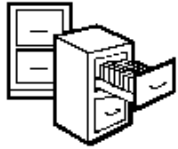


Using Folders



In an office, there are many drawers in a file cabinet. Each drawer has a name. In each drawer, there are many folders and each folder has a name. In each folder, there are many sheets of paper.

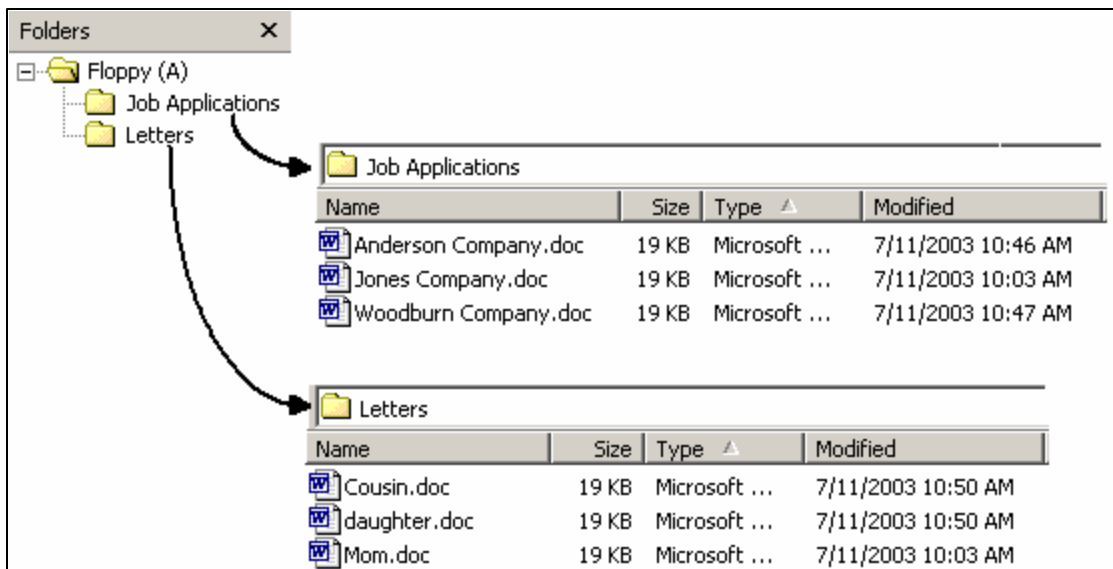


On the computer, a floppy disk is like a file cabinet. A floppy disk (or file cabinet) may have many folders (or drawers). A folder may have many files (or sheets of paper) in it.

A folder is usually shown with this picture: 

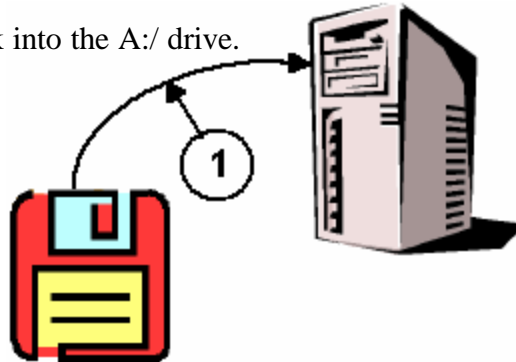
If you have many files for job applications, you may want to keep the files in a folder named “Job Applications.” A file may be named for each company you are writing a letter to.

Example:



Create a Folder

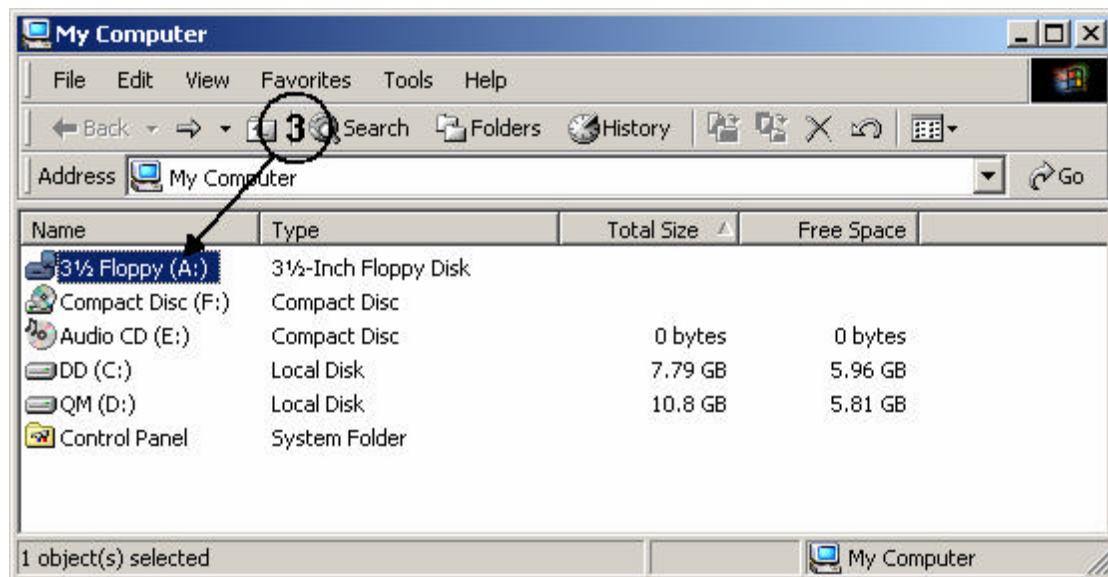
1. **Insert** your floppy disk into the A:/ drive.



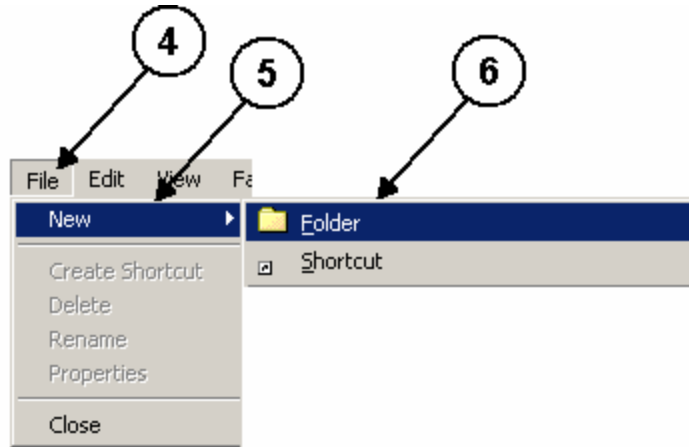
2. **Double click** on MY COMPUTER.



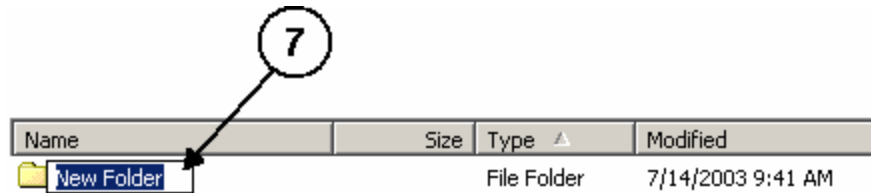
3. **Double click** on 3½ FLOPPY (A:).



