



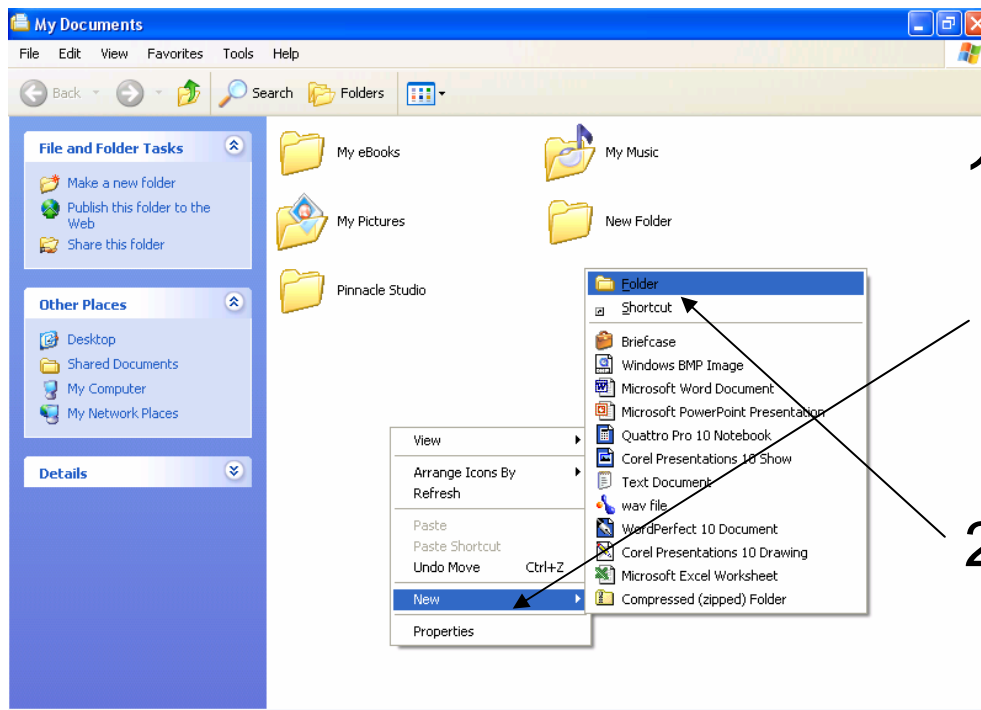
Creating Folders

Lesson 7

Windows XP uses Folders to organize how information or data is stored on disks (hard disks, floppy disks, CD-ROMs, or DVD-ROMs). Folders can hold files, other folders, and/or objects (such as printers).

Folders are easy to create and are a great way to organize files that you create on your computer.

To create a new folder:



1. Right-click in the window.

2. Move your mouse



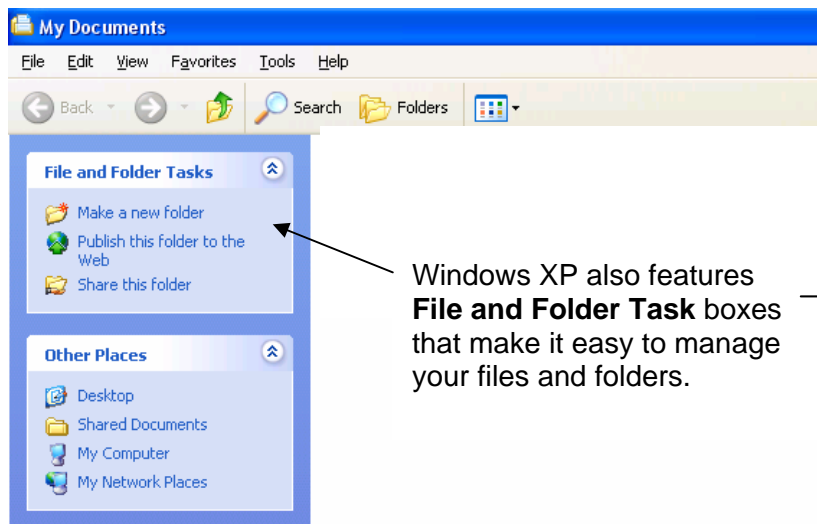
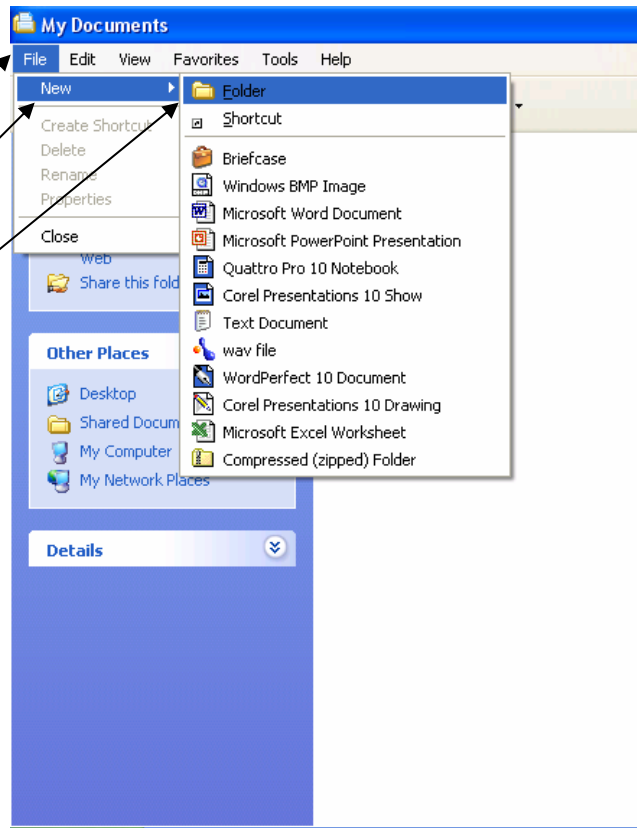
4. A new folder will appear in the window where you initially clicked. The default title for your new folder will be **New Folder**.



