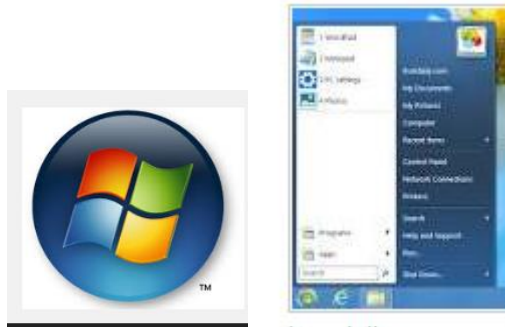# NAVIGATING FILES AND FOLDERS:

Saving files in folders is an easy way to organize and find your files.

WINDOWS 7:
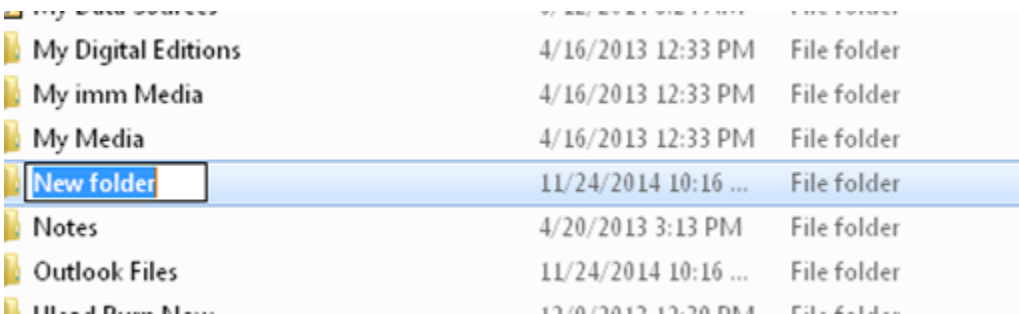### CREATE A NEW FOLDER:

Left click on "START" button, lower left corner.
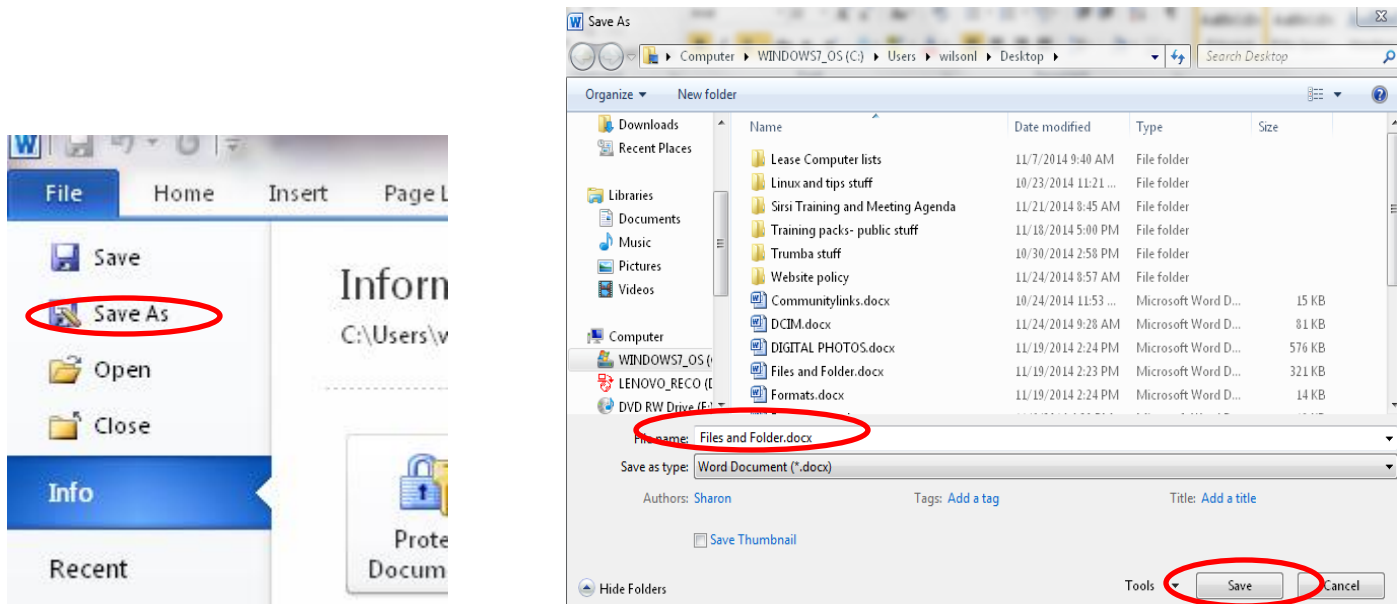**Left click on "DOCUMENTS.**

Left click on "NEW FOLDER" on toolbar.

My Digital Editions	4/16/2013 12:33 PM	File folder
My imm Media	4/16/2013 12:33 PM	File folder
My Media	4/16/2013 12:33 PM	File folder
New folder	11/24/2014 10:16 ...	File folder
Notes	4/20/2013 3:13 PM	File folder
Outlook Files	11/24/2014 10:16 ...	File folder

A new folder will appear with words "New Folder" highlighted. To give the folder a name, simply begin to type. When creating a folder, the name of the new folder should be relevant to the subject or type of files that the folder will contain. To save left click in an open space away from any item. Folder created and named.