4. Click on **FILE**.
5. Click on **NEW**.
6. Click on **FOLDER**.

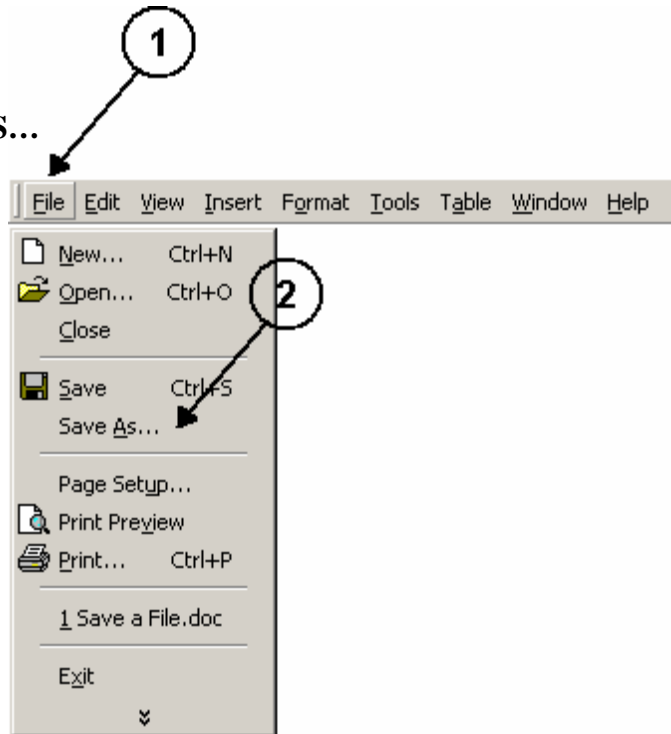


7. **Type** the name of folder and hit **ENTER**.

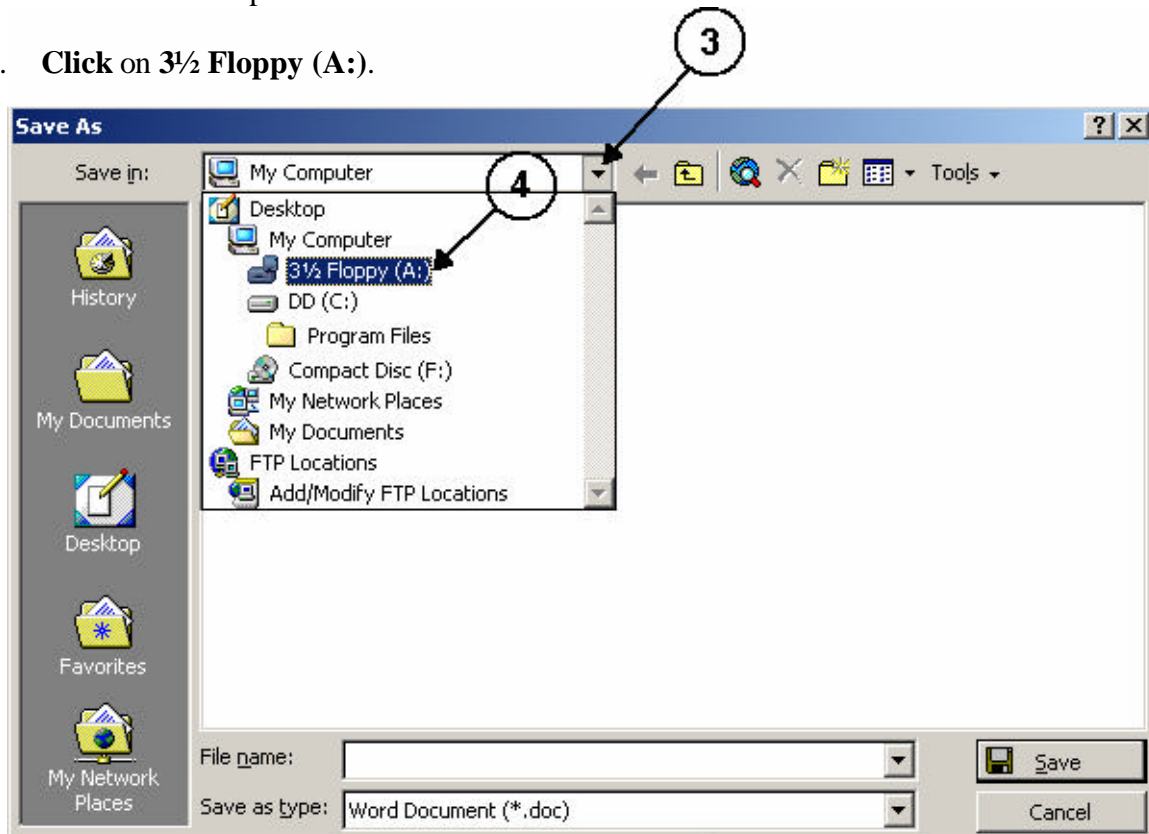


Save a New File in a Folder

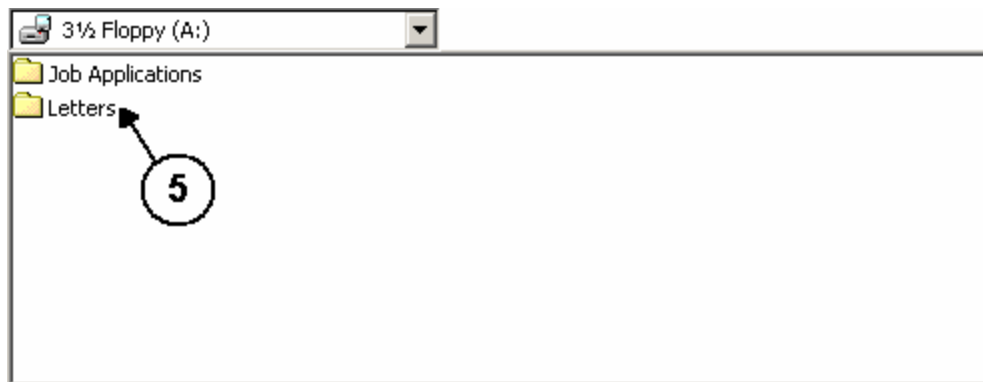
1. Click on **FILE**.
2. Click on **SAVE AS...**



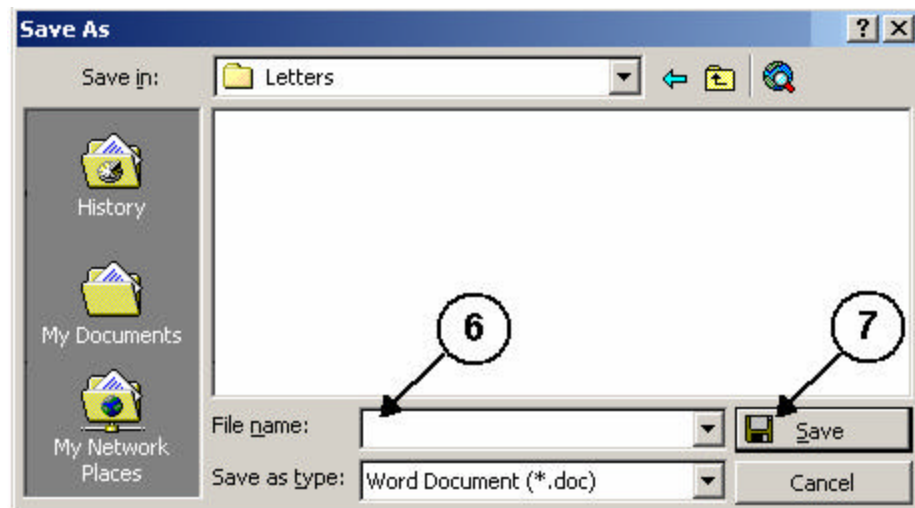
3. Click on the drop-down menu.
4. Click on **3½ Floppy (A:)**.



5. **Double click** on the folder you want.

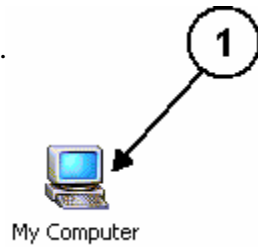


6. **Type** the name for the file.
Hints: 1. The name should be easy to remember (example: letter to Mom).
2. Letters, numbers, spaces and '-' are OK. Do not use any other letters, characters or symbols.
7. **Click** on **SAVE**.

