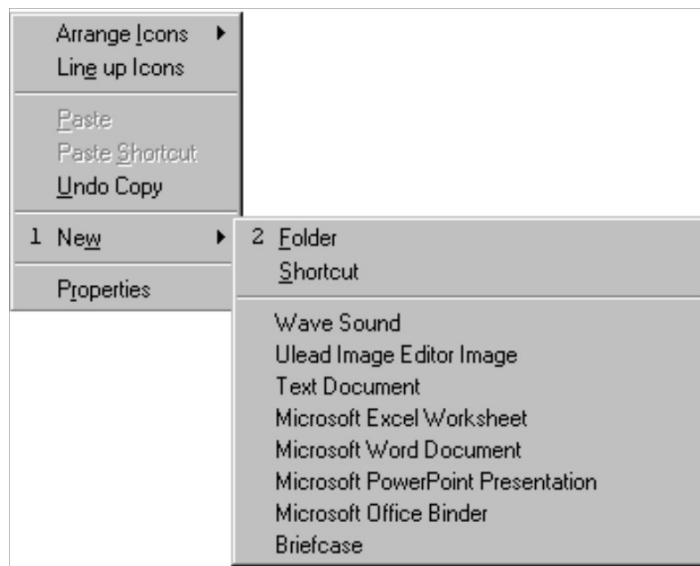


# The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

## Folders

Use **Folders** to organize your files. A folders can be opened from the Desktop or any window by **double-clicking** on it. It can be closed by either selecting **Close** under the **File** menu or by left-clicking on the **Close** button (with an X on it) located in the top right corner of the window.

**New folders** can be created on the Desktop or in any window. This is done by **right-clicking over the area where you want the folder**. A **pop-up menu** appears. Drag the mouse over **New (1)**, then click on **Folder (2)**. A new folder will appear. You can **type in the name**, then **press Enter** to name the folder.

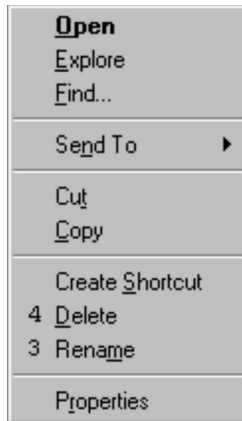


The folder can be Renamed later by **right-clicking** on the folder, then clicking on **Rename (3)** in the pop-up menu. Another way is to **left-click on the name and type in a new name**.

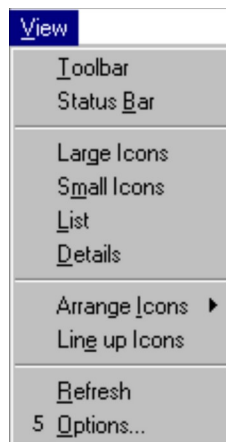
Files can be **Moved** into folders very easily. Just position the mouse over the file icon, hold down the left mouse button, drag the icon over the folder of choice, and release the mouse button. This is referred to as **Drag & Drop**.

There are many ways to **Delete** a folder. One way is to highlight the folder in the window, open the **File** menu, and select **Delete**.

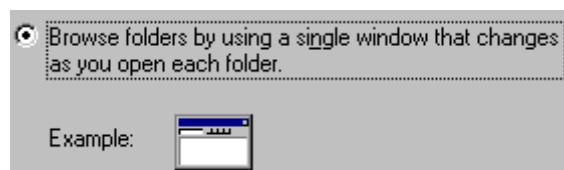
Another way is to **right-click on the folder** icon, then click on **Delete (4)** in the pop-up menu. A third way is to **drag the folder to the Recycle Bin** and drop it there when the Recycle Bin highlights.



If you know that you are only going to be using one folder, you can change the window settings so **only one folder is viewed** at a time. This can be done in the folder property sheet, which can be found by selecting **Options (5)** under the **View** menu.



In the **Options Property sheet**, click on the radio button to **activate "Browse folders by using a single window that changes as you open each folder."** Then click on **OK**.



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