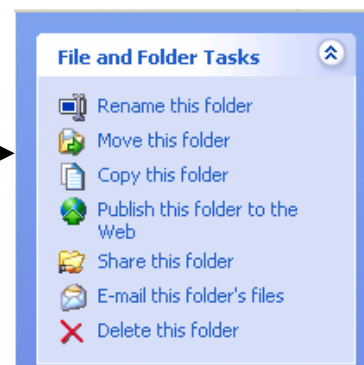
You should rename it to something more meaningful by clicking in the space under the folder icon where the text appears. As soon as you see the cursor blinking in the line, you may begin to type in a new name for the folder. You can rename a folder by right-clicking the mouse on the folder icon and choosing **Rename**.

Other ways to create new folders:

1. Click on the **File** menu located in either a disk drive window's menu bar or another folder's menu bar.
2. Again, point to **New** in the menu that opens.
3. Select **Folder** from the pop-up menu.
4. A new folder will appear within the space of the open window and you may rename it as described above.



Windows XP also features **File and Folder Task** boxes that make it easy to manage your files and folders.





Deleting Files and Folders

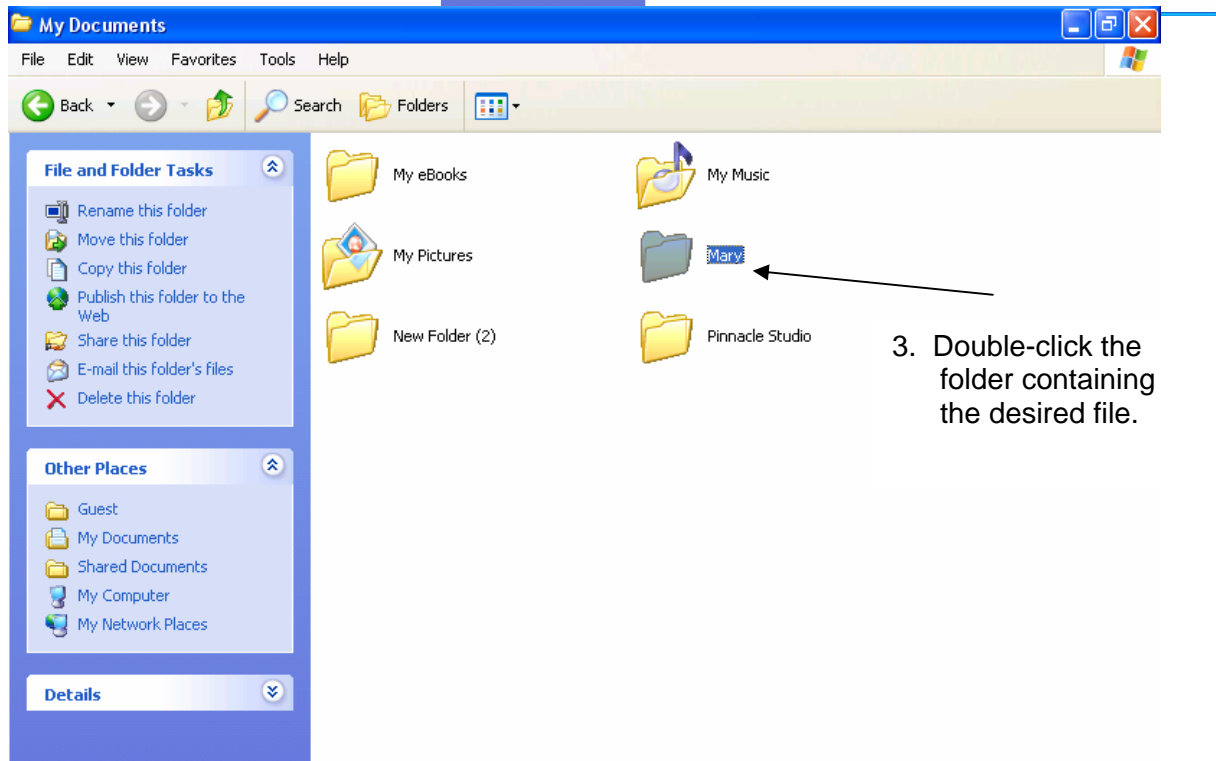
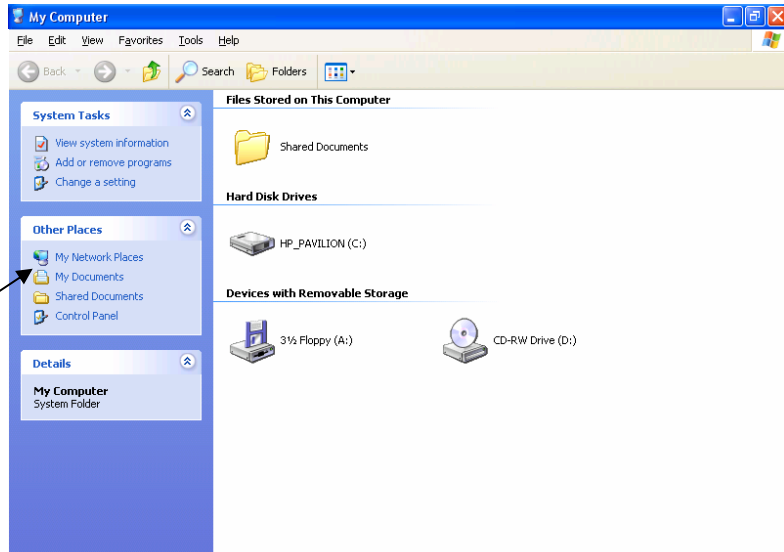
Lesson 7

There are several quick and easy ways to delete files or folders from a hard drive or a floppy disk.

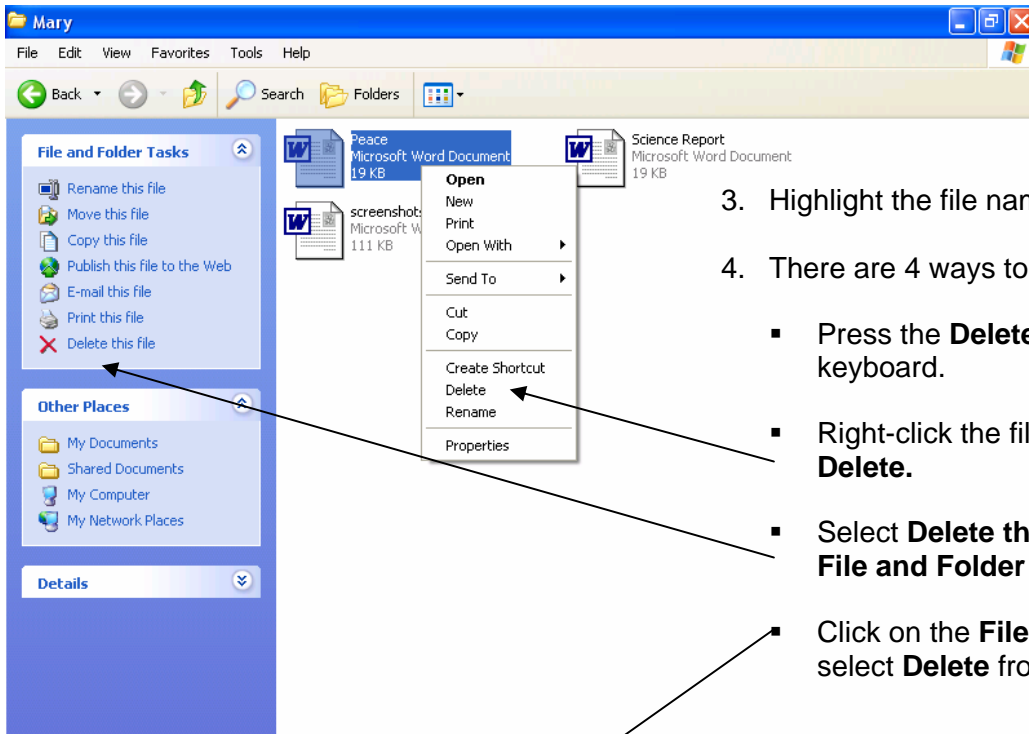
To delete a file from the hard drive:

