

# ORGANIZING FOLDERS

Many computer users keep all their files in “My Documents” folder.

Today’s program will demonstrate **how to organize your files into easy-to-find folders.**

## To create a new folder on your desktop:

Right click on an open space on the desktop

From the drop down menu click on New Folder

Give the Folder a name (Right click on it if necessary)

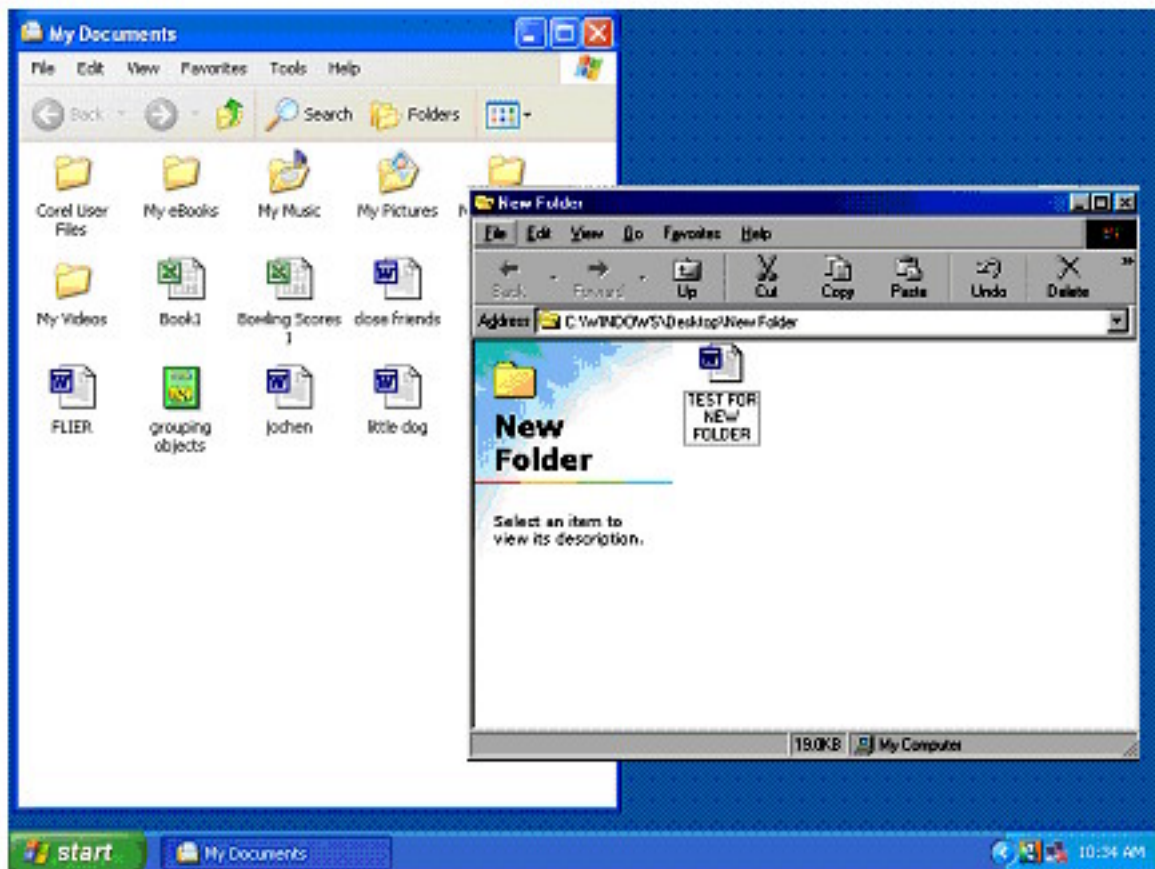
Open the folder with a double click

Reduce the size of the folder

## To move files from “My Documents” to your newly created folder:

Open your Document Folder

Reduce the size of the folder so it is next to your New Folder



## To move a file into the New Folder:

hold the left mouse button down and drag the file into the New Folder

Repeat as necessary.

### **To see your files within a folder:**

Move one of the folders to the Task Bar

Enlarge the remaining folder

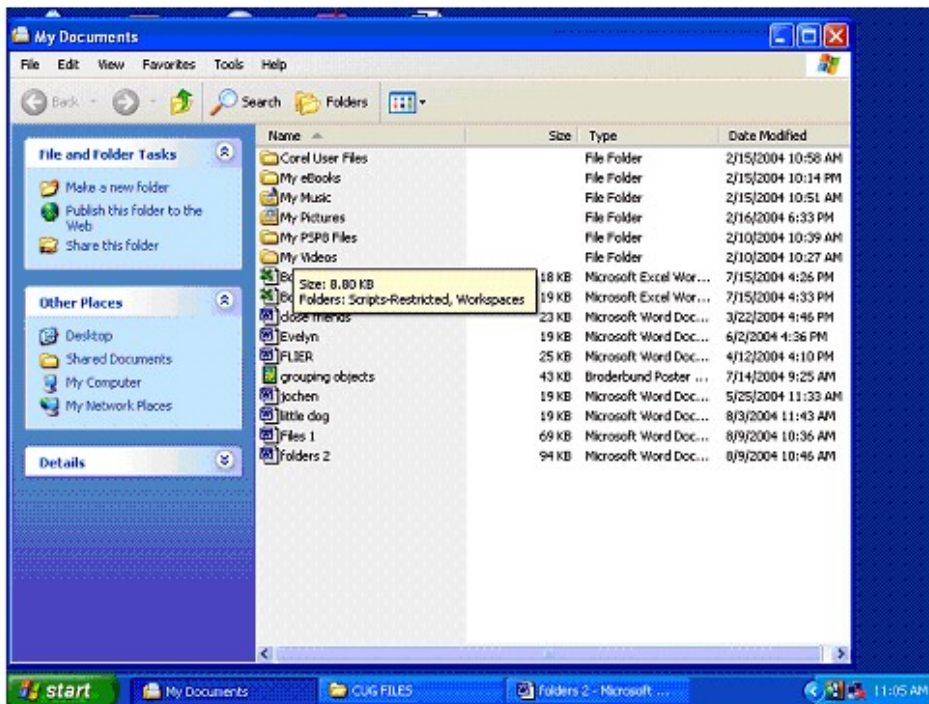
Each folder has its own menu bar

Click on View

Click on Small Icons

Click on Large Icons

Click on Details



### **To reopen a closed folder:**

Close both folders and return to your desktop

Notice that **the New Folder is now located on your desktop**

You can now double click on this folder for easy access to these files

### **Also: You can save documents directly to this Folder**

Click File on the Menu Bar and select--Save As

From this Save In window (By default shows Documents) click on the arrow head for the drop down menu

Click on the New Folder and notice that it now appears in the Save In box

Give the article a name then click Save

You can also create folders within folders using this same method ----  
a right click on an empty space in the folder