

## **Folder and Files**

### **CREATE A FOLDER**

1. Right Click START...click.EXPLORE to get to the WINDOWS EXPLORER screen.
2. On the left column click the up arrow at the line that divides the page, to scroll up until you see the C: drive. Click to highlight it.
3. On the top control bar Click FILE...NEW...FOLDER.
4. A box will appear on the bottom right side saying "new folder" with a blinking cursor in the box. This blinking cursor is asking you to type in a name for this new folder you've just created. If you use something like AAA, it'll be very easy to find because things are listed alphabetically and it will be at the very top. But you can name it MY FILE or anything you want.
5. After naming, place your cursor outside the box and click on a blank area of the right screen. The Folder will jump over to the left side of the page and now is ready for you to store anything you wish in it.
6. If you wish, you can create subfolders in this folder by using the same process as above but highlight this folder instead of the C:drive so that the new one created will go under this folder.

### **SAVE A FILE**

To save a document, etc in this folder:

1. Once you have the document created in your wordprocessor, click File...SAVE.
2. A box will pop up asking where you want to save this file. The top box says SAVE IN: click the down arrow by this box and select C: drive, doubleclick it to show its folders.
3. Find and double click the folder you created above for this purpose so that it's name is listed in the SAVE IN: box window.
4. In the box at the bottom FILE: type in the name you're giving to this particular list or document that you are saving.
5. Click SAVE to the right of the box where you typed the name.

### **OPEN A FILE**

When you want to open a particular file to work on or to print, to store on a floppy ,etc :

1. Open your Wordprocessor, Click FILE...OPEN...
  2. At the LOOK IN box at the top of this page, click the down arrow and double click the C:drive, find the folder and doubleclick it, find the file and doubleclick it and it will be opened so you can add to it, change it, print it, etc.
- .....

**CLOSE A FILE:**

- 1. If the file has not been saved, you must first save the file before closing it or you lose your information.**
- 2. Click the X in the top right corner of the document. Do not click the X in the top right hand of the program or you close the Program in which you're working.**

**ADD TO An Existing FILE**

1. Highlight item you wish to save, click CTRL+C or EDIT and COPY.
  2. Click FILE, OPEN, select the drive on which the file already exists( e.g. click C: or A:)
  3. Scroll down until you locate the FOLDER the file is in, doubleclick to get a list of the files in that folder.
  4. Scroll to find the file and doubleclick
  5. Click CTRL and END to take you to the bottom of what is already in the file.
  6. Place cursor at the bottom and click CTRL+P or EDIT and PASTE
  7. Click FILE and SAVE.
- .....