1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)

2. Double-click on **My Documents**



3. Double-click the folder containing the desired file.

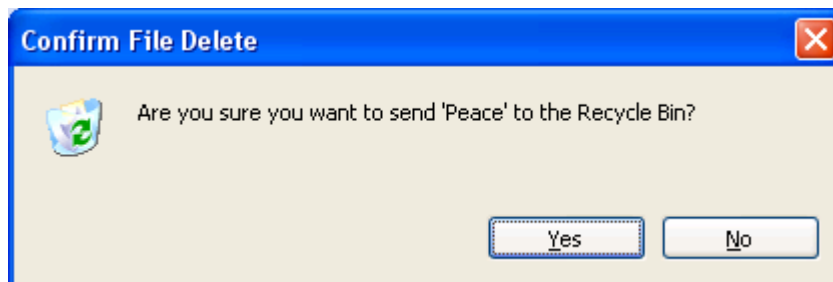
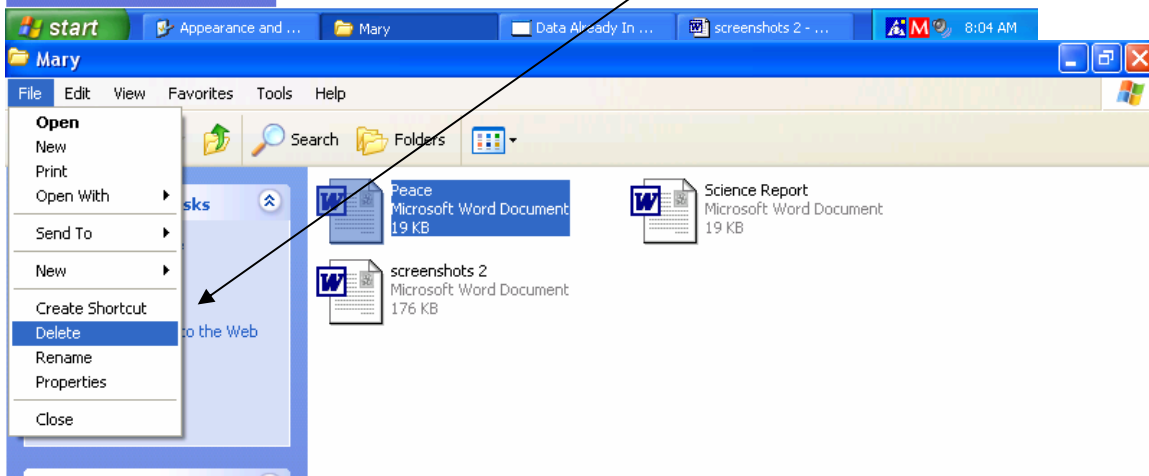


