change.

Table 2-2 illustrates some of the Windows NT icons you might see and what they symbolize.







Icon	Symbolizes
 3½ Floppy (A:)	The computer's 3.5-inch drive.
 Hard drive (C:)	The computer's hard drive.
 (D:)	The computer's CD-ROM drive.
	A network drive.
	A file. A program or application file is a tool that you use, such as a word-processing program. A document or data file is the document you create using the program. The icons for different types of files look different and usually depend on the program that was used to create them.
	A folder.

Table 2-2: *Windows NT Icons*