

Lesson 5: Creating A New Folder - Toshiba P25-S509 User Manual

P25-s509 user's guide

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

19
20
21
22
23
Table Of Contents
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67

68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117

118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217

218
219
220
221
222
223
224
225
226
227
228
229
230

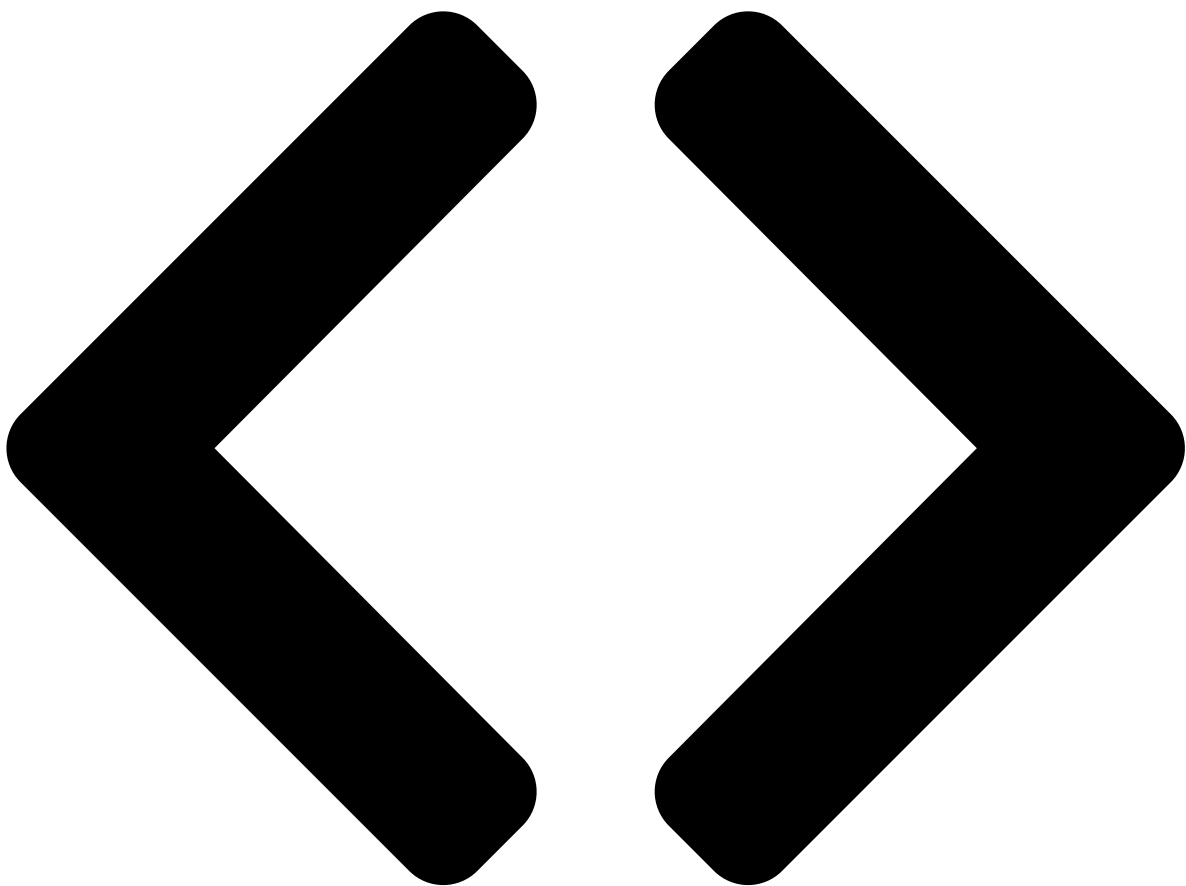
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124

Getting to Know the Windows ® XP Operating System

Lesson 5: Creating a new folder

Lesson 5: Creating a new folder

The operating system stores documents and programs in folders. It even stores other folders in folders. In this



lesson,

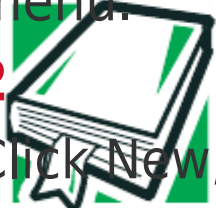
you will create a folder in which to store your new document.

1

Move the pointer to an empty area of the desktop, then click the secondary button.

The operating system displays the desktop shortcut menu.

2



Click New, then click Folder.

The operating system creates an icon on the desktop called New Folder with the icon name highlighted.

3

Type a name for the folder, such as My Folder, then press

4

Close the Notepad document you just created by clicking the Close button on the right side of the Notepad title bar.

The operating system displays the document as an icon on the desktop.

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5

Click the document icon and drag it toward your New Folder icon. Position the document icon over the New Folder icon until it changes color, then release the primary button.

The outline of the document icon moves across the

desktop and disappears into the folder.

6

To see your document, double-click the folder icon.

A window opens and displays the contents of the folder.

DEFINITION: A folder is an area where you can store documents and other types of files. It is analogous to a file folder stored in a file cabinet. In this case, a disk drive in the computer is the file cabinet.



Enter

[Table of Contents](#)

[Previous Page](#)
[Next Page](#)

1

...

123

124

125

126

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[Index](#)

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