



North Spencer County School Corporation Technology Tips

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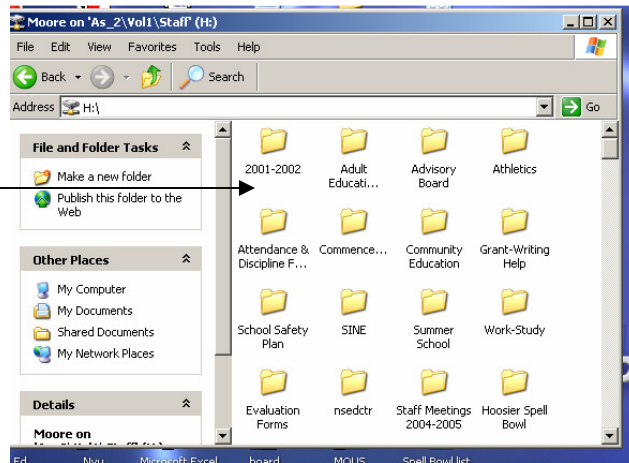
Robert Moore, Webmaster, etc.

Changing Your Folder View

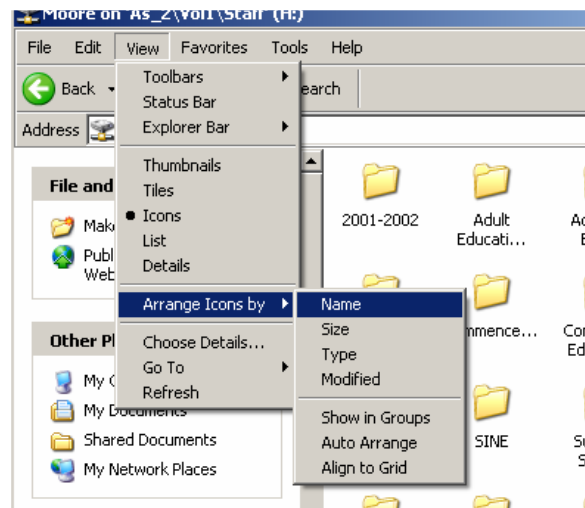
In a previous issue of Technology Tips, we learned how to create folders to organize documents. Now, we'll learn how to organize the folders.

Here's a look at my network drive.

Wouldn't it be nice to have these folders arranged in alphabetical order so you can find things easily? You bet!



On the menu bar at the top, click on **View**, then slide down to **Arrange Icons by**, then slide over to **Name**.



Now look. Everything is in alphabetical order, and you can find the folder you're looking for without having to scroll down through the whole window.

