



North Spencer County School Corporation Technology Tips

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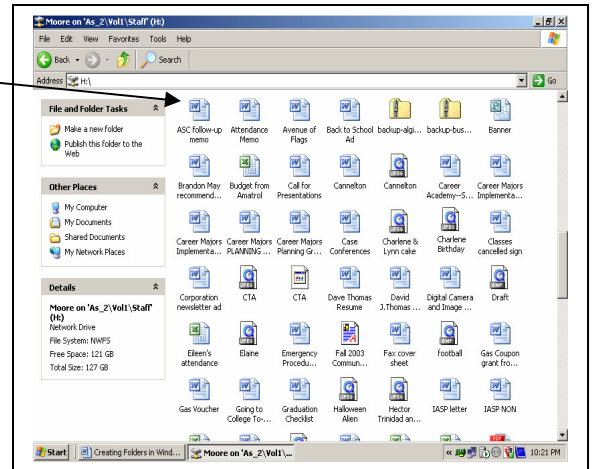
Creating Folders for Windows

Isn't this an interesting mess?

You're looking some of the files I have stored on my network drive over here at the alternative school since I became director here 6 years ago.

You see I have some Word documents, Excel documents, pictures, PrintShop documents, and Lord knows what all. How in the world would I ever find any particular file I'm looking for?

If your network folder, My Documents folder, other storage space looks like this, it's definitely time for a re-organization!

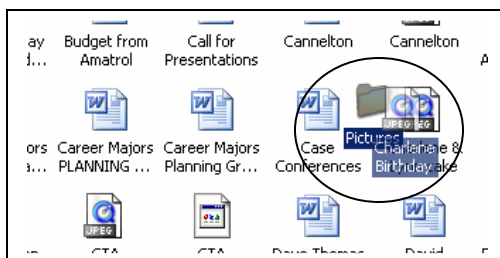
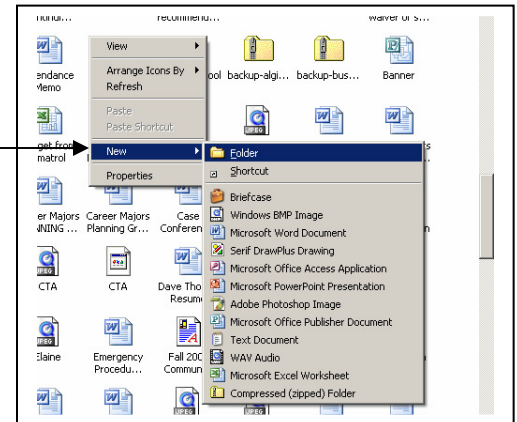


We can organize a bunch of miscellaneous documents by creating Folders. Here's how:

1. Use your mouse to move your cursor to anywhere on your screen. *Right-click*, and move your cursor over **New**, then over to **Folder**. Left-click on **Folder**.

2. You'll see a folder icon appears with the name "New Folder" in blue. Type in a name for your folder. The name should describe the documents you're going to put into the folder. In this example, I'm going to name the folder "Pictures" because I'm going to put all my pictures in it.

3. Now, simply *left-click* on any file you want to put in this new folder ("Pictures") you created. Hold down on your mouse button over the file, and drag it onto your folder. When the folder turns blue, you can release the mouse button, and the file will be moved into the folder.



4. When you're done, you'll have a nice, neat filing system for your documents just as you would have in a real-life file cabinet. The folders are named so you can find documents you've created in the past and also store future documents.

