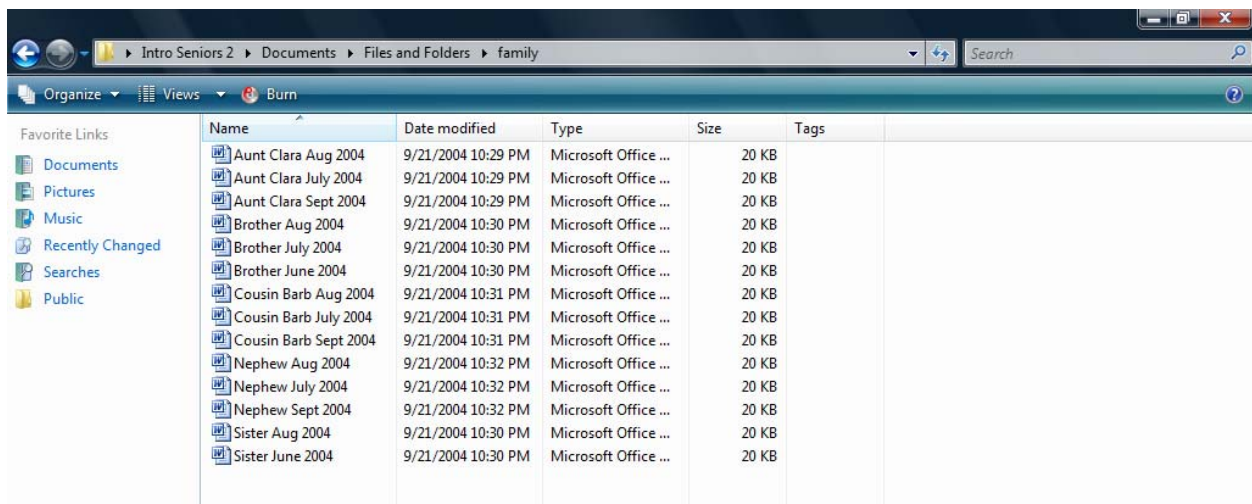
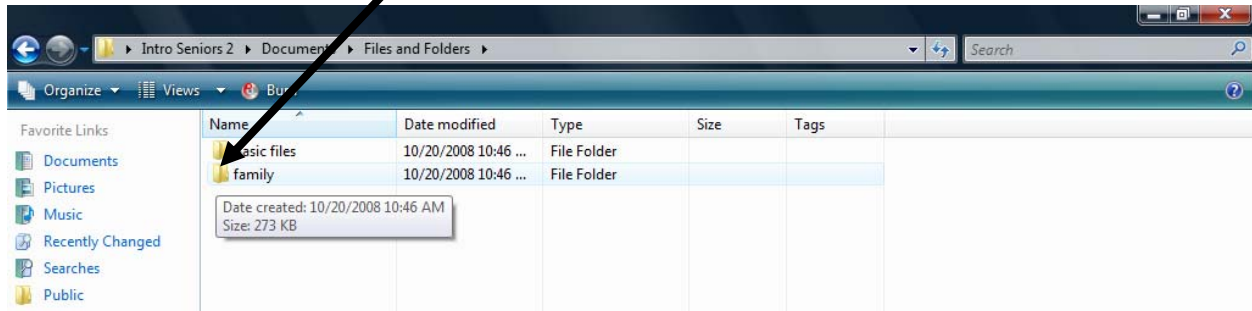


