

Organizing your Files into Folders

A folder is a holder for documents and programs. Folders are organizational tools that can be used to individualize the hard drive. If folders are organized, it will be easy to find documents.

To create new folders:

1. Open the Save Folder.
2. Click FILE and NEW FOLDER or Use the shortcut keys of Command (⌘) and N.
3. The new folder will be named "untitled folder". Type in a name for the new folder, and press RETURN.

To name an existing folder:

(Disks and documents may be renamed using this same procedure.)

1. Place the tip of the arrow on the title of the folder and click once.
2. When the title is highlighted, type in the new name. It will replace the old name.

To move documents into folders:

1. Move the arrow to the icon of the document to be moved. Remember that the tip end of the arrow is the "hot spot".
2. Click and hold on the document. The document will become highlighted.
3. Drag the icon to the desired folder. Make sure that the folder is highlighted, then release the mouse button.

To delete a folder:

1. Move the arrow to the folder to be deleted.
2. Click and hold on this folder.
3. Drag the folder to the trash can. Wait to let up on the mouse button until the trash can is highlighted.

OR

Click ONE TIME on the folder or document to delete and press Command (⌘) and DELETE.

To empty the trash:

Choose the Special menu and drag down to Empty Trash.

Notice that the trash can has slimmed down! Other documents may be removed by this procedure.

To close a folder:

- Click in the box in the upper left corner of the window.
- OR
- Use the shortcut keys of Command (⌘) and W.