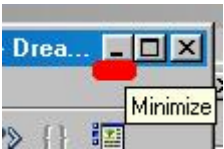






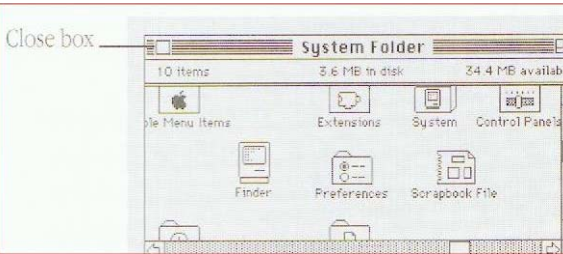
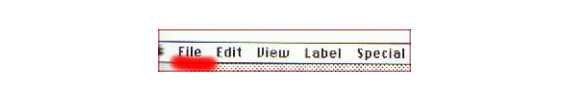



### Step 1. Make your desktop folder: Step by Step Detailed Instructions

<p>a. Minimize all programs until you see your desktop. The minimize button, underlined in red at the right, hides the window you are using. You get the window back by clicking on the name of the window in the taskbar.</p>	
<p>b. Place your cursor where you want your new folder, and then right click your mouse. "Right Click" means click the mouse button that is on the right side of the mouse one time.</p>	
<p>c. After you right single click, you will see a menu, on which you left single click "new", then on the menu that extends, left single click "new folder".</p> <p>That's a right click, then two left clicks. (Right Click to get the menu, then use "New\Folder".)</p>	
<p>A new folder with the title "new folder", will appear where you have placed your cursor. The title, "new folder" will be highlighted until you click elsewhere.</p>	
<p>d. Before you click elsewhere or anywhere, type your preferred name for the folder. (I named this one so everyone will know who it belongs to and what it is used for.) Then click elsewhere. This should be the name of your folder.</p>	
<p>e. To make a folder inside a folder.</p>	

1. Open your folder with two left clicks.
2. In the menu bar at the top, click "file", then "new", and finally "folder". (File|New|Folder)
3. Name your folder.
4. To make more folders, repeat as often as necessary



## Detailed instructions for making a desktop folder on a Macintosh Computer.

<p><b>A. Click on your desktop. This will insure that you are working with your desktop, instead of some other folder. (You may need to close some of your windows to do this. To close folders, click the close box.)</b></p>	
<p><b>B. In the Finder Bar at the top of the desktop, click on <b>File</b>.</b></p>	
<p><b>Then, in the menu that opens, click on New Folder. (File New Folder)</b></p>	
<p><b>A new folder, labeled <b>untitled folder</b>, will appear on the desktop. . The new folder is ready for a new name, and will remain ready until you click your mouse. Don't Click.</b></p>	
<p><b>D. Begin typing your folder name, "Bookmarks". Then click your mouse. Now you have a folder named "Bookmarks", located on the desktop.</b></p>	
<p><b>To make a folder inside a folder,</b></p> <ol style="list-style-type: none"> <li><b>1. Open your folder.</b></li> <li><b>2. With your folder open and selected, follow the steps above as often as necessary. (File New Folder)</b></li> </ol>	

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