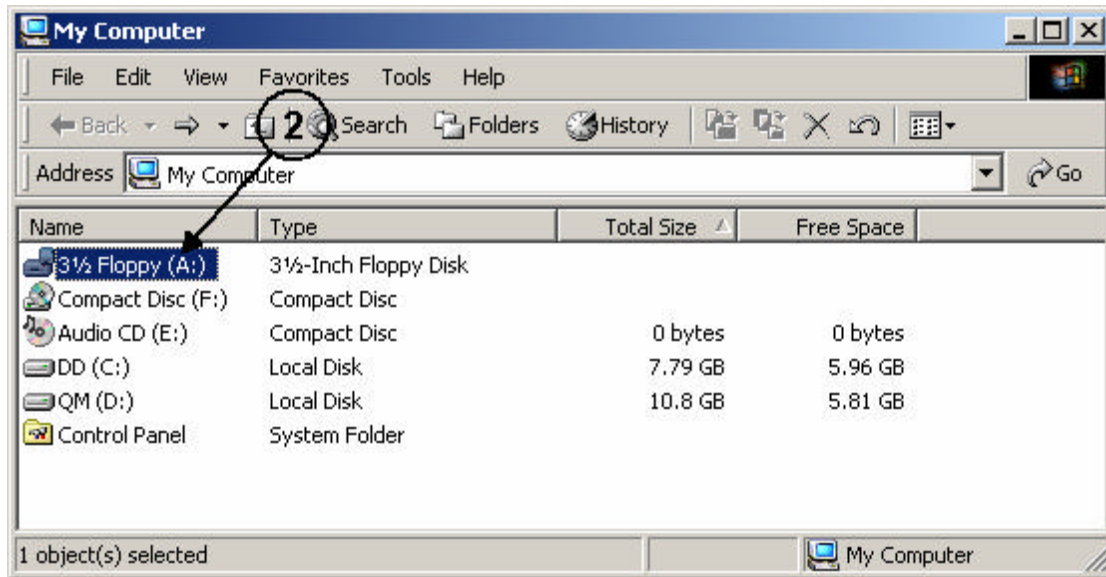


Find a File in a Folder

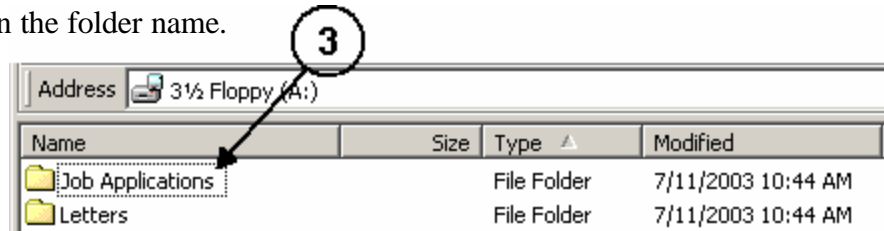
1. **Double click** on **MY COMPUTER**.



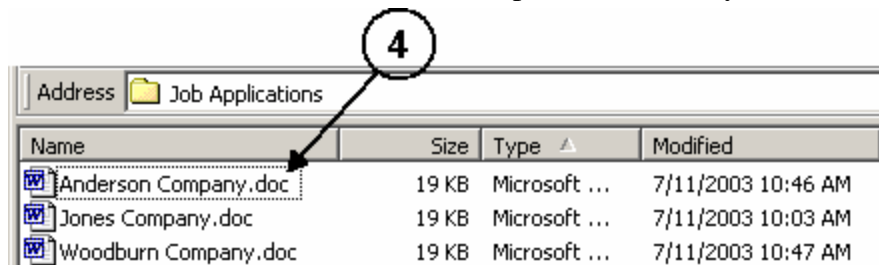
2. **Double click** on **3½ FLOPPY (A:)**.



3. **Double click** on the folder name.



4. **Double click** on the file name. The file will open automatically.

