

Creating and Naming a Folder

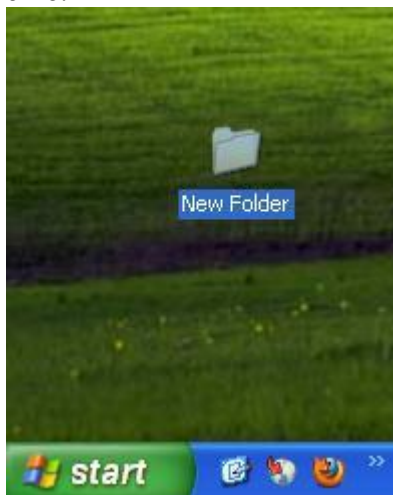
Folders can be created just about anywhere on your computer and are a good resource for organization.

We will create a folder on the desktop called Lesson Plans 09-10 this way:

Right click anywhere that there is a blank space on the desktop and point to New. You should see this menu:



Click on Folder at the top of the menu and it will put a New Folder on your desktop like this:

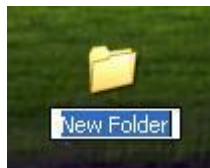


You can rename the folder to whatever you would like. Here's how:

Right click on the New Folder. You should get a menu that looks like this:



Click on Rename and it will highlight the box below the folder like this:



Type the name that you want for your folder inside the box (we are using Lesson Plans 09-10) and press enter. You should end up with this:



Now you are ready to get organized!

You can create folders in My Documents, on your H drive, within the shared drive, just about anywhere.