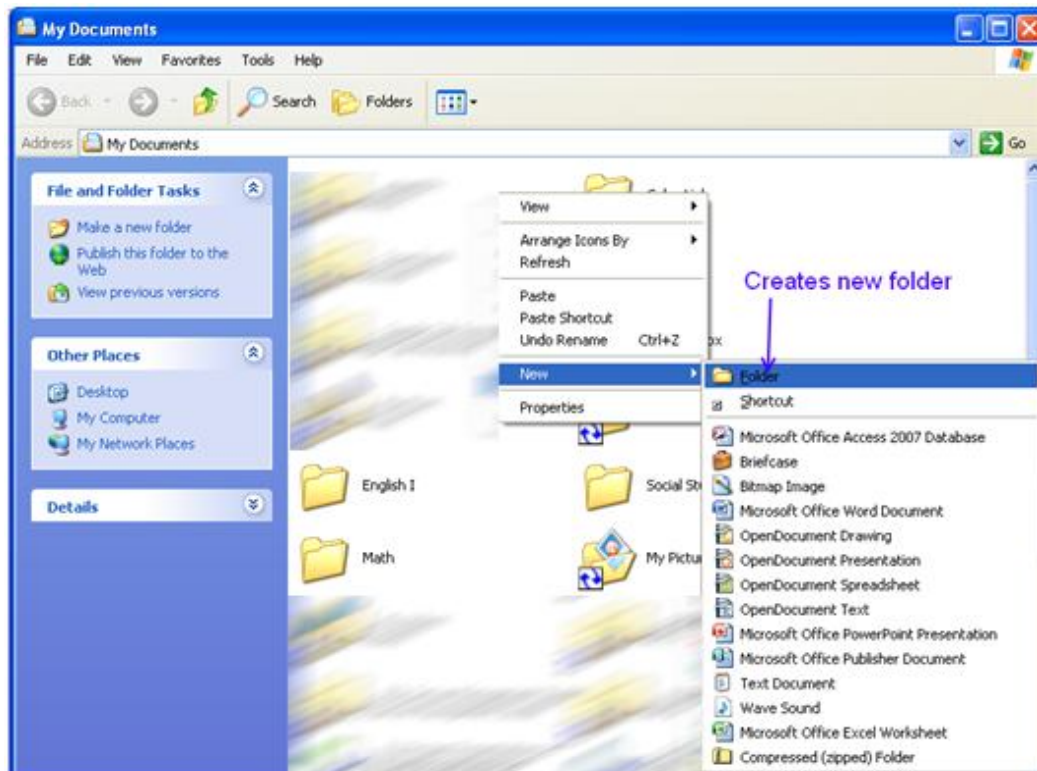# Creating Folders to Organize School Work

1. <u>Left</u> click on the 'Start' button, in the bottom left corner.

2. Go to 'My Documents'.

3. You will be brought to the 'My Documents' folder. <u>Right</u> click on an empty area in

this window. A little menu will pop up, select 'New'. Another menu will pop up, click 'Folder'.

4. A new folder will appear, you can rename it now by replacing the words 'New Folder' with something else, or you can <u>right</u> click on the folder, and go to 'Rename'. (this works for renaming files too)

5. Once you've renamed that folder, repeat these steps to create as many folders as you need. (Usually 1 per subject) When you go to save/open work that you've done, you will just navigate to the My Documents folder, then the school subject. If you save everything into these school subject folders, it will be easier for you to locate your files in the future.