3. Highlight the file name.

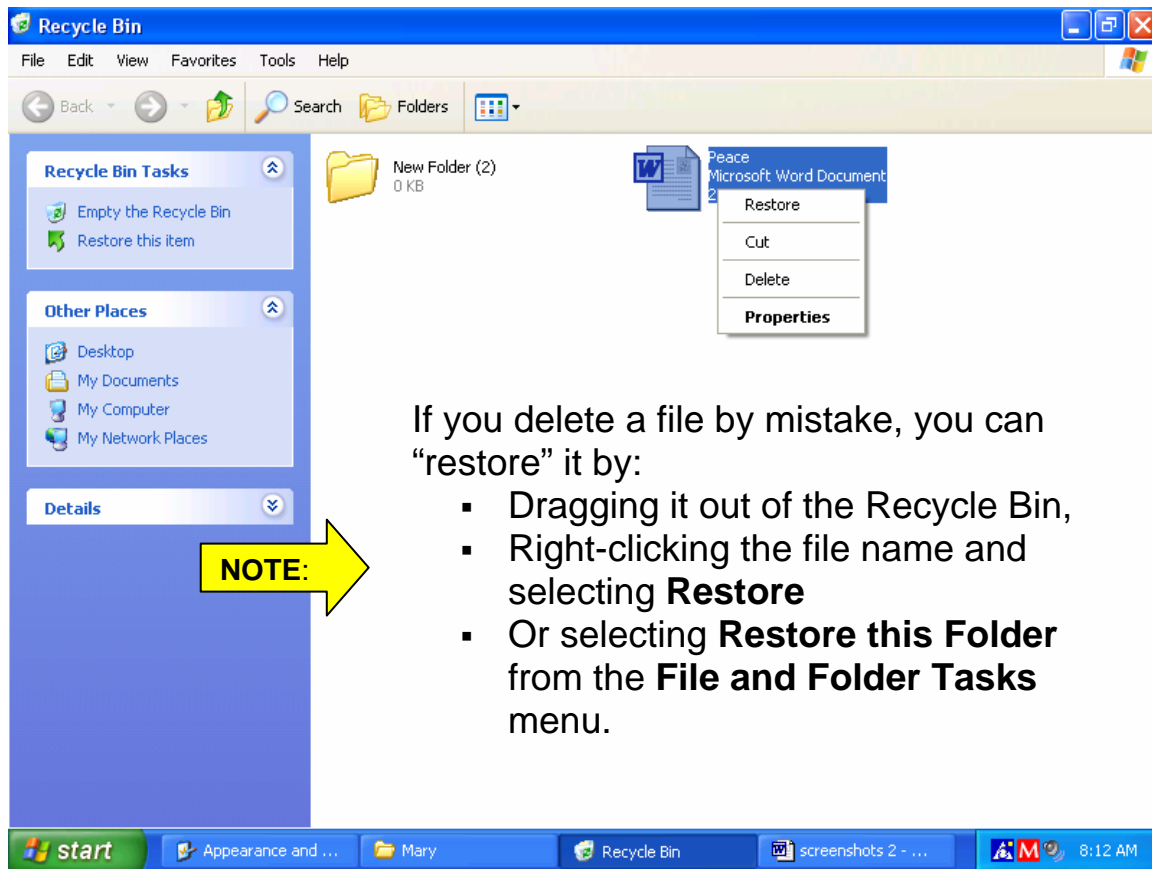
4. There are 4 ways to delete files.

- Press the **Delete** key on your keyboard.
- Right-click the file and select **Delete**.
- Select **Delete this File** from the **File and Folder Tasks** Menu.

