

Creating Folders & Desktop Shortcuts



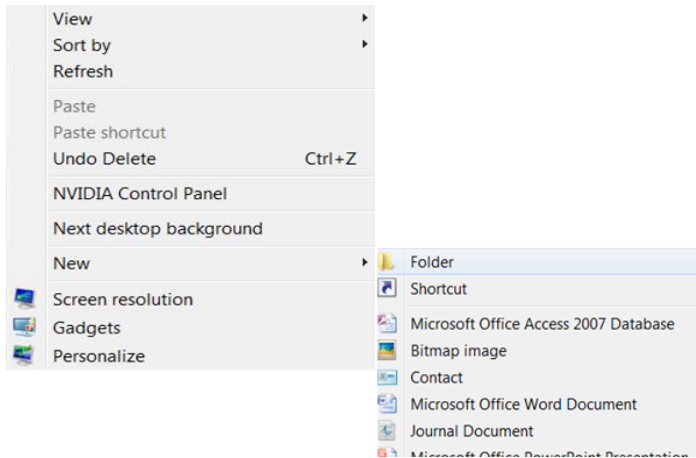
Monroe County Library System

Tel. (734) 241-5770 | traininglab@monroe.lib.mi.us

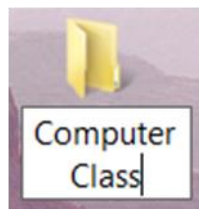
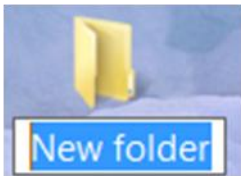
Windows 7

Create a Folder on the Desktop

Directions

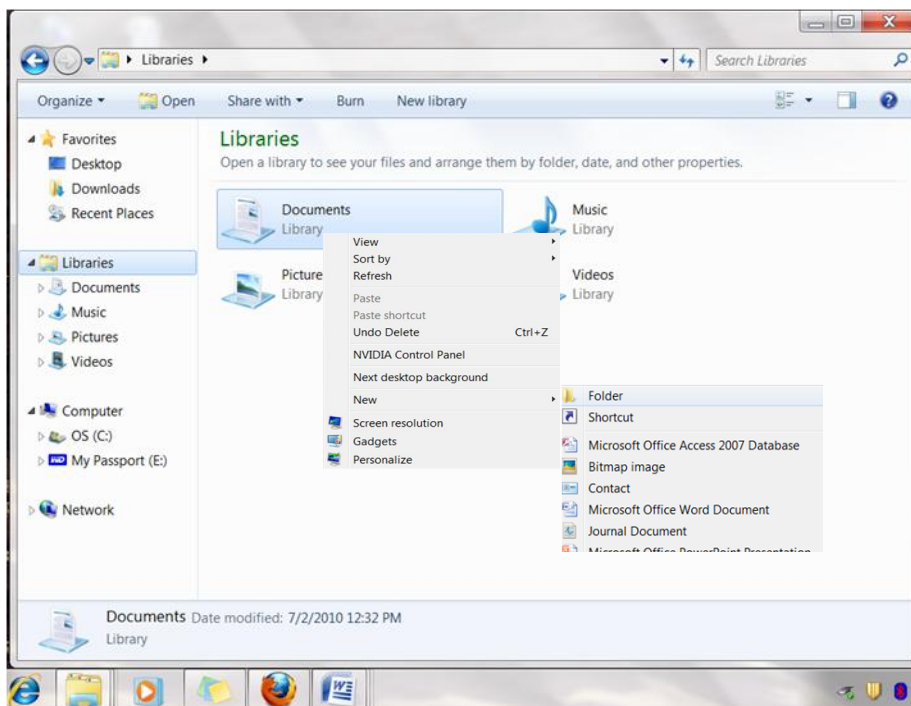


1. **Right Click** on the Desktop
2. **Point** to New
3. On the next menu, **click on Folder** option
4. On the New Folder Icon **while the text is still selected**, **type a new name** for the folder
5. **Press Enter** key one time or **click away** from the icon to set the new name. **If you click or press enter twice**, you will open the folder.