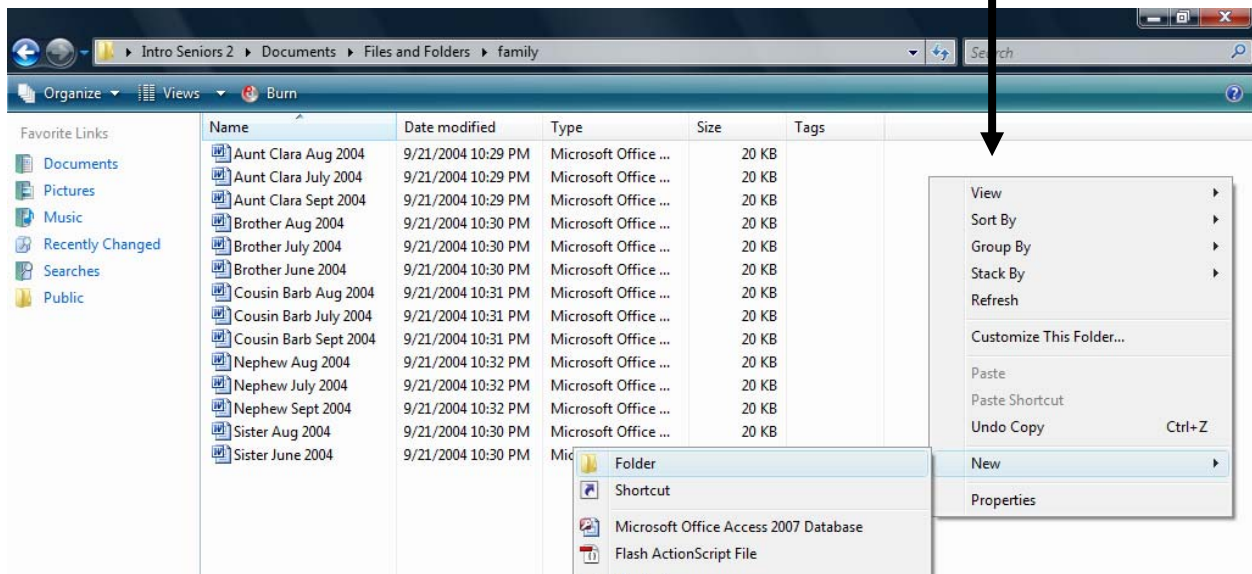
**Objective: Learn how to create folders and organize files**

1. Double-click the folder **family** that the teacher gave you in class. It is in **Files and Folders** inside **Documents** folder.

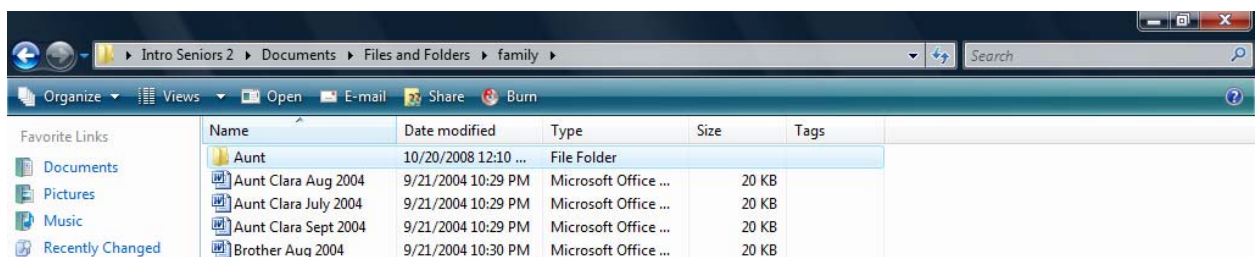
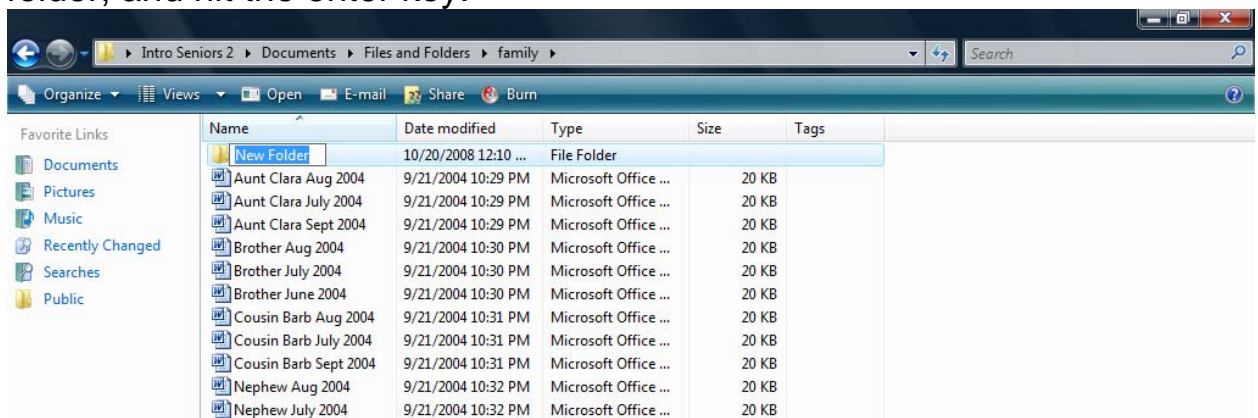