Click on the **File** menu bar and select **Delete** from the menu.



6. The following message will appear on your screen. Click on **Yes**. Your file will be deleted and sent to the Recycle Bin.



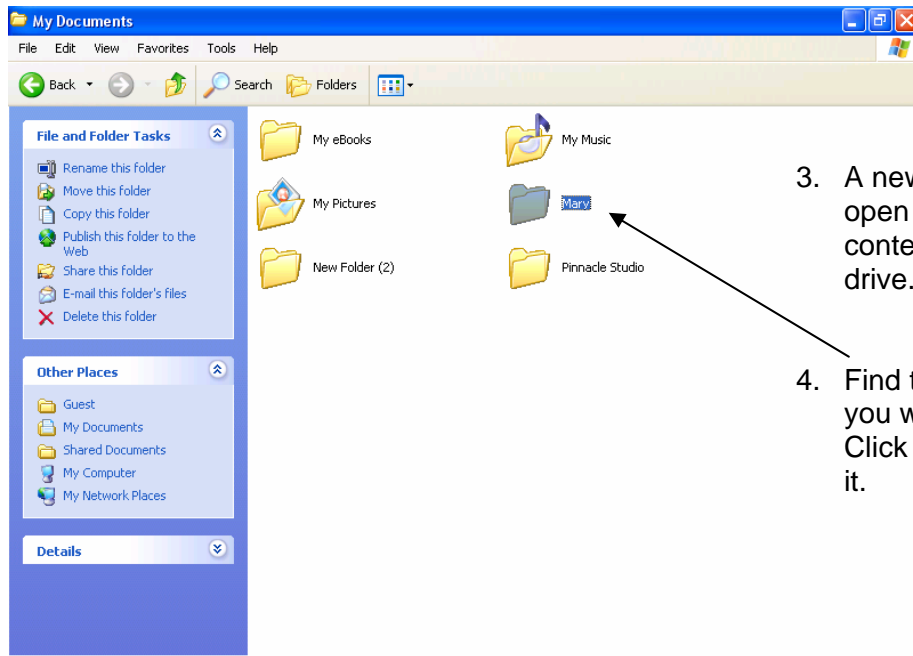
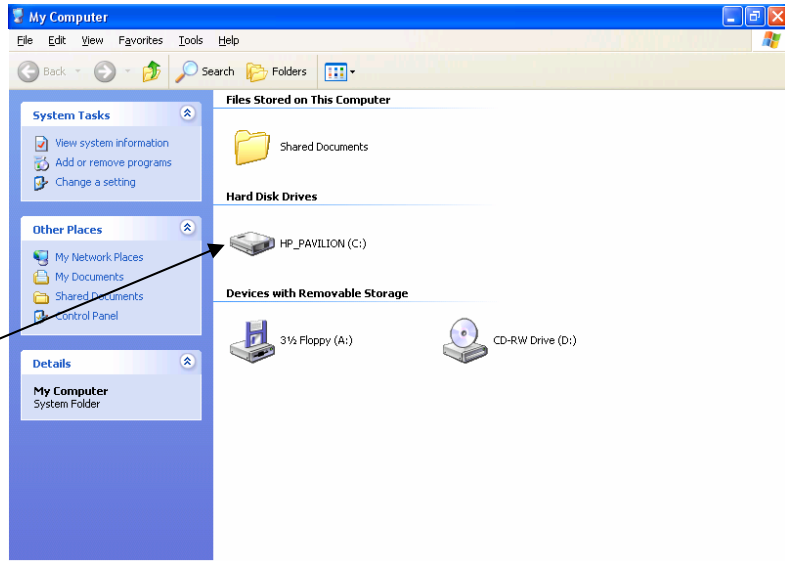
If you delete a file by mistake, you can “restore” it by:

- Dragging it out of the Recycle Bin,
- Right-clicking the file name and selecting **Restore**
- Or selecting **Restore this Folder** from the **File and Folder Tasks** menu.

To delete a folder from the hard drive:

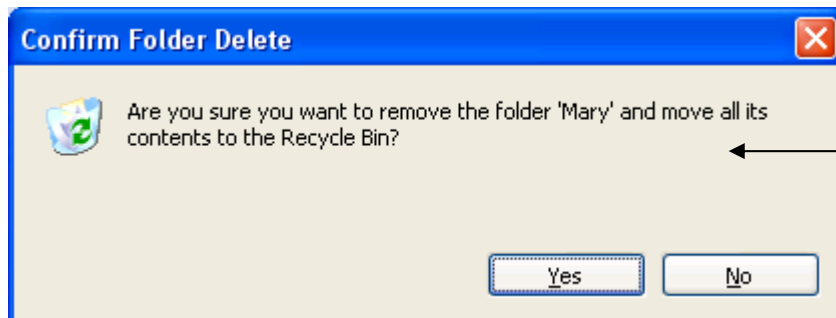
1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)

2. Double-click on the icon for the hard drive (or **C:** drive).



3. A new window will open displaying the contents of your hard drive.

4. Find the folder that you want to delete. Click once to select it.

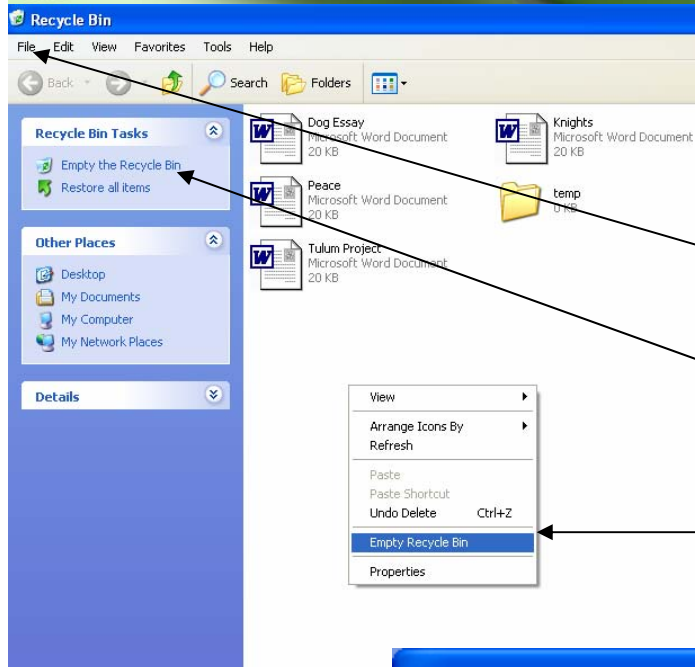
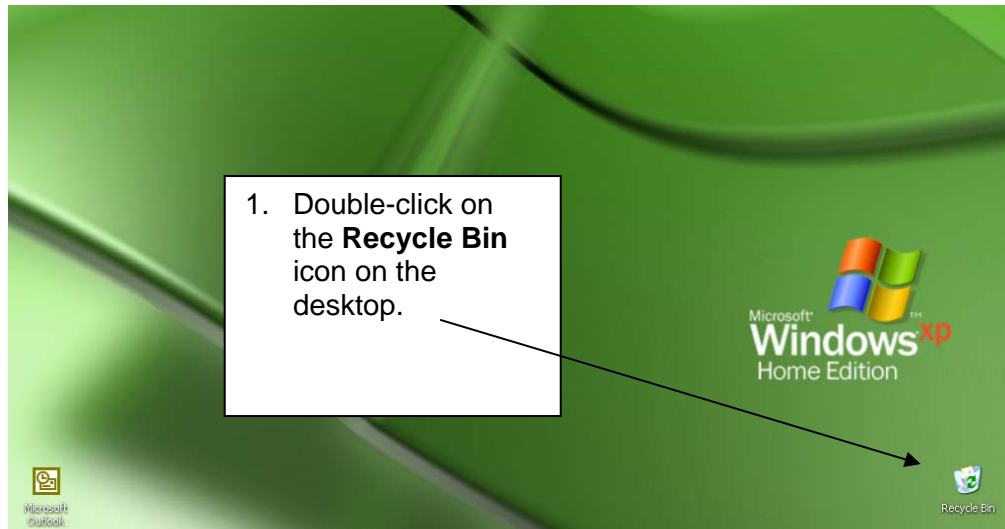


6. The following message will appear on your screen. Click on **Yes**. Your folder will be deleted and sent to the **Recycle Bin**.



When you delete a folder from your hard drive, the folder and all of the files in it go into the Recycle Bin. You can “restore” it by dragging it out of the Recycle Bin or selecting **Restore this Folder** from the **File and Folder Tasks** menu.

To empty the Recycle Bin:

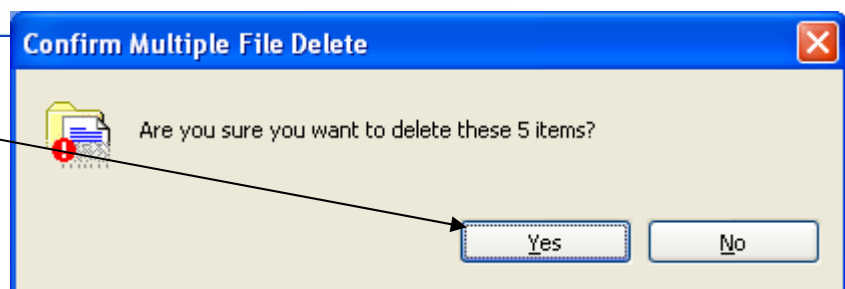


2. The **Recycle Bin** window opens.

3. You can choose 1 of 3 options:

- Click on **File** in the **Menu** bar and select **Empty Recycle Bin**
- Click on **Empty Recycle Bin** in the **Recycle Bin Tasks** menu.
- Right-click in the window and scroll down to **Empty Recycle Bin**