Create a Folder in My Documents

Directions



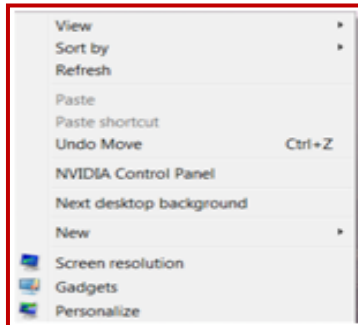
Open the Favorites or Libraries folder. Click on **New Folder** on the **Menu Bar**. Type a new name for folder. You can create a new Library by clicking on **Libraries** on the left and click on **New Library** on the **Menu bar**.

1. **Open Documents** window from Desktop or go the Start Menu  and choose it there.
2. **Right click** in a blank area in the Libraries window
3. **Point** to New
4. On the next menu, **click on Folder**
5. On the New Folder Icon **while the text is still selected**, **type a new name** for the folder
6. **Press Enter** key one time or **click away** from the icon to set the new name. **If you click or press enter twice**, you will open the folder.

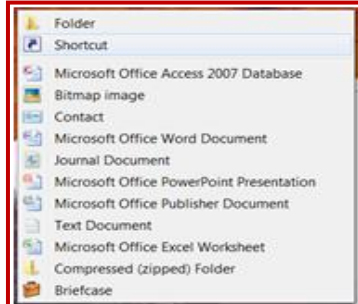
Place Folder or File Shortcut on Desktop

1. Right click on the desktop to get the menu.

Point to **New** ----->

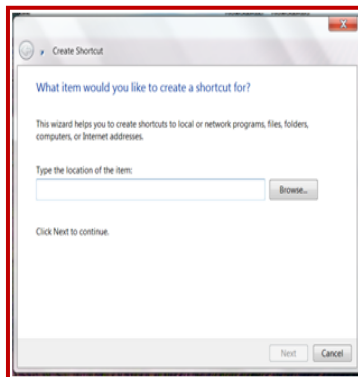


2. On the next menu click on **Shortcut** ----->



3. In the **What item would you like to create a shortcut for?** box:

Click on the **Browse...** button----->



4. Click on the folder list until you find your file or document you want on the desk top.

Click on it once to select it.

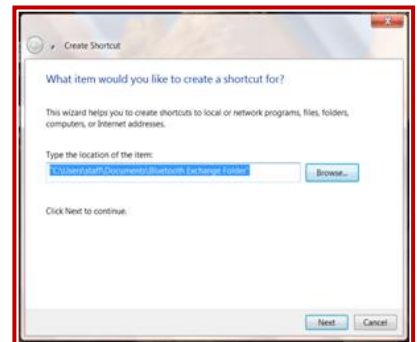
Click on **OK** --->



5. The window will close and go back to the **What item would you like to create a shortcut for** window.

You will see the ---> location of your folder or document in the text box.

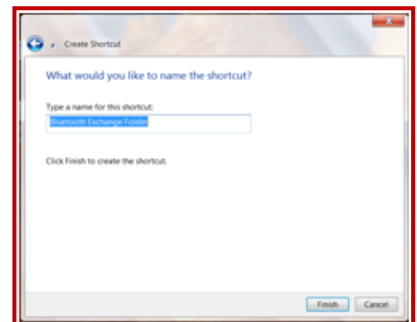
Click on **Next** ----->



6. **What would you like to name the shortcut?**

You may change the name or keep the original name.

Click on **Finish** ----->



7. The new icon is now on the desktop. Shortcut icons have the **blue arrow** on them.



Rename a Shortcut, File or Folder

To rename a file, folder or shortcut icon

- right click the **name of file or folder**
- menu** will open
- click on **Rename**
- type new name** in the text box
- press **enter** one time to save it or **click in a blank area away** from to save new name

