

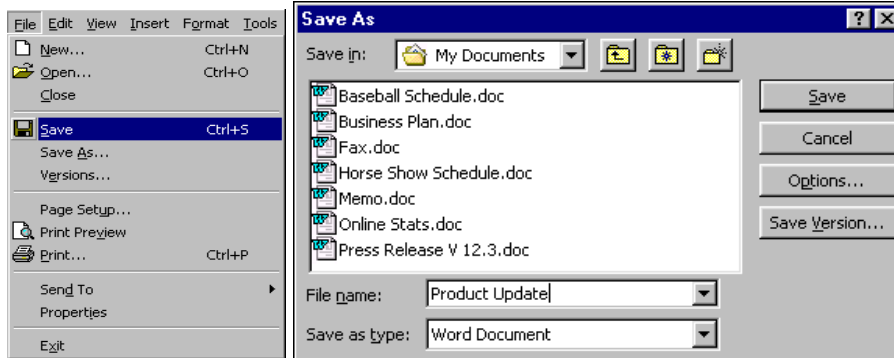


## DOCUMENT (documento)

- 1) A document is a piece of writing or set of pieces of writings that contain official or formal information. An ID , a driving licence and a letter are examples of document.

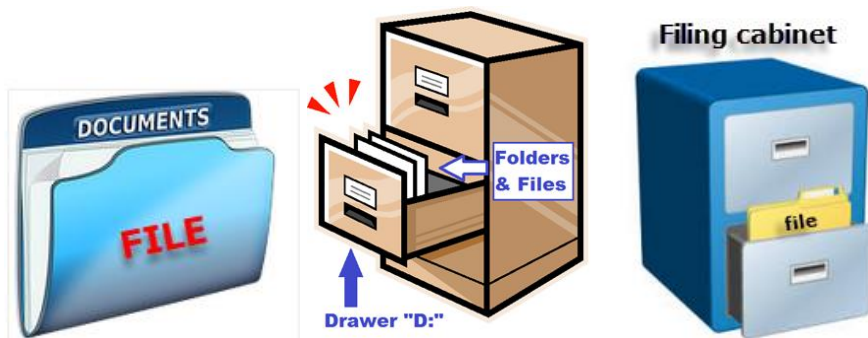


- 2) In computer terms a document is a file containing *text* that is stored on a computer. It is not an executable file or program file. It is text.

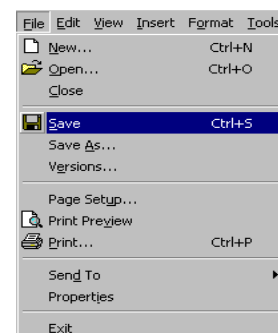
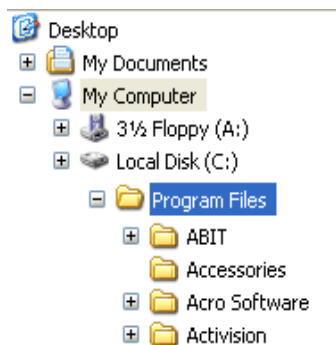


## FILE (archivo)

- 1) A file is a type of container used to store several documents in an ordered way. Files are usually kept in a filing cabinet.



- 2) Then again, in PC terms, files are what you store in folders on your computer, and documents are files containing text (rather than "executable files" or "system files", which frequently have a name finishing in .exe)



## RECORD (registro)

A record is a piece of information that is written on a paper or stored on a computer for future reference .

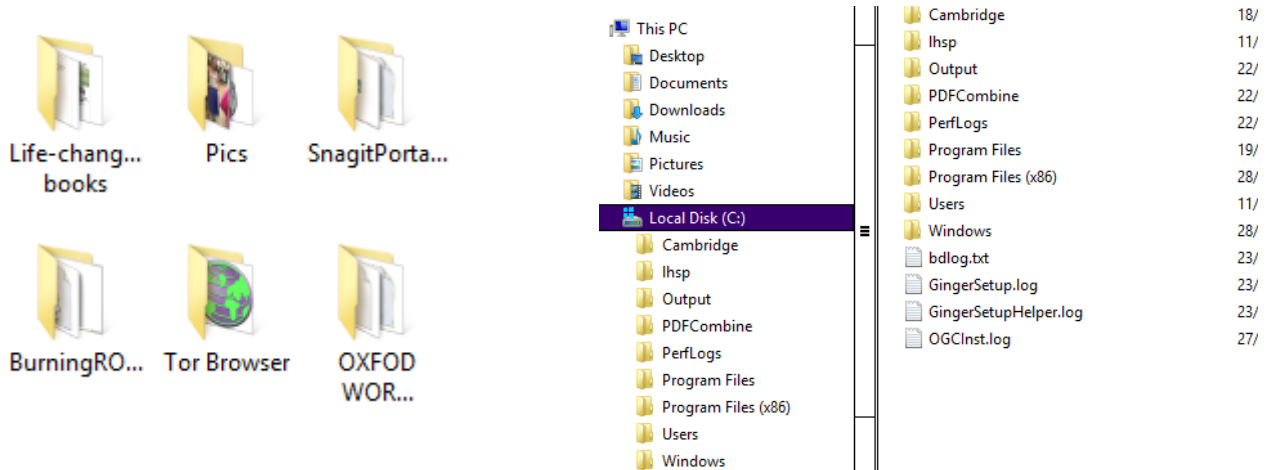


## FOLDER (carpeta)

1) a piece of plastic or cardboard folded down the middle and used for keeping loose papers in.



2) A place on a computer where files and programs can be stored.



## ARCHIVE (habitación archivo)

To conclude , an organization may want to keep every one of these documents, files and records. If that's the case , they may put them in an archive , which is a room where documents are kept. A library is one type of archive.

