



Creating Folders

Technology for Classroom Teachers

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What does your My Documents folder look like? Have you got 'piles' of documents (in alphabetical order) in your My Documents folder? Time for some 'Spring Cleaning'!

Double click on **My Computer**.

Double click on the **C: drive**

Double click on the **My Documents** folder.

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| Method #1 | Click File . Click New . Click Folder . The name of your folder is... <i>New Folder</i> . Don't click on anything – just type in the new name of your new folder - Math Hit Enter to 'set' the folder name. If you don't, the name of the folder will default to <i>New Folder</i> . Note: <i>If you can't change the name of the folder, RIGHT click on the folder and select Rename.</i> |
| Method #2 | RIGHT click anywhere in the white area. You'll get a drop down list. Click on New and Folder . The name of your folder is... <i>New Folder</i> . Don't click on anything – just type in the new name of your new folder - December Hit Enter to 'set' the folder name. If you don't, the name of the folder will default to <i>New Folder</i> . Note: <i>If you can't change the name of the folder, RIGHT click on the folder and select Rename.</i> |

Using either method, create more folders.

Name them:

1. one named **Lesson Plans**
2. one named **Newsletters**

You can also put folders within folders:

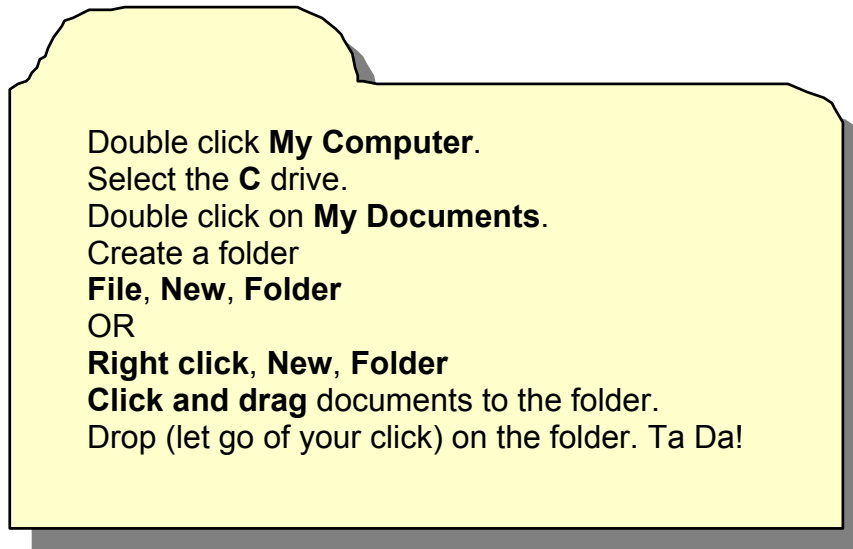
Double click on the **Math** folder to open it.

Inside the Math folder, create a new folder called **Geometry**. Create another named **Measurement**.

In the **Lesson Plans** folder, create a folder called **September**, another named **October**.

Sorting into Folders:

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Create and fill folders in:

