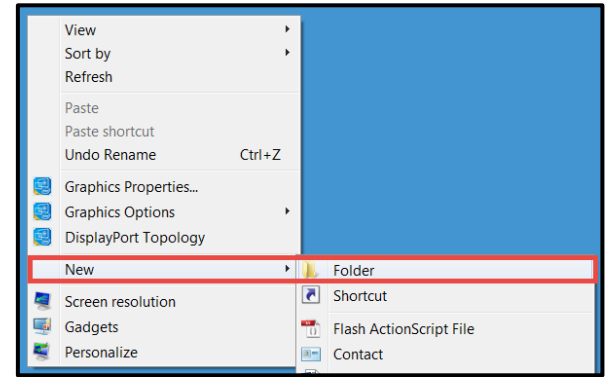


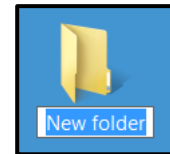
Keeping your files organized in self-created folders can make using your computer easier and more enjoyable.

## CREATE A FOLDER ON YOUR DESKTOP

1. To create a folder on your desktop, right-click on an empty area, and select **New >> Folder**.



2. Type the new name for your folder and press **ENTER** on your keyboard.

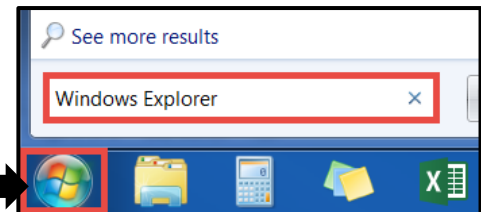


## CREATE A FOLDER ELSEWHERE

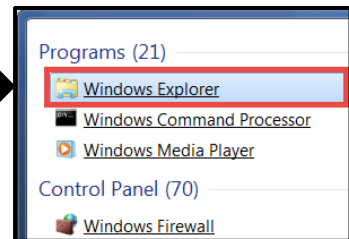
1. To create a folder in another location, other than the desktop, open your **Windows Explorer** folder. You may have a shortcut to your **Windows Explorer** folder on your desktop. If so, double click to open it.



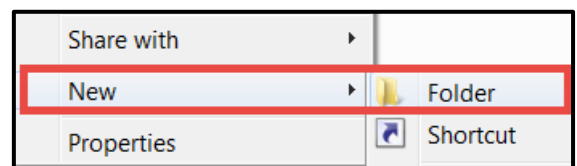
2. If you do NOT have a shortcut to your **Windows Explorer** folder, click your **Start** button and type "**Windows Explorer**" in the search field. Press **Enter** on your keyboard.



3. From the list of search results, click on **Windows Explorer**.

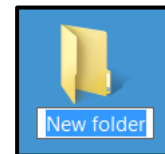


4. Navigate to the location where you want to create the new folder, right-click in an open area, and select **New >> Folder**.



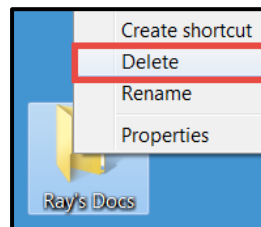
# FOLDER MANAGEMENT

5. Type the new name for your folder and press **ENTER** on your keyboard.



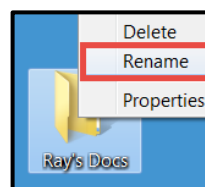
## DELETE A FOLDER

1. To delete a folder, right-click on it and select **Delete**.
2. Click **YES** to confirm deletion.



## RENAME A FOLDER

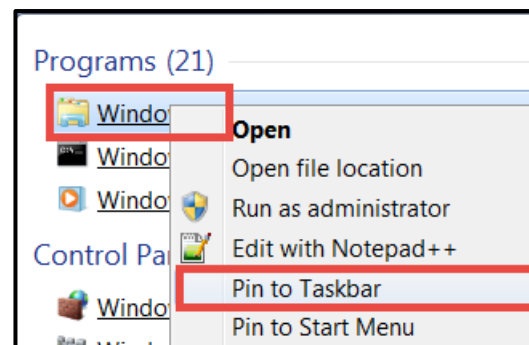
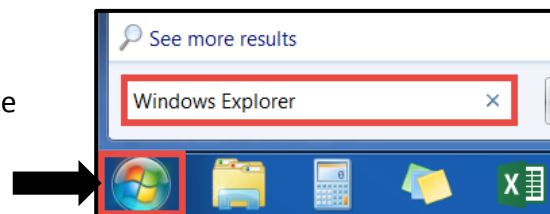
1. To rename a folder, right-click on it and select **Rename**.
2. Type the folder's new name and press **ENTER** on your keyboard.



## PIN WINDOWS EXPLORER FOLDER TO TASKBAR

To make managing files and folders easier, place the Windows Explorer folder as an icon on your taskbar. Here's how:

1. Click your **Start** button and type "**Windows Explorer**" in the search field.
2. Right-click on **Windows Explorer** from the **Search** results window and select **Pin to Taskbar**.
3. Notice the **Windows Explorer** icon on your taskbar.



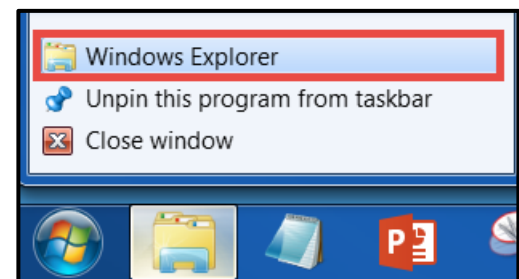
## OPEN 2 INSTANCES OF WINDOWS EXPLORER

When it comes time to moving documents from one folder to another, sometimes it is easier to have 2 instances of Windows Explorer open. Here's how:

1. From your Taskbar, click the **Windows Explorer** icon. This will open 1 instance of Windows Explorer.



2. From your Taskbar, right-click the **Windows Explorer** icon and select from the pop-up list. This will open your 2<sup>nd</sup> instance of Windows Explorer for you.



3. To view your 2 instances of Windows Explorer side by side, right-click on an empty area of your **Taskbar** and select **Show windows side by side**.

You will now see your 2 windows opened.

