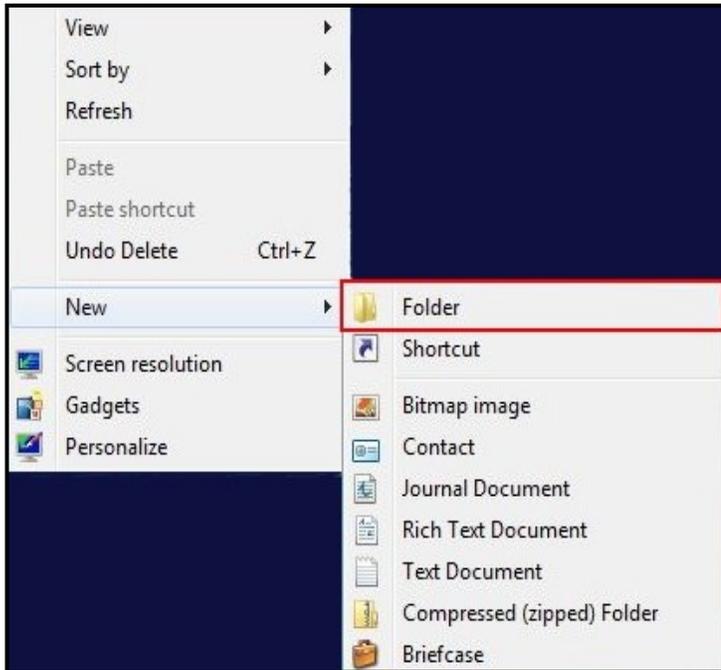# Keeping Your Files/Folders Organized
From the Wareham Free Library

Creating Folders

To create a folder, you can right click the desktop with your mouse, then hover over "New." When the pop-up window opens, continue hovering over "New" and click on "Folder." You will see a new folder icon appear in the exact space that you clicked.

When the words are highlighted in blue (see below), you can name the folder whatever you want. For example, I could type "Steves Folder." To finalize this change, click on ENTER.

If you want to rename the folder, you can click on the name, "Steves Folder", then type something else, like "Steves Pictures." Then hit ENTER to complete the change.

Organizing Files

To create another folder, you can double-click on the folder you just created. Then click on the "File" tab (marked with the arrow below). From here, you can create a new folder. You can also right click on the white space inside the folder to create a new folder, similar to the example above.

Once inside the folder, you can click on any item inside, and delete it or rename it. You can also drag and drop an item, and place it in the "Recycle Bin" on the desktop to delete it. To remove it completely, right click on the recycle bin and click on "Empty Trash." Keep in mind, you can use the same method (dragging and dropping), to move files/fodders around, to keep them organized.

As a suggestion, try keeping your folders organized in the folder "Documents", (see below) which you can access by clicking on the file explorer (Folder on the task bar) and clicking on documents on the right side. Also, try keeping photos in the folder marked "Photos."
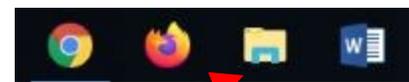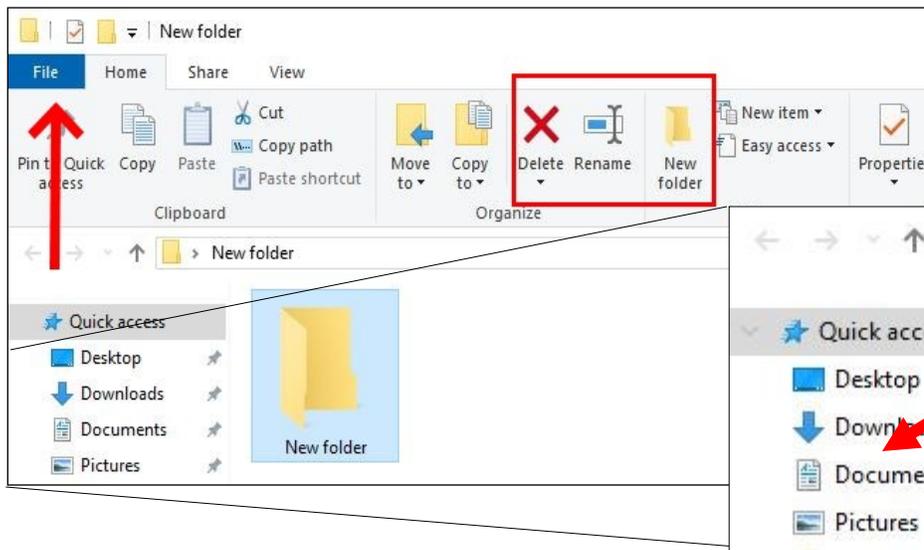
File Explorer

Place Documents In this Folder

Organize Photos in this Folder

How to Attach a File

Step 1

Create a new message, then compose it. Make sure to insert the email address of the recipient or enter a subject line. When you are finished click on the paperclip in the message.