We will reorganize these files by creating new folders and moving files into the new folders.

2. Right Click in the empty white area inside the folder.

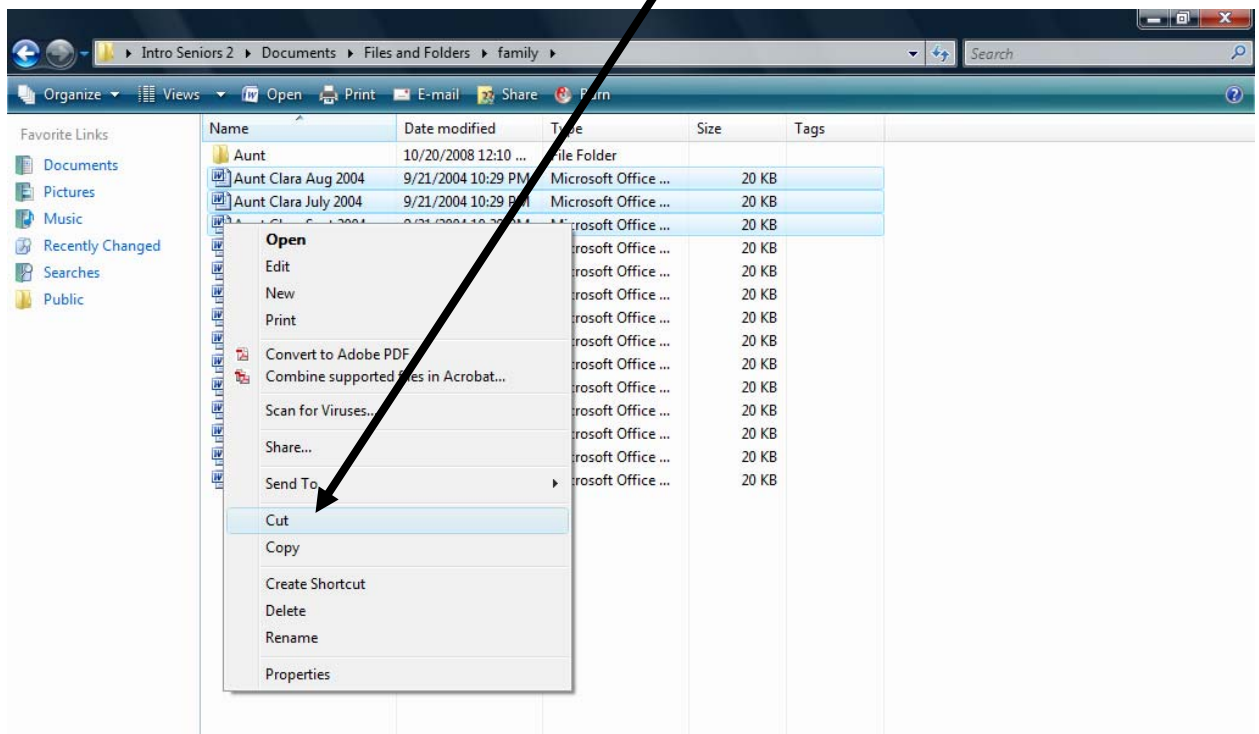


3. You should get a menu. Point to New and then click Folder.
4. You should see a New Folder with a black border around the name New Folder. Use your keyboard and type the name **Aunt** for this new folder, and hit the enter key.

