

Organized!



When storing lots of files it is much easier to find what you are looking for when the files are sorted into sub categories/folders.



Folders

To create a folder, open the window where you wish to create the folder, then click on "File", "New" and "Folder". **Alternatively**, you can right click where you wish to create the folder and then choose "New" and then choose "Folder."

By default, when the folder is created, it will be named "New Folder".

You can change the name of a folder to something more meaningful by right clicking on the newly developed folder and then choosing "Rename". Type in the new name for the folder using the keyboard and then press the "Enter" key.

Views... It's all in the way you look at it...

You can change the way the contents of a folder is displayed. In My Computer or Windows Explorer, in the View menu, click **Large Icons**, **Small Icons**, **List**, or **Details**.

The Details View is especially helpful when you need to sort the items by name, size, date, or type... just click on the column heading!