If you are using Gmail and Yahoo Mail it's on the bottom of the message screen. With AOL mail and Hotmail, the paperclip is on the top of the message.
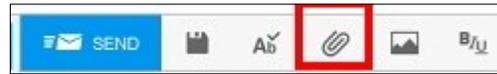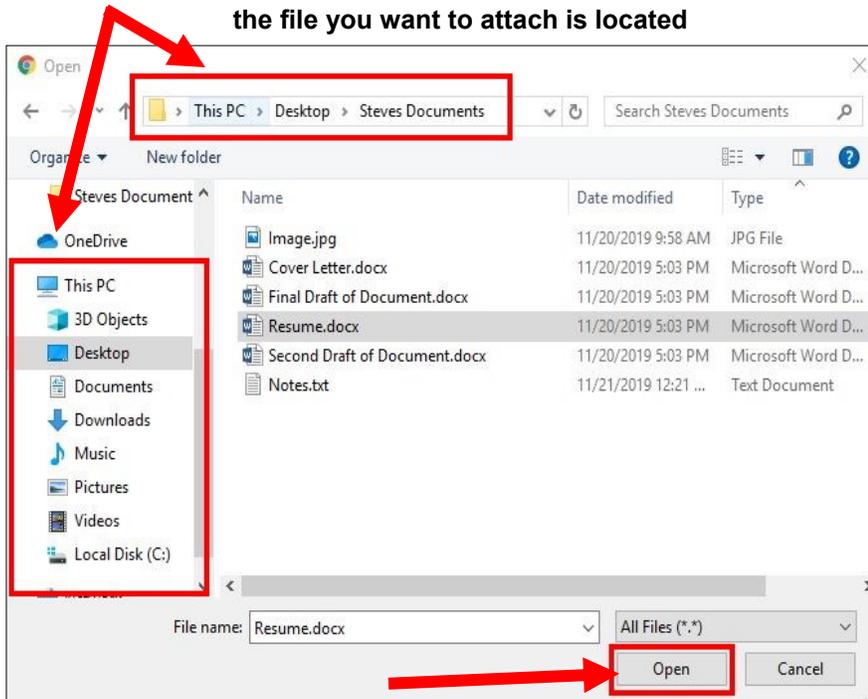

Gmail

Yahoo Mail

Hotmail

AOL Mail

Use these boxes to find the folder where the file you want to attach is located

When you've found the right file, click on it, then hit the "Open" button

Step 2

After you've clicked on the paperclip, an "Open" box appears on your screen. You're being asked to select the file that you want to attach. To do this, you can click on either your "Documents" or the folder where the folder is located.

My suggestion is to keep files that you want to attach close to the Desktop or in a folder on the Desktop. If you do this, they are easy to find once you're ready to upload them. When you've found the file, click on the "Open" button below, and you'll be sent back to your e-mail.

Keep in mind that some e-mail servers have a limit of 20-25 MB, so investigate this before you start the e-mail. If you want to find this information, right click on the file, then go to "Properties" and the new window will tell you this data.

Step 3

On the next screen, the file that you've attached will be shown either at the top or the bottom of the screen. At first when using Gmail, the file name will be gray, but then it will soon turn blue. Wait for the file name to turn blue before sending it out.

If you only have one file to attach, you can hit "Send" on the e-mail. If you have more documents, images or files to send out, you can click the paperclip button again, and find the next file you would like to send out.

In Gmail, if you made a mistake and attached the wrong file, you can click on the "x" (on right side of message) to remove it. In Yahoo Mail, you need to hover over the icon, then click on the three dots (upper right corner) then click on remove.

Attached file in Gmail. Note the blue text.

Attached file in Yahoo. Note the attached image icon has both the document name and file type.

Are you having trouble with technology? If you need help, contact the Wareham Free Library at 508-295-2343 or e-mail smiller@sailsinc.org.