



The Tech Club

The first computer club for teachers!

The First Topic: Get Organized! Creating Folders

Creating Folders is an easy way to organize your tons of saved documents. Follow these simple steps:

- Click on "My Computer"
 - Select the Drive to which you want to add folders
 - Click on "File"
 - Click on "New"
 - Click on "Folder"
 - Give the Folder a Name
 - Click and drag documents to the folder
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Saving to a Folder

- Click on "File"
 - Click on "Save As"
 - Click on the "H" drive
 - Select your folder in which to save it
 - Give the document a name
 - Click "Save"
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Creating Folders for your "Favorites" on the Internet

- Click on "Favorites"
- Click on "Organize Favorites"
- Click on "Create a Folder"
- Give that folder a name
- Click and drag the sites to the appropriate folder