Save a Document to a folder:

While in a document go to the Menu Bar above and click on FILE
Select SAVE AS
A new window will open.
Find the desired folder location (ie: c drive, e drive, desktop)
Double left click on the desired folder (or the one just created), name the file;
(use a name to reflect the subject of the file).
Click on SAVE.

The file you just saved should be in the folder you selected (example: the one you just created.)
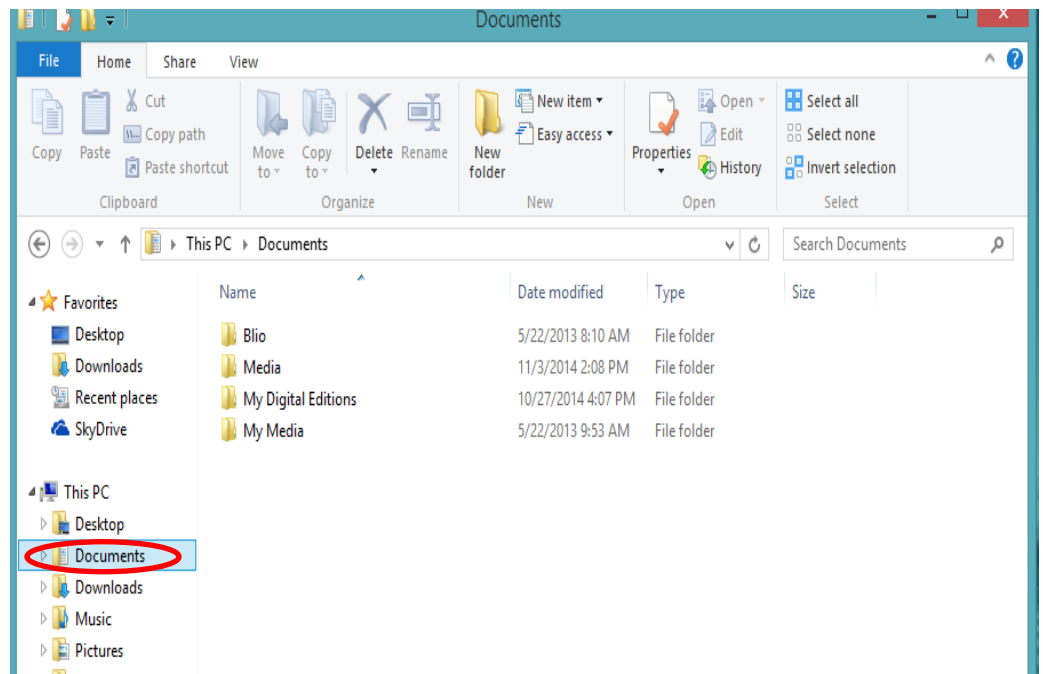
Windows 8.1

CREATE A NEW FOLDER:

Hold down [image: Windows key] **key while pressing "X" on keyboard. Or (right click on** [image: Windows logo icon]
Select "File Explorer "from list.
Select "Documents" or other drive/location from left side, click on "new folder"
above.

A new folder will appear with words "New Folder" highlighted. To give the folder a name, simply begin to type. To save, click open space away from item. (When creating a new folder, the name of the new folder should be relevant to the subject, or type, of files that the folder will contain). Click Red X to leave drive or file location.
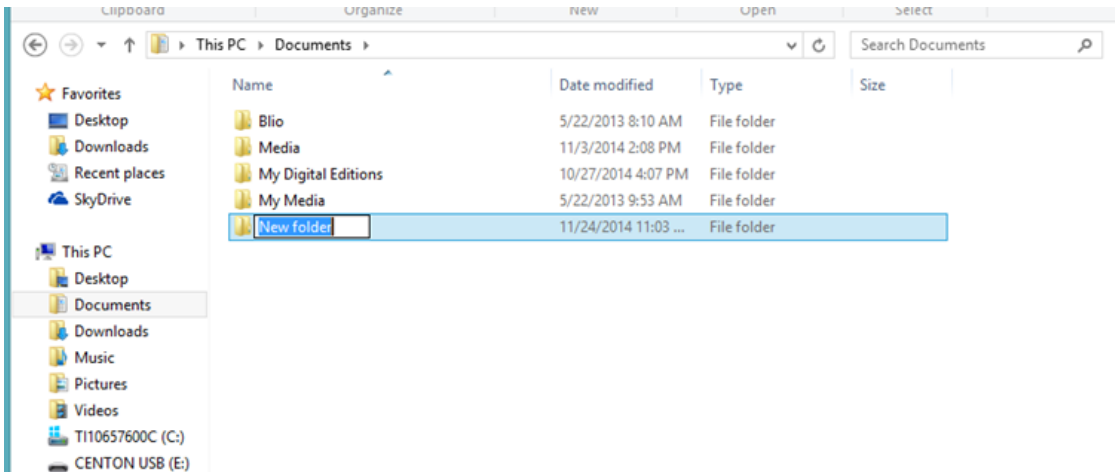
Save a Document to a folder:

While in a document go to the Menu Bar above and click on FILE or
Select "SAVE AS"
A new window will open.
Find the desired folder location (ie: c drive, e drive, desktop)
Double left click on the desired folder (or the one just created),
Name the file; (use a name to reflect the subject of the file).
Click on SAVE. (See screenshots for Windows 7 file saving)

The file you just saved should be in the folder you selected (example: the one you just created.)