

Files or folders & messages on tablet

A **file folder** (or simply **folder**) is a kind of folder that holds [papers](#) together for organization and protection.^[1] File folders usually consist of a sheet of heavy paper stock or other thin, but stiff, material which is folded in half, and are used to keep paper [documents](#). Files may also contain other things like [magazines](#), cased in [music CDs](#), etc. sometimes mostly not used for any official use, rather used as normal storage in a home. They are often used in conjunction with a [filing cabinet](#) for storage. File folders can easily be purchased at [office supplies](#) stores.

File folders are usually labeled based on what is inside them. Folders can be labeled directly on the tab with a [pen](#) or [pencil](#). Others write on adhesive labels that are placed on the tabs. There are also electronic label makers that can be used to make the labels.

File folders can be made from [plastic](#) or paper. When paper is used, it is preferable that it is made from [paper pulp](#) with long [cellulose fibre](#), such as [kraft paper](#) or [manila paper](#).

File folders are a core organizational tool of [bureaucracy](#), [business administration](#) and [scientific management](#). The [medical profession](#), in particular, make heavy use of file folders for individual patient records, usually [collated](#) ready to hand in rows of filing shelves of [filing cabinets](#) in [alphabetical order](#), and continues to do so in many practices despite the ongoing migration toward [electronic health records](#). File folders are also prevalent in the filing systems of the [legal profession](#).

Elimination of paper records, and the file folders used to organize these is a goal of the [paperless office](#). [Document imaging](#) through [document capture software](#) remains a difficult, labor-intensive process and in many circumstances is not yet cost effective compared to traditional paper-based filing systems, especially for archival materials; archival records often end up boxed in [Bankers Boxes](#) packed with file folders in secure storage facilities, with a retrieval latency of hours to days.

Messages (formerly known as **Android Messages**) is an [SMS](#), [RCS](#), and instant messaging application developed by [Google](#) for its [Android](#) and [Wear OS](#) mobile operating systems, while it's also available via the Web. Messages is Google's official universal messaging platform for the Android ecosystem, similar to the implementation of [iMessage](#) on Apple devices.