

## Get your documents organised by making folders in Windows



**Lots of us can write documents, save pictures and send emails, but how can we make everything easy to find again. This article explains how to create your own folders in Windows XP.**

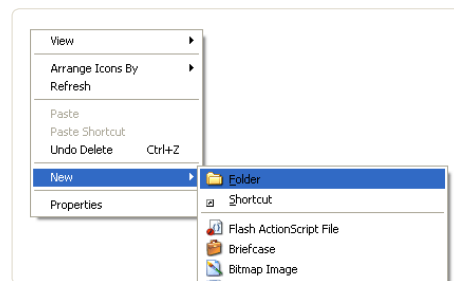
Lots of people know how to write documents, create spreadsheets and save pictures on their computers but many also find that everything ends jumbled up together in their **My Documents** folder.

If you like to keep your files organised, making folders to put things in can be one way of organising all the clutter. You can make folders to store any type of file you like. Windows XP comes with some preset folders which can be found inside your **My Documents**. These are called **My Pictures** and **My Music** and make a good place to store any pictures or music files you might have. Windows will automatically look in those folders before other places.

### How to make a new folder in Windows XP:

- 1) To make a new folder, **right click** on any **white space** inside your **My Documents** folder (or any folder or hard disk on your computer). You will be presented with a menu which gives you options such as View, Arrange icons by etc...
- 2) Put your mouse over the "**New>**" section and out will pop a new menu. **Left click** "**Folder**" in that pop out window.
- 3) **Type a name** for the new folder you have created and **press enter**.
- 4) Now you can **drag and drop** or save appropriate files into the folder you have created.

With some perseverance and logical thinking you will soon have a nicely ordered **My Documents** folder.



Above: Creating a new folder



Above: Giving your new folder a name

This article applies to:

