

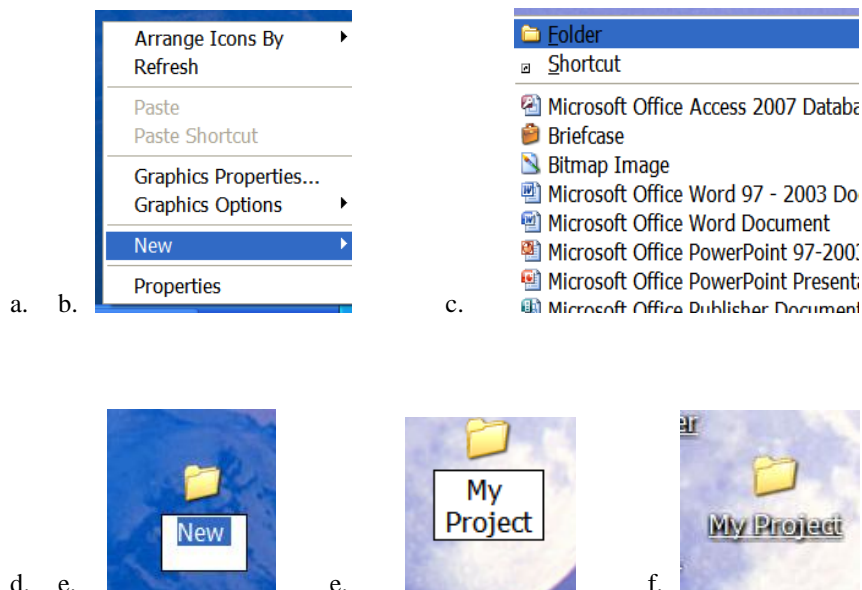
Creating Folders

Quick Reference Card



Create a Folder on the Desktop

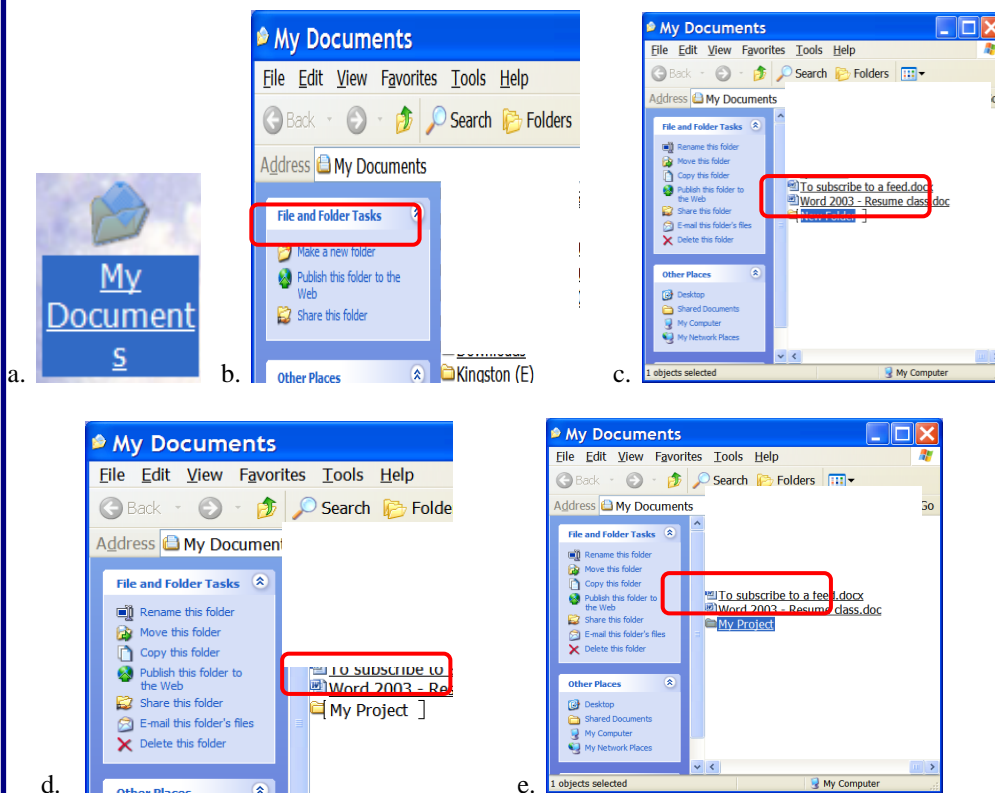
Directions



- Right click on the **Desktop** to open the **menu**.
- Point to **New** on the **menu**
- On the next menu Click on **Folder**
- A **New Folder** Icon will show on the Desktop.
- With the text still **highlighted**, type a name.
- Click away from the Icon to **save Folder Name**.

Create a Folder in My Documents

Directions

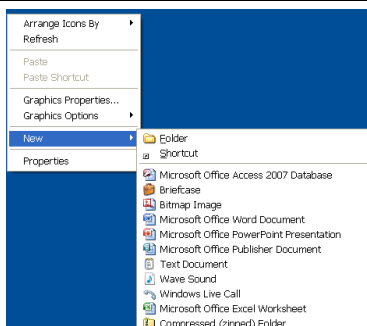


- Open **My Documents** on the Desktop
- In the Blue Task pane Click on **Make a New Folder**
- A **New Folder** Icon will be placed in the white workspace.
- While it is **highlighted**, type a new name
- Click away from the Icon to **save Folder Name**

Create Shortcut on Desktop

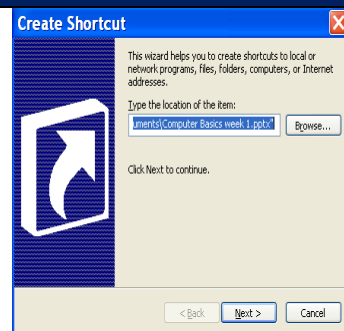
1.Right click in a blank area on the desktop to get the menu.----->

Point to **New** ----->