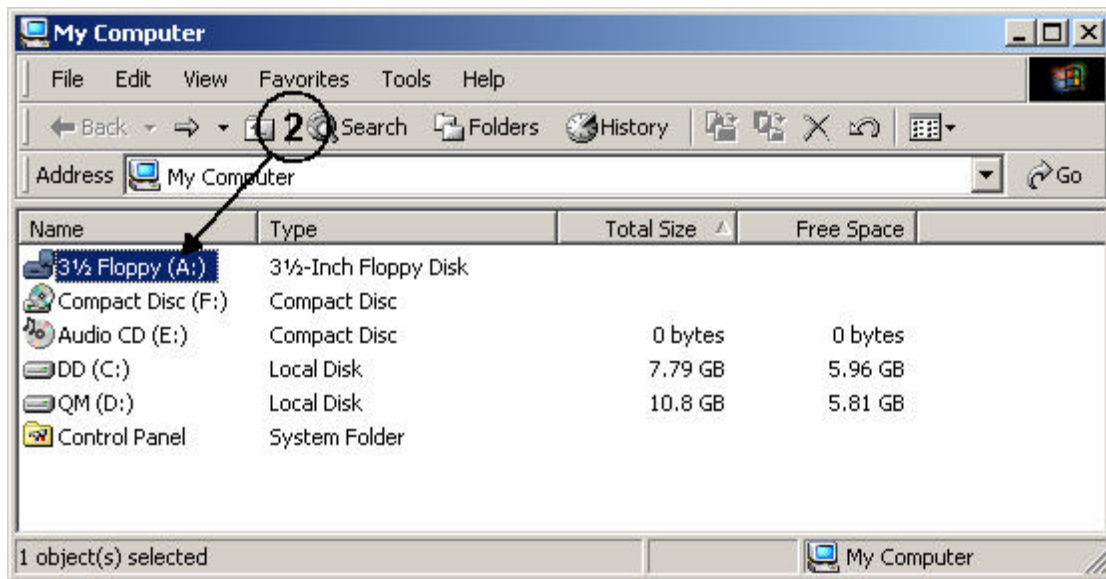


Delete a File in a Folder

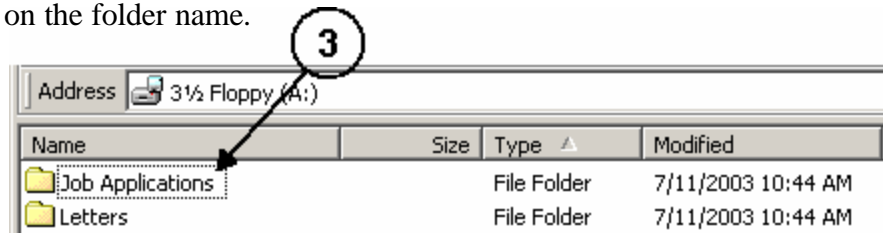
1. On the desktop, **double click** on **MY COMPUTER**. **1**



2. **Double click** on **3½ FLOPPY (A:)**.

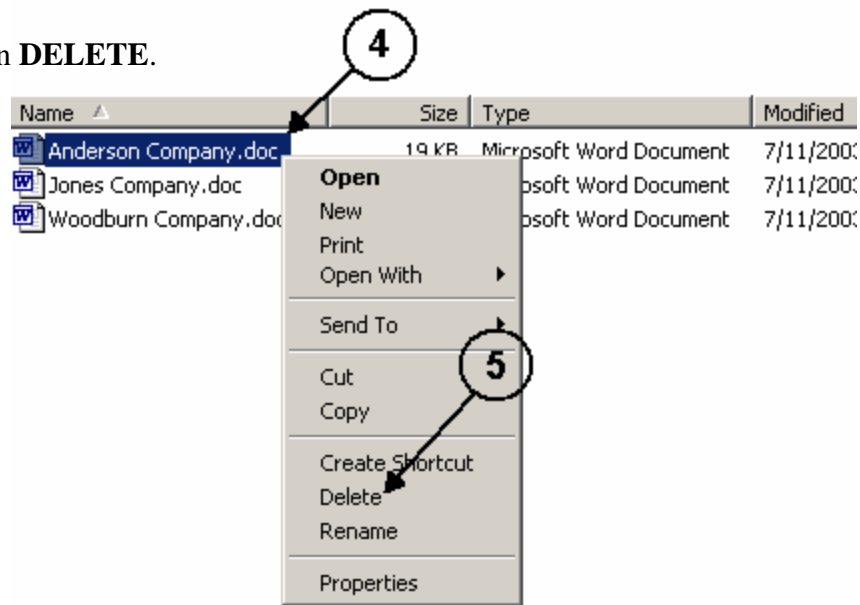


3. **Double click** on the folder name.



4. **Right click** on the file name.

5. **Click on DELETE.**



6. **Click on YES.**

Caution!!



If you delete a file,
you may not be able to find it again.

Be careful!