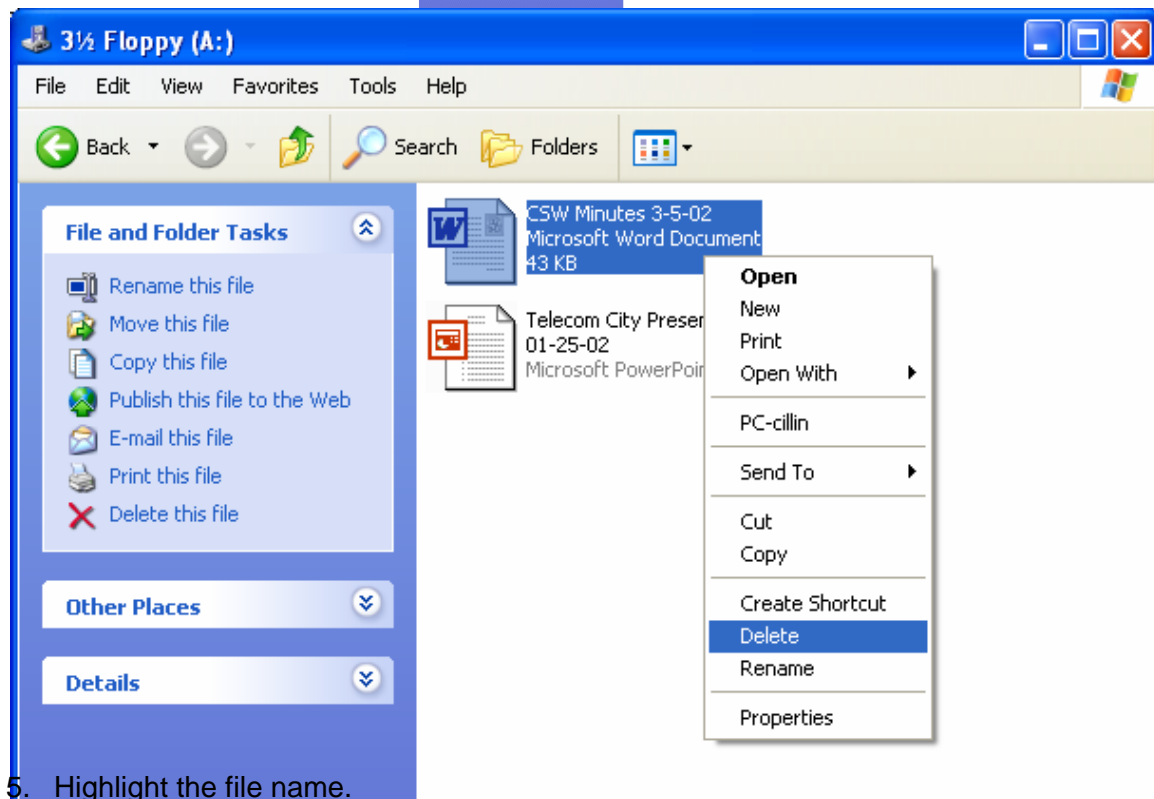
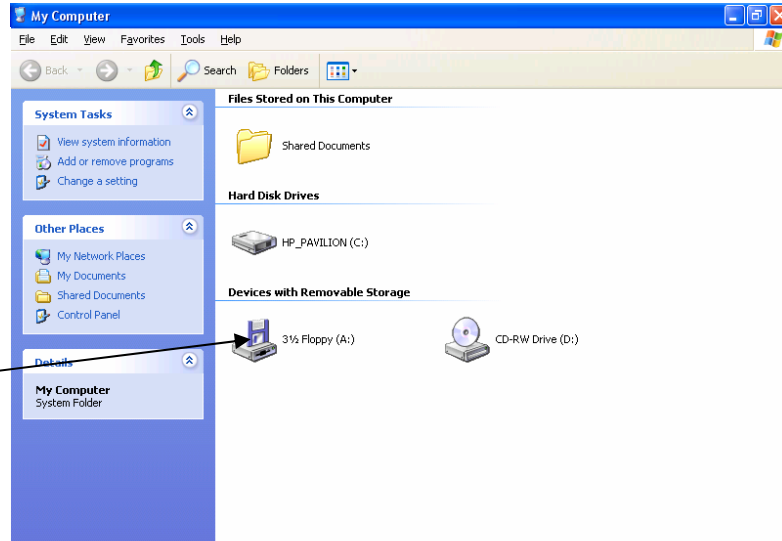
4. A box appears. Click on **Yes** to delete all the files in the **Recycle Bin**.



To delete items from a floppy disk:

1. Go to **My Computer**.
(Remember to click on **Start**. Double click on **My Computer**.)

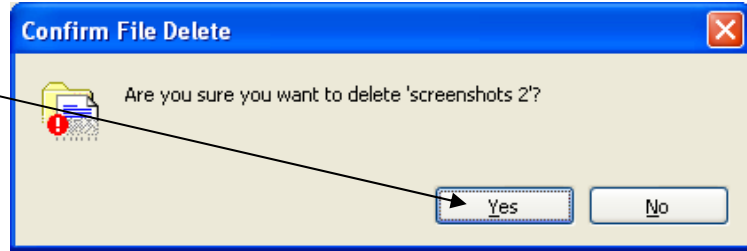
2. Double-click on the **Floppy Disk** icon.



5. Highlight the file name.

6. Remember the 4 ways to delete your file:
 - Press the **Delete** key on your keyboard.
 - Right-click the file and select **Delete**.
 - Select **Delete this File** from the **File and Folder Tasks** Menu.
 - Click on the **File** menu bar and select **Delete** from the menu.

6. The following message will appear on your screen. Click on **Yes**. Your file will be deleted.



When you delete a file from your floppy disk, it does not go into the Recycle Bin. It is deleted!