On the next menu click on **Shortcut**----->



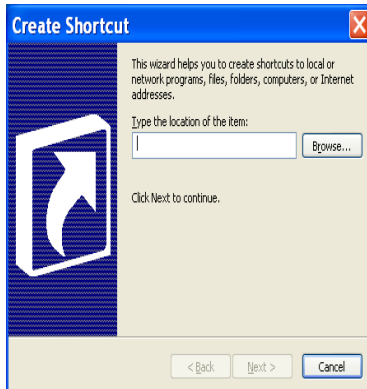
4.You will see the --->
location of your folder or document in the text box.

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



2.In the **Create Shortcut** box:

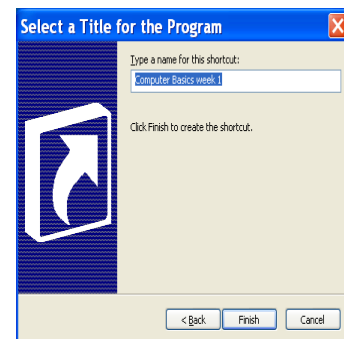
Click on the **Browse...** button----->
To locate the file or folder you want.



5.Select a Title for the **Program** opens.

You may change the name or keep the original name.

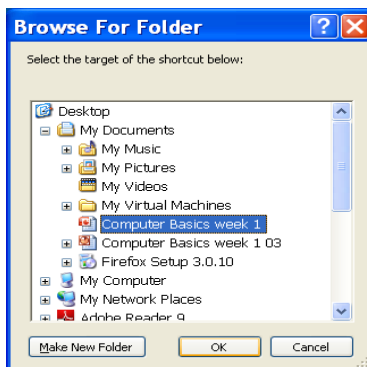
Click on **Finish** ---->



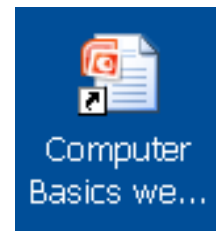
3.Click on the folder list until you find your file or document you want on the desk top.

Click on it once to select it.

Click on **OK** ---->



6.The new icon is now on the desktop.
Shortcut icons have the **black arrow** on them.



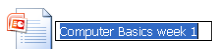
The window will close and go back to the **Create Shortcut** window.

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

