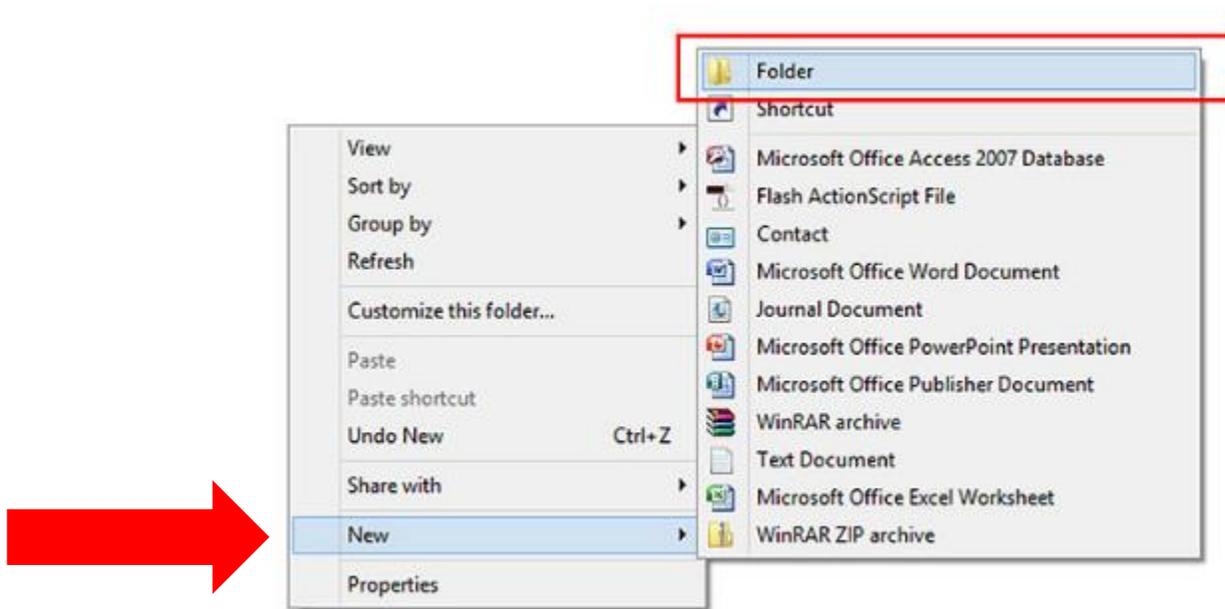
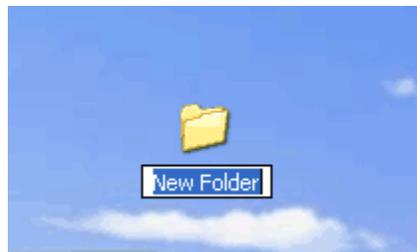


Creating an Organized Desktop with Folders

1. On an Open area of your Desktop – Right Click with your mouse
2. Left Click New then Left Click Folder



3. Once your folder appears on your desktop you will notice that the folder name is highlighted.



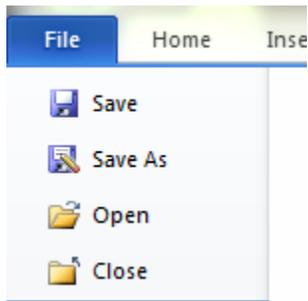
4. Type in the name you want to give your newly created folder then hit enter. Have folders for each subject(s) you are taking.
5. Repeat Steps 1-4 to create as many folders as you need on your desktop.

Saving a Document and Putting it in a Folder on the Desktop

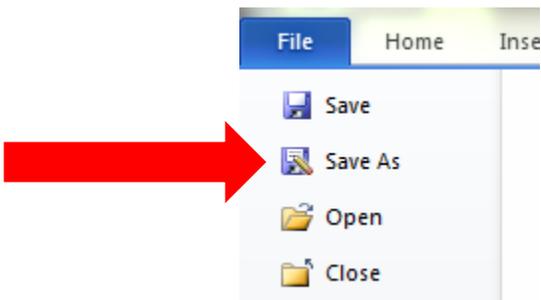
1. Open Microsoft Word



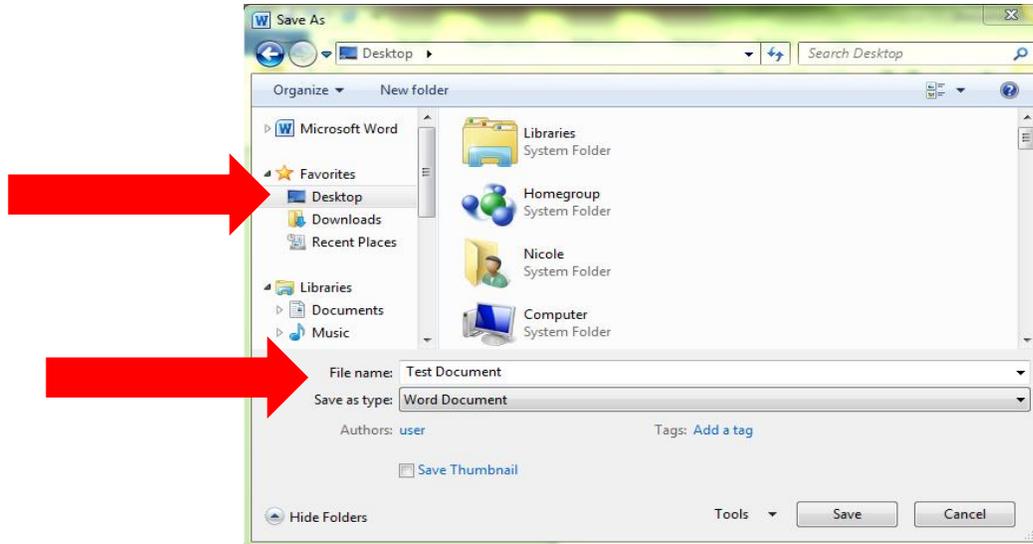
2. Go To File



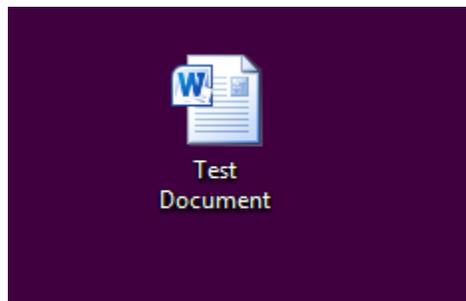
3. Save As



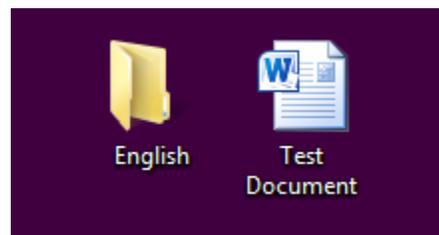
4. A window will appear click on Desktop and title your document in the File Name section.



5. Locate the Document on your Desktop.



6. Click on the Document and drag it to the appropriate folder.



7. To ensure the document went in the folder double click on the folder (this will open the folder) and you will be able to see the document in the correct folder.

| Name | Date modified | Type | Size |
|---|-------------------|---------------------|-------|
|  Test Document | 7/14/2014 8:27 AM | Microsoft Word D... | 13 KB |