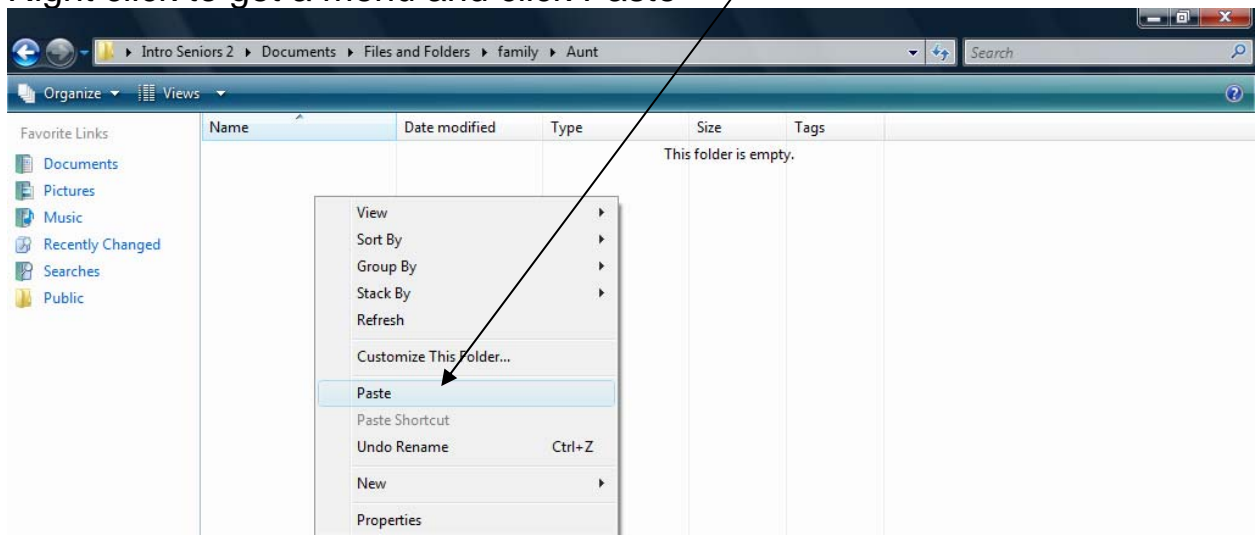


5. Right Click in the empty white area of the window, point to new and click folder. Use your keyboard to type the name **brother** for this new folder.
6. Repeat step 5 again and type the name **cousin** for the new folder.
7. Repeat step 5 again and type the name **nephew** for the new folder.
8. Repeat step 5 one more time and type the name **sister** for the new folder.
9. We now have 5 new folders within the folder family. We will now move the files into the proper folders that we just created.
10. Click in the white area of the window to deselect all files and folders.
11. Click the triangle next to the views button and click list.
12. Click the first file Aunt Clara Aug 2004 to select it, then use the Shift-Click technique to select the third file Aunt Clara Sept 2004 (this should select the first 3 files).

13. Right Click to get a menu and click Cut to put the file on the clipboard.



14. Double-click Aunt to open the folder called Aunt.  
15. Right click to get a menu and click Paste



16. The 3 selected files should now be in the new folder Aunt. Repeat this process and move the 3 Brother files to the new folder brother. Then repeat this process and move the 3 Cousin files to the new folder cousin. Then move the 3 Nephew files to the new folder nephew. And finally move the 2 Sister files to the new folder sister. You might want to use the Folders button on the toolbar to see your new file organization.