

# 2017 Files & Folders Procedures

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## To Create a Folder for Documents and Photos

- Click on “File Explorer on the Task bar, then
- Click on the TAB headings “View” and select “List” from the display options.
- Click on “This PC” to open listing of Titles if they are not already listed
- Click on one the following “Folders”.
  - Documents
  - Pictures
  - Videos
  - Music
  - iPhone/Android to import photos
  - Lexar or some other name for a Flash drive to view Documents, Photos, etc.
- Click on “Home” button
- Click on “Documents” folder.
  - On the Ribbon under “New” the “New Folder” icon will illuminate
  - Click on the New Folder under “Documents” under “This PC” on the Left side column
  
- “Over Type” the Name of folder

- Click on “Enter”
- The new Folder is created and is Listed Under “Documents”
- To Delete the New Folder, right click on the folder and tap “Delete”.

### Placing a File or Files in the “New Folder

- Search under “This PC” and choose location from which the file/files will be selected and copied then placed in the new folder:
  - Flash drive
  - iPhone/Android Phone
    - Internal storage
  - iPad
    - Internal Storage
- Select file/files
  - Press “Ctrl” key on the computer to select one at a time a file that are not contiguous files.
  - Hold the “Shift Button” down and select one file then another file not contiguous then all files between the two will be selected.
- Click on “Copy to” icon in “Organize” section of ribbon
- At the bottom of the vertical listing click on “Choose Location “and “Copy Items” dialog box opens

- Scroll down until you find the designated folder and click it
- Click on "Copy" at the bottom of the box
- The file/files are now in the New Folder

### Short cut method of Copying File/Files to the New Folder

- Create folder in location as described above
- Click on source of file/files
- As explained earlier, Select one file or to select multiple files by using Select/CTRL buttons on lower hand corner of keyboard
- Left Click and hold the mouse on the file/files and drag across the screen to the New Folder
- When next to folder and caption "Copt to \_\_\_folder illuminates, release mouse.
  - If you are copying more than file a number say 3, 4, 7 etc. will appear on the icon as you drag it over,
- File/files are now in the New Folder.