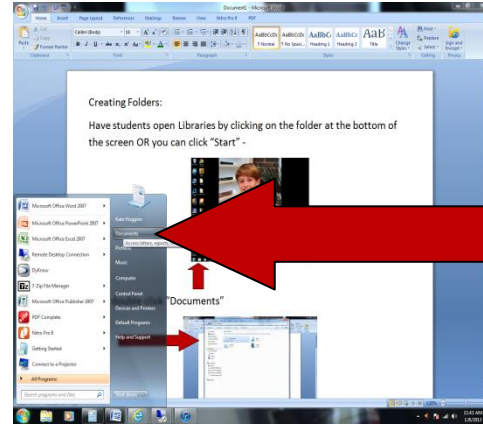
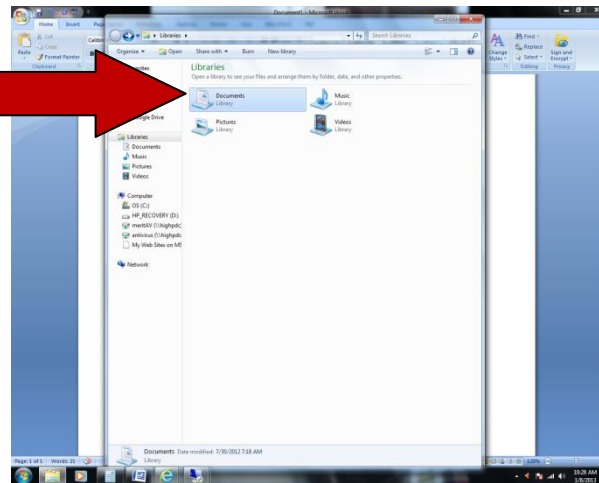


Creating Folders:

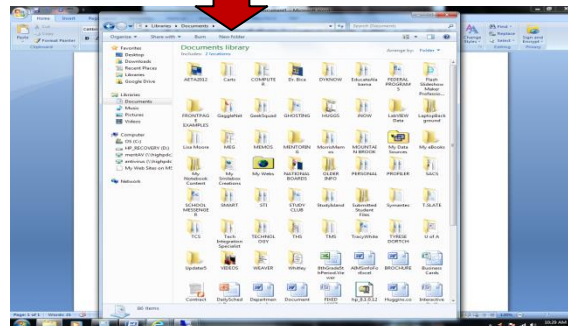
Have students open Libraries by clicking on the folder at the bottom of the screen OR you can click “Start” – “Documents”.



Now double click “Documents”



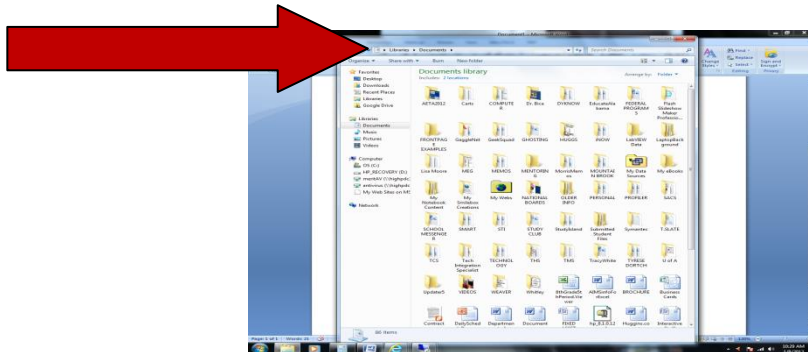
Click “New Folder”



Name the folder your subject name. Example: Language Arts

Want to add sub folders within this folder?

Double Click your subject folder so it appears at the top.



Click on “New Folder” again and add as many as you would like!