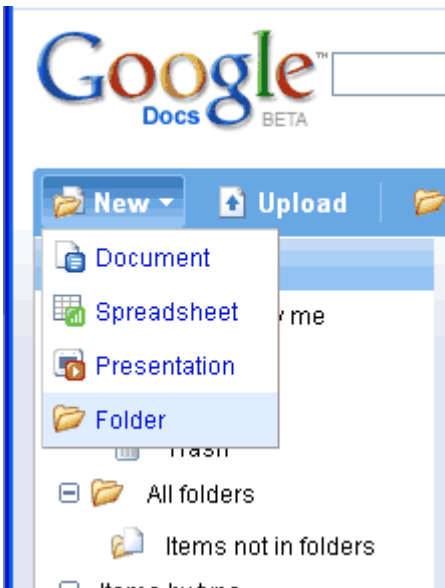
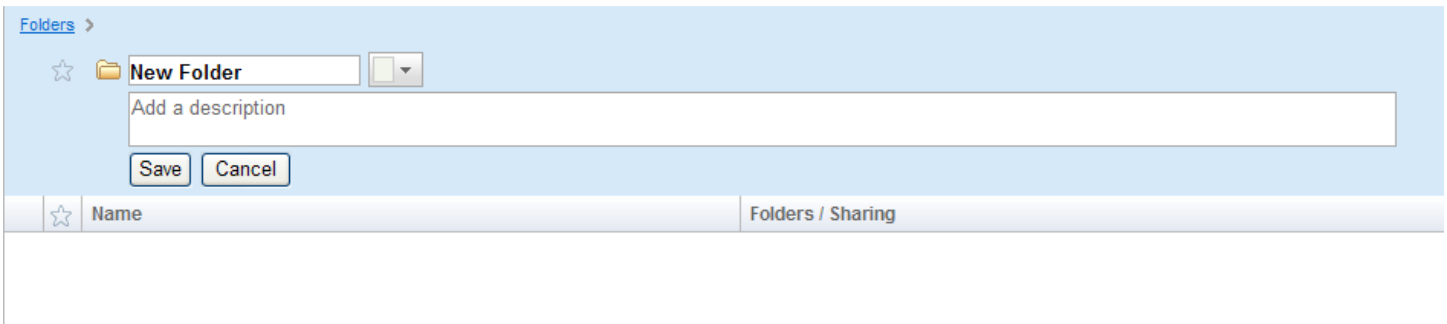


## Activity 4: Creating Folders to Organize Documents

1. On your computer you probably have some sort of organization to storing your documents. This usually involves folders and sub folders. In Google Docs you have the same option for organizing your files. To create a new folder simply click on **New** on the Menu bar and choose **Folder**.



2. Your screen will change to show you the new folder. You can change the name by clicking on the words **New Folder** in the middle window. It will highlight the words and make them editable. Type in the new name.



3. To place a document into a folder you will need to click on **All Items** in the left navigation menu to see all of your documents. Then choose the document you would like to move to a folder by checking the box next to it. Go to the **Move To** button on the Menu bar and choose which folder you would like to add it to. You can do this for all your documents until you have them organized to your liking.

