

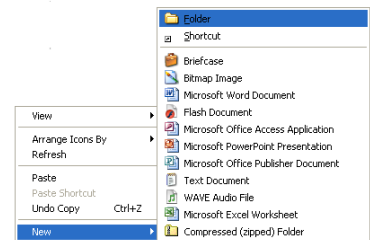
Organization

Creating/Deleting Folders

All folders should be created inside the “My Documents” folder. Having all of your files, documents, and folders located with ONE folder is important for two reasons. First, if your computer ever crashes, the Technical Support Technician (TST) has more success saving the files within this part of your hard drive versus documents saved in various other locations. Second, it makes it MUCH easier and quicker to backup your files if they are all located within one folder.

To create the class folders:

- Double click on the Desktop folder that reads “**Your Name’s**” Documents (this will be referred to as the **My Documents** folder)
- From the File menu > choose New > Folder (or Right Click in the My Documents window > New Folder)
- While the “New Folder” name is highlighted, type the new Name of the folder. For example: English 9, EarthScience, Integrated1, or SocialStudies.
- Create a new folder for EACH of your classes.
- All documents and projects that you create, should be dragged into either the My Documents folder or within the corresponding class folder.

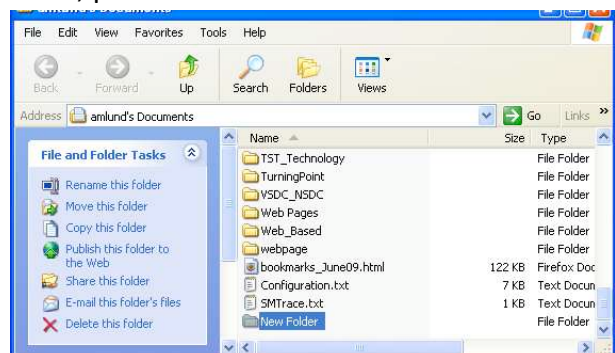
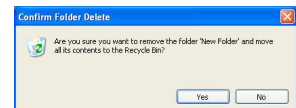


To rename a folder:

- Press once on the folder name to select it.
- Wait a second or two and then click a second time on the folder name.
- A blinking cursor will appear and you will be able to type to rename the folder.

To delete a folder:

- If the folder is on your Desktop, then you can drag it to your Recycle Bin. However, this does not permanently delete the file. To permanently delete the file, you would have to Empty the Recycle Bin.
 - How to Empty the Recycle Bin:
 - Right click on the Recycle Bin > choose Empty Recycle Bin
- Folders may also be deleted by right clicking on the folder > choosing Delete > and when you are asked if you are sure that you want to move the folder to the Recycle Bin, press Yes.
- Folders within another folder/window may be deleted by clicking once on the folder and pressing “Delete the folder” on the left side of the window. You will be asked if you are sure and press Yes.



Saving Documents

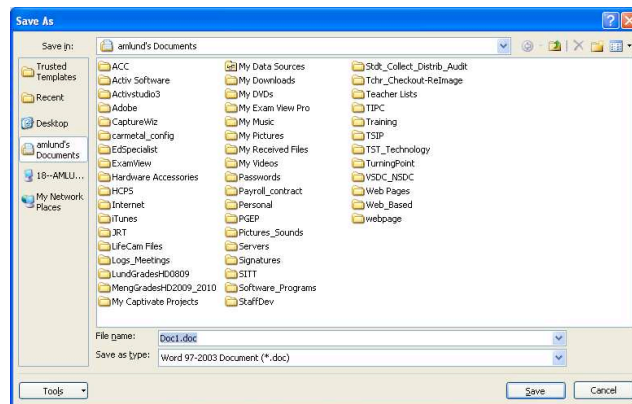
Students should open Microsoft Word 7.0, to begin a New document and Save it in one of your class folders. It is important that you Save your work every few minutes.

To Open MS Word:

- Start menu > Programs > Microsoft Office > Microsoft Office Word 2007
- A New blank document will Open
- Type your name or a few words

To Save your document:

- In MS Word, click once on the MS Office button > then click once on Save.
- The first time you save a document, a Save As window will open.



- On the left side of the Save As window, click once on My Documents folder.
- At the top of the window, after Save in: you should see the My Documents folder listed.
- Double click on the class folder within the window. Now, the document will be saved in the class folder in My Documents.
- At the bottom of the window, in the File name: box > type the name of your document (Example: Practice.doc). Make sure to include the .doc at the end of EVERY Word document. Other programs will use different extensions.
- Leave the Save as type: Word 97-2003 Document.
- Press the Save button at the bottom of the window.
- After a few minutes of working on your document, press the MS Office button > Save. The document will automatically be saved in the correct location and you do not have to rename it.